

Communities Mental Health & Wellbeing Fund for Adults

Guidance Notes 2024/2025

The funding will be allocated through Dundee's Third Sector Interface: a partnership between [Dundee Volunteer and Voluntary Action](#) and [Dundee Social Enterprise Network](#).

Please read the following document before completing your application

Funded through:



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Registered Address: 10 Constitution Road, Dundee, DD1 1LL

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1. Background

The Communities Mental Health and Wellbeing Fund for Adults (the Fund) was established in October 2021 and to date has distributed around £51 million to community initiatives supporting mental health and wellbeing across Scotland. Funding for a fourth year of funding (£15 million) was announced in March 2024

The Fund has a strong focus on prevention and early intervention and aims to support grass roots community groups in tackling mental health inequalities and address priority issues of social isolation and loneliness, suicide prevention and tackling poverty and inequality. There will be a continued emphasis in Year 4 on responding to the ongoing cost of living crisis and on those facing socio-economic disadvantage, with a particular focus on supporting the six priority family groups identified under [Best Start Bright Futures: Tackling Child Poverty Delivery Plan](#).

The Fund will continue to be delivered through a locally focused and co-ordinated approach via local partnership groups (building upon existing partnerships and with [TSIs](#) as lead partner), working together to ensure that support to community-based organisations is directed appropriately and in a coherent way. This collaborative approach is more important than ever, giving increasing budget and capacity constraints within individual sectors.

Further background information on the Fund can be found [here](#).

2. Communities Mental Health & Wellbeing Fund: For Adults

Aim

The fund aims to support community-based initiatives that promote and develop good mental health and wellbeing and/or mitigate and protect against the impact of distress and mental ill health within the adult population (aged 16 or over), with a particular focus on prevention and early intervention.

1. Tackle **mental health inequalities** through supporting a range of 'at risk' groups*.
2. Address priority issues of **social isolation and loneliness, suicide prevention and poverty and inequality** with a particular emphasis on responding to the cost-of-living crisis and support to those facing socio-economic disadvantage.
3. Support small '**grass roots' community groups** and organisations to deliver such activities.
*Please note that to be eligible for this fund your group or organisation **must have an income of under £1 Million.** (More information in the [Eligibility section](#))*
4. Provide **opportunities for people to connect** with each other, build trusted relationships and revitalise communities.

*At risk is defined as:

- Women particularly 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 socio-economic 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 and above)
- People with neurological conditions or learning disabilities, and from neurodiverse communities
- LGBTI communities

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Outcomes

The intended outcomes of the Fund remain the same as in Years 1, 2 and 3, and are to:

- Develop a **culture of mental wellbeing and prevention** within local communities with improved awareness of how we can all stay well and help ourselves and others.
- Foster a **strategic and preventative approach** to improving community mental health.
- Support the **resilience of communities** and investing in their capacity to develop their own solutions, including through strong local partnerships.
- Tackle the **social determinants of mental health** by targeting resources and collaborating with other initiatives to tackle poverty and inequality.

Projects **must have a specific community focus** rather than providing regional or national coverage. It may be useful to refer to priorities in the [Council Plan 2022-2027 | Dundee City Council](#).

While the effects of the pandemic on mental health will be long lasting, and still emerging, it is important to recognise that there are also other societal challenges affecting communities and their mental health and wellbeing such as the Cost of Living Crisis. This issue deepens the importance of initiatives that support one of the Fund's 'at risk' groups, those facing socio-economic disadvantage and those at risk of becoming increasingly isolated.

Funding available

There are two types of funding:

- Level 1 – grants of up to £7,500
- Level 2 – grants of between £7,501 and £25,000

Each funding stream has a separate application form. Please ensure you are completing the correct form for the amount of funding you are applying for. **You do not need to apply for the full amount.**

We highly encourage applications from organisations and/or groups completely **new to the fund** and **joint applications** (new or existing) from those collaboratively working together to address the aims of the fund, particularly around equalities and inclusion, within their communities.

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The Fund must not be seen as a way to replace other funding streams, particularly from statutory bodies. Projects that meet the Fund’s objectives and can demonstrate clear added value relative to statutory provision can be considered.

Please refer to the [Appendices](#) for case study examples and supplementary guidance around Equalities & Inclusion.

3. Funding Application Process and Assessment

- The fund is open from **Monday 30th September until Sunday 15th December 2024 at 23:59**. Applications received after this time will not be accepted.
- **All applications will be assessed by panel in January 2024**. The panel is consisting of representatives from of third sector, lived experience and community representatives including the [Health and Social Care Partnership](#) and [Dundee City Council](#) based on the fund criteria and eligibility.
 - Successful shortlisted applicants for **Level 2** will be invited to present their project and engage with the panel. Dates to be confirmed once shortlisting is complete.
- Sending of award letters and grants **distributed into accounts** will be no later than **Monday 31st March 2025**.
- All funding must be spent 12 months after being awarded.

***Note:** should there be funds left after the assessment process, the fund will re-open again in the new year. Confirmation of this will be shared on our website and via our communication channels.*

4. Eligibility

Please ensure you meet the following criteria:

| | Level 1 | Level 2 |
|--|--------------------------|--------------------------|
| Meet at least one of the outcomes <ul style="list-style-type: none"> • Reducing social isolation and loneliness • Enhancing suicide prevention • Addressing mental health inequalities • Building local community resilience | <input type="checkbox"/> | <input type="checkbox"/> |
| The people who will benefit from your activity are adults (16+) who live in Dundee | <input type="checkbox"/> | <input type="checkbox"/> |

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| | | |
|---|--------------------------|--------------------------|
| You are not duplicating services in your area | <input type="checkbox"/> | <input type="checkbox"/> |
| Have a fully completed form with any relevant accompanying documents | <input type="checkbox"/> | <input type="checkbox"/> |
| You have an income of less than £1 Million | <input type="checkbox"/> | <input type="checkbox"/> |
| Have an independent bank account or use of a third sector host bank account | <input type="checkbox"/> | <input type="checkbox"/> |
| Have a constitution or set of rules | <input type="checkbox"/> | <input type="checkbox"/> |
| Have an up to date year of accounts* | <input type="checkbox"/> | <input type="checkbox"/> |
| Be a community group/charity/social enterprise/ other third sector organisation | <input type="checkbox"/> | <input type="checkbox"/> |

If you are an un-constituted community group, you may still be eligible to apply for a smaller grant of £2,000. Please contact funding@dvva.scot to discuss.

If you do not have an independent bank account, a constitution or set of rules Dundee Volunteer and Voluntary Action staff can support you to put them in place. Do bear in mind that due to the time constraints of the fund and the process of opening a bank account, you may not be able to apply in time within this period.

The Fund can support both existing and new projects. Projects funded through Year 1, Year 2 or 3 of the Fund are eligible to apply again but must clearly show how they will develop and improve in Year 4 (for example, in increasing accessibility and reach to different groups) and should demonstrate early impacts from previous years.

***If you are in your first year of trade and do not have accounts, we will require an organisational budget projection for the year.**

5. How to submit an application

Please submit your completed application via email and the relevant accompanying documents to funding@dvva.scot or Dundee Volunteer and Voluntary Action, Number Ten, 10 Constitution Road, Dundee, DD1 1LL.

Should you wish for **support or to discuss the fund prior to submitting your application** you can get in touch through the same email address or phone in on 01382 305700.

6. Monitoring and Evaluation requirements

Level 1 – Completion and submission of a monitoring form by 31st March 2026

Level 2 – Completion of a progress report by 31st September 2025 and a monitoring form by 31st March 2026

Forms will be distributed following confirmation of funding.

What will the Fund support?

- Equipment
- One-off events
- Hall hire for community spaces
- Small capital spends up to £5,000 (i.e. land or building projects)
Please make sure you own the land or building, have a lease that can't be ended for five years, have a letter from the owner saying the land or building will be leased to you for at least five years, or an official letter from the owner or landlord that says you're allowed to do work on the building) - you should also think about getting planning permission for the work too.
- Staff costs (one off or fixed term)
- Training costs
- Transport
- Utilities/running costs
- Volunteer expenses
- Helping people to stay safe (PPE for small gatherings/group activity)

This list is not exhaustive but is intended to give an indication of the breadth of activity that can be supported.

7. What will the Fund not support?

The following types of activities are not eligible for the Fund:

- Contingency costs, loans, endowments or interest

- Electricity generation and feed-in tariff payment
- Political or religious campaigning
- Profit-making/fundraising activities
- VAT you can reclaim
- Statutory activities
- Overseas travel
- Alcohol

8. Definitions

Aim

What you hope to achieve

e.g. to make older people feel more confident

Objective

A programme of activity that you need to carry out to achieve your aim.

e.g. deliver a programme of confidence building courses

Outcomes

The changes, benefits and effects that happen as a result of your work

e.g. People are able to look after and improve their own health and wellbeing and live in good health for longer.

People feel more confident

Performance Indicators

An indicator is a measurable sign of progress towards achieving a particular outcome.

e.g. Number of people who feel their confidence has improved

Number of volunteer hours achieved.

Outputs

The services and products of your work which are usually quantifiable.

e.g. 10 people feel their confidence has improved

120 volunteer hours achieved

12 training courses run

Statutory (Public) Bodies

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Are formally established organisations that is (at least in part) publicly funded to deliver a public or government service, though not as a ministerial department. They are established to carry out specific functions in the public interest and to regulate and oversee certain industries or sectors. Examples include NHS, some national museums, the British Library and Office for National Statistics (ONS). For a more in-depth explanation please visit: [Public Bodies explainer](#)

Accounts

Known as the financial documents of an organisation, showing the finance information usually within a financial year (e.g. March 2023 – Apr 2024). The documents that make part of the accounts are a Balance Sheet and Profit and Loss (P&L) Statement

Appendix

Equalities and Inclusion Guidance for Applicants

One of the assessment criteria for the fund is how the project/activity considers and addresses issues of equalities and inclusion. You can maximise your chance of success under these criteria by:

- Being clear about how this project is targeted towards people who would benefit from it the most.
- Telling us about the practical steps you are taking to ensure your project is meaningfully inclusive. This may include reference to the PANEL principles (participation, accountability, non-discrimination, empowerment, legality).

Key Definitions

- **Intersectionality/multiple marginalisations:** The recognition that individuals have many personal characteristics that may affect how they experience the world, and that discrimination will be uniquely experienced based on the combination of characteristics a person has. For example, someone who is a wheelchair user living in poverty will experience different barriers to a non-wheelchair user living in poverty.
- **Disadvantaged or marginalised groups:** Individuals or groups of individuals who face additional barriers to accessing their rights, services, their community etc.
- **Equality:** Recognising that people face discrimination & prejudice in relation to some differences and seeking to remove these barriers. Equality means having equal opportunities and not being discriminated against. This is also sometimes referred to as 'equity.'
- **Diversity:** Recognising that people are different in many visible and non-visible ways with action focussed on differences that are connected to prejudice & discrimination. For example, diversity tends to focus on things like a person's gender and race vs a person's favourite colour or star sign.
- **Inclusion:** Recognising that people need to be supported in order to feel safe and welcome within an environment. Giving people the space, voice, and opportunity to feel valued, listened to and considered.

PANEL Principles

The PANEL principles are a practical framework for embedding equalities into a project or activity. PANEL stands for:

- **Participation:** People should be involved in decisions that affect them. This involvement should be meaningful, resulting in their opinions being properly reflected in any outcomes. [This could look like: co-](#)

designing elements of the project/activity with those who are most at risk of barriers to taking part.

- **Accountability:** There should be regular monitoring and evaluation of how people's human rights and equalities are being affected, as well as clear solutions when things go wrong. *This could look like: clearly providing safeguarding details to everyone who accesses the project/activity.*
- **Non-discrimination:** All forms of discrimination must be recognised, prevented and addressed. People who face the biggest barriers to being involved should be prioritised. *This could look like: reflecting on the specific barriers your community faces and planning for solutions.*
- **Empowerment:** Everyone should understand what human rights and equalities mean and be fully supported to take part in processes that affect their human rights and equalities. *This could look like: creating elements of choice within the project/activity.*
- **Legality:** Projects/activities should be based on the legal protections that are set out in domestic and international laws. This means being aware of any legislation, like the Equality Act or the UNCRC bill, that may apply to your project or activity. You are not expected to address this legislation in detail within your application. *This could look like: training volunteers on their responsibilities under the Equality Act.*

This framework can be used to structure answers to equality questions within your funding application.

- It can help you to identify work you already plan to do that would also support the equalities needs of those accessing your project.
- It can prompt you to consider what barriers those accessing your project might face and generate ideas for how to address these barriers.
- It can act as a simple bullet point structure to insert directly into your application if you are struggling with condensing your answer to fit the word count.

For more information on the PANEL principles, please visit <https://thre.org.uk/topic/panel-principles/>.

This supplementary guidance was produced by THRE (Third Sector Human Rights and Equalities). For more information and support, visit THRE's [website](#) or email thre@gcvs.org.uk



Example - Voluntary Action South Ayrshire:

Last year we commissioned an organisation to deliver suicide prevention training and SMHFA courses to volunteer leads and staff within the third Sector here in South Ayrshire. This provision is already delivered by the NHS in Ayrshire but due to lack of capacity (perhaps

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through lack of funding), there are only ever a handful of places available via the NHS for the voluntary sector to take up and competition for these places is normally high. There are also barriers around resources in travel, finances and time away. The organisation we commissioned to deliver this directly to the sector, within their own areas, is complimenting the existing NHS provision, reaching more people and breaking the barriers that exist. Delivery of the training is flexible to suit the participants. This funded project has only started in April this year and already had great engagement from the Third Sector. We saw this as additionality to the statutory provision already existing.

Example – Potato Peel Pie Hub Dundee:

The partnership takes forward the work that the individual agencies (Parent to Parent and Relationship Scotland) successfully delivered in Year 1 and 2 in line with their respective aims, and fully meeting the aspirations of the CMHW Framework. The partnership will significantly enhance outcomes and create a model of collaboration that can be mainstreamed through initial learning/development, to become a sustainable delivery model long-term.

The pilot a book club project (“Potato Peel Pie Hub”), aims to:

- increase parents’/carers’ knowledge and skills, and share strategies for the challenges they face (delivering thematic book-club sessions),
- enhance their resilience and wellbeing through 1:1 and group support,
- reduce their social isolation and disconnectedness.

The support includes our (Parent to Parent) collective core services, to enhance parents’ mental wellbeing due to reducing their distress, offering them new skills, improving their resilience, reducing family pressures and isolation, and connecting them with others (and with further help) who can in turn become support networks, long-term. Prioritising at-risk groups is a natural focus for the project; most of our beneficiaries are from these groups.

RSTF deliver programmes as part of the book-club, around family relationships, and conflict, and offer families mediation and counselling support to complement the work of Parent to Parent who offer parents support on other aspects of their needs arising from their child/ren’s additional needs (advocacy, Decider Skills, 1:1 support, group activities, etc.). The book club/hub activities takes place virtually, or in-person at various locations, engaging 70 families (100 parents).

The name for the book-club has come from “The Guernsey Literary and Potato Peel Pie Society”, which is a historical fiction novel written by Mary Ann Shaffer and completed by her niece, Annie Barrows, and a latter film adaption. It is a story about a group of people brought together by adversity and a love of literature. The sentiment in the book was that “books (the stories, information and knowledge shared) have the power to bring people together, and the book-club can provide a refuge creating a community.”

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We will also look to set up further partnerships within localities to broaden the reach of the project, including community libraries and community centres, creating the foundations for growing into a Dundee-wide “travelling book club” in a low-cost, sustainable way, drawing from and building on existing resources in the City.

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