

Men's Mental Health Project in Hastings Small Grants (less than £500)

Application Guidance

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 and wellbeing. 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 a short 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 criteria below:

- be aimed at men particularly between the ages of 30-59 years
- be based in Hastings and benefit men in the community
- promote 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>Stage 1: Complete Application form</p>	<p>The Application form has 3 sections: Please refer to the guidance document when completing your application form.</p> <p>If you would like to discuss your idea and make an application in person please contact hannah.richards@mindcharity.co.uk</p> <p>1. Contact details</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>2. Tell us about your idea</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"> • a clear plan of your idea • an explanation of how your idea meets the criteria outlined • an outline of your goals and expectations <p>This should not exceed one page</p> <p>3. Specify how much funding you are requesting and provide a simple breakdown of how you would spend the grant funding</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"> • training or equipment needs • venue costs • materials for an activity / event • promotional costs • costs of an instructor or specialist <p><u>Deadline for applications: Monday 11th July 2022 at 5pm. Please email completed applications to hannah.richards@mindcharity.co.uk</u></p>
<p>Stage 2: Application form will be reviewed by a panel of volunteers</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>

	The volunteers will review your application against the criteria outlined and recommend applications that meet the criteria to the project steering group.
Stage 3: Recommendations signed off by project steering group	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.
Stage 4: Expenditure is authorised and the grant is awarded	<p>If successful the grant will then be awarded to applicants, this will occur as follows:</p> <ol style="list-style-type: none"> 1. Notification of successful application. 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. 3. Payment will then be made into the bank account after the expenditure has been agreed. <p>Successful applications will be notified on Monday 18th July 2022 and we will aim to make payments within 10 working days from receipt of signed offer letter and bank details.</p> <p>If unsuccessful, the process will occur as follows:</p> <ol style="list-style-type: none"> 1. Notification of unsuccessful application 2. You will be provided with the opportunity to discuss how your proposal can better meet the criteria. <p>Unsuccessful applications will be notified by Tuesday 19th July 2022. There may be a subsequent round of applications later in the year.</p>
Stage 5: Monitoring and evaluation	<p>We will not be asking for ongoing monitoring reports but would require a short report. We are keen for the report to be flexible and relevant to you as well as to us as the funding body. 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"> • a brief overview of your idea • tell us about the people involved • outline how your project helped men in the Hastings community • key successes • main challenges • feedback and photos <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 idea.</p>

	<p>Throughout the year there will be opportunities to showcase your idea at community events designed to raise awareness of men's mental health.</p> <p>Projects will be delivered from July 2022 until March 2023. The deadline for the end of project report will be Monday 6th March 2023.</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



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:

Name	
Address	
Telephone	
E-mail	

Section 1B – contact information for individual:

Name	
Address	
Telephone	
E-mail	

Section 1C – contact details for any partners involved:

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

Name of project/ initiative:

Section 2: Tell us about your idea

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

- a clear plan of your idea
- an explanation of how your idea meets the criteria outlined
- an outline of your goals and expectations



Community Funded Project Evaluation Form Template

Name of idea:

1. **Please provide a brief overview of your idea**

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

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 helped men in the Hastings community**

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

5. What were the main challenges?

6. Please share any photos or feedback you received

