



Getting Help in Neighbourhoods Adult Mental Health and Wellbeing Fund Additional Information and Guidance

It is important to read the information below to help you understand what is needed before deciding to apply.

This document is divided into three sections

- 1) How to complete the application form and assessment process
- 2) Training and development for your organisation
- 3) Monitoring and Evaluation Requirements

Completing the application form

Clear, concise, and informative applications are helpful. We need to see the following in your application:

- Evidence of need for your project, and the difference it will make.
- We are interested in your organisation, the people you help, and how you are helping them.
Include:
 - Evidence to show that there is a need in your community and how you meet this need
 - The length of time and the numbers of adults aged 18+ you are working with
 - The outcomes you want to achieve (e.g. what you will deliver and to how many people) and the impact you anticipate your work will have on the people you are supporting
 - Any consultation or research you have carried out
 - How you partner with, or offer something different to, other similar groups nearby
 - A realistic and accurate budget. Provide a full clear project breakdown for the funding you are requesting (staff or volunteer costs, any equipment, overheads etc.) and include a basic budget for the entire project if you are only applying to us for a portion of it.
 - Management costs must be clearly defined that they are relevant and related to the project delivery only.
 - How you have considered sustainability: what will happen once the funding has ended? This may include how you look for funding, elements of fundraising if possible, etc.
 - Evidence of good management: e.g. experience of your committee members, staff or volunteers who will carry out the project, a realistic plan and timescale for the project.

Assessments and Decisions

Once you have submitted your online application, our Grants Team will review applications and carry out the following due diligence checks:

- Are your governance documents, policies and finances in good order?
- Does your organisation and project meet the priorities of this grant programme?
- Have you evidenced the need in your community for your organisation and project?
- Does your organisation have the capacity to deliver the project? Is your budget realistic and accurate?
- How do you partner with, or offer something different to, other similar groups nearby?



- Have you shown evidence of good planning and management? This could include the experience of your committee members, staff or volunteers or qualified staff to deliver specialist work.

Then:

- Assessments will be sent for review to our independent advisory panel whose views will be noted by the awarding grants panel.
- Eligible applications will be discussed, and a decision will be made at a panel meeting. Grant panels include external members with lived experience and professional knowledge, to ensure the assessments and decisions are as neutral and well-informed as possible
- The Leicester, Leicestershire & Rutland Clinical Commissioning Group (LLR CCG) will send you an offer email, with a Grant Agreement that you will need to sign and return before payment can be issued
- Leicestershire and Rutland Community Foundation (LRCF) will be sent you a quarterly monitoring schedule and links to the monitoring form for you to complete. This will enable you to provide a brief regular update on your activities and training of staff and volunteers
- Groups who are not awarded a grant will be notified by email.

Training and development for your organisation

This is a vital feature of this grants programme: the partner organisations are committed to building knowledge about mental health, so all groups that have a grant will need to attend training.

Training is for you to gain a basic or further understanding to help you signpost to expert services if required. It is not expected for you to become qualified in mental health practice.

Workshops

- Every group will attend an initial workshop to increase your understanding of the urgent mental health support that exists across Leicester, Leicestershire & Rutland, to help you feel confident about how to approach and when to signpost people, if there are concerns about someone attending your service. ***Allow: 1 hour per person, and as many of your staff and volunteers as you wish to attend.***
- As well as this, other workshops/webinars covering a range of topics will be available throughout the year, so ***allow 4 hours per person in your application, as many of your staff and volunteers as you wish to attend.***

Training Courses

- There are other Training Courses you may wish to access. A maximum 20% of your overall budget may be allocated to training costs for staff and volunteers. Some courses to consider are (you don't have to do all, just those that fit your group and its work

Name of training	Zero Suicide Alliance: Brief intervention training
Budget for:	FREE
Time to allow:	60 minutes
Details	Online training. (links to training will be sent following panels)
Aimed at	All staff and volunteers



Brief outline	Teaches you how to identify, understand and help someone who may be experiencing suicidal thoughts.
----------------------	---

Name of training	Mental Health Awareness webinar
Budget for:	£85pp (max 12 per session) (exc VAT)
Time to allow:	3hours
Details	Online training. (links to training will be sent following panels)
Aimed at	All staff and volunteers
Brief Outline	<ol style="list-style-type: none"> 1. To recognise the need to normalise and destigmatise mental health 2. To understand the incidence of mental health conditions 3. To develop a good understanding of stress and how this can be impacted by work, and home life (including the impact of a global pandemic) 4. To become familiar with common mental health conditions 5. To explore suicide and learn how to deal with a crisis situation 6. To develop and practice the skills to open and have a positive conversation with someone who might be struggling with their mental health 7. To recognise the need to look after their own wellbeing and review basic self-help strategies 8. To be confident on where to signpost people to for additional support

Name of training	The Decider Training – Psychological Skills (12 skills)
Budget for	£120pp
Time to allow:	12 hours - 8hrs (self-directed learning) - 4hrs group check in/learning sessions
Details	Online training. (links to training will be sent following panels)
Aimed at	All staff and volunteers
Brief Outline	The Decider Skills use Cognitive Behaviour Therapy to teach people the skills to recognise their own thoughts, feelings and behaviours, enabling them to monitor and manage their own emotions and mental health. Can be used to support individually or in groups.

Name of training	Mental Health first aid
Budget for:	£300pp (guide as per MHFA England)
Time to allow:	2 days
Details	Online or in person training (links to training will be sent following panels)
Aimed at	All staff and volunteers
Brief Outline	Mental Health First Aid (MHFA) is a training course that teaches people how to identify, understand and help someone who may be experiencing a mental health issue. You will learn to recognise warning signs of mental ill health and develop the skills and confidence to approach and support someone while keeping yourself safe.



NB: There may be other courses appropriate to your service or activity that you find locally that you wish to attend. You will need to include details and a full costing breakdown in application.

Monitoring and Evaluation

**Attendance and implementation of training will be monitored as part of your grant agreement.*

This is a required part of this grants programme: the partner organisations are keen to learn about the impact of this grant programme on individuals and groups of people.

Monitoring and evaluation enables us to better understand the impact of grants, community need, where there may be gaps in service provision, to inform future grant making.

It will also help you to collect valuable information on how people benefit from your work, what works and what does not, how you can make your services more effective - and demonstrate the value of what you do.

There is a lot to feed back with this grants programme which will need to be sent quarterly so you will need to build time in your project or activity to capture and submit information below.

For this reason, you can add a reasonable amount to your budget (up to 5% of your total request) for collecting, collating and sending. Dates for monitoring will be sent following grant offers

The quarterly monitoring information needed will be:

About Your Organisation

- a) Number of staff delivering
- b) Number of volunteers supporting
- c) Number of staff completing training sessions (in connection with the funding)
- d) Number of staff gaining new qualifications/accreditation (e.g. Mental Health First Aid)
- e) Number of volunteers completing training sessions (in connection with the funding)
- f) Number of volunteers gaining new qualifications/accreditation (e.g. Mental Health First Aid)

About the Event or project in general

- a. Where the event is being delivered (*e.g. postcode for the session delivery to allow us to map where support has taken place*)
- b. How the grant was spent. (number of sessions / what was included in those sessions)
- c. The difference the project has made (what learning and social skills have people gained – why is this beneficial to them?)
- d. Any key issues and lessons learnt.

It is important for you give a real picture of how things went – even if something did not go as you expected. We are keen for you to tell us what is working and what is not, and why.

About Service Users/Clients/People you Support

1. If delivering a one-off event :

- a) Number of people aged 18 + attending the event
- b) A simple feedback survey to show the impact on their mental health or knowledge of e.g. Did this event increase your knowledge or awareness of mental health/mental health support available locally?



2. If delivering a regular session or activities:

- a) Number of sessions/activities delivered
- b) Where these are delivered (e.g. postcode for the session delivery to allow us to map where support has taken place)
- c) Number of people aged 18 + attending each activity/session (throughput the number of times they attend e.g. 10 people attend 10 weeks = 100 attendances)
- d) Number of unique/ individual people aged 18+ signing up to attend your sessions (e.g. 10 people in total)

3. **Case studies** add context and detail and to help show the great work you are doing to support individuals. We will expect at least one case study to be provided per quarter. Where appropriate and in agreement with your organisation and any individuals, these stories may be shared in the press and via social media.

Please note: The above information will need to be sent via an online quarterly monitoring form and links will be sent to you.

4. **Anonymised Individual records.** Only with the consent of individuals, it would be useful if you can keep a record of
- a) Age
 - b) Gender
 - c) Ethnicity
 - d) Postcode

This just needs to be collected **once** and retained by your organisation. You may be sent an online survey or requested for this information to allow a mapping exercise to be undertaken. This information will NOT form part of your regular quarterly monitoring and should only be collected from willing participants.

5. Evaluation tools

If you already regularly use a recognised mental well-being tool to capture progress and impact you are welcome to use this, tell us in your application. **You may be contacted and offered support to collate over your grant period to show further individual impact.**

If you do not currently use an evaluation tool to track individual progress but see this as something you would like to do then we recommend looking online at tools similar to the 7-scale Warwick-Edinburgh Mental Wellbeing scale. This will give you ideas on the sorts of questions you may want to include. We recommend completing with individuals at the beginning, midway and end of the programme to evidence the difference you have made or highlight where you may need to signpost individuals to further specialist support.

This is not a compulsory part of your application and will not reflect on any grant award.

Focus Groups

All through this grants programme, there will be sessions for you to attend that either focus on individual organisations, or bring together people (staff, volunteers, service users) from across a range of organisations.

You will be invited and encouraged to attend and support these to help everyone gain a better understanding of the benefits and challenges being faced.