**General Guidance Notes for Those Applying For the**

**CHANGE YOUR MIND**

**ANTI STIGMA & ANTI DISCRIMINATION CAMPAIGN**

**Small Grants Funding**

**2017**

**CLOSING DATE: Friday 19th May 2017**

**INCOMPLETE APPLICATIONS OR APPLICATIONS RECEIVED FOLLOWING THIS TIME WILL NOT BE CONSIDERED.**

**NB: All projects must be completed by 31st December 2017**

**Please read these guidance notes carefully before considering making an application under any of the advised themes covered by this programme.**

**Introduction**

The CHANGE YOUR MIND campaign partners have identified funding to address the themes of stigma, recovery, connectedness and conversations. As such we are inviting organisations to apply for **small grants** to addressthe outlined themes.

**Aims**

* To create meaningful conversations about mental health and mental health stigma
* Reducing stigma (both self-stigma and external stigma) and improving mental health
* Making positive connections with friends, family and colleagues
* Encourage people to seek help if they feel the weight of stigma
* Raising awareness of the negative impact of stigma

**Background to Funding Programme**

**CHANGE YOUR MIND** is a unique partnership between Comic Relief, Niamh and PHA. There are limited resources available therefore applications will be assessed on the ability of the group to implement projects within a specific timeframe and will have the potential to meet funding aims.

This small grants scheme provides the sector with the opportunity to access small non-recurring grants for projects that can demonstrate contributions to building capacity, emotional resilience and mental and emotional wellbeing. The campaign is keen to fund programmes founded on evidence based practice such as those using one or more of the ‘Five Steps to Wellbeing’, which suggest that emotional wellbeing can be improved by building the following into our daily lives:

1. Connect
2. Be active
3. Keep learning
4. Give to others
5. Take notice

(Find further information at www.changeyourmindni.org and mindingyourhead.info)

**Types of Award**

Two types of awards are available under this scheme.

*Applicants must* *adhere to the following preconditions. Failure to do so will result in your submission not being considered.*

This year, we are focusing on and accepting applications from individuals and groups that are working on these three areas of work:

* Perinatal Mental Health
* Men’s Health
* Mental Health in Schools, Colleges and Universities

**Award One – Eligibility Criteria**

* Grants up to **£500 (individuals / non-constituted and constituted** **non-profit taking community / voluntary sector groups).**
* It is expected, and will be a condition of the grant, that a level of good governance is observed in execution of the activity.
* Provide relevant background / qualifications / knowledge and experience for trainers / tutors or facilitators – if you need any further guidance on this, please contact: CHANGE YOUR MIND on 0300 123 9294 or email [n.dalcz@niamhwellbeing.org](mailto:n.dalcz@niamhwellbeing.org)
* Where a group cannot provide sufficient evidence of proper financial processes, the campaign will pay for direct invoices / items needed under the provider / applicants. This would particularly suit smaller groups with limited governance.

**Award Two – Eligibility Criteria**

* Grants up to **£1,000 for constituted, non-profit** **taking community / voluntary sector groups** *(you have**adopted a constitution and / or articles and memorandum of association).*

**Both Awards – Eligibility criteria**

* It is not envisaged that monies available under these funding streams will be used as gap funding for projects which are already in development.
* **Funding must be spent by 31st December 2017**
* If constituted:
* you should have a bank or building society account in the name of your group
* enclose your most recent annual accounts (or, for new groups, a statement of your income and expenditure). These must be signed and approved by an office-holder
* provide a copy of your Committee Members
* provide a Child Protection / Vulnerable Adults Policy (if applicable)
* Your project fits within the advised themes.
* **Organisations can only apply for either Award One or Award Two but not both and only one application per organisation will be accepted.**

**Assessment Criteria**

Applications for both awards will be assessed using the following criteria:

1) Extent to which the application meets funding aims:

* To create meaningful conversations about mental health and mental health stigma
* Reducing stigma (both self-stigma and external stigma) and improving mental health
* Making positive connections with friends, family and colleagues
* Encourage people to seek help if they feel the weight of mental health stigma
* Raising awareness of the negative impact of stigma

2) The level of community involvement including how the need for this project was identified at community level.

3) Applicants **MUST** evidence how their project is informing how a specific issue is being addressed. This should be addressed by outlining;

* Realistic and achievable aims, objectives and outputs.
* Projects that contribute to models of good practice and evidence of effectiveness.
* Projects that clearly outline how the project will be monitored and evaluated.
* Value for money / Reasonableness of costs
* Previous experience

Please note: Management and administration of previous awards funded through this stream **will** be taken into account.

**What We Won’t Fund**

Examples of what we do not fund include:

* Building costs
* Training license costs
* Trainer fees
* Retrospective applications.
* Work carried out prior to the approval of the funding
* Loan repayments
* Bank Charges
* Activities that do not fit within the advised themes
* Unreasonable costs e.g. when commissioning external services **excessive** facilitation fees / counselling fees will not be funded
* General running costs not related to the specific project for which funding is sought
* Endowments
* Activities promoting political beliefs (does not preclude faith-based community groups applying for activities related to the aims of the scheme)
* Donations (to individuals, groups or charities)
* Affiliation or membership fees
* **Existing** staff costs were funding is currently being received fromanother funder.
* Hospitality will only be paid where it is integral to the project e.g. lunch for delegates at an event. **Gratuitous hospitality or** **alcoholic beverages will not be covered.**

**Examples of What We Will Fund**

* Existing staff costs **may be considered** where work undertaken is in addition to current duties and where monies are not currently being received from another funder for the provision of same. You must provide a rationale / calculation of how the figure was reached e.g. number of hours x hourly rate and guarantee that this does not represent double funding or duplication of an existing service.
* Transport to local facilities which is essential for the delivery of the programme up to £50
* Catering costs up to £50
* Venue hire will be considered where applicants can justify the need for external / additional premises;

**Making an Application**

* Applications will be assessed using the criteria as stated previously.
* Applications must be completed using the **CHANGE YOUR MIND** Application Form.
* No continuation sheets will be considered, so please ensure that you keep your answers within the confines of the Application Form.
* All required accompanying documentation as advised must be supplied **with the** application to be considered complete. **Without** **this the application will be deemed ineligible and will not be considered for funding.**

**Additional Information**

**What happens once your application has been received?**

1. Your application will be reviewed by **CHANGE YOUR MIND** for eligibility to process for assessment.
2. If eligible, the application will proceed to assessment.
3. If you are successful a Letter of Offer will be submitted to your group outlining how to proceed with your activities.
4. If ineligible to process to assessment or unsuccessful upon assessment, a letter will be issued by **CHANGE YOUR MIND** notifying you that you have been unsuccessful and giving you information of the appeals process.

**The Letter of Offer / Agreement to successful applicants will include a number of binding conditions which will effectively operate as a contract, under which the project / initiative should be operated including mandatory attendance at a short information session outlining the requirements of the grant for Award Two applications. You may be required to use additional tools to measure the outcomes of your project.**

**Authorised Signatures**

Please ensure two duly recognised officers in your organisation (where applicable) sign the application form and that the declaration is signed. The signatories must be: (a) a contact person for the organisation who is familiar with the application (b) the person who will sign the contract in the event that your application is successful, one of which must be the Chairperson, Chief Executive or most senior staff member (in the case of constituted groups). **Failure to include original signatures on the application form will render your application invalid.**

**Forward completed applications to:**

**Change Your Mind**

**80 University Street**

**Belfast**

**BT7 1HE**

**E:** [**l.mcentee@inspirewellbeing.org**](mailto:l.mcentee@inspirewellbeing.org)

**Closing date: Friday, 19th May**

**Applications and all relevant supporting documentation must be received on or before 5pm**

**Incomplete applications or applications received after this time will NOT be considered.**

**Electronic applications WILL be accepted.**