



For better  
mental health



# CHANGING SPACES ECOMINDS

**GUIDANCE NOTES PART ONE  
FOR APPLICATIONS TO THE FUNDING SCHEME**



Guidance Notes part one are intended for groups and organisations considering applying for funding from Ecominds. These notes will help you decide if Ecominds is the right scheme for you.

Guidance Notes part two are available separately and provide a question-by-question guide to completing the Ecominds application form.

If you are considering a capital grant for land and/or buildings you must also read the Land and Building Guidance Notes. Please study this carefully, as you will need to incur some legal costs when preparing an application involving land or buildings, which we will not pay for.

Ecominds documents and further assistance can be obtained from the Changing Spaces Advice Line or the Ecominds website.

If you or your main contact have particular communication needs, please contact 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.

The Ecominds application and guidance documents are subject to change as the scheme progresses and lessons are learned. Ensure you are using the latest versions by checking the website or contacting the Changing Spaces Advice Line.

Ecominds website: [www.ecominds.org.uk](http://www.ecominds.org.uk)

Changing Spaces Advice Line: 08453 671 671

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# Section one: About Ecominds

Ecominds is an open grant scheme run by Mind as an award partner of the Big Lottery Fund. Ecominds will distribute £7.5 million to approximately 125 new and existing projects around England focusing on mental health and the environment.

Ecominds is one of five schemes in the Big Lottery Fund's Changing Spaces programme. You can find out about the other Changing Spaces schemes by visiting the Big Lottery Fund website [www.biglotteryfund.org.uk](http://www.biglotteryfund.org.uk) or calling the Changing Spaces Advice Line: 08453 671 671. Please ensure you apply to the most appropriate scheme.

## Why Ecominds?

Ecominds will help people with direct experience of mental distress become involved in environmental projects that improve mental and physical health in their local communities. Bringing people together in this way helps reduce the stigma surrounding mental distress.

Mental distress covers a wide range of experiences that can seriously limit an individual's ability to cope with day-to-day living. One person in four will have some form of mental distress according to estimates, and for as many as one in fifty it will be serious. Although figures and definitions vary, what is clear is that millions of people in the UK will be affected either themselves or by knowing someone experiencing mental distress.

## Mind

Mind is the leading mental health charity in England and Wales. Our vision is of a society that promotes and protects good mental health for all, and that treats people with experience of mental distress fairly, positively, and with respect.

The needs and experiences of people with mental distress drive our work and we make sure their voice is heard by those who influence change.

Our independence gives us the freedom to stand up and speak out on the real issues that affect daily lives.

We provide information and support, campaign to improve policy and attitudes and, in partnership with independent local Mind associations, develop local services.

We do all this to make it possible for people who experience mental distress to live full lives, and play their full part in society.

You can find out more about Mind by visiting our website [www.mind.org.uk](http://www.mind.org.uk)

# Section two: Is Ecominds the right scheme for you?

To help you decide if Ecominds is the right scheme for you, read the essential criteria below. If you can answer a clear 'yes' to all of the questions you could be eligible to apply. This form is for self-assessment; you do not need to return it to Ecominds.

<ul style="list-style-type: none"><li>• Are you an England-based group that involves or wants to involve a diverse range of people?</li></ul>
<ul style="list-style-type: none"><li>• Do you have a clear plan for a project that can be completed by 2012?</li></ul>
<ul style="list-style-type: none"><li>• Will your project improve your local environment and help environmental sustainability?</li></ul>
<ul style="list-style-type: none"><li>• Will your project involve and support people with experience of mental distress?</li></ul>
<ul style="list-style-type: none"><li>• Will your project encourage community access and collaboration?</li></ul>
<ul style="list-style-type: none"><li>• Can you show a genuine need for your project? For example: a local survey or some reputable research or testimonials?</li></ul>
<ul style="list-style-type: none"><li>• Can you show that your group has, or will provide, the skills and resources to plan, develop and manage the project, develop a realistic timeframe, and deliver outcomes and milestones within that timeframe?</li></ul>
<ul style="list-style-type: none"><li>• Is the sum of money needed for your project within one of our funding bands? (See 'The application process' section).</li></ul>
<ul style="list-style-type: none"><li>• Can you develop a detailed financial plan, budget, and cash flows, demonstrating security and anti-fraud measures?</li></ul>
<ul style="list-style-type: none"><li>• Can you maintain accurate financial records and produce bank statements that will bear scrutiny under regular audit?</li></ul>
<ul style="list-style-type: none"><li>• If your proposal includes capital purchase of land and/or buildings, do you have or can you show how you will provide resources to plan, develop, and manage the project? (Note that submitting an application for capital purchase of land and/or buildings may incur non-recoverable expenses for basic legal services).</li></ul>

We will only accept applications that meet the essential criteria. Those scoring highest will be considered by an independent assessment panel. Funds are limited and we expect many applicants, therefore we cannot fund all projects.

# Section three: Mental health and the environment

Mental health problems can affect anyone. One in four people will experience mental distress during their lives. Each year more than 250,000 people are admitted to psychiatric hospitals and over 4,000 people take their lives. The UK costs of mental distress are approaching £100 billion a year, with estimates predicting that by 2020 depression will be second only to heart disease as an international health issue.

People diagnosed as mentally distressed are some of the most socially excluded, isolated, and disadvantaged people in society. They face higher levels of stigma and discrimination than any other disability group. Compared to people with a physical illness, people diagnosed as mentally distressed are less likely to have a job or to be re-employed after experiencing an episode of mental distress.

For many people with mental health problems, drugs such as anti-depressants and tranquillisers are the only treatments available. For some this is effective, but for others the adverse side effects outweigh the benefits. Mind has long campaigned for people to have access to alternative treatments and advocates the therapeutic and social benefits of physical activities.

Mind's Ecotherapy report shows that people with mental health problems frequently use physical activities such as walking, gardening, and exercise to help lift their mood, reduce stress, provide purpose and meaning, and reduce vulnerability to depression. These simple activities can develop motivation and raise self-esteem, while contact with other people can reduce isolation, provide support, and help improve social skills. Correct food and nutrition can also impact positively on mental health as well as physical health. A greener, cleaner lifestyle aids positive changes to mental health.

Many community mental health support groups already use horticultural and similar schemes to support and help people with mental health issues develop life skills, coping strategies, undertake training, achieve qualifications, and pursue employment opportunities.

The Mind Ecotherapy report can be obtained from the Mind website.

# Section four: Who can apply to Ecominds?

The following England based groups may apply to Ecominds:

- ✓ mental health, environmental, and community groups
- ✓ commercial organisations running projects on a not-for-profit basis, including Community Interest Companies (CIC's) and Social Enterprise companies where project profits are reinvested solely into the Ecominds project. This group particularly should read the State Aid Regulations section carefully.
- ✓ organisations working with marginalised groups (such as black and ethnic minority communities; gay, lesbian and bisexual groups; asylum seekers and refugee groups).

All groups must be seeking to develop an environmental project that involves people with direct experience of mental distress.

Groups must be formally constituted and have an accountable management structure with at least three people on the management committee. Ecominds may fund new groups or pilot projects but these must have held an inaugural meeting, set up a bank account, and adopted a governing document such as a constitution or memorandum and articles. New groups can get help with governing documents from the Charity Commission or a local Council for Voluntary Service. A copy of your governing document will be required with the application.

The organisation applying must be the same organisation that will receive and be responsible for funding. Ecominds will not provide large or flagship grants to new groups. The assessors will favour new projects over projects that are currently or have been previously funded, from other sources.

If your organisation has a membership it must be open, unless you can provide good reason why this is not the case. Membership rules must not contravene equalities legislation and subscription fees must not be prohibitive.

Ecominds will accept applications for projects that are match funded by other funders, including Big Lottery Fund programmes, if those programmes allow this. Match funded projects may carry special conditions and must comply with Ecominds branding requirements.

Ecominds will not accept applications from:

- ✗ individuals
- ✗ statutory authorities (although we welcome applications from organisations working collaboratively with such bodies)
- ✗ projects aligned with, or co-funded by, pharmaceutical companies
- ✗ applicants and projects based outside of England.

# Section five: Themes and key features

Your project will need to meet various themes, key features and general outcomes.

## Themes

Projects must meet at least one of these themes:

- 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 sectors.
- improve social, economic, and environmental sustainability.

## Key features

Projects must show they can deliver all the following key features:

- involve people with direct experience of mental distress at all project levels
- deliver sustainable projects that enhance the environment
- encourage diversity and include marginalised and under-represented groups
- deliver a well-planned and well-managed viable project offering good value and a genuine need within the designated time frame
- help reduce the stigma and social exclusion of people with mental distress.

## General outcomes

Projects must identify which general outcomes their project will address. The more outcomes met, the higher the likelihood of your application being funded.

- improve awareness of mental health
- help mental health service users contribute to and integrate into local communities
- lessen stigma and discrimination towards local marginalised groups
- improve mental health service user skills and employment prospects
- improve physical and mental wellbeing
- create a supportive environment for all participants
- bring together skills and talents of individuals, groups, and organisations
- create better community spaces and improved local environments
- support healthier and more environmentally sustainable lifestyles
- help local environments build sustainable local economies
- improve social networks and build community relationships
- increase volunteering or mentoring opportunities
- increase capacity and quality of services and community resources.

# Section six: Examples of Ecominds projects

When planning your Ecominds project you should consider the needs of your local community. These are some examples of projects Ecominds may consider:

- community horticultural and agricultural projects
- walking and rambling groups, offering therapeutic support and improved physical health for isolated people and those experiencing mental distress, while also raising awareness of the environment.
- wildlife habitat or other site creation or renovation
- clearing or renovating open spaces for community use
- graffiti removal projects
- creating or renovating urban green areas, such as an 'Adopt-a-Space' programme where a group adopts and maintains a community area
- installing signposts to encourage community environmental awareness, for example installing signage for ramblers or for wildlife identification
- recycling projects, for example reclaiming and renovating discarded furniture
- community agricultural projects linking gardeners and producers with local selling opportunities
- producing artwork in public places and in enclosed spaces, for example mosaics in parks or sculptures in hospital grounds
- exchange programmes giving opportunities to experience and learn about other environments and community activities
- learning new environmentally-friendly skills, such as making garden furniture, fencing, dry stonewalling, thatching.

If your idea does not appear here it may still be valid. Contact the Changing Spaces Advice Line for guidance.

# Section seven: What Ecominds will fund

Your application must include a budget setting out what funding you need and explaining how you will spend it. You must provide a cash flow setting out your proposed expenditure over the lifetime of the grant. The budget and cash flow will be considered at each stage of our assessment. Grants are usually paid in instalments in advance, against a report on previous expenditure. This may vary if there is a large capital element in your budget.

## Eligible revenue costs:

- ✓ salaries of project workers employed solely for the project, including pension and National Insurance Contribution (NIC). Staff working on the project for some of their time are included as 'overheads'.
- ✓ salary for management staff employed solely for the project, including pension and NIC
- ✓ staff recruitment
- ✓ staff and volunteer expenses such as travel and subsistence, phone bills, and stationery
- ✓ rent, rates, heating, lighting, maintenance, and insurance for premises used solely for the project
- ✓ staff and volunteer training
- ✓ project monitoring and evaluation
- ✓ fundraising to continue the project when the grant concludes
- ✓ launch event for the project
- ✓ marketing and publicity for the project
- ✓ professional and legal fees associated with the project.

## Ineligible revenue costs:

- ✗ retrospective costs that is, costs incurred before a grant is confirmed. This includes developments costs for land and building applications.
- ✗ double funding. Ecominds will not fund projects where other successful funding applications have been made
- ✗ funding of costs not linked to specific scheme outcomes. For example contributions to the organisation's reserves.
- ✗ Notional costs. E.g. if you hold freehold to a property where a project is taking place you cannot claim a notional rent as no costs are actually incurred.

## Overheads

Overheads are the revenue cost of employees, volunteers, equipment, office space, and essential services, such as electricity, that partly support the project but which also support your other work. For example: an existing member of staff may spend 50% of their time working on the project. Therefore 50% of their salary becomes a project overhead.

Overheads can be included in your project budget. Work out the full cost of the overheads then calculate what percentage will apply to the project. We may ask you to demonstrate how your overheads are calculated. For example: if an existing organisation has three rooms and is giving one room (33%) to the project, then 33% of the organisation's heating costs could be budgeted as project overheads.

## Eligible overheads:

- ✓ salaries of human resources, finance, IT, and other staff partly supporting the project. For example maintaining an IT system and organising staff recruitment.
- ✓ staff salaries, including managers working partly on the project
- ✓ salaries of senior management overseeing the project
- ✓ meetings of trustees and management committees
- ✓ audit and other professional or legal fees associated with running the project (you must provision for a yearly financial audit in your budget).
  - utilities such as rent, rates, heating, lighting, maintenance, and insurance for office space required by or shared with other projects
  - professional fees associated with organisational strategic planning
  - fundraising costs associated with the project
- ✓ staff training
- ✓ networking, conference attendance, and partnership working necessary for the project delivery.

### Ineligible overheads:

- ✗ a standard percentage management fee
- ✗ costs incurred or spending committed before the award date
- ✗ any costs that someone else is paying for whether cash, in kind, or from another grant provider.

### Eligible capital costs:

- ✓ building and engineering work (new build, extension, refurbishment, modernisation, or conversion) required for the delivery of the project
- ✓ plant and equipment necessary for running the project
- ✓ transport necessary for project delivery
- ✓ professional and legal fees associated with capital spending, building projects, or land purchase.
- ✓ purchase of land, buildings, equipment, fixtures, and fittings linked to the land or building, including a lease or freehold. Your application should explain why buying land or buildings is appropriate for your organisation. Reasons for buying might include:
  - ✓ to provide long-term stability for the project
  - ✓ to create a building of a specialist nature, such as a therapeutic garden for people experiencing mental distress
  - ✓ the property represents good investment because the benefits of your project are likely to continue for a long time.

Important - If you are considering a capital grant for land or buildings you must also read our Land and Building Guidance Notes. These are available separately from our website or the Changing Spaces Advice Line. There are some legal costs that you must pay for prior to submitting an application that involves land or buildings. Ecominds cannot reimburse these costs regardless of the outcome of your application.

### Ineligible capital costs:

- ✗ costs incurred or spending committed before the award date
- ✗ any costs which are covered elsewhere; whether cash, in kind, or by other grant providers
- ✗ routine repairs and maintenance
- ✗ general improvements to public areas unless essential to the overall project
- ✗ personal equipment not essential to project delivery
- ✗ maintenance and office equipment not essential to project delivery
- ✗ conversion of an existing building to meet statutory requirements for health and safety or the Disability Discrimination Act, where this would usually be your responsibility or that of the owner or landlord.
- ✗ for capital grants under £50,000, leaseholds with a break clause on the landlord's side within five years. Ecominds can only fund the purchase of a leasehold where the lease prevents the landlord terminating your tenancy in the first five years. This is to give security of tenure and to protect the asset funded by the grant.
- ✗ for capital grants between £50,000 and £250,000, leaseholds with a break clause on the landlord's side within ten years. Ecominds can only fund the purchase of a leasehold where the lease prevents the landlord terminating your tenancy in the first ten years. This is to give security of tenure and to protect the asset funded by the grant.

# Section eight: What Ecominds will not fund

Ecominds will not provide funding for the following:

- ✘ projects intended mainly for private gain. Projects must be run on a not for profit basis.
- ✘ activities which promote religious or political beliefs
- ✘ grants that contribute to a company's distributable profits
- ✘ contributions to general appeals
- ✘ staff time to develop and write applications and general fundraising work
- ✘ funds to build up a reserve or surplus, whether distributable or not
- ✘ retrospective funding (that is, costs incurred and/or expenditure committed before the grant is offered) including legal costs
- ✘ routine repairs and maintenance
- ✘ general improvements to public areas which are not clearly linked to delivering outcomes
- ✘ personal equipment not involved in the delivery of the project
- ✘ maintenance, fixed, loose, or office equipment which is not essential to the project
- ✘ funding shortfalls on existing projects
- ✘ loan repayments
- ✘ endowments.

# Section nine: The application process

Read these Guidance Notes part one carefully to decide if Ecominds is the right scheme for you. Contact the advice line if you are not sure.

If you think Ecominds might be suitable for your project read Guidance Notes part two then complete the application form and send it to Ecominds.

Ecominds will acknowledge receipt of your application and check it against our essential criteria.

If your application meets our essential criteria we will assess it in more detail. We may also ask you to attend an interview or to provide additional information or clarification.

Ecominds will advise you of the funding decision. If we offer you a grant you must send various documents to us (including the signed terms and conditions) before your project can start. If your application is unsuccessful we will tell you the reasons why.

Ecominds will contact successful applicants to set up the grant and agree a start date.

## Timing your application

Ecominds expects to hold approximately two funding rounds per year, however this may change depending on the number of applications received.

## Concluding funded activity

You will be asked to define a time frame for your project. Ecominds expects this to be realistic and viable as you will be expected to deliver outcomes against this time frame.

Concluding funded activity does not mean projects must close. Rather it means that activity financed by Ecominds must be concluded and accounted for. We hope that when this is done projects will continue with funding from other sources.

## Ecominds funding bands

Think carefully about which of the four bands best suits your proposal. Ecominds is looking for realistic budgets and careful financial planning.

- small grants of up to £20,000
- medium grants between £20,001 and £60,000
- large grants between £60,001 and £150,000
- flagship Grants between £150,001 and £250,000.

If you are applying for a large or flagship grant we may invite you, at your expense, to attend a panel meeting in person or by video conferencing to explain your proposal in detail.

## Multiple Ecominds applications or multiple funders

You may apply for funding more than once to Ecominds, however each project must have different outcomes. Our assessment panel may prioritise groups who have not previously received Ecominds funding.

Groups may also apply to grant schemes run by other organisations, so long as the projects in question are entirely different and achieve different outcomes. If you are applying for funding for the same project from other funders, you must make this clear on the application.

When Ecominds receive an application we check that the form is properly completed, signed, and dated; that all requested enclosures are included, and that the proposal meets essential criteria.

# Section ten: How funding decisions are made

## Incomplete applications

Groups sending incomplete applications will be contacted by Ecominds, providing there is sufficient time before round closure, and will allow ten working days for you to provide the missing information before the application is rejected.

## Complete applications

Complete and eligible applications are passed to assessors who consider the proposal against assessment criteria and ensure the proposed project outcomes meet an identified need and help to achieve the Ecominds outcomes. Assessors will consider whether the organisation can deliver the project well and achieve the proposed outcomes. An assessment panel then decides whether to award a grant, award a grant with special conditions attached, or to reject the application.

## Rejected applications

We expect to receive more applications than we can fund. Our assessors will therefore recommend what in their view are the best planned, best value for money, and most viable projects, which offer the best focus on the environment and mental health.

Assessors may also prioritise projects from under-represented geographical areas and sectors of the community. Ecominds will provide feedback and reasons for rejected applications. Rejected applications cannot be resubmitted unless requested by the Assessment Panel however you can apply with a different project.

## Outcome of your application

Ecominds aims to provide you with a decision around six months after you have submitted your application, however this timeline may be longer for larger or more complicated projects.

## Successful applications

If Ecominds offers you a grant you must sign and accept the grant terms and conditions that will accompany the grant offer letter. Your project must start within six months of the date of the offer letter and conclude within the timeframe stated in your application. Before you start your grant, a Grant Officer will be in contact to ensure you understand all procedures.

You must provide Ecominds with information at various stages of the grant so we can observe the difference your project is making against the objectives you set.

Ecominds expect you to monitor your project throughout the funding period. For example: this may be to identify and share good practice or to demonstrate your project's capabilities to help identify funding to continue your work. Projects will also be required to monitor finances closely and to keep detailed records including quotations, receipts, and invoices, to account for all grant money.

You will be required to complete a self-evaluation process at the end of the project. Final grant payment may be withheld until Ecominds receive this and other documentation.

# Section eleven: Other considerations for applicants

## Branches of larger organisations

If you are a branch of, or related to, a large organisation that may have some legal responsibility for your grant, you must ensure they are aware of the funding you are applying for and of the impact this may have on their legal responsibility.

## Fraud prevention

Extensive fraud prevention measures will operate throughout the funding period.

Projects must have a bank account in the name of the organisation or in the name of the funded project from which cheques must be signed by at least two people who are not related. Ecominds will check projects regularly throughout the grant period and will request regular financial progress reports supported by financial records to demonstrate that funding has been spent in accordance with the agreed budget. These checks will include regular access to bank statements, invoices, receipts, and other financial information. Ecominds expect funded projects to comply with the Statement of Recommended Practice 2005 (on the Charity Commission website).

## Value Added Tax (VAT)

When calculating the total cost of your project you should consider VAT. If you are VAT registered you can only apply to Ecominds for the cost of non-recoverable VAT. Organisations that are not VAT-registered may include all VAT costs in their project budget.

Once your grant budget is approved there will be no increase in the VAT you can claim and Ecominds will not increase a grant to cover errors or increased project costs. If Ecominds agrees to fund the cost of VAT, which you then recover, you will be liable to repay this to Ecominds.

Ecominds cannot provide VAT advice and recommends that you contact your local HM Revenue and Customs officer or a VAT expert to find out how much VAT you can recover on the cost of your project.

## CRB (Criminal Record Bureau) checks

CRB checks help to protect children and vulnerable adults. As your work may bring you into contact with young or vulnerable people, you must have a policy regarding this and explaining how you make CRB checks. It is your responsibility to have an acceptable policy to protect young people and vulnerable adults, and Ecominds may ask to inspect it at any time.

The NSPCC (National Society for Prevention of Cruelty to Children) have produced a step-by-step guide called Firstcheck to help you. This can be downloaded from their website (see the Getting Help section). Ecominds recommends you read this advice to help you develop the appropriate policies and procedures. If you plan to feature young people or vulnerable adults in project publicity you must gain parental or carers' permission first.

# Section twelve: State Aid Regulations

## What are State Aid Regulations?

The European Commission monitors, controls and restricts the forms and levels of aid given by member states (European countries) to undertakings such as Ecominds projects. State Aid Regulations ensure:

- government intervention does not distort competition/ intra-community trade
- the competitive market is not affected by organisations having an unfair advantage through receiving state funding; this includes National Lottery funding.
- there is fair competition and a single common market.

## Why must we comply with State Aid Regulations?

State Aid Regulations work to create fair competition for UK companies in Europe. The regulations mean that competitors in other member states cannot receive unlawful state subsidies, which distort competition. Unauthorised State Aid is illegal and possible consequences include:

- aid payments being suspended
- repaying the grant with interest
- recipients being sued by a competitor for damages

It is therefore important to satisfy yourself that you are not in breach of State Aid Regulations.

## Project assessment criteria

For some issues of State Aid, the answers are predetermined by the nature of the scheme. For example:

### 1. Is funding granted by the state or through state resources?

‘Yes’ for all Ecominds projects, as lottery funding constitutes state resources.

### 2. Does the funding offer any competitive advantage?

‘Yes’ for all Ecominds projects; because funding will be used to start, improve, or expand a service. This offers an advantage to one organisation over another without funding.

### 3. Will the funding distort, or have the potential to distort, competition?

Technically, ‘yes’ for all Ecominds projects because applicants will have the ability to divert trade away from existing services. Because sales are an economic activity, any project outlining earned income as a necessary part of their funding will be subject to this criterion. Exceptions include:

- awareness raising projects
- projects giving away items for free (‘non-commercial’)
- recycling projects in areas not already covered by statutory services.

If a project does not hold any residual assets after the Ecominds funding period it may undertake commercial activity without contravening State Aid.

### 4. Can the project activity be carried out by another organisation in another Member State?

Broadly, this will be ‘yes’ for all Ecominds projects. However if a project’s activities are clearly a ‘local’ service, State Aid Regulations do not apply. A localised service can be interpreted as non-tradable, because it is not prohibiting trade between member states and there will be essentially no impact on pan-European trade. Organisations must be able to account for commercial activities separately from social welfare activities, and funding must only be used for these latter activities.

## Contravening State Aid Regulations

If a third party raises the issue believing there to be unfair competition, the funded organisation will be held responsible, not the Big Lottery Fund, Mind, or Ecominds, for any breaches in State Aid Regulations and financial penalties possibly incurred. If a project is found to be illegal, the European Commission could order the aid to be recovered from the grant recipient with interest, even if the grant recipient is forced into liquidation as a result.

The Ecominds projects most likely to contravene State Aid are large-scale projects operating on cash sales income and operating in areas covered by statutory services.

Projects do not contravene State Aid if they:

- are genuinely additional (work that has not been budgeted for by the local authority in whose area the project is intended to run)
- are limited in time
- introduce a new activity to an area, or expand an existing scheme that would not otherwise have such an activity for the entire duration of the aid project.

Any profits or surplus generated must not be transferred to any other activity.

There are ways to avoid contravening State Aid Regulations

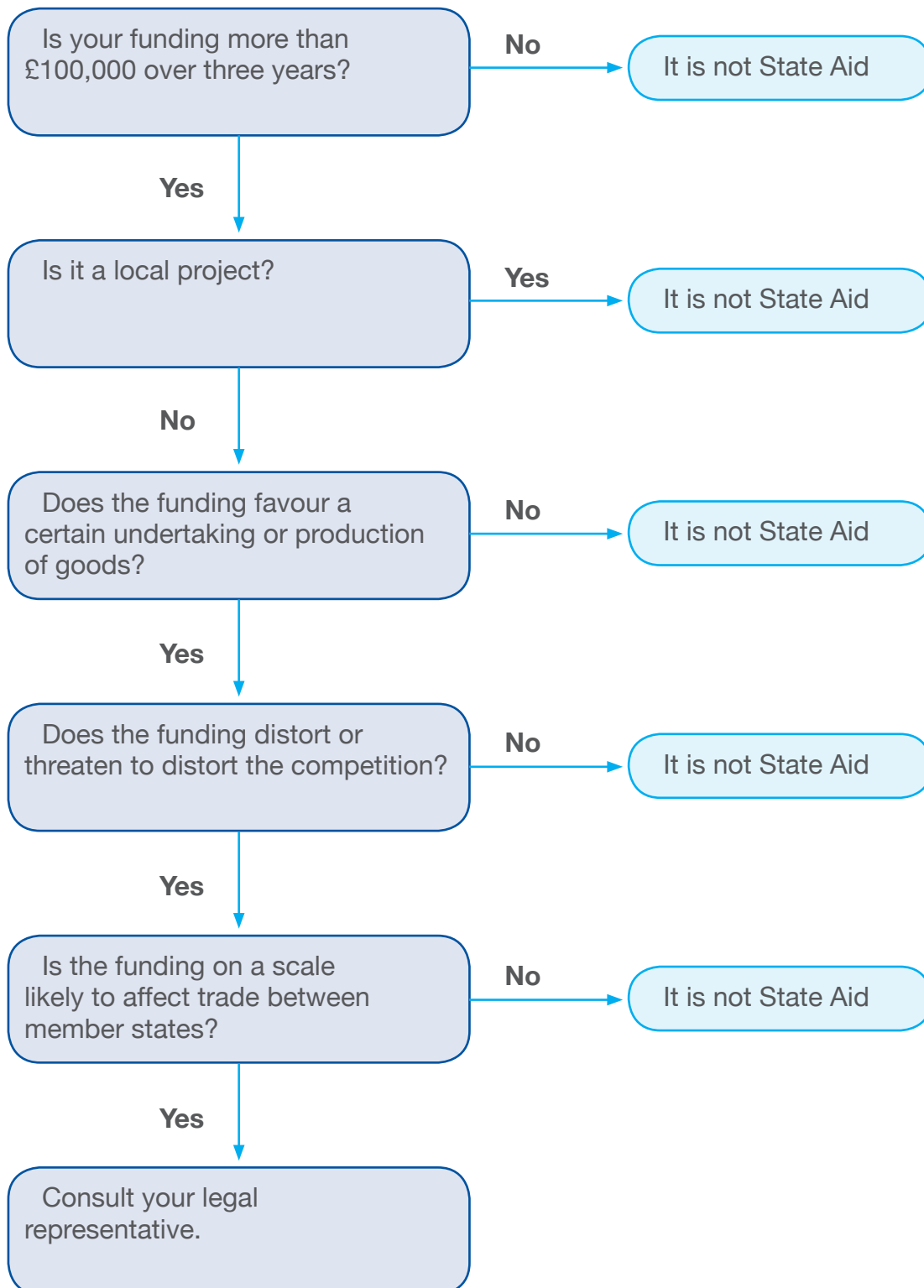
1. Funding must not be worth more than 200,000 Euros (ca. £134,000) over a three-year period. This is 'de minimis' funding, permissible due to small scale. An Ecominds project receiving less than the de minimis in total grants from state sources will be OK. Other state funding includes other lottery sources and local or regional government funding. Sales income and grants from charitable trusts would not count as State Aid.

(In theory, a project receiving £100,000 from Mind, and attracting similar sums 'in kind' from cash sales and charitable trust grants would not contravene State Aid regulations if it wanted to competitively tender for work in the open market).

2. Ecominds funding can be used for the following without contravening State Aid Regulations, but only if the project falls within the block exemptions as set out in the treaty:

- capital expenditure ('investment aid')
- training of employees ('training aid')
- creation of new jobs, and recruitment/retention of disadvantaged/disabled employees ('employment aid').

## Does your project breach State Aid Regulations?



# Section thirteen: Getting help

If you have questions on how to plan your project or how to apply, there are several sources of assistance available to you.

## **General enquiries on Big Lottery Fund programmes**

Phone: 08454 10 20 30

Textphone: 08456 02 16 59

Website: [www.biglotteryfund.org.uk](http://www.biglotteryfund.org.uk)

To find information on costing the project, type 'full cost recovery' into the search engine on the Big Lottery Fund website. There is a spreadsheet to help you calculate overheads and a guide to full cost recovery.

## **Changing Spaces Advice Line**

For general scheme enquiries and application form requests.

Phone: 08453 671 671

Website: [www.biglotteryfund.org.uk](http://www.biglotteryfund.org.uk)

## **Ecominds application forms**

Phone: 08453 671 671

(Changing Spaces Advice Line)

Website: [www.ecominds.org.uk](http://www.ecominds.org.uk)

## **Ecominds**

Phone the Changing Spaces advice line in the first instance regarding any questions you may have on the Ecominds scheme.

Website: [www.ecominds.org.uk](http://www.ecominds.org.uk)

Email: [info@ecominds.org.uk](mailto:info@ecominds.org.uk)

## **Other grant giving schemes within the Changing Spaces programme**

Phone: 08453 671 671

(Changing Spaces Advice Line)

Website: [www.ecominds.org.uk](http://www.ecominds.org.uk)

## **Lottery funding**

Details of all award schemes funded with lottery money across the UK

Phone: 0845 275 0000

Textphone: 0845 275 0022

Website: [www.lotteryfunding.org.uk](http://www.lotteryfunding.org.uk)

## **Mind**

For more information about mental health

Phone: 0208 215 2243

Website: [www.mind.org.uk](http://www.mind.org.uk)

Contact your nearest local Mind association

Website: <http://www.mind.org.uk/>

Mind+in+your+area/

## **Mental health awareness training**

Training may be available from some local Mind associations, other community mental health organisations, and professional user-run training consultants such as Business Boosters, who specialise in this work.

## **Business Boosters**

Phone: 0845 094 3021

Website: [www.bbn.uk.com](http://www.bbn.uk.com)

Email: [info@bbn.uk.com](mailto:info@bbn.uk.com)

## **Charity Commission**

Phone: 0845 3000 218

Textphone: 0845 3000 219

Website: [www.charity-commission.gov.uk](http://www.charity-commission.gov.uk)

Statement of Recommended Practice 2005:

<http://www.charity-commission.gov.uk/investigations/sorp/default.asp>

Choosing and preparing a governing document:

<http://www.charitycommission.gov.uk/publications/cc22.asp>

### **Council for Voluntary Service (CVS)**

Locate your nearest local CVS and receive help with governing documents

Phone: 0114 278 6636

Text Phone: 0114 278 7025

Website: [www.nacvs.org.uk/csmdir/](http://www.nacvs.org.uk/csmdir/)

### **NSPCC (National Society for the Prevention of Cruelty to Children)**

Various support documents including Firstcheck

Phone: 0808 800 5000

Textphone: 0800 056 0566

Website: [www.nspcc.org.uk](http://www.nspcc.org.uk)

### **The Ethical Property Foundation**

Advice and support for charities regarding purchasing ethical land and buildings.

Phone: 0207 065 0760

Website: [www.ethicalproperty.org.uk](http://www.ethicalproperty.org.uk)

### **Employees salary details**

To help you work out your employees National Insurance Contribution and where applicable, their pension contribution.

Website: [www.hmrc.gov.uk/nic](http://www.hmrc.gov.uk/nic) or

[www.thepensionservice.gov.uk](http://www.thepensionservice.gov.uk)

Phone: 0845 302 1479

### **National Survivors User Network**

May be able to assist with creating your user involvement policy.

Website: [www.nsun.org.uk](http://www.nsun.org.uk)

### **HM Revenue and Customs**

VAT help line

Website: [www.hmrc.gov.uk](http://www.hmrc.gov.uk)

Phone: 0845 010 9000

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