



Communities Mental Health and Wellbeing Fund

Local Delivery Plan for Aberdeenshire

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Introduction

In February 2021, an additional £120 million was announced by the Scottish Government for a Recovery and Renewal Fund for delivery of the commitments set out in the Mental Health Transition and Recovery Plan. This funding comes in response to the mental health need arising from the pandemic and is also intended to benefit the full agenda for mental health and wellbeing in line with the four areas of key need set out in the Plan.

On 15th October 2021, and as part of this funding, Kevin Stewart MSP, the Minister for Mental Wellbeing and Social Care announced a new Communities Mental Health and Wellbeing Fund for adults (The Fund), with £15 million being made available in 2021- 22. This is the first year of a likely two-year fund to support mental health and well-being in communities across Scotland. The Fund will be distributed by Third Sector Interfaces (TSI's) who will act as lead partners to community groups and organisations within their respective Local Authority areas. The NRAC funding formula has been used to allocate £631,630.61 to Aberdeenshire Voluntary Action for distribution to groups and organisations across Aberdeenshire by the 31st March 2022. Projects supported during this first year of funding must be complete by 31st March 2023.

Mr Stewart on launching the fund said “This funding reflects the importance we place on promoting good mental health and early intervention for those in distress and will help develop a culture of mental wellbeing and prevention within local communities. It is vital now, more than ever as we start to re-open society that we support the mental health and wellbeing of individuals. I am very keen that this benefits communities across all of Scotland.”

AVA's Approach to Managing Aberdeenshire's Fund

On the 18th October 2021, AVA opened a targeted partnership consultation process to understand the different perspectives and experiences of people and organisations who work with communities, and who work in the mental health and wellbeing arena. The online consultation was sent to 136 individuals, and another 23 have been consulted with verbally. Consultation recipients included representatives from Aberdeenshire Council (officers and elected members representing all political parties), Aberdeenshire's Health & Social Care Partnership (including the Chief Officer and the Mental Health & Learning Disability Leads), NHS Grampian (including Public Health Officers), Aberdeenshire's Community Planning Partnership (Executive and Board Members), Aberdeenshire's Rural Partnerships, and a selection of representative third sector organisations who also enabled access to the voices of people with lived experiences of accessing services to support them when they have experienced poor mental health and wellbeing in their lives. Acknowledgement of the contribution of a range of organisations to the content of this Local Delivery Plan for Aberdeenshire can be found on the [final page of this document](#). Responses from a range of people and organisations were received, and along with the funding guidance received from the Scottish Government, those responses helped to guide our discussions regarding how the fund would work, where funds should be directed towards, and how the application process should work.

Assessment teams comprising of AVA staff and a small number of external, public sector panel members working within cognisant areas will meet on a weekly basis to assess applications. Whilst ensuring that governance of the fund is of a high standard, it is also AVA's aim to make payments on a weekly basis to successful applicants so that the funding can get to work faster. It is anticipated that

in the best-case scenario when there are no additional queries about an application and after the funds have been received by AVA from the Scottish Government, the longest a group might have to wait between application and payment is 14 working days.

Ongoing support delivered by our team of Development Officers will be available to groups and organisations who are eligible to apply for the funds, including assistance with completing the application form where this is required for legitimate reasons (such as not having access to the required digital means and capabilities).

Fund Outcomes

The intended outcome of the Fund is to develop an infrastructure of good mental wellbeing and prevention of poor mental health within local communities and across Scotland, with improved awareness of how we can all stay well whilst helping ourselves and others.

The Fund seeks to contribute to the four key areas of focus from the Mental Health Transition and Recovery Plan:

- Promoting and supporting the conditions for good mental health and wellbeing at population level.
- Providing accessible signposting to help, advice and support.
- Providing a rapid and easily accessible response to those in distress.
- Ensuring safe, effective treatment and care of people living with mental illness.

The Fund also seeks to contribute to the following national outcomes from the National Performance Framework:

- We are healthy and active.
- We will live in communities that are inclusive, empowered, resilient and safe.
- We tackle poverty by sharing opportunities, wealth and power more equally.

Fund Aims & Principles

In line with the Scottish Government's long-term outcomes for mental health in communities, The Fund intends to provide stable investment for:

- Fostering a strategic and preventative approach to improving community mental health.
- Supporting the resilience of communities and investing in their capacity to develop their own solutions, including through strong local partnerships.
- Tackling the social determinants of mental health by targeting resources and collaborating with other initiatives to tackle poverty and inequality.

The overarching aim of The Fund is 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, with a particular focus in 2021/22 on:

1. Tackling priority issues within the Transition and Recovery Plan such as suicide prevention, social isolation and loneliness, prevention, and early intervention.
2. Addressing the mental health inequalities exacerbated by the pandemic and the needs of a range of 'at risk' groups locally.
3. Supporting small 'grass roots' community groups and organisations to deliver such activities.
4. Providing opportunities for people to connect with each other, build trusted relationships and revitalise communities.
5. Supporting recovery and creativity locally by building on what is already there, what was achieved

through the pandemic, and by investing in creative solutions.

Local Priorities

The partnership consultation described previously elicited a range of responses relating to local needs and included reference to the differing needs of communities of geography as well as communities of at-risk groups. There were three primary categories of need that emerged from the responses which were:

1. Consequences of expected and unexpected hardship, including but not limited to lack of employment; addictions; and the rising cost of food.
2. Consequences of geographic and technological isolation, including but not limited to access to transport; digital technologies; and like-minded people in nearby locations to connect with.
3. Consequences of reduced access to medical services, including but not limited to diagnostic services; intervention services; and care-providing services.

The Fund will therefore be sympathetic to applications from groups and organisations that are specifically seeking to support people in their communities who are faced with these challenges. In particular, applications are welcome from groups and organisations that will be seeking to support people who are experiencing two or more of these challenges as those people are more likely to be unable to change their situation without additional support and may experience decline in their mental health and wellbeing at a faster rate.

Fund Criteria

The fund criteria set out the broad parameters for how funding should be allocated to community groups and organisations. Funding decisions will reflect the broad principles of these fund criteria as well as local priorities.

Who Can Apply?

The ambition of The Fund is to support initiatives which promote mental health and wellbeing at a small scale, grass roots, community level. It will be accessible to all groups, no matter how small or inexperienced they are (including unconstituted groups). It can support both new and existing groups or projects, and it is AVA's intention that new and unconstituted groups will be supported with governance, funding and volunteering advice that facilitates them to build internal capacity. These do not have to have mental health and wellbeing as their main focus, but their application does have to clearly benefit the mental health and wellbeing of people in the community that they serve.

Applications can be accepted from a range of community & voluntary, 'not for profit' organisations, associations, groups and clubs or consortiums/partnerships who have a strong community focus for their activities. The range of organisations that can apply are:

- Scottish Charitable Incorporated Organisations (SCIO)
- Unincorporated Associations
- Companies Limited by Guarantee
- Trusts
- Not-for-profit company or asset locked company or Community Interest Companies (CIC)
- Cooperative and Community Benefit Societies

- Community Councils

Unconstituted groups will have the opportunity to apply for grants of up to £2,000, and where a group does not have access to a bank account for their organisation, constituted groups and organisations will be able to hold a grant for them (providing a letter of agreement is provided with their application). This is to enable smaller, 'heart of the community' type groups to benefit from The Fund and deliver their services/projects within their neighbourhoods.

Types Of Projects That Can Be Funded

The focus of The Fund is on the adult population and on projects which help whole communities and/or community groups to make a difference to the lives of individuals. For the purposes of The Fund, the adult population is people aged 16 years and over. We recognise that this will present some overlap with Children and Young People Community Support Funding although that funding is focused on targeted CYP projects.

Through the assessment process, AVA and the external assessors will ensure that funding is allocated to initiatives which have a focus on delivering against the aims and principles of The Fund as described previously.

The Fund will support applications for the expansion of existing activities, but emphasis will be placed on applications that provide additionality and not on providing replacement funding.

Identified 'At Risk' Populations

The Scottish Government has identified that evidence shows the pandemic has exacerbated existing mental health inequalities and has had a disproportionate impact on the mental wellbeing of a range of groups in society. Applications are strongly encouraged from groups and organisations that are delivering projects which are inclusive of (but not necessarily exclusive to) the following priority 'at risk' groups:

- Women (particularly young women, and women affected by male sexual violence).
- People with a long-term health condition or disability.
- People who are or have been on the highest risk (previously shielding) list.
- 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 disadvantages.
- 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.
- Lesbian, Gay, Bisexual, Transgender, and Intersex (LGBTI) communities.

Where possible, applicants should outline how they will address intersectionality (i.e. multiple-marginalisation, such as those experiencing both poverty and disability) and how their project specifically benefits any given community in an intersectional way. Consideration will be given to applications from groups to support advocacy for people at a local level to access care and help with signposting of the community supports being funded.

Specific Examples of What Can be Funded

AVA understands that much of the work carried out by groups within the community, voluntary and third sectors contributes in some way to supporting people in their communities, with outcomes that can loosely relate to promoting better mental health and wellbeing outcomes for people. However, because of the broad nature of community-based work, it is not intended to support delivery of specific clinical treatment services such as counselling or other therapy-based interventions. The following list outlines what can and can't be supported by this fund; it is not exhaustive, and we encourage groups to contact AVA to seek further guidance if applications don't easily fit into one of the categories that we can fund.

We Can Fund	We Cannot Fund
Equipment	Contingency costs, loans, endowments or interest
One-off events	Electricity generation and feed-in tariff payment
Hall hire for community spaces	Political or religious campaigning
Training costs	Profit-making/fundraising activities
Transport	VAT you can reclaim
Utilities/running costs	Statutory activities
Volunteer expenses	Overseas travel
Small capital spend of up to £10,000 (i.e. land or building projects*)	Alcohol
Staff costs (noting this is a 2-year fund therefore one off or fixed term)	
Helping people to stay safe (PPE for small gatherings/group activity)	

*Evidence must be provided that the applicant will have unhindered access to the land or building for 5 years after the funded project has ended, and where it is likely to be required, that planning permission has already been granted.

Funding Levels

To enable groups and organisations to manage any grant that they secure, and to facilitate access to smaller grants for small groups and organisations, the following levels are being applied to The Fund:

Funding Level	Funds Available	Maximum Income of the Group/Organisation
1 (inc. unconstituted groups)	£0 to £2000	Up to £250,000 in the most recent financial year
2 (constituted groups only)	£2000.01 to £10,000	Up to £500,000 in the most recent financial year
3 (constituted groups only)	£10,000.01 to £50,000	Up to £1m in the most recent financial year

Due to the ambition of The Fund being to support local community activity, it is anticipated that the majority of applications will be considered under funding levels 1 and 2. However, we understand that organisations and partnerships of similarly minded organisations may wish to apply for grants, so we do expect a smaller proportion of bids, for example, up to the maximum value of £50,000.

The Application and Assessment Process

The Applications Process

The Fund will be open for applications in two phases:

- Phase 1 will open for applications on Wednesday 17th November 2021, and close on Tuesday 7th December 2021.
- Phase 2 will open for applications on Wednesday 5th January 2022, and close on Tuesday 15th March 2022 (or once all funds have been allocated, whichever is sooner).

An applications portal has been created on the AVA website which provides the following for applicants:

- **The application form.** This has been designed using Microsoft Forms, but there is no expectation that any group or organisation requires a Microsoft licence to be able to access the application form. Applications will normally only be accepted online using the designated form. Whilst at first glance, the form looks to be long and complicated, most questions are about the organisation making the application or are check boxes. Only a small number of questions specifically relating to substance of the project require a longform answer.
- **Guidance on, and a template for, completing the application form.** There is no facility to save the application form during the application process. AVA has therefore created a downloadable version of the application form that can be completed prior to accessing the online form. Applicants will then be able to copy and paste information into the free text boxes of the online form. A copy of the application form and guidance can be found in [appendix 1](#) of this document.
- **A set of Frequently Asked Questions** that will be updated as the need arises.
- **A link to AVA's support request form** where potential applicants can ask for the help of an AVA Development Officer should the need arise. During both application phases, and specifically for equalities purposes, a team of AVA's Development Officers will be available to provide support to groups who, for legitimate reasons require additional help to complete the application form. They will be available to discuss applications with groups and organisations, although engagement in those discussions will not form any guarantee that applications will be approved during the assessment process. This team of Development Officers will not be involved in assessing any applications and will have no input to the assessment process to influence any decisions.

The applications portal can be accessed by visiting the following web page:

<https://www.avashire.org.uk/cmhwfund>.

Once an application has been received, AVA will check to ensure that all key pieces of information are complete (including but not limited to bank details and declarations) and check that the required attachments have been received and are able to be opened. AVA will endeavour to contact groups and organisations as soon as possible if there is a need for clarification or additional information, but this may mean that the application cannot be considered in the next available assessment round.

The Assessment Process¹

Due to ongoing work of AVA staff and external panel members, the assessment team will only meet once a week to assess any complete applications received in the preceding week. Depending on the number of applications received in any given week, a second assessment team will be on standby to enable as many applications as possible to be considered during that week. All assessors will be required to complete a declaration of Interests form prior to joining the assessment team. If an

¹ Neither Aberdeenshire Voluntary Action, its staff, or any external member panel member will be liable for any loss (real or perceived) should a group or organisation's application not be successful during the assessment process.

application is received from any group or organisation that is named on anyone's declaration of interests' form, that person will not be able to assess the application and will be substituted for the purpose of that individual application.

The Assessment Panel will be made up of the following as a minimum for all level 1 applications:

AVA staff

- Either of the Chief Executive Officer or the Head of Development who will act as Chair of the Panel.
- Two Development Officers (one of whom will normally be AVA's Funding Officer²) who have not acted as a part of the team of officers to have advised any groups throughout the applications process.

The Assessment Panel will be made up of the following as a minimum for all level 2 and 3 applications:

AVA staff

- Either of the Chief Executive Officer or the Head of Development who will act as Chair of the Panel.
- Two Development Officers (one of whom will normally be the Funding Officer²) who have not acted as a part of the team of officers to have advised any groups throughout the applications process and External panel members.
- Two panel members from an available team of six who have received full briefing on The Fund and the assessment criteria.

Once an assessment has been completed, the chair of the panel will initiate the administration process whereby applicants will be notified of the outcome of their application which will normally be one of the following:

1. Your application has been approved and a grant offer letter will be sent for you to sign and return to AVA before we can make a payment to you.
2. Your application is on hold because we need more information from you. We will ask for any specific information that we need, and your application will be considered again when the assessment team next meets if we have received everything we have asked for.
3. Your application has not been approved, and we are not able to offer you a grant from this fund. If this is the case, we will provide some brief feedback on why we feel this is the case.

The Payment Process

AVA is aiming to make payments for any approved grants on a weekly basis. If your application has been approved, and we have received a signed grant acceptance form before the payment cycle is completed, then payment will be made. If the grant acceptance letter has not been received before the payment cycle is completed, payment will be made in the next available payment cycle. For clarity, no payment cycle will occur between Tuesday 21st December 2021 and Sunday 9th January 2022.

² AVA's Funding Officer, through their normal line of work, may have advised groups and organisations that they may wish to consider applying to the Communities Mental Health & Wellbeing Fund but they will not have provided any direct application advisory support in any way.

Project Evaluations and Reporting

All grants that are provided by The Fund will require an evaluation to be undertaken.

For all projects, the evaluation will be required to have been received by AVA within 30 days of the end date of the project. This end date will be assumed to be the expected end date as provided in the application form unless the applicant has notified us otherwise.

Interim reports will be sought for any project lasting more than 6 months in duration, at the 6-month point. This will be assumed to be six months after the start date as provided in the application form unless the applicant has notified us otherwise.

AVA will be required to report on fund activities through two principal routes:

1. To the Scottish Government (The Funder).
2. To the Aberdeenshire Health & Social Care Partnership through their Strategic Planning Group and their Mental Health Strategic Actions Group.

Accessing Support and Further Information

To access support relating to The Fund, the application process, or for any other reason, please use the following methods:

- Visit <https://www.avashire.org.uk/development.html> and complete the Support Request Form. Your enquiry will be passed to the most appropriate person, and you will be contacted via the method you have requested within the form.
- Phone 03718 110008 between 10am and 2pm, Monday to Thursday.

Appendix 1: Application Form (inc. Guidance)

Please note that the MS Word version of the application form that is available to allow groups and organisations to plan their application does allow the checkboxes to be used where this pdf document does not.

Data Protection & Privacy Notice	
You can access our Data Protection & Privacy Notice by following this link: https://sites.create-cdn.net/sitefiles/34/2/4/342404/2021-04-01_Data_Protection_Privacy_Notice.pdf	
Have you read our Data Protection and Privacy Notice?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you consent to the data you are providing below being stored by AVA in accordance with its Data Protection and Privacy Notice?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>

About You	
<i>By providing your name and contact details, you are indicating that you are happy to be registered with AVA as being the main point of contact for the application.</i>	
First name	
Last name	
Role in your organisation	
Email address	
Phone number	

About Your Organisation	
<i>By providing information about your organisation, you are indicating that the organisation is happy to take responsibility for the administration of any grant monies that are distributed by AVA. If your organisation doesn't have a bank account in its name, you will need to name the organisation that is providing you with access to a bank account as a partner organisation in the next section. You will also be required to submit a letter from that named organisation confirming that they are willing to enter into this agreement.</i>	
Organisation name	
Organisation email address	
Organisation phone number	
Organisation address: Street	

Organisation address: Town	
Organisation address: Postcode	
Organisation primary purpose (that most closely matches)	
Animal welfare <input type="checkbox"/>	Environmental <input type="checkbox"/>
Arts, culture & heritage <input type="checkbox"/>	Funding <input type="checkbox"/>
Crime & justice <input type="checkbox"/>	Health & social care <input type="checkbox"/>
Crisis & poverty <input type="checkbox"/>	Leisure, sport & recreation <input type="checkbox"/>
Education & training <input type="checkbox"/>	People & communities <input type="checkbox"/>
Organisation main service user group (that most closely matches)	
Adults <input type="checkbox"/>	Men <input type="checkbox"/>
Children (0-5) <input type="checkbox"/>	Minority ethnic communities <input type="checkbox"/>
Children (6-12) <input type="checkbox"/>	No specific client group <input type="checkbox"/>
Children (13-18) <input type="checkbox"/>	Third world <input type="checkbox"/>
Environment <input type="checkbox"/>	Voluntary organisations <input type="checkbox"/>
Families <input type="checkbox"/>	Women <input type="checkbox"/>
LGBTI communities <input type="checkbox"/>	Young people (12-26) <input type="checkbox"/>
Local community <input type="checkbox"/>	Other <input type="checkbox"/>
Organisation legal structure <i>The named legal structures below are those that are stated in the eligibility guidance that AVA has received from the Scottish Government. If your organisation has a different legal structure then you may not be eligible to apply. You should seek advice from AVA by using the link at the top of this form.</i>	
SCIO <input type="checkbox"/>	Cooperative & community benefit society <input type="checkbox"/>
Company limited by guarantee <input type="checkbox"/>	Community council <input type="checkbox"/>
Trust <input type="checkbox"/>	Unincorporated association <input type="checkbox"/>
Not for profit/Asset locked/CIC <input type="checkbox"/>	Other <input type="checkbox"/>
Does your organisation hold a bank account specifically for its activities?	

Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>Optional question that may not apply to you: Does your organisation have access to a bank account operated by another organisation who is willing to allow you to use it for the purposes of your application? If this is the case, you will be required to provide a letter from the hosting organisation to confirm this before any monies will be released by AVA to your organisation.</i>	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
Organisation bank account name (exactly as shown on the bank statement)	
Organisation bank account sort code (6 numbers without the -'s between them)	
Organisation bank account number (8 numbers)	
Does your organisation have a constitution or governing document?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>Optional question that may not apply to you: Would you like AVA to help you create a constitution or governing document?</i>	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is your organisation VAT registered?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
Your organisation's total income for the most recent full financial year	£
Your organisation's total expenditure for the most recent full financial year	£
Please estimate how many months of unrestricted reserves your organisation currently has available to it <i>To calculate an approximate figure, please use the following formula:</i> <u><i>Unrestricted funds stated in most recent full financial year</i></u> <i>(Annual expenditure/12)</i>	

About Your Application <i>If your organisation is VAT registered, any figures you provide in relation to costings in this application should be excluding VAT. If your organisation isn't VAT registered, you should provide costings inclusive of VAT.</i>	
Please confirm that the activities outlined in your application are broadly compatible with the normal activities of your organisation	
Yes – this is similar <input type="checkbox"/>	No – this is different <input type="checkbox"/>
Are you submitting an application on behalf of a partnership of organisations? If another organisation is allowing you to use their bank account, you must tick yes.	
Yes <input type="checkbox"/>	No <input type="checkbox"/>

<i>Optional question that may not apply to you:</i> Please name the partner organisations	
ACVO, AVA and tsiMORAY all operate within the NHS Grampian Health Board area. Have you submitted, or are you considering submitting a grant application to either ACVO or tsiMORAY for similar activities?	
ACVO <input type="checkbox"/>	tsiMORAY <input type="checkbox"/>
<i>Optional question that may not apply to you:</i> Do you give permission for AVA to contact the named organisation(s) where we feel that your project/service may have a Grampian-wide impact so that we can understand more about the potential scale of that impact?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
What hardships have your service users experienced as a result of the pandemic? <i>In answering this question, you may wish to consider things like poverty, disability, social isolation, or rural isolation, and also describe the impact that those hardships have had on your service users. You will be asked to make reference to these hardships later on in the form.</i>	
Which of the following best describes the type of activities outlined in your application? You can select more than one option	
Prevention (general inclusion activities that enable people to look after their own mental health and/or wellbeing within their communities) <input type="checkbox"/>	
Early intervention (activities that enable people to take action when they feel that their mental health and/or wellbeing is in the early stages of being compromised) <input type="checkbox"/>	
Which of the following best describes the main purpose of your application? You can select more than one option.	
Suicide prevention <input type="checkbox"/>	Social isolation reduction <input type="checkbox"/>
Tackling loneliness <input type="checkbox"/>	Other <input type="checkbox"/>
Which of the following groups will be most likely to benefit from the activities outlined in your application? You can select more than one option.	
Women (particularly young women, and women affected by male sexual violence) <input type="checkbox"/>	
People with a long-term health condition or disability <input type="checkbox"/>	
People who are or have been on the highest risk (previously shielding) list <input type="checkbox"/>	
People from minority ethnic communities <input type="checkbox"/>	
Refugees and those with no recourse to public funds <input type="checkbox"/>	
People facing socio-economic disadvantage <input type="checkbox"/>	
People experiencing severe and multiple disadvantages <input type="checkbox"/>	
People with diagnosed mental illness <input type="checkbox"/>	

People who have experienced psychological trauma (including adverse childhood experiences) <input type="checkbox"/>		
People who have experienced bereavement or loss <input type="checkbox"/>		
People disadvantaged by geographical location (particularly remote and rural areas) <input type="checkbox"/>		
Older people <input type="checkbox"/>		
LGBTI communities <input type="checkbox"/>		
Other <input type="checkbox"/>		
Other (please list) <input type="text"/>		
Which of the following best describes the status of the activities outlined in your application?		
New activity <input type="checkbox"/>		Expansion of existing activity <input type="checkbox"/>
Expected start date of funded activity (must be in the future)		<input type="text"/>
Expected end date (must be before 31 st March 2023)		<input type="text"/>
Where in Aberdeenshire will the activities outlined in your application take place? You can select more than one option.		
Banff & Buchan <input type="checkbox"/>	Formartine <input type="checkbox"/>	Marr <input type="checkbox"/>
Buchan <input type="checkbox"/>	Garioch <input type="checkbox"/>	Kincardine & Mearns <input type="checkbox"/>
Aberdeenshire-wide <input type="checkbox"/>		
Which of the following statements do you believe your project will contribute towards? You can select more than one option. <i>These options are outcome statements from the National Performance Framework (https://nationalperformance.gov.scot/). Please select the statement(s) that you feel fit best to the project/service that you are applying for this grant for.</i>		
We are healthy and active <input type="checkbox"/>		
We will live in communities that are inclusive, empowered, resilient and safe <input type="checkbox"/>		
We tackle poverty by sharing opportunities, wealth and power more equally <input type="checkbox"/>		
Which of the following types of costs will this funding cover? You can select more than one option.		
Equipment <input type="checkbox"/>	Training <input type="checkbox"/>	
One-off event <input type="checkbox"/>	Transport <input type="checkbox"/>	
Hall hire for community spaces <input type="checkbox"/>	Utilities/running costs <input type="checkbox"/>	

Small capital spend (up to £10,000) <input type="checkbox"/>	Volunteer expenses <input type="checkbox"/>
Staff costs (one off or fixed term only) at Real Living Wage level <input type="checkbox"/>	Helping people to stay safe (PPE) <input type="checkbox"/>
What is the total amount of the grant that you are applying for?	£
How much of the grant do you expect to spend on the following:	
Equipment	£
One-off event	£
Hall hire for community spaces	£
Small capital spend (up to £10,000). This is for land and/or building projects where you have evidence that you will have access to the land and/or building for at least five years. Where it is likely to be needed, you must also have secured the appropriate planning permissions and be able to evidence this.	£
Staff costs (one off or fixed term only)? By placing a figure in this box, you are confirming that the staff will earn at least the Real Living Wage level for the duration of this grant.	£
Training	£
Transport	£
Utilities/running costs	£
Volunteer expenses	£
Helping people to stay safe (PPE)	£
Which of the following categories does your application fall under? This will determine the level of detail you are required to provide in the following questions.	
Funding Level 1: Up to £2,000 (maximum permissible annual income of £250,000)	<input type="checkbox"/>
Funding Level 2: Between £2,000.01 and £10,000 (constituted groups only; maximum permissible annual income of £500,000)	<input type="checkbox"/>
Funding Level 3: Between £10,000.01 and £50,000 (constituted groups only; maximum permissible annual income of £1m)	<input type="checkbox"/>

PLEASE NOTE: You will only be required to complete one of the following three sections. The answer you provide in the previous question will ensure that you only see the applicable questions in the online form.

Funding Level 1: Applications up to £2,000 only

Please be as brief as possible, whilst providing enough information for application assessors to make an informed decision.

The following applicable documents must be emailed to grants@avashire.org.uk before your

application can be processed. All documents must have your organisation's name in the file name so that we know which files relate to which applications:

1. *All applications*: Most recent bank statement showing bank account name, sort code, and account number.
2. *All applications*: Most recent annual accounts document.
3. *If your organisation is constituted*: Your organisation's constitution or governing document.
4. *If your organisation is not constituted*: A statement outlining the main aim(s).
5. *If applicable*: Partnership letter agreeing for another organisation's bank account to be used, using the template provided on the AVA website.
6. *If applicable*: Partnership letter outlining the names and contact details for each organisation, to include signatures of authorisation by a trustee of each organisation using the template provided on the AVA website.
7. *If applicable*: Evidence of planning permission being granted for an application that includes a request for a small capital grant.

Please describe what your organisation would like to do with this grant.
You should outline the activities that you intend to carry out, and make reference to any specific service(s) that will be delivered.

Please describe how this grant will tackle some of the hardships you identified previously, and how it will help to improve the mental health & wellbeing of your service users.
You should make direct reference to any of the hardships you described in a previous question that this application is aiming to reduce. You should also indicate how you think the grant will enable you to do this.

Who have you spoken to about the need for the service you are seeking support for?
You should briefly describe any conversations you have had with local partners, service users, or statutory services about the need for what this grant will enable you to do.

With the help of this grant, how many people do you think you will be able to offer the service to?

How do you plan to continue delivering this service once this grant has been spent? This might include allocating any unrestricted reserves that your organisation holds.
AVA wishes to support as many projects as possible through this fund. We are however conscious that when this grant runs out, the service may stop. You should describe what you will be doing to try and secure the ongoing nature of the project/service that you are seeking funding for.

Funding Level 2: Applications between £2,000.01 and £10,000 only
Please be as brief as possible, whilst providing enough information for application assessors to make an informed decision.

The following applicable documents must be emailed to grants@avashire.org.uk before your application can be processed. All documents must have your organisation's name in the file name so that we know which files relate to which applications:

1. *All applications*: Most recent bank statement showing bank account name, sort code, and account number.
2. *All applications*: Most recent annual accounts document.

3. *All applications:* Your organisation's constitution or governing document.
4. *If applicable:* Partnership letter outlining the names and contact details for each organisation, to include signatures of authorisation by a trustee of each organisation using the template provided on the AVA website.
5. *If applicable:* Evidence of planning permission being granted for an application that includes a request for a small capital grant.

Please describe what your organisation would like to do with this grant. Please make reference to each of the specific lines of expenditure that you are seeking support for.
You should outline the activities that you intend to carry out, and make reference to any specific service(s) that will be delivered.

Please describe how this grant will tackle some of the hardships you identified previously, and how it will help to improve the mental health & wellbeing of your service users.
You should make direct reference to any of the hardships you described in a previous question that this application is aiming to reduce. You should also indicate how you think the grant will enable you to do this and make the link between reducing the hardships for the at-risk groups you have identified and how their mental health and/or wellbeing might be improved.

Who have you consulted about the need for the service you are seeking support for, and what did they say about it?
You should briefly describe any conversations you have had with local partners, service users, or statutory services about the need for what this grant will enable you to do. You should try to provide direct quotes that will enable the assessment team to understand the wider need for the project/service.

With the help of this grant, how many people do you think you will be able to offer a service to?

How do you plan to continue delivering this service once this grant has been spent? This might include allocating any unrestricted reserves that your organisation holds.
AVA wishes to support as many projects as possible through this fund. We are however conscious that when this grant runs out, the service may stop. You should describe what you will be doing to try and secure the ongoing nature of the project/service that you are seeking funding for. There must be evidence that an exit strategy has been considered.

Funding Level 3: Applications between £10,000.01 and £50,000 only

Please be as brief as possible, whilst providing enough information for application assessors to make an informed decision.

The following applicable documents must be emailed to grants@avashire.org.uk before your application can be processed. All documents must have your organisation's name in the file name so that we know which files relate to which applications:

1. *All applications:* Most recent bank statement showing bank account name, sort code, and account number.
2. *All applications:* Most recent annual accounts document.
3. *All applications:* Your organisation's constitution or governing document.
4. *All applications:* Cashflow projection using the template provided on the AVA website.

5. *If applicable:* Partnership letter outlining the names and contact details for each organisation, to include signatures of authorisation by a trustee of each organisation using the template provided on the AVA website.

6. *If applicable:* Evidence of planning permission being granted for an application that includes a request for a small capital grant.

Please describe what your organisation would like to do with this grant. Please make reference to the specific lines of expenditure that you are seeking support for.

You should outline the activities that you intend to carry out, and make reference to any specific service(s) that will be delivered. You should also highlight how these services will be promoted to gain maximum uptake for the duration of the grant funding.

Please describe how this grant will tackle some of the hardships you identified previously, and how it will help to improve the mental health & wellbeing of your service users.

You should make direct reference to any of the hardships you described in a previous question that this application is aiming to reduce. You should also indicate how you think the grant will enable you to do this and make the link between reducing the hardships for the at-risk groups you have identified and how their mental health and/or wellbeing might be improved. You should also highlight how the project/services will be promoted to gain maximum uptake for the duration of the grant funding.

Who have you consulted about the need for the service you are seeking support for, and what did they say about it?

You should briefly describe any conversations you have had with local partners, service users, or statutory services about the need for what this grant will enable you to do. You should try to provide direct quotes that will enable the assessment team to understand the wider need for the project/service. You should provide assurance that a steering group that includes people with lived experience will be set up and outline how they will be able to influence the course of the project/services.

What do you believe will be the lasting legacy of this grant for your service users?

You should describe how the project/services offered as a result of this grant will enable people to take control of their mental health & wellbeing, and learn how to recognise the signs of any future decline that they may experience.

How do you plan to measure the lasting legacy that you have described in the previous question?

You should describe what monitoring and evaluation you will set up to understand the success (or otherwise) of the project/service that this grant is to support.

With the help of this grant, how many people do you think you will be able to offer a service to?

How do you plan to continue delivering this service once this grant has been spent? This might include allocating any unrestricted reserves that your organisation holds.

AVA wishes to support as many projects as possible through this fund. We are however conscious that when this grant runs out, the service may stop. You should describe what you will be doing to try and secure the ongoing nature of the project/service that you are seeking funding for. There must be evidence that a feasible exit strategy has been considered and is likely to be available to

you.

PLEASE NOTE: All applicants will be required to complete the following section.

Declarations	
I have read the guidance provided by Aberdeenshire Voluntary Action on its website, and it has been considered whilst preparing this grant application.	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
I understand that this fund is to support outcomes for adults only (aged 16+ years) and confirm that no funds resulting from this application will be used to deliver services for people under the age of 16 years.	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
I understand that I will be required to provide an evaluation of the success (or otherwise) of the grant that I am applying for.	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
I understand that if for any reason our capability changes to deliver the project/service that this grant application is to support, I must inform Aberdeenshire Voluntary Action and seek their guidance on how to proceed.	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
I understand that where two signatories are required on the designated bank account that funds are to be managed from, the two named people must not be related.	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
I understand that if there is an underspend on the grant, I must report it to Aberdeenshire Voluntary Action, and that the underspend may have to be repaid.	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
I declare that the following statement is true: The organisation I am completing this form for has not applied to any other fund for support to deliver the project/service(s) that have been described in this application.	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
I declare that all information provided within this grant application form is, to the best of my knowledge, factual and correct on the day it was completed.	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please type your name below. This will act as your signature prior to submitting your application on behalf of your organisation.	
Please insert the date on which you are submitting your application.	



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Communities Mental Health & Wellbeing Fund

Acknowledgements

AVA would like to thank representatives from the following organisations for taking time to engage in the consultation process that led to the development of this Local Delivery Plan for Aberdeenshire:

Public Sector Partners



Community, Voluntary, and Third Sector Partners



Kincardine and Deeside Befriending



Westhill & District Men's Shed
Make friends, share interests and help our community