Coronavirus Mental Health Response Fund - Wales

Guidance notes

Coronavirus Mental Health Response Fund
Guidance Notes
July 2020

At a glance...

What is it?	A new grants fund focused on supporting VCS mental health providers in Wales to respond to an anticipated increase in need as a direct result of the coronavirus pandemic. The funding is available for registered charities to either: • **Scale up 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.
What funding is available?	A total of £270,000 of funding is available. Applications can be made for funding of between £5,000 and £50,000. Organisations can only apply for one grant. Applicants must ensure that the total amount requested is less than 25% of their organisation's most recent annual income.
Where is funding available?	Funding is available for service delivery in Wales.
Who should apply?	Mental health voluntary sector organisations based in Wales. 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. We will also consider applications from Wales-based voluntary sector organisations who can demonstrate a track record in delivering work that has a strong mental health or wellbeing focus.
How long can my funded activity run?	Funding is for activity until March 2021. Successful applicants will be expected to start delivery of their activities within one month of accepting funding.

When are applications due?	Applications must be submitted by 5pm, 3 August 2020.
	We are unable to anticipate demand for the programme, but if the fund becomes oversubscribed we reserve the right to pause applications at any time. We will do this only if necessary, and in the interest of saving potential applicants' time.
How do I apply?	Applications must be completed and submitted online through our application portal, Flexigrant.
	Any applications received via e-mail or the post will not be accepted, unless previously agreed with Mind's Investment Team: networkinvestment@mind.org.uk
	Details about how to set up a Flexigrant account are included in Section 3.3 of this document.
When will I hear if I have been successful?	Decisions will be communicated to applicants within a month of the closing date.

Introduction

We understand that, at this time more than ever, your time and resources are limited. We have therefore structured this document in a way that will help you navigate it as quickly as possible. This is broken down in to three main sections, which are:

- **Section 1 - Overview** – providing a concise overview of what the fund is, what it is trying to achieve, and what our main objectives are

- **Section 2 - Should I apply?** – providing a checklist for you to consider whether your organisation is eligible, a list of what the fund will and won't support, and the scoring framework that will be used by assessors to support decision making

- **Section 3 - Other important information** – providing information about Mind's approach to grant-making, and practical information about accessing the application form and other support.

Please also note that, in addition to these guidance notes, we will be publishing a **Frequently Asked Questions** document on the Fund's webpage on Mind's website here that responds to queries raised throughout the application period. We ask that you please refer to this document before submitting your application, as there may be important information within this document that will help your application's chances of success.

Coronavirus Mental Health Response Fund – Wales

Overview

Section One

1.1 About the Coronavirus Mental Health Response Fund

The voluntary sector has a long and successful history of working in partnership with the NHS providing community-based mental health services for both adults, and children and young people. In recognition of the vital role these organisations have in complementing statutory services, and to enhance the sector's ability to respond as more people seek help from mental health services, Comic Relief and the Department for Digital, Culture, Media and Sport (DCMS) has made available £270,000 to support voluntary and community sector (VCS) mental health providers in Wales. The fund has been awarded to the Mental Health Consortia (MHC) – a group of voluntary sector mental health organisations that is led by the Association of Mental Health Providers (AMHP).

The MHC includes representatives from the following organisations:

- Association of Mental Health Providers
- Mental Health Foundation
- Mind
- Centre for Mental Health
- National Survivor User Network (NSUN)
- Rethink Mental Illness

Mind, as the lead applicant, will lead in administering the grant fund on behalf of the consortia.

1.2 Fund aims - What we want to achieve

Through this fund we want to enable increased availability of mental health support delivered for people experiencing, or at risk of developing, mental health problems. We aim:

- To mobilise rapid support as the demand grows by funding expert organisations across Wales, getting support to people with and at risk of developing mental health problems as soon as possible
- To provide an increase in effective services, preventing escalation of need, reducing waiting lists, enabling providers to flex their services for the current situation and increasing reach to vulnerable groups.

1.3 What we want to fund

Covering Wales, the fund will support organisations to either:

- **Scale up 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.

Funding will support activity up until and including March 2021. The minimum grant available is £5,000.

1.4 How this fund will work

We know that it is too soon to understand what effective and impactful service delivery looks like when responding to the needs of the communities that your organisation serves in light of the coronavirus pandemic. Though we are ambitious about the number of people we will reach, and the overall impact of the fund, we also want the activity to evolve and develop based on your learning and experiences over the coming months.

If your application is successful, we will ask for monthly catch-ups in the initial three-month period in order to understand your experiences and how you are managing emerging challenges. At the end of this period there will be an opportunity to revisit your proposed delivery if revisions need to be made in order to adapt to changing circumstances.

Because of this approach the application will ask you to outline:

- the track record of your organisation in delivering services similar to the one you are proposing

- your organisation's experience of involving people with lived experience of mental health problems in leadership roles.[1]

1.5 People we want the fund to reach

The ongoing and emerging nature of the coronavirus epidemic means that we know a broad range of responses are required. You should ensure that your work reaches at least one of the following groups :

- People with no previous experience of mental health problems who develop mental health problems during this time linked to self-isolation, or other impacts of coronavirus, and where mental health VCS services can provide appropriate support

- People with existing mental health problems not in contact with VCS services, who are experiencing increased need for support to manage their mental health during this time

- People in existing or previous contact with mental health VCS services who are experiencing increased need for support to manage their mental health during this time.

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[1] For more information about what Mind means by 'lived experience leadership', see: https://www.mind.org.uk/workplace/influence-and-participation-toolkit/what/what/

We are further aware that mental health problems are closely associated with many forms of inequalities, not least health inequalities. Figure 1 shows the overlapping dimensions of health inequalities, which may need to be considered when developing an equitable response in relation to the impact of coronavirus.
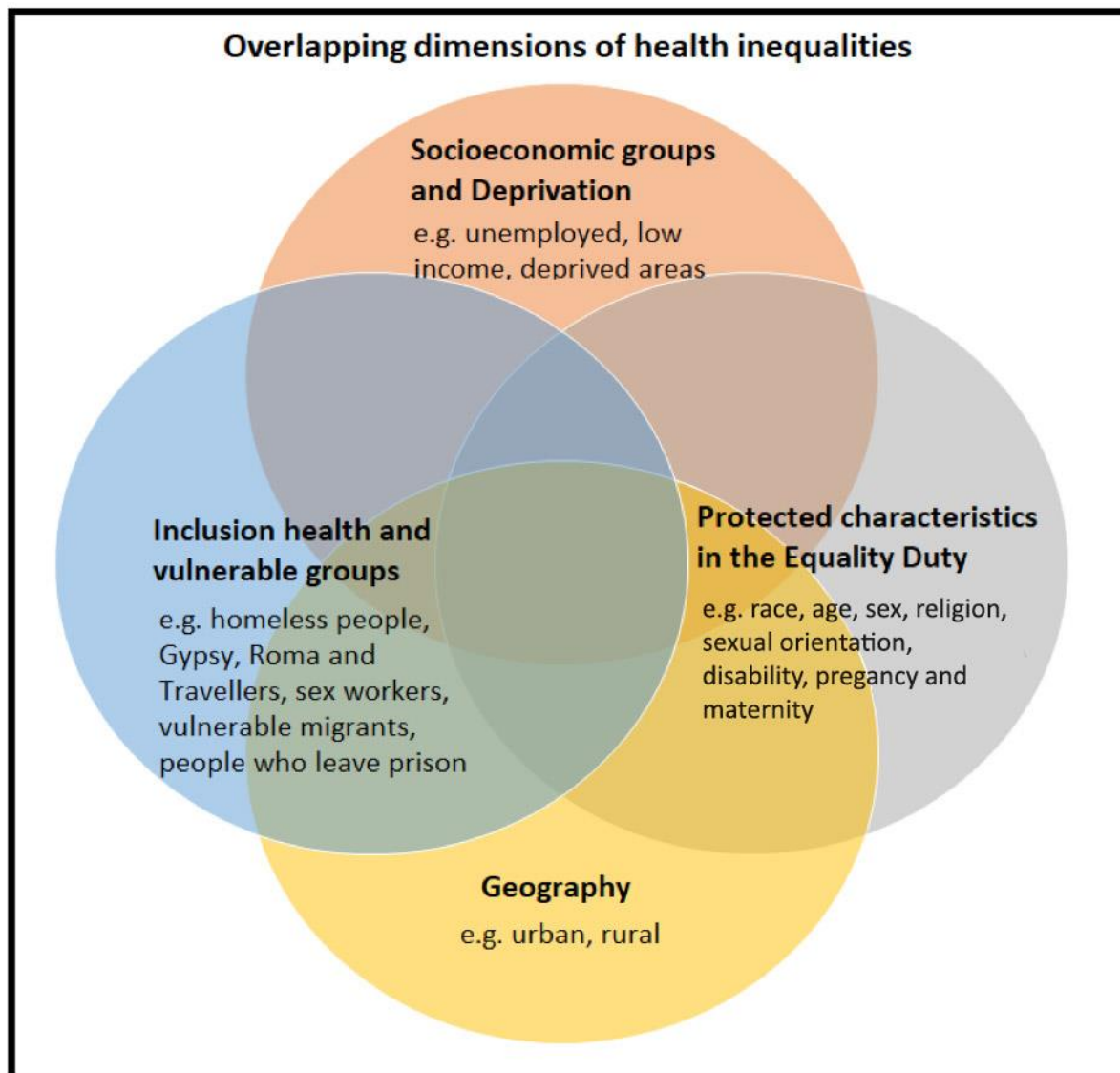
Overlapping dimensions of health inequalities

Socioeconomic groups and Deprivation

e.g. unemployed, low income, deprived areas

Inclusion health and vulnerable groups

e.g. homeless people, Gypsy, Roma and Travellers, sex workers, vulnerable migrants, people who leave prison

Protected characteristics in the Equality Duty

e.g. race, age, sex, religion, sexual orientation, disability, pregancy and maternity

Geography

e.g. urban, rural

Figure 1

Health inequalities can mean reduced quality of life, poorer health outcomes and early death for many people. People living with Severe Mental Illness (SMI) experience some of the worst inequalities, with a life expectancy of up to 20 years less than the general population. Coronavirus has the potential to greatly exacerbate health inequalities and take a significant toll on people's physical and mental health, and we know that it is having a disproportionate impact on certain communities, most notably BAME communities. The socio-economic impacts of social distancing and social isolation have the potential to increase both health inequalities and the number of people experiencing mental health problems, as well as increase the severity of problems.

We have an aspiration to support diverse specialist organisations that will help us to reach those most in need. Because of this, we will ask you to identify your activity's primary service users within the application. This might be groups identified in Figure 1, but in

context, some of the people we believe that will be particularly impacted currently include (this list is not exhaustive):

- Older adults

- Anyone advised to self-isolate for 12 weeks including:

  - those with an underlying physical medical condition (e.g. heart disease, hypertension, diabetes, chronic respiratory diseases e.g. asthma, cancer)

  - those with a compromised immune system from a medical condition or treatment (e.g. chemotherapy)

- Essential workers including, but not limited to, first responders and health workers

- Anyone with severe and enduring mental health problems or under the care of statutory services at any level and for whom contact with those services may currently be reduced or interrupted, including those on waiting lists or with referrals in the system

- Anyone with a mental health problem that causes difficult feelings or behaviours around washing, contamination, and hygiene (for example Obsessive Compulsive Disorder, Generalised Anxiety Disorder)

- Anyone who experiences difficulty reading, speaking, understanding or communicating including difficulty accessing medical care or health advice (for example people who've experienced a stroke, people living with dementia, anyone with a speech, language or communication disability)

- Anyone needing support for maintaining independence

- Anyone experiencing unstable employment conditions including loss of employment, those on zero hour contracts, the self-employed and furloughing

- Anyone experiencing unstable or unsuitable housing conditions including the homeless, those in temporary accommodation or living in multi-occupancy accommodation, those in unsafe home situations such as where domestic abuse/violence occurs

- Anyone experiencing economic and or social deprivation, for example families requiring support from food banks

- Anyone experiencing social or geographic isolation, e.g. populations living in remote and isolated communities

- Anyone living in a context of domestic violence

- Anyone experiencing multiple deprivation through a combination of factors mentioned here, or other factors

- Children and young people including those in families experiencing unstable employment or housing conditions, economic or social deprivation, or young people in care

- Pregnant women

- Carers.

1.6 Types of activity

Some examples of services and support we are seeking to fund include:

- Befriending support 121 – volunteer or paid support offered via telephone, video call, or, as lockdown eases, face-to-face, provided by befrienders/peers with lived experience of a mental health problem, or demonstrable experience in mental health, in order to support building social connection and empathy

- Support or advice worker – a paid worker offering support. Able to offer more expertise than a befriender, including signposting to other supports and services

- Peer support - 121 or group, via telephone, online or, as lockdown eases, face-to-face, by peers with lived experience of a mental health problem for other peers

- Navigator roles – drawing on existing expertise in supporting people to continue to e.g. access benefits, pay bills if unwell/self-isolating

- Practical help – including support whilst in self-isolation, e.g. with basic supplies.

Again, this list is by no means exhaustive, and we want to hear from applicants about what they are finding to be most effective with their service users.

1.7 Targets

As an indication, we expect those projects receiving a grant of up to £20,000 to work with around 130 people. For those receiving a grant of up to £50,000 we expect projects to work with around 350 people.

We recognise that work with people who are particularly marginalised and experiencing multiple disadvantage may be more complex and projects working with these communities may therefore reach a lower number of people. This will be taken into consideration during assessment.

Coronavirus Mental Health Response Fund - Wales

Should I apply?
Section Two

2.1   Checklist

To help you decide whether the Coronavirus Mental Health Response Fund is the right scheme for your organisation, please familiarise yourself with the checklist on the following pages.

Your application will stand a higher chance of success if you can answer 'yes' to all of these questions.

Delivery Criteria	
Are you one of the following: A Wales-based Registered Charity, Community Interest Company (CIC), Charitable Incorporate Organisation (CIO), Company Limited by Guarantee, or a Community Benefit Society with charitable purposes. A Wales-based partnership with a lead partner who will hold and administer the funds that is a Registered Charity, Community Interest Company (CIC), Charitable Incorporate Organisation (CIO), Company Limited by Guarantee, or a Community Benefit Society with charitable purposes. *please note, although we are not able to fund user-led organisations, community groups or unconstituted groups directly through this fund, we will consider applications from a registered charity to manage an onward micro-grants fund, provided they are able to demonstrate a track record of delivering a similar scheme in the past.	Yes/No
Is your organisation, or one or more partners within your proposed project, a mental health 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
Does your organisation have a track record of delivering services for people with, or at risk of developing, mental health problems? Are you/your partnership able to evidence: • Experience of working with people experiencing multiple disadvantage • Previous initiatives delivering outcomes for this group • Understanding of the needs/challenges of working with this group	Yes/No

Delivery Criteria	
Is your organisation able to demonstrate the skills needed to enable effective leadership by people with lived experience of mental health problems? [2] Are you/your partnership able to demonstrate: • An understanding of the organisational support needed for an effective lived experience leadership role? • An understanding of some of the challenges that might arise and a reasonable plan for how these can be addressed?	Yes/No
Can you show that your organisation/partnership has and will provide the skills and resources to plan, develop, deliver and manage the project against the outcomes intended?	Yes/No
Is your organisation able to outline how you have immediately responded to the changing needs of service users in response to the coronavirus pandemic, and communicate how you intend to scale up this response in order to meet service user's immediate and medium-term needs?	Yes/No
Will your proposed activity be able to start by October 2020?	Yes/No
Can you develop a detailed project plan and budget for the proposed project and, if accepted, be able to maintain accurate financial records for the project?	Yes/No
Is the total amount you are applying for less than 25% of your organisation's annual turnover.	Yes/No
Will you be able to demonstrate your planned income and reserves up to the start of the coronavirus pandemic were sufficient to ensure your charity was able to operate until end of March 2021?	Yes/No
Are you willing to take part in our evaluation process to measure how effective support from this fund has been, asking participants to complete specific evaluation tools? (For more information about this requirement, please see Section 3.6 - Expectation of funded projects and payment schedule).	Yes/No

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[2] For more information about what Mind means by 'lived experience leadership', see:
https://www.mind.org.uk/workplace/influence-and-participation-toolkit/what/what/

2.2 What the fund will and won't support

Eligible costs

The following costs are considered **eligible** to include in an application (although whether each is appropriate and of a suitable size for the specific application will be considered as part of assessment):

✓ Staffing costs, pension and National Insurance contributions; volunteer recruitment costs; fees for sessional workers; expenses for volunteers. Costs of staff who are already employed who will manage the project for some of their time should be included in core costs (see below). Though we anticipate that the majority of funding for staffing costs will be applied to existing members of staff, any new posts created as a result of funding must be recruited using an open, fair and transparent recruitment process.

✓ Direct project costs, including staff and volunteer training; meeting costs; other expenses relating to your activity and that will enable people to participate.

✓ Communication costs, including online advertising; specific communications staffing expenses.

✓ Core costs, including a proportion of costs related to running the project such as management costs, building costs and office costs. We expect groups and organisations to include the full additional charge to their core ('full cost recovery') but this should be within the range of 15-20% of the total project cost. For more information on 'full cost recovery' see New Philanthropy Capital's online guidance here.[3]

✓ Capital costs, including office equipment necessary for project delivery. If these costs exceed 20% of total project cost we expect detailed information outlining why these are vital to the successful delivery of your project.

Ineligible costs

The following costs will be considered **ineligible** and should not be included in an application:

• Research and scoping activity

• Retrospective costs (costs incurred before a grant is confirmed)

• Costs that are eligible to be covered by Government support, including those for furloughing

• The additional 20% salary costs for staff placed on furlough

• Costs for activity that contravenes the Government's advice in relation to coronavirus

• Costs not linked directly to the project. For example, contributions to the organisation's reserves, contributions to general appeals, funding shortfalls on existing projects, loan repayments, endowments

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[3] https://www.thinknpc.org/publications/full-cost-recovery-2/

- Staff time to develop and write applications and general fundraising work

- Redundancy costs

- Minibuses

- Routine repairs and maintenance

- General improvements to public areas, unless essential to the project

- Personal equipment not essential to project delivery

- Maintenance and office equipment not essential to project delivery

- Activities for which there is a statutory responsibility to provide funding.

Please note, the grant you apply for cannot exceed 25% of your organisation's annual turnover. The minimum award is £5,000

2.3 Assessment criteria and scoring framework

The table below sets out the criteria by which your application will be assessed, and which part of the application form assessors will look at to find the relevant information.
Each 'Essential Criteria' listed will be given a score out of 7.

It is important to note that, although the scoring process will help the panel to understand strengths and weaknesses of applications considered, they will also be seeking to support a range of activities, working with different communities and in different geographical regions of Wales. The panel may also choose to prioritise applications from organisations that:

- are in greater financial risk from the impact of the coronavirus pandemic due to a reliance on trading or community fundraising income streams
- have limited reserves, putting them at greater financial risk
- have already taken a number of steps to address the risks posed to their organisation, such as putting certain projects on hold, repurposing unrestricted funding to scale up day-to-day operations, taking additional cost saving approaches to essential activity.

Because of this there will be many high-scoring applications that we anticipate will be unsuccessful.

Essential Criteria	Considerations	Which section of the application to refer to
Responding to the crisis	Has the applicant demonstrated how they have already responded to the crisis?	Section 5 – Proposed Activity
	Has the applicant demonstrated how they will involve and engage with statutory and non-statutory partners in the delivery of their activity?	Section 3 – Partner Organisations
	Has the applicant demonstrated an understanding of what other provision is available for their service users, and how their proposed activity complements this?	Section 3 – Partner Organisations
	Has the applicant demonstrated that they have considered the specific needs of the community they support in relation to coronavirus?	Section 5 – Proposed Activity Section 6 – The People You Will Reach
	Has the applicant sufficiently demonstrated that the project will reach their existing and new service users whilst taking appropriate steps to remove inequalities of access?	Section 6 – The People You Will Reach
Fund objectives	Will the proposed activity meet the fund aims?	Section 5 – Proposed Activity
	Has the applicant sufficiently demonstrated that there is a need for the activity?	

Skills and resources to plan and deliver the project	Are examples of previously funded activities given by the applicant relevant to this fund, and of an equivalent size to the grant applied for?	Section 4 – Track Record
	Has the organisation identified reasonable risks and provided clear management plans?	Section 7 – Project Management
	Is there an appropriate management structure, and will people working on the project receive the correct level of support?	
Effective leadership by people with lived experience	Has the applicant demonstrated a track record of providing leadership opportunities to people with lived experience of mental health problems?	Section 4 – Track Record
	Has the applicant outlined an approach that will support effective lived experience leadership in the management and oversight of the proposed work?	Section 7 – Project Management
Budget detailed and realistic*	Are amounts reasonable and realistic – do they clearly relate to the project plan?	Section 8 – Budget
	Are core costs within 15-20% of total costs?	
	Is it clear how different amounts have been calculated and what activity they relate to?	

* For ease of assessment this criteria will be scored out of 7 in line with the other criteria. However, the score will be given a weighting of 0.5 so that it does not have a disproportionate significance on the total score

Scoring framework

1	The application does not meet any aspect of the criteria.	Ineligible
2	Although the applicant has addressed the criteria, there is limited information or serious concern about some areas.	
3	Although some aspects of the criteria may be met, in other areas there is insufficient evidence to be confident that the criteria has been fully met.	
4	The application meets all aspects of the criteria to an acceptable level.	Eligible
5	The application meets all aspects of the criteria. Some areas are particularly strong.	
6	There is a very strong fit with all aspects of the criteria.	
7	The applicant clearly demonstrates excellence in this area.	

Coronavirus Mental Health Response Fund – Wales

Other Important Information
Section Three

COMIC RELIEF

mind
for better mental health

3.1 Mind as a funder

As a funder we see ourselves as a partner in your success, and we will try hard to develop a relationship of trust and respect. We want to have an honest conversation about what is and is not working, in order to either help celebrate and showcase your successes, or help you find solutions and different approaches to challenges.

We are proud to say that Mind has signed the Covid-19 funder statement, as co-ordinated by London Funders. We are committed to the principles, which are:

1. Adapting activities – acknowledging that agreed outcomes may not be achieved in the timeframes originally set.
2. Discussing dates – not adding pressure on organisations to meet tight reporting deadlines.
3. Financial flexibility – allowing organisations to use money differently e.g. buying equipment and covering staff sickness.
4. Listening – encouraging frank conversations between funders and grantees, with funders being supportive of their needs.

3.2 Timetable

Fund launch	6 July 2020
Deadline for applications* These dates may be extended or revised during the life of the fund. For the most up-to-date information please make sure you view the FAQs, which will be published on the Fund's webpage on Mind's website here. * We are unable to anticipate demand for the programme, but if the fund becomes oversubscribed we reserve the right to pause applications at any time. We will do this only if necessary, and in the interest of saving potential applicants' time.	5pm, 3 August 2020
Decision communicated by	3 September 2020
Funded activity starts	No later than October 2020
Funded activity finishes	By March 2021

3.3 How to apply

Applications should be made via Flexigrant (https://mind.flexigrant.com/), our online grants management portal.

If this is your organisation's first application to Mind you will need to create an account. Click on the 'Register' button in the top right-hand corner of the screen to register your email address and password.

These will be your login details, and you'll need them every time you use Mind's Flexigrant portal. If you forget your password or any other part of your login details, you will be able to reset this information via Flexigrant.

When you're working on your application online it's useful to remember:

- You can fill in your application in one go, or save it and come back to it at a later time
- You can fill in the sections of the form in whichever order you prefer, but you will only be able to submit your application when all of the sections are complete
- Please remember to continually save your work. If you leave a screen idle for too long the system can log you out and you will lose the information you have inputted.
- With any attachments, please ensure the filename contains letters and numbers only. Using special or unusual characters can cause issues when trying to open these files.

We have created a guide for users unfamiliar with Flexigrant, to help you when navigating the platform. This guide is available on the Fund's webpage on Mind's website here.

3.4 What happens after I submit my application?

The assessment process involves four stages:

1. **Eligibility check:** Due diligence checks, including reviewing most recent annual or management accounts, references, safeguarding policies and procedures, ensuring there are three unrelated Trustees on your organisation's Board, and returns to the Charity Commission and/or Companies House are completed to ensure that your organisation is eligible for this fund.

2. **Internal assessment:** each application is assessed internally. Each application is randomly assigned to an assessor drawn from an internal panel of staff, a number of whom have their own lived experience of mental health problems. They will assess each application using the scoring framework included in Section 2.

3. **Moderation:** scores returned from internal assessors are returned and reviewed by the Mind Investment Team, which oversees grant-making at Mind. Considering the scores of applications, as well as fund distribution targets around geography and target communities, the team will then share all applications with the Investment Panel for consideration, with a proposed shortlist of applications recommended for funding.

4. **Investment Panel:** We are in the process of recruiting co-opted members to our existing Investment Panel, set up with the specific remit of overseeing this fund. Representation will come from the mental health sector, other grant-makers, and will include experts with lived experience.

There are three possible outcomes for your application:

- Acceptance
- Conditional acceptance
- Rejection

If the Investment Panel does offer your organisation a grant they may offer you a different amount to the amount requested. In some cases they may be unwilling to fund certain items.

The panel has been charged with ensuring that funding is distributed to a diverse range of organisations delivering services to different communities across Wales. The panel therefore reserves the right to revisit previously declined applications in order to better meet this ambition if it is found that there are fewer applications than expected from particular areas.

Before offering funding, DCMS will undertake spotlight checks on recommended organisations, which will include the following checks:

Spotlight Specification

Government Grants Information System (Government held)	Contracts and Spend Insights Engine (Government held)
- Whether a previous grant is registered on GGIS - Awarded grants risk score - Awarded grants total value - Number of awarded grants	- Has contracts - Total value of contracts - Funder - Number of contracts - Other applications Plagiarism check (against existing applications within the system, not historical data)

Companies House data (Open Source)	Charity Commission data (Open Source)
- Registered address - Company type - Incorporation date - Company age - Company status - Company accounts - Company account overdue - Company account last submitted - Last insolvency - Number of directors - Companies House registered postcode match	- Registered address - Charity status - Charity age - Creation date - Charity income - Income vs grant amount - Charity accounts - Charity account overdue - Charity account last submitted - Charity Commission registered postcode match

3.5 Feedback on the outcome of your application

We appreciate how important it is to receive feedback on your application, so that you are able to develop your skills and understanding of bid-writing. Unfortunately, because of anticipated demand and resource within the team, we will be unable to provide individualised feedback about your application.

3.6 Expectation of funded projects and payment schedule

If Mind offers you a grant you must sign and accept the standard grant terms and conditions that will accompany the grant offer letter. This will include guidance on monitoring and evaluation, reporting requirements, communications and branding. If needed, we will work with you before your project starts to ensure you understand all procedures and requirements.

The reporting and engagement requirements and payment schedule for the fund are as follows:

	Grants up to £20,000	**Grants up to £50,000**
Upon acceptance of grant offer	If successful, we will ask you to complete a short form that provides further information about your charity and key personnel. This information will be shared with DCMS, and will include: - VAT Registration Number - Registered Charity Number - Main contact's details (including date of birth, home address, phone number and e-mail address) - Banking details for the organisation	
Catch ups	For the first three months of delivery we will ask projects to engage in monthly catch up calls with a member of Mind's Investment Team, to reflect on your experience and learning so far. This will be light-touch, and is designed to enable us to understand where additional support or resources may be most impactful. This may also lead to us recommending you connect with another organisation supported through the fund who has experienced similar challenges to your own.	
Updated project plan and outputs	After three months of delivery we will ask you to update us about how you intend to adapt your service to help the people you serve adjust. This may not be vastly different to the activity you are undertaking in the first three months of delivery, but this stage has been built in so that you are able to meaningfully consider what does, and doesn't work, and adapt your services accordingly.	

	Grants up to £20,000	**Grants up to £50,000**
Monitoring	The updated project plan will also act as brief monitoring report, covering the first three months of delivery. Your organisation will then be asked to complete a final monitoring report, which will be at the end of your project. Throughout this time Mind staff may also conduct monitoring in the form of email/phone contact and face-to-face monitoring visits. The lead organisation for a project will also be required to monitor finances closely and to keep detailed records, including quotations, receipts, and invoices, to account for all grant expenditure. All applicants will be asked to complete a Statement of Grant Usage and provide evidence that the funding has been spent in accordance with your proposed project.	

	Grants up to £20,000	**Grants up to £50,000**
Evaluation	Funded projects will be asked to appoint a lead contact for evaluation within their organisation. This lead will be responsible for capturing evaluation data which will help us build a picture of accountability and learning from the grant fund as a whole.	

Each project will be asked to monitor and report on their outcomes for the duration of the grant funding period in order to understand the impact of the project, and identify learning to inform future development. Mind's Research, Evaluation and Strategy team have produced a standardised outcome measure framework, informed through co-design with organisations in our network of local Minds through our Collective Impact project. This has been adapted in order to further ensure it is proportionate and flexible to service delivery in these challenging times. The standardised outcome framework requires the following measures to be completed at least two time points (pre and post intervention).

- Demographic and service information data (e.g., gender, ethnicity, and age)
- A measure of wellbeing (*Short Warwick-Edinburgh Mental Wellbeing Scales, SWEMWBS)*
- Service user feedback form

Each project will therefore need to:

- assume ultimate responsibility for project data collection (administering questionnaires)
- enter anonymised outcomes data into a spreadsheet provided by Mind's Research, Evaluation and Strategy team, and transfer this to a centrally created and managed shared database.

In order to provide additional support to projects, particularly smaller initiatives, Mind's Research, Evaluation and Strategy team will be working with three peer researchers who will be able to advise and support grantees to collect and submit project data.

Committing to collecting and transferring outcomes data will be required of all grantees. We will also invite a smaller number of grantees to take part in process interviews, conducted by the peer researchers, where they will be asked about their experience of delivering the programme/initiative.

Grantees will need to have access to Microsoft Excel and access to the Internet as a minimum.

	Grants up to £20,000	**Grants up to £50,000**
Payments	Projects will be given 90% of their grant award at the start of their project. Upon satisfactory receipt of the three month monitoring report, the remaining 10% of the grant award will be paid. Payments may be withheld if grantees fail to provide feedback on any issues that arise from this report. Dependent on the nature of your activity or your organisation, we reserve the right to adjust the standard payment schedule. Please note - If we have not funded your organisation in the last three years we will ask you to provide your organisation's bank details when we offer you an award. Failure to provide this information will delay the processing of payments.	Projects will be given a payment of around 45% of the grant (depending on project needs) at the start of their project to help set it up and cover the first three months of delivery. A second payment of the remaining 55% of the grant will then be made upon satisfactory receipt of the three month monitoring and financial reports. Payments may be withheld if grantees fail to provide feedback on any issues that arise from these reports. Dependent on the nature of your activity or your organisation, we reserve the right to adjust the standard payment schedule. Please note - If we have not funded your organisation in the last three years we will ask you to provide your organisation's bank details when we offer you an award. Failure to provide this information will delay the processing of payments.
Other	To support shared learning across the funded cohort we intend to hold a number of online learning events, and would ask that someone involved in direct service delivery attends these.	

3.7 Application forms

A PDF copy of the application form is available from the Fund's webpage on Mind's website here:

These copies are for reference only, and must not be completed and submitted.

If you have any access needs that mean you are unable to submit the application online, please contact Mind's Network Investment team at networkinvestment@mind.org.uk

3.8 Partnership applications

Organisations can apply individually or in formal partnership, where the combined expertise enhances the ability to ensure more targeted reach, and to respond more effectively to the specific mental health support needs of communities.

The organisation submitting an application on behalf of a partnership will be the 'Lead Organisation' and the main point of contact for the application. The Lead Organisation will be responsible for co-ordinating, managing and delivering the work. If we award a grant, the Lead Organisation must accept our grant terms and conditions of grant and will be accountable to us for how the money is spent.

3.9 Applying more than once

To ensure that our funds reach as many organisations as possible we will only accept one application from a single lead organisation or partnership.

Organisations and groups that are part of a partnership application, but not the lead organisation, can be involved in more than one application.

If you are unsuccessful you will not be able to submit a follow-up application unless invited to do so by the Fund Governance Group.

3.10 Further information and support

Whether you are offered funding or not, we know that the coming months are going to be a demanding time for voluntary sector organisations in Wales. We have compiled the following resources to help you navigate this unprecedented time.

Wellbeing of your staff and service users
- Mind produced information on Coronavirus and your wellbeing
- Mind's Infoline provides an information and signposting service.
- Elefriends is a supportive online community where you can be yourself. We all know what it's like to struggle sometimes, but now there's a safe place to listen, share and be heard.
- Mind's Legal line provides legal information and general advice on mental health related law.
- For staff - Wellness Action Plans are an easy, practical way of helping managers to support the mental health of your team members.

Support for voluntary sector organisations
- The Wales Council for Voluntary Action (WCVA) has collated all of their Covid-19 guidance and resources for voluntary organisations in Wales here

Other sources of funding
- The National Emergencies Trust have launched a Coronavirus Appeal to support grassroots charities and groups who will be supporting some of society's most vulnerable people throughout the outbreak. If you are an organisation looking for funding, please find your local community foundation.
- A charity consultancy, Charity Excellence Framework, has compiled a list of COVID-19 related funding opportunities. There is also a 'live' version of this list on their

website, but please note this requires you to register with Charity Excellence Framework.

3.11   Outstanding questions

As we hope you will understand, this fund has been designed rapidly and so it's possible we may have overlooked or unintentionally left out information about the fund. We will be publishing a list of Frequently Asked Questions (FAQs) on the Fund's webpage on Mind's website, which will be updated throughout the application process. Please do make sure you look at this document before submitting, as it may include important information that will help your application's chance of success.

If you have any particular communication needs or have general enquiries not addressed by our FAQs please e-mail us at the below address. We will aim to respond to your query within five working days. Although we can answer clarifying questions about the application process and criteria, we cannot offer support to you to develop your application.

E-mail: networkinvestment@mind.org.uk

3.12   How we process the information you provide

We take your privacy seriously and promise to never sell your data. We will only use your details to process your registration, to contact you about your application and the Investment Panel's decision. You can find out more about your rights, how we use your personal information and how we keep your details safe and secure by reading our Privacy Policy here[4].

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[4] https://www.mind.org.uk/legal-info/privacy-policy/.