

## Mental Health Small Grants Guidance Notes

The Mental Health Small Grants scheme is funded by Bradford Council Public Health to improve the mental health of Bradford citizens. The scheme will fund new or emerging areas of work tailored towards adults aged 18 and over.

The aim is to support projects that reflect the key priorities relating to mental health, of the Bradford Council Plan and Mental Wellbeing in Bradford District and Craven Strategy 2016-2021.

Applications are invited from projects that address the following priorities:

- **Connecting:** Focusing on engaging with and connecting people with a higher risk of poorer mental health outcomes and providing help for them to retain and/or build relationships / support mechanisms which promote and enhance good mental health.
- **Resilience:** Developing and enhancing individuals' resilience through universal and targeted approaches, providing additional support to those at higher risk of poor mental health due to their environment, individual risk factors or specific life events.
- **Flexibility:** Delivering a service which is organised to respond to individuals needs flexibly. Positively recognising and supporting innovative and unique needs and response options.
- **Covid-19:** Recognising and placing importance upon emerging needs relating to Covid-19, including difficulties accessing support online, language barriers, loneliness, increases in domestic violence and alcohol use, bereavement etc. Delivering within the remit of current national and local guidance.

### How much money is available?

Small grants for up to **£2000** are available. The funding has to be spent within **6 months** of receipt.

The money is available for projects across the Bradford District. A full breakdown of costs with written estimates is required as part of the application process.

### Who can apply?

The grants scheme is available to community groups, registered charities, voluntary and community organisations and social enterprises based in or working across Bradford District with:

- A constitution/governing document
- A management committee / board of directors
- An organisational bank account
- Key policies in place i.e. Health & Safety, Safeguarding, Equality and Diversity

Individuals and/or newly established groups are also encouraged and welcome to apply. They must nominate a group or organisation who comply with all the above points as they will be the financial holder of the grant money and be a guarantor for the project.

### The scheme will not fund:

- Any project that does not have Mental Health as a primary focus
- Any organisation/group with an annual turnover in excess of £250,000
- Existing activities
- On-going running costs of your organisation
- Any shortfall in funding for an existing project or a project where another funder has withdrawn funding
- Endowments/loan repayments
- Retrospective applications
- Disproportionate costs of staff salaries and management costs.

- Management costs higher than 10% of the project cost
- Political activities
- Activities that have direct financial benefit to the organisation's members
- Any project that receives funding for the same project from another funding source
- Applicants that have already been funded through this scheme

**Priority will be given to projects specifically considering:**

- Evidence that Covid-19 is having a disproportionate mental health impact
- Difficulties coping with debt and financial struggles
- Recent experience of bereavement
- Men (particularly those aged 35-50)
- Those living with poorer mental health, with or without diagnosis
- Those over using alcohol or with an addiction or dependence to alcohol or other substances
- In contact with the Criminal Justice System
- Previously self-harmed or attempted suicide
- Unemployment
- Isolation, experiencing loneliness
- Those who may have experienced a challenging start to life e.g. children who grew up in a house where addiction and/or abuse was present
- Lesbian, Gay, Bisexual, Transgender (LGBT+) populations
- Black Asian and Minority Ethnic (BAME) communities and those who are new to living in the UK

**Application Process**

You must fill in all sections of the application form.

**Section 1: Contact Details.** It is very important that this section is filled in

accurately, as these are the details we will use to contact you.

**Section 2: Information about your organisation / group.** This helps us to understand the size and nature of your organisation. We need a commitment that you have / will develop all the policies, procedures and insurances relevant to the running of your organisation. It is your responsibility to meet all legal and liability requirements relating to the service you are proposing to provide.

**Section 3: About the project you are proposing.** Please provide as much information as you can about what you are proposing. Include a time plan for the implementation of the proposal, giving a breakdown of start and completion dates for expenditure. Remember, this is the only information the grants assessment panel will have about your project, so please clearly and concisely give as much detail as possible.

Please note: all groups/organisations must follow the current government guidance on Covid19 and the emphasis is upon each provider to comply with these. Please ensure you implement this in your planning.

**Section 4: Project Costs.** We need accurate information about the costs of the project you are proposing. You need to include the total cost you are applying for and provide an itemised breakdown of each of the items. Although not essential, match funding for the project is encouraged (*in cash, equipment, in kind, etc.*) – please let us know details of any match funding proposed for the project.

**Section 5: Your Bank Details.** Your bank account details are very important as any grant awarded is paid by BACS directly into your account. Any errors will cause a delay in you receiving the funding.

**Section 6: Declaration.** Please make sure the application form is signed by 2 people from your organisation's management committee / board of trustees / directors. (Chair, Secretary or Treasurer)

**Section 7: Checklist:** There are a number of additional pieces of information which must be submitted with your application form. Failure to

include this information may delay your application or it may mean your application is not considered at all. You must include:

- A copy of your constitution / governing documents
- Accounts or statement of income for the last year or months of existence
- A bank statement dated within the last 3 months.
- Written estimates for all items and services you intend to purchase.
- Name and contact details of a person/organisation who can be contacted for reference purposes. This is a group/organisation reference not a personal character reference.

### **Deadline for applications:**

Applications with supporting documentation can be submitted until **31<sup>st</sup> January 2022**.

Email applications to: [grants@cnet.org.uk](mailto:grants@cnet.org.uk)

Or post applications to:

**Sanaa Jafry**  
**CNet, Enterprise Hub,**  
**114-116 Manningham Lane**  
**Bradford**  
**BD8 7JF**

### **What happens next?**

The grants will be funded by the City of Bradford Metropolitan District Council Public Health Department and will be administered by Bradford & District Community Empowerment Network Ltd (CNet).

All applications will be considered by an assessment panel from CNet and we aim to notify you of a decision within four weeks of your application submission.

Please note there is no appeals process and all decisions are final. However you may request feedback and are welcome to apply again.

### **Monitoring & Evaluation**

At the end of your delivery a final monitoring and evaluation report will be required which

will give details of your project, activities provided and the outcomes. Proof of payment, i.e. copy of receipted invoices for all spending will be required as an audit requirement.

All financial and evaluation monitoring **must** be submitted to CNet **within two weeks** of completion of the activities.

### **Available support**

Support for completing the application and for advice on policies and procedures, constitutions, set of rules etc. is available.

For further detailed advice on this please contact:

Community Action Bradford & District (CABAD)

Development Officers are:

#### **Bradford Office**

Lincoln Oakley – [Lincolno@cabad.org.uk](mailto:Lincolno@cabad.org.uk)

01274 724192 / 07422 575852

#### **Keighley Office**

Chris Barker – [Chrisb@cabad.org.uk](mailto:Chrisb@cabad.org.uk)

01535 612500 / 07422 966140

#### **Bingley Office**

Sarah Moss – [Sarahm@cabad.org.uk](mailto:Sarahm@cabad.org.uk)

01274 781222 / 07422 966142

Application forms and guidance documents are available to download at [www.cnet.org.uk](http://www.cnet.org.uk) or can be requested by email.

For more information and/or clarification of any of the above points please contact:

**Sanaa Jafry**  
**Grants Commissioning Officer**  
**CNet**  
**01274 305045**  
**07983 682638**  
[sanaa@cnet.org.uk](mailto:sanaa@cnet.org.uk)