



For better
mental health



CHANGING SPACES ECOMINDS

APPLICATION FORM



For office use only

Unique Reference
Number

Date received:

Completing the application form

Forms can be downloaded from the Ecominds website. There is one application form regardless of the amount for which you are applying. Assessors will favour clear, legible, well-focused applications that explain the project fully yet concisely. If you complete by hand, write clearly using black ink. Edit your text carefully to improve brevity, focus and clarity. Do not reduce text size to write more, instead edit what you already have. Each question has limited space for your response. This is intentional and is a guide to the level of detail required. Restrict your responses to the space provided. We will contact you if we require more detail.

If you or your main contact have any particular communication needs, please phone the Changing Spaces Advice Line.

Guidance Notes

• Guidance Notes part one

Describe eligibility and essential criteria, what you can and cannot apply for, and gives an outline on timeframes.

• Guidance Notes part two

Describe in detail what information each question on the application form is seeking.

Ensure you read Guidance Notes part one before completing this application form to ensure the scheme is right for you. Then refer to Guidance Notes part two as you complete the form. The assessors will expect you to have read the notes for each question before you answer it.

If you are applying for a grant to include the purchase of land and buildings, you should download the Land and Buildings Guidance Notes from the Ecominds website or phone the Changing Spaces Advice Line to receive a copy by post.

Ecominds address

Please send the completed application form, with all enclosures to: Grants Team, Ecominds, 15-19 Broadway, Stratford, London E15 4BQ

Your application form must reach Ecominds by the closing date of the round you are applying for. This information can be found on the Ecominds website or by phoning the Changing Spaces Advice Line.

Terminology

The term 'mental health service user' is used throughout this document and is inclusive of all people with direct experience of mental distress, whether users of mainstream mental health services or not.

Important

This document and the Guidance Notes are subject to change. Ensure you have the latest versions by checking the Ecominds website or by contacting the Changing Spaces Advice Line.

Website: www.ecominds.org.uk

Changing Spaces Advice Line: 08453 671 671

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Part one. About your organisation

1. Organisational details

1.1 Organisation name

1.2 Organisation address

Postcode

1.3 Organisation phone numbers

Landline

Mobile

1.4 Organisation fax number

1.5 Organisation website address

1.6 What does, or will, your organisation do?

1.7 What date did your organisation start?

1.8 Are you a newly formed group, less than one year old?

Yes

No

If no, please go to Q1.10

1.9 If you are a newly formed group please tell us:

a) Why do you believe your group is needed?

b) Why did the group come into being?

c) What are the experiences and skills of the people involved?

1.10 Who are, or will be, your organisation's main beneficiaries?

1.11 How many members of staff does your organisation have?

Paid full time:

Paid part time:

Unpaid full time:

Unpaid part time:

1.12 What experience does your organisation have of grant management?

1.13 Have you or your organisation ever applied for funding or been involved in a project funded by the National Lottery?

Yes

No

If yes, were you successful?

Yes

No

If yes,

a) Please give the scheme name, dates, and reference numbers

b) Does any part of that project remain incomplete?

c) Describe any problems you experienced with the funding organisation during the lifetime of the project

1.14 Legal status

Please tick all boxes that apply.

Legal status

Un-constituted group, already existing or under development

Association governed by a constitution

Company limited by guarantee

Industrial and Provident society

Registered Friendly Society

Church or recognised religious institution

Community interest company, profit making

Community interest company, not for profit

Trust status

Is your organisation a trust governed by a trust deed?

Yes

No

Charitable status

Charity registered with the Charity Commission

Charity registration number:

Date of registration:

Exempt charity approved by the Inland Revenue

Church or recognised institution

Other

If your organisation is none of the above, please describe its legal and taxation status:

1.15 Management committee details

Provide the name and address details of your Chair, Treasurer and other management committee members.

Chair

Name:

Address:

Postcode:

Treasurer

Name:

Address:

Postcode:

Other Management committee member

Name:

Position:

Address:

Postcode:

Is there a separate piece of paper attached with further details?

Yes

No

2. Organisational policies

Tell Ecominds what policies your organisation has in place or plans to put in place during the funding period.

2.1 Equal opportunities

Does your organisation have an active equal opportunities policy?

Yes

No

If no, please indicate by what date you expect this policy will be developed.

Explain how your organisation demonstrates or will demonstrate your commitment to equal opportunities:

2.2 Volunteering

Does your organisation have an active volunteer policy?

Yes

No

If no, please indicate by what date you expect this policy will be developed.

Explain how your project and organisation demonstrates, or will demonstrate, your commitment to volunteers:

2.3 Complaints

Does your organisation have a complaints procedure including an appeals process?

Yes

No

If no, please indicate by what date you expect this policy will be developed.

Explain how your project and organisation implements or will implement a complaint procedure:

2.4 Protecting vulnerable people

Circle any of the following groups your project will work with:

Children

Young people

Vulnerable adults

If yes, is there an appropriate policy/policies in place to protect these people?

Yes

No

If no, please indicate by what date you expect this policy/policies will be developed.

Does the policy/policies include CRB (Criminal Record Bureau) checks where appropriate?

Yes

No

If no, then please indicate a time scale for implementing CRB checks into the policy/policies.

2.5 User involvement

Does your organisation have an active mental health service user involvement policy?

Yes

No

If no, please indicate by what date you expect this policy will be developed.

Tell us how your project and organisation implements or will implement a user involvement policy:

2.6 Health and safety

Does your organisation have an active health and safety policy?

Yes

No

If no, please indicate by what date you expect this policy will be developed.

Tell us how your project and organisation implements or will implement a health and safety policy:

2.7 Insurance

Does your organisation legally require insurance such as employers' liability and public liability cover?

Yes

No

If yes, is the appropriate insurance cover in place and properly implemented?

Yes

No

If cover is required but not yet implemented, please indicate by what date you expect cover will be implemented.

Part two. About you

3. Main contact details

3.1 Name of main contact

3.2 Does the main contact have any communication needs?

3.3 Position or job title in the organisation

Paid

Volunteer

3.4 Address

Postcode

3.5 Main telephone number

3.6 Secondary telephone number

3.7 Fax number

3.8 Email address

Is this email address suitable to be your main form of contact with Ecominds?

Yes

No

If no, what is your preferred manner of contact?

4. Project details

4.1 Project name

4.2 Length of your project in months

4.3 Project summary (maximum 30 words)

A grant towards the cost of

4.4 Tell us more about your project, plans, and aspirations.

5. Project need

5.1 Why is your project needed?

5.2 How will your proposed project fit with your organisation's current activities?

5.3 Are there any existing local services of a similar nature to your organisations proposed project?

Yes

No

5.4 If yes, how will your project compliment these local services or fill in the gaps?

6. Involving mental health service users

6.1 Has your organisation worked with mental health service users before?

Yes

No

6.2 If no, tell us how your project will acquire this expertise.

6.3 If yes, summarise your organisations experience involving mental health service users.

6.4 How do you propose to recruit mental health service users into the project?

6.5 How do you propose to support mental health service users in the project?

7. Project beneficiaries

7.1 What people and/or organisations will benefit from your project activity?

7.2 Number of people involved in the project

	First year of funding	Total funding period	On what do you base your estimate for the first year of funding?
What is the total number of staff you expect to be involved in your project?			
What percentage of those staff do you expect to be volunteers?			
What percentage of staff do you expect to be people with experience of mental distress?			
How many people do you estimate will benefit directly from your project?			
How many people do you estimate will benefit indirectly from your project?			
How many not-for-profit organisations do you estimate will benefit directly from your project?			

8. Project outcomes

Organisations must show how their project will achieve their chosen theme and the five key features as listed in Guidance Notes one.

8.1 Project themes

Please tick the theme/s your project will meet and give a brief explanation.

• Improve local environments, open spaces, and the countryside whilst making them more accessible and relevant to people's needs.

• Create a greater sense of community ownership of the local environment, with better collaboration between communities and the voluntary and statutory sector.

• Improve social, economic, and environmental sustainability.

8.2 Project features

Briefly describe how your project will achieve each of these key features:

1. Involve people with direct experience of mental distress at all project levels

2. Deliver sustainable projects that enhance rural and urban environments

3. Encourage diversity and include marginalised and under-represented groups

4. Deliver a well-planned and well-managed viable project offering good value for money and a genuine need within the designated time frame

5. Help reduce stigma and social exclusion of people affected by mental distress

8.3 General project outcomes

Tick all of the following general outcomes to which your project will contribute and give an example of each in the boxes below.

General outcomes

Improve awareness of mental health	<input type="checkbox"/>
Improve physical and mental wellbeing	<input type="checkbox"/>
Improve mental health service user skills and employment prospects	<input type="checkbox"/>
Improve social networks and build community relationships	<input type="checkbox"/>
Help mental health service users contribute to and integrate into local communities	<input type="checkbox"/>
Lessen stigma and discrimination towards marginalised groups	<input type="checkbox"/>
Increase volunteering or mentoring opportunities	<input type="checkbox"/>

Increase capacity and quality of services and community resources	<input type="checkbox"/>
Create better community spaces and improved local environments	<input type="checkbox"/>
Create a supportive environment for all participants	<input type="checkbox"/>
Support healthier and more environmentally sustainable lifestyles	<input type="checkbox"/>
Help local environments build sustainable local economies	<input type="checkbox"/>
Bring together skills and talents of individuals, groups, and organisations	<input type="checkbox"/>

8.4 Project specific outcomes

Organisations must demonstrate the chosen outcomes and milestones for their project. The outcome is the effect your project will have and the milestones are the actions you take to achieve these. Refer to the guidance notes for more information on this. If you are applying for less than £60,000 you only need to fill in three outcomes, and include three milestones for each outcome.

Outcome one:	
Milestones	Timescales

Outcome two:	
Milestones	Timescales

Outcome three:	
Milestones	Timescales

(For applications of £60,000 and over only)

Outcome four:	
Milestones	Timescales

(For applications of £60,000 and over only)

Outcome five:	
Milestones	Timescales

9. Project management

9.1. How will you ensure that people working on the project will have, or will acquire, the relevant skills and knowledge?

9.2. How will people working on the project be managed and supported?

9.3. How will the budget for the project be managed?

9.4. What other organisations will you work with to help you deliver the project, and what role will these organisations have?

9.5. Will you have a launch event for your project?

Yes

No

If yes, please briefly explain it here, and include this cost into your project budget in section 11.1.

9.6. How will the people or organisations you are targeting know the project exists, have access to your project, and be able to use the facilities and services provided?

9.7 Have you considered the long-term sustainability of your project? What might you do to help it survive when Ecominds funding comes to an end?

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10. Project risk assessment

Present up to three identified risks if you are applying for less than £60,000, and up to five identified risks if you are applying for over £60,000; with a management of risk plan for each identified risk.

Potential risk	Management of risk

11.1 Project budget	Amount requested from Mind – include VAT where applicable			* See Guidance Notes one for more information about VAT			
	Year one £	Year two £	Year three £	Total £	VAT* recoverable from total £	Funding from other sources £	Total project costs £
Staff and volunteer costs				(A)	(B)	(C)	(A-B+C)
Salaries							
Employers national insurance							
Pension							
Recruitment							
Training and development							
Travel and subsistence							
Other (please specify)							
Other (please specify)							
Total staff and volunteer costs (D)							
Premises costs							
Rent, rates, heat, light							
Telephone, post, stationery							
Other (please specify)							
Other (please specify)							
Other (please specify)							
Total premises costs (E)							
Direct project delivery costs							
Promotion							
Launch event							

11.2. Additional funding from other sources

Your project budget asks if money for your project will come from other sources. Please provide more details here, explaining where it will come from, how much it is, and whether it is secured yet.

Funding source	Amount £	Is funding secured? Yes / No	Date confirmation expected	Is this a cash or in-kind contribution?

12. Employing staff on your project

12.1 Paid posts created by the project

	Full time posts (35 hours per week, or more)	Part time posts (less than 35 hours per week)
How many paid jobs do you plan to create in the first year of your project?		
How many paid jobs do you estimate will be created during the life of your project?		

12.2 Volunteer posts created by the project

	Volunteer posts (more than 10 hours per week)	Volunteer posts (less than 10 hours per week)
How many volunteer posts do you plan to create in the first year of your project?		
How many volunteer posts do you estimate will be created during the life of your project?		

12.3 Proposed employees (paid and volunteer)

Copy and complete this table for each employee you intend to recruit in year one.

Job title	
Is this a new or existing post?	
If a new post, will it be openly recruited?	
If not, please state why.	
What will the person do on the project?	
Is the job description attached? If not state why.	
Who will this person report to?	
Estimated total monthly hours worked by this post	
Estimated total monthly hrs worked by this post on the Ecominds project	
Monthly hours you want Ecominds to fund	
Gross monthly salary	
Monthly National Insurance contribution	
% pension contribution (if applicable)	

Part 4. Signing and completing the application form

13. Project reference

I can confirm that I have known this organisation and its work for at least one year or from its formation. I have read this application, support this request for funding, and am willing to discuss this application further. I am willing to talk about the grant at a later date if the application is successful and will provide a written report if you need one. I can confirm that I am not, at present, and have not (within the last two years) been a member, beneficiary or trustee of the organisation, or related to a person who is currently a member, trustee, or staff member of the organisation.

Title	
First names	
Last name	
Date of birth	
Organisation and position	
Professional membership body	
Professional membership number	
Business address for referee	
Postcode	
Phone number (day landline)	
E-mail	
How long have you known the organisation and in what capacity?	
Signature	
Date	

14. Signatories

14.1 Declaration

We confirm that we are duly authorised to sign this declaration on behalf of the applicant organisation. We certify that the information given in this application is true and confirm that the enclosures are current, accurate, and adopted or approved by our organisation, or will be implemented in due course.

We understand that any offer of a grant will be subject to terms and conditions. We confirm that the organisation has the power to accept this grant if the application is successful and to repay it if the grant conditions are not met.

We understand that if we make any seriously misleading statements (whether deliberate or accidental) at any stage during the application process, or if we knowingly withhold any information, this could make our application invalid and we will be liable to repay any funds.

We understand that all funded projects must undergo monitoring and evaluation and we confirm that we will co-operate with this and any related activities that are required of us by Ecominds. We further confirm that Ecominds may use any part of the application for evaluation, or research purposes.

We have not altered or deleted the original wording and structure of this application form as it was originally provided or added to it in any way. We understand that you require each signatory to this form to provide their full name, home address (unless signing on behalf of a statutory body), and date of birth for fraud prevention and detection purposes.

Refer to Guidance Notes two for information on who should sign this form.

14.2 Signatory one

I understand that you may contact me during assessment and I confirm that I am authorised by the organisation for this purpose. You may rely on any further information supplied to you by me.

I confirm I have read and understood the State Aid Regulation information found in Guidance Notes one (please tick)

I confirm I have read and understood the data protection statement and the freedom of information act paragraph at the end of the application form (please tick)

Title	
First names	
Last name	
Date of birth	
Signature	

14.3 Signatory two

I confirm that this application and the proposed project within it has been authorised by the management committee or other governing body.

Title	
First names	
Last name	
Position in organisation	
Date of birth	
Signature	
On behalf of (if organisation)	
Home address	
Postcode	

14.4 Signatory three - Companies only

I confirm that this application and the proposed project within it have been authorised by the management committee, governing body, or board.

Title	
First names	
Last name	
Position	
Date of birth	
Signature	
On behalf of (if organisation)	
Home address	
Postcode	

15. Finishing your application

15.1 What you need to send to Ecominds:

- the completed application form
- your governing document (constitution, memorandum and articles, and so on)
- your latest annual report
- your latest signed and approved accounts, no more than 12 months old
- if you are a new group, we require your inaugural minutes or memorandum stating your objects clause.
- your organisations last 3 bank statements. If you are a new group an original letter from your bank with your account details and when it was opened, and any statements you do have.
- enclosures requested in the form, such as job descriptions
- if you are applying for a grant including land and buildings, you will also need to send the appropriate checklist for your grant type and amount (checklist B1a, B2a, or B3a) with all necessary attachments.

Note that costs for these items cannot be reclaimed from Ecominds whatever the outcome of your application.

15.2 How did you hear about Ecominds?

Poster

Leaflet

Mind website

Launch event

Other (please list):

15.3 Would you like to receive the Ecominds newsletter?

Yes

No

Email address:

or

Postal address:

Part five. Beneficiary monitoring

This monitoring applies to the general beneficiary group of the project. This information is being gathered for monitoring purposes only and will not be used to assess your application.

16. Beneficiary monitoring

Please circle each answer that applies

16.1 What beneficiary age group does the project target?

All ages 0-4 5-9 10-14 15-19 20-24 25-34 35-44 45-54 55-64 65+

16.2 What beneficiary gender does the project target?

Male Female No specific gender

16.3 Does the project target any of the following beneficiaries?

Disabled people Carers

16.4 What beneficiary faith does the project target?

Atheist Buddhist Hindu Jewish

Sikh Christian Muslim Other faith

16.5 Does the project specifically target beneficiaries who are gay men, lesbian, bisexual or transgender?

Yes

No

16.6 Does the project target a specific ethnicity? (Please tick up to three boxes)

White		Black	
White	<input type="checkbox"/>	British	<input type="checkbox"/>
British	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>
Irish	<input type="checkbox"/>	African	<input type="checkbox"/>
Any other white background	<input type="checkbox"/>	Any other black background	<input type="checkbox"/>

Asian		Mixed and other	
British	<input type="checkbox"/>	Mixed ethnic background	<input type="checkbox"/>
Indian	<input type="checkbox"/>	Other ethnic background	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>	No specific ethnic background	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>		
Chinese or Chinese British	<input type="checkbox"/>		
Any other Asian background	<input type="checkbox"/>		

Data protection statement

Ecominds, as scheme administrator and data processor on behalf of the Big Lottery Fund, will store the information you provide on a database. Your information will be used during assessment and the life of your grant (if awarded) to administer and analyse grants, and for our own research purposes. Your details will be circulated and discussed in confidence with any person or organisation helping to assess and monitor this application. These organisations may include accountants, external evaluators, and other organisations or groups involved in delivering the project.

For the purposes of fraud prevention and detection, Ecominds may also share your information with lottery distributors, government departments, organisations providing matched funding, and other organisations and individuals with a legitimate interest in lottery applications and grants. We recognise the need to maintain the confidentiality of vulnerable groups and their details will only be made public as required by law.

We may wish to use your information for future PR and marketing purposes. Please circle below if you are willing to be involved in any of the following activities:

Using your successful application as a case study Yes / No

General public relations activity Yes / No

Addition of your project details on our website/literature Yes / No

Future market research (postal/phone questionnaires) Yes / No

It is a condition of funding that Ecominds may use your project for promotional purposes. More details can be found in the Terms & Conditions provided with a grant offer.

Freedom of Information Act

The Freedom of Information Act 2000 gives members of the public the right to request any information held by public bodies, including the Big Lottery Fund. This includes information received from third parties such as, although not limited to, grant applicants, grant holders, contractors, and people making a complaint. If information is requested under the Freedom of Information Act they may release it subject to exemptions. They may choose to consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply. Your signature on this application form will be taken as confirmation of your understanding of our obligations under the Data Protection Act 1998 and the Freedom of Information Act 2000, and that you accept that we will not be liable for any loss or damage to you pursuant to our fulfilment of our obligations under the relevant law.

