
Section 1 - Your Organisation (Overview)

PRIMARY APPLICANT DETAILS

Name
Surname
Organisation
Tel (Mobile)
Email (Work)
Address

GMS ORGANISATION

Type	Organisation
Name	
Website (Work)	
Address	

1.3 Alternative contact

Please provide contact details for someone else in your organisation who we can contact about this application if we are not able to reach you.

Name	<i>No Response</i>
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E-mail	<i>No Response</i>
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Phone number	<i>No Response</i>
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1.4 Organisation purpose

What is the purpose of your organisation?

Tell us briefly about your organisation. We would like you to tell us about what your organisation's focus is and what it does, including where you work.

No Response

1.5 Mental Health sector organisation

Do you consider yourself to be a mental health sector organisation? By this we mean, organisations whose primary purpose is to support people with, or at risk of developing mental health problems, as reflected in your governing documents.

Yes

No

1.6 How many people accessed your services last financial year?

No Response

1.7 Date organisation established

No Response

1.8 Legal status

What is the legal status of your organisation?

Please tick all relevant boxes and provide the registration number if registered.

Charitable Incorporated Organisation – (CIO)

Community Interest Company - (CIC)

Company limited by guarantee

Charity Registered by the Charity Commission

Non registered charity with a constitution or governance document (eg community group, club/society)

Community Benefit Society

1.8.1 Registration body

Please enter your registration body, for example, Charity Commission or Companies House.

No Response

1.8.2 Registration number

What is your organisation's identification number for the above Registered Body?

No Response

1.8.3 Registration body 2

If registered with more than one, please enter the second registration body, for example, Charity Commission or Companies House.

No Response

1.8.4 Registration number 2

What is your organisation's identification number for the above registered body?

No Response

1.9 Social media addresses

Please provide your social media addresses (up to 3) below.

Social media address 1

No Response

Social media address 2

No Response

Social media address 3

No Response

Section 2 - Your Organisation (Finances and Policies)

2.1 Annual accounts

Please upload your most recent annual accounts.

No Response

2.2 Management accounts

Please upload your most recent management accounts.

No Response

2.3 Your organisation's finances

Please provide the following figures for the previous three full financial years, starting with the most recent first.

For 'Year', please select the calendar year in which the financial year ended.

If your organisation has not been in existence for three years please enter '0' in the relevant years.

Year	Income	Expenditure	Total reserves	Unrestricted reserves
<i>No Response</i>	<i>No Response</i>	<i>No Response</i>	<i>No Response</i>	<i>No Response</i>
<i>No Response</i>	<i>No Response</i>	<i>No Response</i>	<i>No Response</i>	<i>No Response</i>
<i>No Response</i>	<i>No Response</i>	<i>No Response</i>	<i>No Response</i>	<i>No Response</i>

2.4 What percentage of last financial year's income comes from trading or community fundraising streams?*No Response***2.5 How much is in your current unrestricted reserves (Including designated funds)?***No Response***2.6 Do you currently have unrestricted reserves of more than 6 months' running costs?** Yes No**2.7 Please tell us briefly what steps your organisation has taken to address the financial risks posed by the coronavirus pandemic.**

This can include putting certain projects on hold, repurposing unrestricted funding to scale up day-to-day operations, or taking additional cost saving approaches to essential activity.

*No Response***2.8 How many people work for your organisation?****Paid full time**

0

Paid part time

0

Sessional paid staff

0

Unpaid (including volunteers) part time

0

Unpaid (including volunteers) full time

0

2.9 Organisation Management Committee**How many people are on your organisation's Management Committee****(you may refer to this as Board of Directors or Trustees)***No Response***2.9.1 How many people on your Management Committee are related?***No Response***2.10 Diversity policy upload**

Please upload your organisation's diversity policy. This policy will be checked as part of the due diligence process. Considerations that the assessors will take into account include:

- Is this up-to-date and does it include past and future review dates?
- Does it reference most up-to-date legislation: 2010 Equalities Act
- Does it refer to protected characteristics?
- Does it cover employment and service delivery?

No Response

2.11 Safeguarding policy upload

Please upload your organisation's safeguarding policy. This policy will be checked as part of the due diligence process. Considerations that assessors will take into account include:

- Does it cover CYP?
- Based on the area of work, does it cover adults who may be at risk?
- Has it been reviewed in the last 2 years
- Is there a named safeguarding lead?
- Does it contain links/phone numbers to the local authority department responsible for safeguarding?
- Is there a policy for addressing positive DBS disclosures?
- Do the same rules apply to volunteers?
- Are there clear procedures for reporting concerns?
- Is it clear that there is support, supervision and oversight from management and senior leadership, including Trustees?

No Response

Section 3 - Partner Organisations

3.1 Will your project be working in formal partnership with other organisations?

By formal partners we mean organisations or groups whose ongoing involvement is integral to the planning, development and/or delivery of the project. These are generally partners that you will have a partnership agreement with, and usually receive a portion of the funding.

- Yes
 No

3.2 Informal Partners

Please provide a list of those organisations or groups that will support the delivery of your project, as well as a brief description of their involvement, from referrals to resource sharing.

By informal partners we mean those organisations or groups that will support the delivery of the project, but who will not have an official role. These are generally organisations that are able to refer service users, provide space to deliver an element of your service, or who can promote the service for you.

As well as other voluntary sector partners this could include services provided by NHS / statutory providers, or local and national helplines.

No Response

Section 4 - Track record

4.1 Track record of managing grants/contracts

Please provide three examples of grants/contracts that you have managed in the last three years.

We are asking this as we want to have a better understanding of your organisation's track record in managing funding and delivering services that support people's mental health.

In providing this information consider the scale, reputation of funder, and activity funding relevant to this fund.

Funder	Amount	Purpose	When awarded
<i>No Response</i>	<i>No Response</i>	<i>No Response</i>	<i>No Response</i>
<i>No Response</i>	<i>No Response</i>	<i>No Response</i>	<i>No Response</i>
<i>No Response</i>	<i>No Response</i>	<i>No Response</i>	<i>No Response</i>

4.2 Enabling people with lived experience of mental health problems to take on leadership roles

Please outline how service users are involved in leading your organisation's work and how specifically they have influenced/will influence this piece of work.

No Response

Section 5 - Proposed activity

5.1 Impact to date

Please tell us briefly about how the coronavirus pandemic has impacted the people that you are working with, and how you have adapted your services in order to meet this changing need.

No Response

5.2 Proposed activity

Please choose the option that best describes your proposed activity.

- **Scale up of existing activity** – for example, your organisation may manage a helpline or a forum that is experiencing an unprecedented amount of requests
- **Adapt existing activity** – for example, you may have traditionally delivered all of your services in-person

- and now want to adapt them in order to continue meeting the needs of existing, or new, service users
- **Introduce new activity** – you may want to introduce a new service that will meet the specific needs of your service users that arise due, in part, to the coronavirus crisis

- Scale up of existing activity
- Adapt existing activity
- Introduce new activity

5.3 Project name

No Response

5.4 Project summary

Please provide a brief summary of your project or activity.

Please use this section to provide us with a clear, succinct description of your proposed approach. This should summarise the key aspects of what you want to do and the difference you want to make.

From reading this summary we should be able to have a good overview of your proposal. Later questions allow you to provide further detail. Please be clear, use straightforward language, and avoid the use of jargon.

We will use this as your project description in communications relating to the fund if you are successful.

No Response

5.5 How will this service be delivered?

- Telephone (traditional phone calls)
- Telephone (messaging / whatsapp)
- Digitally (video call)
- Digitally (forum)
- Digitally (e-mail or instant messenger)
- In person (includes practical support eg delivering goods such as groceries)
- Other

If other please provide more details

No Response

5.6 Activity effectiveness

Why do you think the activities and approach you have outlined in your previous answers will be effective with the people accessing the service?

No Response

Section 6 - The people you will reach

6.1 How many people will you be able to reach with your proposed activity?

No Response

6.2 Regional location

In which region(s) will this work be carried out (Please select all that apply).

- Betsi Cadwaldr (North Wales)
- Powys (Mid Wales)
- Hywel Dda (West Wales)
- Swansea Bay (South West Wales)
- Cwm Taf Morgannwg (South Wales)
- Cardiff and Vale (South Wales)
- Aneurin Bevan (South Wales - Gwent)

6.3 Will your proposed project be targeting a general adult population in your area of benefit, or will it be targeting a specific audience?

For example, you may be working with children and young people, or Refugees and Asylum Seekers.

Please only select 'specific audience' if the vast majority of your proposed activities are for and targeted at a specific audience.

- General population
- Specific audience

6.4 Equalities and diversity

How have you factored equalities and diversity into the planning of your project to ensure it does not inadvertently exclude individuals or groups within your target audience? Include, for example, considerations around race, age, language, and accessibility.

No Response

Section 7 - Project Management

7.1 How will you manage this project?

Please explain the management and reporting structures, including, if relevant, how service users you are working with are involved in managing the project.

No Response

7.2 People involved in delivering the project

Who will be involved in delivering the project and what will they do? Please include information about the staff working on the project, whether they are existing or will need to be recruited, their role titles, and the amount of time they will dedicate to this.

*No Response***7.3 Supporting people working on this project****How will you support people working on this project (paid and unpaid)?***No Response***7.4 What risks have you identified with this project and how will you manage these (prevention and mitigation)?**

If you are applying for a grant of up to £20,000, please identify up to three risks.

If you are applying for a grant of up to £50,000, please identify up to six risks.

Risk	Probability (low, med, high)	Impact (low, med, high)	Prevention and mitigation
<i>No Response</i>	<i>No Response</i>	<i>No Response</i>	<i>No Response</i>
<i>No Response</i>	<i>No Response</i>	<i>No Response</i>	<i>No Response</i>
<i>No Response</i>	<i>No Response</i>	<i>No Response</i>	<i>No Response</i>
<i>No Response</i>	<i>No Response</i>	<i>No Response</i>	<i>No Response</i>
<i>No Response</i>	<i>No Response</i>	<i>No Response</i>	<i>No Response</i>
<i>No Response</i>	<i>No Response</i>	<i>No Response</i>	<i>No Response</i>

Section 8 - Budget**8.1 Please complete the budget for your project.**

Please use the notes column to explain:

- i) how costs have been calculated.
- ii) if 'Total project costs' exceed 'Funding from Mind', where additional funds are from.

Where a row is not applicable please enter '0'.

Expenditure	Funding from Mind	Total project costs	Notes
Staffing costs	£0.00	£0.00	Areas of spend to include: - Recruitment - Salaries

- Sessional Workers
- Travel and subsistence (staff / volunteers)
- Staff / volunteer training

No Response

Direct project costs	£0.00	£0.00	Areas of spend to include:
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- Activity costs e.g. arts, gardening materials
- Postage costs
- Other direct costs (please detail in notes)

No Response

Communications costs	£0.00	£0.00	Areas of spend to include:
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- Marketing print costs
- Meeting costs
- Other communications costs (please detail in notes)

No Response

Core costs (we will consider up to 20% of total project costs)	£0.00	£0.00	Areas of spend to include:
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- Management costs
- Building costs
- Office costs (stationery, IT)
- Other core costs (please detail in notes)

No Response

Capital costs (we will consider up to 20% of total project costs)	£0.00	£0.00	Areas of spend to include:
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- IT equipment
- Other capital costs (please detail in notes)

No Response

Total costs	£	£	
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0

0.00

What is the total value sought? This should match the figure above for 'Total funding from Mind'. Please ensure that this is not more than 25% of your organisation's most recent annual turnover.

No Response

Section 9 - Signing And Completing The Application Form

9.1 Contributing to the fund evaluation

The Coronavirus Mental Health Response Fund is seeking to understand the impact of our funding, and will ask that all projects commit to using the evaluation tools, as outlined in our guidance notes.

Please tick this box to confirm that you will work with our evaluation expectations and peer researchers as part of this fund, and use the tools provided throughout the project to measure the impact of your work.

Unchecked

9.2 Adjustments for evaluation participation

Are there any adjustments needed, or support required, for your project and participants to be able to meaningfully engage with our evaluation process? For example, translation of evaluation materials?

Yes

No

9.3 Participating in learning events

Through the Coronavirus Mental Health Response Fund we will run a number of online learning events, bringing together funded projects to share their experiences and to learn from one another.

Please confirm that your organisation will take part and contribute to these events.

Unchecked

9.4 Adjustments for participating in learning events

Are there any adjustments needed, or support required, for your project and its beneficiaries to be able to meaningfully engage with our learning events? For example, translation of materials.

Yes

No

9.4.1 Please enter any adjustments you require to contribute to events

No Response

9.5 As your project will involve working with vulnerable people please indicate that your organisation has

the following:

Robust safeguarding procedures in place, which incorporate a multi-agency approach, that this is followed, and that staff and volunteers undertake safeguarding training with regular updates, which is reflected in the mandatory training plan.

Unchecked

A dedicated lead for safeguarding.

Unchecked

A procedure for undertaking DBS checks along with a policy for the recruitment of ex-offenders.

Unchecked

9.6 Declaration

We confirm that we are duly authorised to sign this declaration on behalf of the single organisation or lead organisation in the partnership. 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 partnership, or will be implemented before the project begins.

We understand that any offer of a grant will be subject to terms and conditions. We confirm that the lead 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 Mind.

If successful, we will support our project beneficiaries to share their stories, as well as share learning from our project. We further confirm that Mind may use any part of the application for evaluation, research or publicity purposes.

We understand that you require that the signatory to this form provides their full name and home address for fraud prevention and detection purposes.

9.7 Signatory – Lead organisation

I confirm that this application and the proposed project within it has been authorised by the management committee or other governing body of the lead organisation. By adding my name to box below I confirm that the lead organisation is responsible for the administration and finances of the project.

I confirm I have read and understood the Mind's data protection statement and policy.

Title

No Response

First name(s)

No Response

Last name

No Response

Position in organisation

No Response

Signature

No Response

On behalf of (organisation)

No Response

Address

No Response

Postcode

No Response

Email

No Response

9.8 How did you hear about the Coronavirus Mental Health Response Fund?

- Direct mailing from Mind
 - Mind website
 - Mind's facebook page
 - Mind's twitter account
 - Association of Mental Health Providers
 - Centre for Mental Health
 - Mental Health Foundation
 - NSUN
 - Rethink Mental Illness
 - Our local CVS
 - Another organisaton
 - Fundraising mailing list
 - Department of Health and Social Care Announcement
 - Other
-

If you selected 'other', please provide more information here

No Response
