Midlothian Communities Mental Health and Wellbeing Fund

**Small and Large Grants Application Form**

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| ***Office use only*** |  Small Large |  Y5 Y6  |
|  |  | £ | £ |

Please read the Year 5&6 Detailed Fund Guidance document before completing your application, this can be found on [Midlothian Community Action (MCA)’s website](https://mca.scot/funding/communities-mental-health-well-being-fund/).

**SECTION 1:**

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| **1.Organisation Name** | Click or tap here to enter text. |
| **2.Name of project** | Click or tap here to enter text. |
| **3.Type of Project**Please tick which of these descriptions best describes your project: (choose one) | Choose an item. Other: Click or tap here to enter text. |
| **4.Project aims** | **Please describe briefly the project, including its key aims and activities, and how this supports community mental health and wellbeing, and responds to a local need? (max 200 words)**Click or tap here to enter text. |
| **5.Project Target Group** | Is your project for general population (general), open to all but with a focus on particular target groups (targeted), or aimed directly at particular target groups (restricted)? Choose an item. |
| **6.Target Groups** The project does not need to be targeted at specific groups, but if it is targeted, which group/s of people are you seeking to reach (choose up to three): | [ ]  Women (including women experiencing gender-based violence) [ ]  People with a long-term health condition or disability [ ]  People from a minority ethnic background [ ] Refugees and those with no recourse to public funds [ ] People facing socioeconomic disadvantage [ ] People experiencing severe and multiple disadvantage [ ] People with diagnosed mental illness [ ] People affected by psychological trauma (including adverse childhood experiences) [ ] People who have experienced bereavement or loss [ ] People disadvantaged by geographical location (particularly remote and rural areas) [ ] Older people (aged 50+) [ ] People with neurological conditions or learning disabilities, and from neurodiverse communities[ ] Lesbian, Gay, Bisexual and Transgender and Intersex (LGBTI) communities[ ] Young people aged 16-24[ ] Other: Click or tap here to enter text. |
| **7.Priority Families most at risk of poverty** **(**The following family types are considered to the most at risk of poverty. Please select any (or all) who are highly likely to engage with this project. | [ ] Lone parents[ ] Families with a disabled family member[ ] Families with 3+ children[ ] Minority ethnic families[ ] Families where the youngest children are under 1 year old[ ] Mothers aged less than 25 |
| **8.Priorities** (tick all that apply) | [ ] Suicide prevention [ ] Social Isolation/loneliness [ ] Addressing poverty and inequality [ ] Other: Click or tap here to enter text. |
| **9.Organisation size:**Please select the category which describes the income of your organisation. | [ ] Income up to £5,000 [ ] Income up to £10,000 [ ] Income up to £25,000[ ] Income between £25,000 and £100,000 [ ] Income between £100,000 and £500,000[ ] Income between £500,000 and £1 million per annum[ ] Income over £1 million per annum |
| **10.New / Existing Project**Please select one | Choose an item. |
| **11.Legal Structure**  | [ ] Unincorporated Association[ ] Registered Charity[ ] Company Ltd by Guarantee[ ] SCIO[ ] CIC[ ] Co-operative / Community Benefit Society[ ] Other Click or tap here to enter text.  |
| **12.Volunteers** | Please enter the number of volunteers involved in the delivering the project:      |
| **13.Funding Requested**  | £      |

**SECTION 2:**

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| **1.Briefly tell us about your group or organisation.** (100 words max)Click or tap here to enter text. |
| Note: When evaluating your project in the final stage, you will be asked:* How many activities were undertaken
* How many participants benefited
* List or describe any achievements that demonstrate the difference made to individuals mental health and wellbeing

Also, you will be asked to describe your project’s outcome and methods used to gather evidence and how you can demonstrate a success.You will be asked to forward a standardised Scottish Government survey, that your project participants will be requested to complete. The participants will be asked questions about how the participation in the group has helped them with improvement of mental health and wellbeing, connections, confidence etc. When proposing a new or continuity project, please consider at this stage of application, how you will evaluate the evidence of impact. |
| **2.In this section, provide more detail about the proposed project.** (400 words max)If you are applying for **two years grant**, please add information to cover the second year and do not to exceed 600 words combined.1. Tell us what activity you want deliver.
2. Tell us who will benefit and how many people you will work with.
3. Tell us what you hope to achieve in the context of your proposed budget.
4. Tell us about the prevention and early intervention aspects of your project
5. Tell us if you are in partnership with other agencies

Click or tap here to enter text. |
| **3.If you are applying to continue and existing project, please tell us about the impact of the project to date. Please tell us about any developments or changes you want to make to the existing project.** (200 words max)If you are applying for **two years grant**, please add information to cover the second year and do not to exceed 400 words combined.Click or tap here to enter text. |
| **4.Tell us about how the project will support disadvantaged or ‘at risk’ groups.** You can find a full list in the guidance.Work with ‘at risk’ groups will be weighted on the scoring sheet so you may want to spend more time on this section(300 words max)If you are applying for **two years grant**, please add information to cover the second year and do not to exceed 400 words combined.Click or tap here to enter text. |
| **5.Tell us more about how you will evaluate your project.** (200 words max)If you are applying for **two years grant**, please add information to cover the second year and do not to exceed 400 words combined.1. What will your outcomes be?
2. What methods will you use to measure impact?
3. How will you know that your input has made a key difference?

Click or tap here to enter text. |

**SECTION 3:**

1. **BUDGET**

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| **Budget headings**  | **Year 5 Amount £** | **Year 6 Amount £** |
| Click or tap here to enter text. |       |       |
| Click or tap here to enter text. |       |       |
| Click or tap here to enter text. |       |       |
| Click or tap here to enter text. |       |       |
| Click or tap here to enter text. |       |       |
| Click or tap here to enter text. |       |       |
| **Capital spend**  |       |       |
| Click or tap here to enter text. |       |       |
| Click or tap here to enter text. |       |       |
| **Total grant requested** | **£**      | **£**      |

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| **2. Please provide us with information to help us assure your projects viability for the duration of the grant and sustainability in the longer term.**[ ]  Your organisation's income streams are sufficiently diverse so as to be sustainable in the medium-to-long term.[ ]  Your organisation has contingency plans for the possibility of part (or all) of its funding coming to an end.[ ]  Your organisation has a reasonable certainty that your funding arrangements safeguard it from potential funding shortages.**Additional Comments:** Click or tap here to enter text. |

**SECTION 4: CAPITAL GRANTS**

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| **Are you requesting any capital funding for land and/or building related costs?**Capital spend would include the one-off cost of fixed assets such as buildings or land, infrastructure, hardware, or permanent upgrades to existing spaces. | Choose an item.This can be in addition to a small or larger grant, up to a maximum of £5000. |
| **Have you received any matched funding?**  | Choose an item. |
| First year £     Second year £      |
| **If yes, what for?** (100 words max)Click or tap here to enter text. |

**SECTION 6: SCORE CARDS**

The below score card will be used by the funding panel to assess applications. Consider these questions whilst completing your application form.

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| Funding panel score 1, 3, or 5 on the following questions: |
| Q1 Is the project rooted in the local community and responding to local need? | Q2 How likely does the project is to bring value for money – evidence of impact? | Q3 Does the project address issues early or prevents worsening? | Q4 Does the project address needs of the prioritised Targeted/ at Risk groups? | Q5 Does the project demonstrate consistent and clear financial details? | Total: |

**DECLARATION:**

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| **As a condition of grant, you will be expected to add details of your project to the ALISS (A Local Information System for Scotland) database:** [www.aliss.org](https://www.aliss.org/)  |
| Do you agree to this? Choose an item. |
| One of MCA’s key values is that it should not cost anyone to volunteer. **Please confirm that any volunteers participating in your project will be offered volunteer expenses** (you can include these as a project cost). |
| Do you agree to this? Choose an item. |
| **Staff assigned to the delivery of the project** (including front office, reception and core volunteering group) **are required to attend Trauma Informed Training.** |
| Do you agree to this? Choose an item. |
| **The Scottish Government asks employers in receipt of public sector grant funding to adopt the Fair Work First policy, which includes meeting the following mandatory criteria:*** **pay at least the real Living Wage**
* **provide channels for workers to use their voices – such as trade union recognition**

**\****Read more information regarding Fair Work First criteria on the* [*Scottish Government website.*](https://www.mygov.scot/fair-work-first) |
| Do you agree to this? Choose an item. |

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| **If successful, we agree to**: * Adhere to the conditions of grant laid out in the guidance document.
* Use funds only for the purposes set out in the application.
* Begin the project as soon as reasonably possible.
* Complete the project within 18 months of receiving the grant.
* Supply monitoring and evaluation information as requested.
* Forward the Scottish Government standardised survey to project participants.
* Participate in training and other capacity building activities as agreed with Midlothian Community Action (MCA).
* Inform MCA as soon as possible if your project encounters delays or difficulties so we can help you rethink the objectives.
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| I declare that I am authorised to apply for funding on behalf of the organisation named above. |
| **Signature:**Click or tap here to enter text. |
| **Date:** Click or tap to enter a date. |

**MONITORING:**

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| **How did you hear about this fund?** |
| [ ]  Social Media[ ]  MCA’s Website[ ]  MCA’s Email Bulletin[ ]  Referred by Colleague (Word of Mouth)[ ]  Local Press/ Newspaper (Please specify: Click or tap here to enter text.)[ ]  Local Business Directory/ Community Bulletin (Please specify: Click or tap here to enter text.)[ ]  Poster/ Leaflet[ ]  Other: Click or tap here to enter text. |
| **Please tell us your views on how you found the process of enquiring and applying for the fund as well as the support from MCA** |
| Click or tap here to enter text. |

**CONTACT DETAILS:**

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| --- | --- |
| **Address:** | Click or tap here to enter text. |
| **Contact name:** | Click or tap here to enter text. |
| **Contact telephone:** |       |
| **Contact email:** | Click or tap here to enter text. |

**Please email this application with electronic copies of your Governing Document and most recent Approved Accounts to BOTH:** Magdalena.clark@mca.scot AND info@mca.scot

Please do not send PDF versions of the application form.

If you don’t have any governing documents or accounts, or if you need to apply in writing, please email to discuss.

**The deadline for Year 5&6 applications is Friday 31st October at 12PM**

**Thank you**