

PROMOTING MENTAL WELLBEING THROUGH PHYSICAL ACTIVITY PROGRAMME FUNDING

GUIDANCE NOTES FOR APPLICANTS

(COMMUNITY AND VOLUNTARY SECTOR ORGANISATIONS)

Hertfordshire County Council (HCC) Public Health strongly advise that these Guidance Notes are read prior to submission as they are designed to help provide the information required.

Application Process

The grant is to fund community based physical activity projects that will improve the mental health wellbeing of residents across Hertfordshire. The project must be related to the delivery of services (a specific time limited project) that promotes physical activity that can lead to mental health wellbeing.

The grant is open to any voluntary or non -profit organisation but only **ONE** application can be submitted per organisation. You must have a constitution with trustees that includes a Chair, Secretary and Treasurer. Please ensure to have a bank account that has been operating for more than 6 months. You must be based in Hertfordshire and serve the population of the county.

Completed application forms must be sent to PublicMentalHealth@hertfordshire.gov.uk by **12pm on 21 February 2022**. Applications sent in after this closing time and date will not be evaluated.

It is expected that a decision will be communicated to applicants via email by the middle of March 2022 with projects to start from 1st April 2022.

Programme Aims

Broadly the programme aims to:

- Increase physical activity and build resilience for people with low to moderate mental health problems across Hertfordshire (stress, depression, and anxiety).
- Promote active communities and positive mental health
- Encourage mental health awareness, reduce stigma and discrimination.

- Implement the 5 steps of mental wellbeing
 1. Connect with other people
 2. Be physically active
 3. Learn new skills
 4. Give to others
 5. Pay attention to the present moment (mindfulness)
- Reduce barriers to physical activity and building into daily life.

Application Form

Please ensure to complete all sections in full as incomplete applications will be rejected. There is a word limit for each question (*specified within each question*). Ensure to adhere to the word limit as questions with answers that exceed the word limit will not be evaluated.

Please do not provide additional evidence as hyperlinks and avoid linking to multiple sites throughout your application to avoid difficulty reading.

The application form should be completed using a font size no smaller than 12 and no bigger than 14. If you require support or require in a different format, please contact the HCC Public Mental Health & Suicide Prevention team via email at PublicMentalHealth@hertfordshire.gov.uk

Please do not use acronyms or abbreviations as the evaluation team may not know what it means.

Shortlisted applicants may be interviewed to further explain details about their project (at the discretion of the panel). This will be done via Microsoft Teams. Please tell us if you cannot use virtual technology or have any specific needs.

Each question will be weighted (*see Evaluation of Applications*).

For applications to be accepted you must submit all the required information by the closing date of **12pm 21 February 2022**. This includes answering all questions on the application form. Failure to complete these fields will result in your application being rejected on the grounds that it is incomplete.

Guidance on the individual sections of the application form is provided below:

1. About your organisation

Please be sure to include the name of the organisation, its main functions, and other details as requested in the Application Form. We want to understand what your organisation does, who it benefits and the area/activities it covers.

2. Project proposal

- Please describe your project proposal and be sure to be both clear and concise.
- The proposal should be innovative and include keywords relevant to the project.
- Ensure to include the five steps to mental wellbeing.
- Ensure to detail how your project will support mental health and people dealing with depression and anxiety.
- Please detail the aims and objectives of your project and how you will ensure to meet them
- Do include SMART Objectives (SMART objectives are Specific, Measurable, Attainable, Relevant and Time-Based)
- Please keep in mind project funds need to be spent within the fiscal year (April 2022 – March 2023) as there is no commitment for funding after this period. We may decide to review this later in the year.

3. Safeguarding and other policies

You must have a safeguarding policy and inform us of how you address this within your organisation. You also need to have a safeguarding training in place for your organisation as well as an equality and diversity policy as a minimum. If successful, HCC Public Health will ask to see evidence of this.

4. Target population

The project must be related to the delivery of services that support physical activity to promote mental health wellbeing and set out to help all adults from all sections of society especially those with protected characteristics. The needs of Carers must also be considered within your project.

5. Project evaluation

- Please outline how you are going to measure and evaluate your proposed project by explaining to us how you think the project will have made an impact, made a difference and how you will know.
- We recommend you include what tools or process you use to measure this and report it (e.g.: KPIs or key performance indicators such as - number of people who have accessed the project, number of new people accessed the project, etc.)
- We want to see how you will record this and how you will analyse it to tell us if what you aimed for at the beginning was effective and worked.

6. Budgeting

- Proposed projects can apply for a maximum grant of £10,000. You can apply for less than this amount, for example, £2,500 or £5,000. Please remember we will be looking to see if your project is value for money and if your proposal has been properly costed out. If we think you are asking for too much when we assess your proposal, we may offer you less than you applied for.
- Ensure to include a detailed breakdown of costs – this means you must tell us exactly what the money will be spent on, such as equipment, venue costs, online costs, volunteer expenses, staff costs, etc.
- Ensure to detail matched funding (*if applicable*) – matched funding is money you may get from another source that can also be used to support this project.
- Please keep in mind project funds need to be spent within the fiscal year (April 2022 – March 2023). You need to spend the grant within the specified year and time limit, as you cannot go beyond 30th

March 2023. You can of course finish earlier than a year and this should be included in your application.

7. Partnership

- Please detail use of other community resources: like a hall, a community centre or other facility (if applicable).
- Please detail if you are working in partnership with any other organisations including District or County Councils. It could also be another agency such as the Police, NHS or a private sector company or business.
- Please do ensure you include other matched funding from partners (if applicable). Matched funding can be more money or use of venue, use of facilities or anything that will support your project happening.

Evaluation of Applications

Applications will be evaluated and selected by a panel of representatives from within the HCC Public Health team.

Applications received will be evaluated according to the Evaluation Criteria in Table A using the scoring methodology in Table B.

It is expected that a decision will be communicated to applicants via email by the middle of March 2022.

Each application will be assessed in accordance with this process and those that score the highest, will be funded. There is no appeal and there is no arbitration as the panel's decision is final, and feedback will be provided to unsuccessful applicants. We have a limited amount of funding and unfortunately, may not be able to satisfy the demand.

Scoring Methodology:

Table A – Evaluation Criteria

Evaluation Question	Weighting	Maximum Points
Q1 – About your organisation	10%	5
Q2 – Project proposal	40%	5
Q3 – Safeguarding	10%	5
Q4 – Target population	20%	5
Q5 – Project evaluation	15%	5
Q6 – Budgeting	5%	5
Q7 – Partnership	Not weighted	Not Scored

Table B – HCC Public Health Scoring Methodology

Score	Rating	Criteria for awarding score
0	Unacceptable	Does not meet any of the requirements
1	Weak	Falls short of meeting the requirements in many areas
2	Poor	Falls short of meeting the requirements in some areas
3	Satisfactory	Meets the requirements at a basic level
4	Very Good	Meets the requirements in all respects, supported by clear evidence and will bring some added benefit to the project
5	Outstanding	Exceeds the requirements and will bring significant added benefit to the project