

## **Men's Mental Health Project in Hastings Grants (£500-£1500)**

### **Application Guidance for projects previously funded**

The grants provided by the Men's Mental Health Project are designed to help individuals, groups and communities in Hastings to support the mental health of men, particularly between the ages of 30-59 years and living in deprived wards including Baird, Tressell, Castle, Central St Leonards and Hollington. The fund should be used to create positive changes by growing ideas, developing new projects or strengthening existing projects to support men's mental health. For example, the fund could be used by a current group to start a new group specifically for men, or by an individual or group to purchase equipment or invest in training to start a new activity for men in Hastings. We are simply looking for brilliant ideas for projects, initiatives, activities or events that will build positive change by raising awareness for men's mental health and supporting men to look after their mental wellbeing.

Please note that grants cannot be used from personal gain.

### **Who can apply?**

**The following people/groups can apply:**

- individuals
- informal and formal groups
- community organisations or initiatives
- clubs or associations
- local services
- local businesses

Please note, that any businesses must not be seeking to make profit from the project they are requesting funding for.

### **What do you need?**

**You will need:**

- a clear plan for your project or initiative
- a summary of what your group, project or initiative has already achieved (if applicable)
- information about who will be involved and who will benefit
- to keep a record of engagement and achievements
- to be prepared to provide an end of project report (See evaluation form)

Please note, that applicants using a personal bank account require a reference, the referee could be a community worker from another organisation, a representative from another local service, a co-worker or employer, teacher/lecturer, group or club committee member.

### **What are the steps involved?**

**The steps are:**

1. complete the application form
2. application form will be reviewed by a panel of volunteers
3. recommendations signed off by project steering group
4. notification of outcome, if successful expenditure is authorised
5. monitoring and evaluation

These steps are discussed in detail on page 3.

## There are some exclusions:

### **We will not fund projects that:**

- are focussed on making profits from the project funding
- discriminate on the basis of any protected characteristics
- that have had a previous grant which has not been managed satisfactorily
- are requesting funds as a reimbursement for work or equipment already completed or bought
- activities that have already taken place or that are already funded by another organisation
- overtly or exclusively promote a political or religious agenda
- include purchase of illegal substances
- could be considered to be a clinical/therapeutic/treatment related intervention or activity

## Criteria for project or initiative:

### **The project or initiative should aim to meet the criteria below:**

- be aimed at men particularly between the ages of 30-59 years
- benefit men across the whole of Hastings or men in deprived wards
- engage and benefit men at risk of mental health problems
- be easily accessible and inclusive
- promote awareness of mental health and available support
- promote one of the 5 ways to wellbeing (connect, be active, learn, give and take notice)
- meet one or more of the themes identified in our engagement work (see word cloud below)



## Step by Step Guide:

*The following stages will explain the grant process and help you complete your application.*

<p><b>Stage 1:</b> <b>Complete Application form</b></p>	<p><b>The Application form has 5 sections:</b> Please refer to the guidance document when completing your application form.</p> <p><b>1. Contact details</b></p> <p>This includes contact information of the individual or organisation applying for the grant. Additionally, if applicable, please provide the names and contact details for any other people, projects or organisations who will be involved.</p> <p><b>2. Tell us about your project or initiative</b></p> <p>This is your chance to tell us about your idea! Please include as much detail as possible and provide references or evidence where applicable. Additionally, it may be useful to make use of headings and bullet points.</p> <p>Please ensure to include the following in your answer:</p> <ul style="list-style-type: none"> <li>• a clear plan for the project/ initiative</li> <li>• how the project/ initiative meets the criteria outlined</li> <li>• the part of Hastings your project/ initiative will be based</li> <li>• the goals and expectations for the project / initiative</li> </ul> <p><b>Please do not exceed one page and please clarify whether the project will be an extension of your previous funded work or if it is an entirely new project. If it is an extension, please discuss how it will build on your previous work.</b></p> <p><b>3. Who will your project support and how?</b></p> <p>This section is important for us to understand how your project / initiative will support the mental health of men in the community. Again, it may be useful to utilise headings and bullet points.</p> <p>Please ensure to include the following in your answer:</p> <ul style="list-style-type: none"> <li>• your target group of men.</li> <li>• how you will engage with the men in your target group</li> <li>• how you will promote your project / initiative</li> <li>• how your project / initiative supports men’s mental health or promotes the five ways of wellbeing</li> <li>• the benefits for men in the community</li> <li>• how you will ensure the safety of staff, volunteers and people supported by the project / initiative</li> </ul> <p><b>Please do not exceed one page</b></p> <p><b>4. Please outline how you plan to make the project sustainable beyond the end of the funding</b></p> <p>Your answer will help us understand how men will be supported beyond the end of the funding period. This could include supporting participants to start their own groups / activities or providing opportunities for participants to volunteer.</p>
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	<p><b>5. Specify how much funding you are requesting and provide a simple breakdown of how you would spend the grant funding</b></p> <p>Please use the table provided in the application to itemise expenditure. Take time to think about the following costs when completing this section:</p> <ul style="list-style-type: none"> <li>• training or equipment needs</li> <li>• venue costs</li> <li>• materials for an activity / event</li> <li>• promotional costs</li> <li>• costs of an instructor or specialist</li> </ul> <p><b>Deadline for applications: Monday 11<sup>th</sup> July 2022 at 5pm. Please email completed applications to <a href="mailto:hannah.richards@mindcharity.co.uk">hannah.richards@mindcharity.co.uk</a></b></p>
<p><b><u>Stage 2:</u></b> <b>Application form will be reviewed by a panel of volunteers</b></p>	<p>At this stage your application form will be reviewed and scored by a panel of volunteers that have been involved in the promotion, support and delivery of the project so far. As such, they have a good understanding of the criteria identified during our engagement work with men in the community and will have experience and understanding of mental health needs.</p> <p>The volunteers will review your application against the criteria outlined and recommend applications that meet the criteria to the project steering group.</p>
<p><b><u>Stage 3:</u></b> <b>Recommendations signed off by project steering group</b></p>	<p>Recommended applications will then be reviewed and scored by the project steering group. The project steering group includes those involved in the management and commissioning of the men’s mental health project and also persons involved in the management of similar projects in the community. This is the final stage in the selection process.</p>
<p><b><u>Stage 4:</u></b> <b>Expenditure is authorised and the grant is awarded</b></p>	<p>If <b>successful</b> the grant will then be awarded to applicants, this will occur as follows:</p> <ol style="list-style-type: none"> <li>1. Notification of successful application.</li> <li>2. Offer letter will be sent out to successful applicants for consideration. Applicants will be required to sign offer letter and provide bank details, this may include providing a reference if payment is to be made to a personal bank account.</li> <li>3. Payment will then be made into the bank account after the expenditure has been agreed.</li> </ol> <p><b>Successful applications will be notified on Monday 18<sup>th</sup> July 2022 and we will aim to make payments within 10 working days from receipt of signed offer letter and bank details.</b></p> <p>If <b>unsuccessful</b>, the process will occur as follows:</p> <ol style="list-style-type: none"> <li>1. Notification of unsuccessful application</li> <li>2. You will be provided with the opportunity to discuss how your proposal can better meet the criteria.</li> </ol> <p><b>Unsuccessful applications will be notified by Tuesday 19<sup>th</sup> July 2022. There may be a subsequent round of applications later in the year.</b></p>

<p><b>Stage 5: Monitoring and evaluation</b></p>	<p>We will not be asking for ongoing monitoring reports but would require an end of project report. We are keen for the report to be flexible and relevant to you as well as to us as the funding body. The purpose of reporting is to provide some evidence and learning of how the project developed, and illustrates the impact on those who participated. We are happy to receive evidence that works for you, that is proportionate and useful. As far as possible we would ask you to think of ways in which you can provide the following information:</p> <ul style="list-style-type: none"> <li>• a brief overview of your project and its goal(s)</li> <li>• tell us about the people who took part</li> <li>• outline how your project has met your aim(s) set out at the start of the project / initiative</li> <li>• key successes of the project</li> <li>• main challenges of the project</li> <li>• feedback and photos</li> <li>• future of the project and sustainability plan</li> <li>• feedback to the Men’s Mental Health Project</li> <li>• a breakdown of how the funding was spent</li> </ul> <p>Please see evaluation form included within the application pack for more information. This is only a template for guidance, please feel free to use your own.</p> <p>We would encourage you to include photos/ videos, feedback and statements from participants or men who benefited from your project/ initiative.</p> <p>Throughout the year there will be opportunities to showcase your project and activities at community events designed to raise awareness of men’s mental health.</p> <p><b>Projects will be delivered from July 2022 until March 2023. The deadline for the end of project report will be Monday 6<sup>th</sup> March 2023.</b></p>
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**Additional Guidance:**

Discuss your idea with any collaborators and/or potential men that the project or initiative is aimed at. This is important to further develop your idea and clarify your aims and intentions. Furthermore, discussing the idea with men that the project/initiative is intended for will assist your application by identifying their needs and supporting this within your plan. Additionally, it provides an opportunity to gauge interest and engagement.

As part of the Men’s Mental Health Project, MiBH has recently successfully completed engagement work with men in Hastings. The findings have been used to develop the criteria outlined above and to identify themes within the word cloud, demonstrating what men in Hastings would like. We are happy to discuss our findings in more detail with potential applicants for the purpose of refining ideas and meeting the identified needs of men in Hastings.

***If you are interested in applying or have any queries, please contact [hannah.richards@mindcharity.co.uk](mailto:hannah.richards@mindcharity.co.uk)***



**Men's Mental Health Project in Hastings Grants (£500-£1500)**

**Application Form for projects previously funded**

*Please refer to the application guidance document whilst completing this form.*

**Section 1- Contact Information:**

**This application is for (tick all that apply):**

- an individual  *if you are applying as an individual please complete section 1B of the form*
- an informal or formal group
- a community organisation or initiative
- a club or association
- a local service
- a local business
- Other (please specify) .....

*For the purpose of the form any group, service, club, association or otherwise is referred to as an organisation. If you are applying as an organisation please complete section 1A of the form.*

**Section 1A – contact information for organisation:**

<b>Name</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>E-mail</b>	

**Section 1B – contact information for individual:**

<b>Name</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>E-mail</b>	

**Section 1C – contact details for any partners involved:**

<b>Any other persons/organisations involved in your project or initiative:</b>	
<p><b>Name:</b> <b>Address:</b></p> <hr/> <hr/> <hr/> <hr/> <p>_____</p> <p>Contact tel no. _____ Email address _____ Role _____</p>	<p><b>Name:</b> <b>Address:</b></p> <hr/> <hr/> <hr/> <hr/> <p>_____</p> <p>Contact tel no. _____ Email address _____ Role _____</p>
<p><b>Name:</b> <b>Address:</b></p> <hr/> <hr/> <hr/> <hr/> <p>_____</p> <p>Contact tel no. _____ Email address _____ Role _____</p>	<p><b>Name:</b> <b>Address:</b></p> <hr/> <hr/> <hr/> <hr/> <p>_____</p> <p>Contact tel no. _____ Email address _____ Role _____</p>
<p><b>Name:</b> <b>Address:</b></p> <hr/> <hr/> <hr/> <hr/> <p>_____</p> <p>Contact tel no. _____ Email address _____ Role _____</p>	<p><b>Name:</b> <b>Address:</b></p> <hr/> <hr/> <hr/> <hr/> <p>_____</p> <p>Contact tel no. _____ Email address _____ Role _____</p>

**Name of project/ initiative:**

**Section 2: Tell us about your project or initiative**

**Please refer to the guidance and include the following in your answer:**

- a clear plan for the project/ initiative
- how the project/ initiative meets the criteria outlined
- the part of Hastings your project/ initiative will be based
- the goals and expectations for the project / initiative
- what you have already achieved (if applicable)



### **Section 3: Who will your project support and how?**

**Please refer to the guidance and include the following in your answer:**

- your target group of men.
- how you will engage with the men in your target group
- how you will promote your project / initiative
- how your project / initiative supports men's mental health or promotes the five ways of wellbeing
- the benefits for men in the community
- any plans for the sustainability of the project
- how you will ensure the safety of staff, volunteers and people supported by the project / initiative

**Section 4: Please outline how you plan to make the project sustainable beyond the end of the funding**

**Please refer to the guidance**





## **Community Funded Project Evaluation Form Template**

Name of project/ initiative:

**1. Please provide a brief overview of your project and its goal(s)**

**2. Tell us about the people who took part**

This includes local residents who helped to organise / deliver the project or activity, and the people who attended. For example, do they live locally, an indication of their age – i.e. retired, of working age, families with small children, or other similar background etc.

**3. Outline how your project has met your aim(s) set out at the start of the project / initiative**

**4. What were the key successes of the project?**

Please detail what do you think worked well for the people who took part, and why you think this was the case.

**5. What were the main challenges of the project?**

Please detail what do you think didn't work well for the people who took part, and why you think this was the case.

**6. Please share any photos or feedback you received**

**7. What are your plans going forward?**

**8. How have you implemented the sustainability plan outlined at the start of the project?**

**9. Please share any feedback for the Men's Mental Health Project in Hastings**

