



Community Mental Health Transformation Grant

For York's Voluntary, Community and Social Enterprise (VCSE) Sector

Application Guidance

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If you have any questions or want to discuss if your project meets the criteria, please get in touch via: grants@yorkcvs.org.uk

Introduction:

The York Mental Health Partnership, in collaboration with the 'Connecting our City' Partnership is delivering the NHS Community Mental Health Transformation programme and investing funds in the local voluntary, community and social enterprise (VCSE) Sector to strengthen the support and services available to people in their communities.

The York Mental Health Partnership have commissioned York CVS to distribute grants to the VCSE Sector to focus on Mental Health Transformation in the community in York.

The **Community Mental Health Transformation Grant** aims to support York's VCSE Sector and their work to support people with their mental health, wellbeing and supporting residents of York who are experiencing significant mental ill-health.

Useful information:

- Information on [The NHS Community Mental Health Transformation](#)
- Information on place-based community mental health model - [NHS England » The community mental health framework for adults and older adults](#)
- Connecting our city Video - [Connecting Our City](#)
- [The NHS Community Mental Health Transformation Video](#)
This video outlines essential information and learnings on the development of new integrated models of primary and community mental health for people with severe mental illness (SMI). It describes the principles of the already-published Community Mental Health Framework for Adults and Older Adults as per the vision of the Long Term Plan. It also explains the roles of the different organisations that need to work together to develop these models, and the central focus on the needs and involvement of patients, those that care for them, and other experts by experience

Grant aims and funding available:

The Community Mental Health Transformation Grant has **£250,000** of funding over two years to be allocated to projects in York that focus on:

- **Supporting people experiencing mental ill health**
- **Prevention and early intervention**
- **Innovation and transformation**
- **Projects running for 2 years**
- Supporting Adults 18+
- Supporting people who live in York

We are looking to award grants up to a maximum of **£40,000 over two years** (maximum of £20,000 each year - subject to a review process).

We are seeking applications from projects where funding is needed for two years as we want to fund transformational projects which require this level of funding to make a significant impact in supporting people with serious mental illness in York. We strongly encourage applications that apply for true cost recovery.

Funding will be awarded in two instalments: May 2023 and May 2024. Second year funding will be awarded subject to a review process (in March-April 2024).

Application process – what to expect and when

Year 1

Milestone	Date (2023)
Launch	Monday 30 January
VCSE Training - Completing finance/budget sections for grant applications	Tuesday 28 February 2023 10:00am – 11:30am BOOK HERE
Frequently Asked Questions (FAQ) and information video - this will be made available once we have received a number of questions.	Available week commencing 20 February 2023

Closing date for applications	Monday 20 March (12pm)
Panel decisions shared with applicants	Wednesday 26 April
Funds paid to successful applicants *(1 st payment)	Wednesday 31 May

Year 2

Milestone	Date (2024)
Grant Recipient 2nd Year Funding Review	March – April 2024
Funds paid to successful applicants *(2 nd payment)	May 2024

Who can apply?

York's Voluntary, Community and Social Enterprise (VCSE) Sector. This includes charities, community groups, clubs and other not-for-profit charitable organisations.

About the Community Mental Health Transformation (CMHT) Programme

We know access to mental health care and support isn't always easy. Assessment criteria and processes can create barriers, and demand on services and waiting time can result in people having to wait too long without the help or support they need. Change is happening though in the form of [NHS England's Community Mental Health Transformation](#). This programme aims to improve the lives of people with serious mental illness and the way they're supported by encouraging health and social care, local authorities, emergency services, voluntary sector organisations and people with lived experience of mental ill health to work together to deliver new, integrated community mental health care approaches.

Watch the short [NHS Community Mental Health Transformation Video](#).

The York Mental Health Partnership, in collaboration with the 'Connecting our City' Partnership is delivering the Community Mental Health Transformation (CMHT) programme in York and is investing funds in the local VCSE Sector to better connect people to activities and support in their communities through the Community Mental Health Transformation Grant Fund.

York CVS are managing the process on behalf of the York Mental Health Partnership. As a local VCSE Sector Support and Development Charity, we have delivered grants for several years in order to strengthen York's VCSE Sector, with a focus on reducing health inequalities, reducing isolation and loneliness and social prescribing. One of the advantages of this collaboration is the support and advice we can provide to applicants before they submit their application and after the grant decisions have been made.

What is the 'Connecting Our City' Project?

'Connecting Our City' is a partnership vision for improving mental health and wellbeing in York. It began three years ago when a group of representatives from across health, social care, the VCSE Sector as well as people with lived experience of mental health services, families and carers came together. They set a vision for York as a city where:

- We all feel valued by our community, connected to it, and can help shape it.
- We are enabled to help ourselves and others, build on our strengths, and can access support with confidence.
- We are proud to have a Mental Health Service that is built around our lives, listens to us, is flexible and responds to all our needs.

The funding investment in community mental health transformation over the next 3 years provides an exciting opportunity to help make the 'Connecting Our City' vision become a reality.

What has been funded already?

Through the transformation funding 'Connecting our City' has already funded a number of VCSE organisations including peer support, co-production, carer support

and the Community Mental Health Hub. The aim of this grant is to build on, link in and work alongside the work that is already happening in York through the 'Connecting our City' transformation funding and not duplicate this. The transformation funding has already funded:

- A pathway to recovery project at Foss Park Hospital, that looks to better support people in the community when they are discharged from hospital
- Employing a co-production worker to work alongside the project and ensure that the voice of lived experience is central to all our planning discussions
- A working group around autism and mental health
- A community conversations project providing local shop staff and community champions with mental health awareness and suicide prevention training, so that they feel more confident talking to residents who may be struggling with their mental health, and so they will know where to direct them for more support.

How can York CVS help?

If you have any question about the grant criteria, applying and completing the application form, or about the guidance please get in touch, there's no such thing as a 'stupid' question – we're here to help!

We've got a great project idea but have never applied for funding before...

We're always keen to help people get started! If you've got a great project idea but have never applied for funding before, get in touch with us as soon as possible so we can support you through the process. Our Funding and Development Officer can provide free one-to-one support and guidance to your VCSE Sector group and organisation on the following topics:

- Safeguarding
- Identifying and developing policies and procedures
- Training
- Networking
- Setting-up groups, charities and social enterprises
- Legal structures
- Governance issues

To access this support, please email us at: grants@yorkcvs.org.uk

Make sure you also regularly check back on our [webpage](#) for the answers to frequently asked questions as we'll be sharing these as we receive enquiries.

We can also support your organisation with:

Training and events - [Visit the training and events section on our website](#) to access free training for your VCSE organisation. You may find our **'Completing finance/budget sections for grant applications'** training session on 28 February useful. [Book your place here](#).

Membership - York CVS is a membership organisation, you don't have to be a member to apply to this grant, but it's a great resource, and free to join! For more information and to sign up, visit: www.yorkcvs.org.uk/become-a-member/

York Volunteers - York Volunteers (York's Volunteers Centre) is here to support volunteer-involving organisations in York by promoting your volunteer vacancies. We provide free volunteer management software, advice and best practice, training, networking and representation too. [Find out more here](#).

Application Guidance

Are you ready to apply?

- Read this document and the Application Form to decide if this is the right opportunity for your organisation.
- In Section 2 of the Application Form your proposed project must be able to **fulfil ALL items in Part A and B** and this will determine whether or not you are eligible and ready to apply.
- Complete Section 2 Grant Criteria Parts A-E of the Application Form as soon as possible to give you time to seek support if required.
- Complete the application form **in full** - incomplete applications will not be accepted.
- Apply by **12pm on Monday 20 March 2023**
- Talk to us! Send your questions to: grants@yorkcvs.org.uk

Before you start...

Background to Grant Criteria - where has the criteria come from?

The grant criteria has been compiled from analysing priorities and trends from our research, which has been taken from:

- Community Mental Health Transformation priorities
- 'Connecting our City' Partnership's vision and values
- Public Health priorities
- Participatory Grants Panel
- York Multiple Complex Needs (MCN) Network meeting
- Listening to people who access and provide services through survey results, which included people with lived experience and professionals
- 5 Ways to Wellbeing Research, which aligned to our research
- Integrated Care System (ICS) Humber and North Yorkshire Health and Care Partnership Strategy priorities

Eligibility Criteria – Key Points

The grant criteria is set out into five parts – A - E

- Your proposed project must be able to **fulfil ALL items in Part A and B** and will determine whether or not you are eligible to apply.
- Please complete all five parts of the application. A brief overview can be found in section 1 of the application form and below
- Part A – Are you ready to apply? Do you have the following in place - governance, policies, etc.?
- Part B – Core Criteria – all applications need to meet all criteria
- Part C – What is your project? Essential and Desirable Criteria
- Part D – How? Project Principles and Values
- Part E – Accessibility
- In Parts B - E you will need to provide a description to demonstrate how you meet the criteria to support your application

Please talk to us if you need any help with any part of grant criteria or have a question before you apply. In order to give you the best chance of success please ensure ALL sections are completed and you and the group you are representing have read and understood the guidance notes provided.

Please don't leave it to the last minute to ask for help!

If you ask us for help near to the closing date (**12pm, Monday 20 March 2023**), we may not have time to help you with your application. Contact us as soon as possible if you need support via: grants@yorkcvs.org.uk

Top Tips – Completing your Application Form

DO...	DON'T
<ul style="list-style-type: none">• Complete every section or your application will not be accepted• Write in Arial size 14 font (preferred)• Use bullet points – you don't have to write everything in full sentences• Keep your writing simple, clear and concise• Try and keep it jargon-free where possible	<ul style="list-style-type: none">• Write your application in all caps as this makes it hard to read• Write in all bold as this makes it hard to read• Exceed the word limits• You don't need to write an essay, and don't worry, we are not assessing your spelling or grammar!

Please use Word and submit your application in this format - please do not submit a PDF document type – if you require the application form and guidance documents in an alternative format, please get in touch with us. Any questions please contact us via: grants@yorkcvs.org.uk

Section1 – Grant Criteria Overview

The grant criteria is set out into five parts A-E. Please download the [Application Form](#) and review before you start to apply.

Your proposed project must be able to **fulfil ALL items in Part A and B** and will determine whether or not you are eligible to apply. Don't forget please talk to us if you need any help with any part of grant criteria.

Part A Do you have the following in place? Are you ready to apply?	<p>You must be able to complete the checklist and have all the <u>essential</u> items in place.</p> <p>We won't accept your application if you can't tick all essential criteria in Part A.</p> <p>Please talk to us if you need any help to meet any items on the list.</p>
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<p>Part B Grant Application Criteria – Core Criteria</p>	<p>Applications need to meet ALL the criteria and provide a description to demonstrate this.</p> <p>We won't accept your application if you can't show how, you meet all the criteria in Part B.</p>
<p>Part C What?</p> <p>Projects we want to fund / keen to fund</p>	<p>Your project needs to fall into one of the <u>Essential Criteria</u> in this part.</p> <p>Your project needs to fall into one of the essential criteria please tick at least ONE and provide a description.</p> <p>Please tick if applicable any <u>Desirable Criteria</u> – these are specific gaps we have identified in York - that we would like your project to address.</p>
<p>Part D How?</p> <p>Project Principles</p>	<p>Six key principles/values were identified as being important to the way that projects are run from research and the Core Principles of Connecting our City.</p> <p>If your projects exemplifies any of Project Principles - tell us which one(s) and tell us how.</p>
<p>Part E Accessibility</p>	<p>As part of our research, we identified certain project aspects that will increase accessibility for participants</p> <p>Please tick all that apply and provide a short description of how your project will achieve this.</p>

Section 2 – Grant Criteria – Parts A-E

Read and complete Section 2 – Grant Criteria – Parts A-E section of the application form. If you have all the essential items in **Part A and all of Part B** in place, you can apply immediately. If you don't then please get in touch to discuss.

The table above from Section 1 of the application can help ensure you are completing all the section that are required.

If you need help with any of the Grant Criteria, contact us **as soon as possible**.

Email: grants@yorkcvs.org.uk

Part A – Do you have the following in place?

Are you ready to apply?

We won't be able to accept your application without you declaring you have the items in 'Part A' in place. Our Funding and Development Officer, **Jane Granville** can provide free one-to-one support and guidance if you don't so drop us an email and we can get in touch to offer this support. But please allow enough time!

Please ensure you provide a description to support your application where required in this section as we want to hear about your project.

Section 3 – About you

What is the structure of your organisation?

If your organisation structure is not listed here, you need help deciding which box to tick or would like to find out more about the different not for profit governance structures, please contact grants@yorkcvs.org.uk in the first instance.

We are not able to accept application if you are an individual/sole trader or a for profit business such as a partnership or company. York CVS offers support to individuals and businesses that would like to developed their organisations governance structure. To find out more about the different not for profit governance structures, please contact grants@yorkcvs.org.uk in the first instance.

Section 4 – About your work

Describe your work and its purpose

This is where you tell us your organisation's purpose – your values, aims, goals, passions and methods. What do you do, how do you do it, and why? This section is **not** for talking about the project you're seeking funds for.

We would like you to provide more information on how your work meets the Core Criteria in Part B

The first three questions are an essential part of the application to support what you have already told us in Section 1 – Part B. Make sure you are specific about how your project will:

- Support York residents who are experiencing serious mental ill health
- Your projects focus on prevention and early intervention
- How is your project innovative and transformative

How does the project align with....

Please ensure you are aware of the Community Mental Health Transformation Fund and 'Connecting our City' principles. Things you may find useful to look at to provide some background and information on the aims of this Mental Health Transformation Grant Fund:

- Information on [The NHS Community Mental Health Transformation](#)
- Connecting our city Video - [Connecting Our City](#)
- Information on place-based community mental health model - [NHS England » The community mental health framework for adults and older adults](#)

How has your project been co-produced?

What's important about co-production? Co-production is an equal relationship between people who use services and the people responsible for services. They should work together, from design to delivery, sharing strategic decision making about policies as well as decisions about the best way to deliver that service.

Tell us how people with lived experience have helped decide on the type of work you intend to deliver, how your project has been designed and how you intend to ensure your project is and continues to be co-produced to help shape your work.

About the project you would like us to fund

What are you asking us to fund?

Describe the work you want to do, how you plan to do it, and why you want to do it. Explain if you are seeking funding for staffing costs, project costs and /or core costs.

Please include how you will use the funding in Year 1 and Year 2. This is **not** where you explain your budget – that is Section 5 – About money.

What difference will your project make to people's lives? and how will you know if it's making a difference?

These two questions are important, and your chance to tell us about the expected project outcomes. Be sure to consider measurable outcomes, and explain how you plan to measure them. Thinking this through at an early stage will make your data gathering much easier.

Are other organisations supporting the work you are applying for?

This is your opportunity to describe any partnership work you're doing for this project. Collaboration and partnership work tend to bode well for the success of a project, but please don't over-claim. For example, you may run a service that accepts referrals from social prescribers. That's great! But it's not the same as partnership working.

Project milestones, including start and finish dates

Your project must end (and all final reporting be completed) within 2 years of receipt of your grant – May 2025.

Where in York will the funded work take place?

We will only fund projects that are delivered in the City of York Council (CYC) local authority area, for residents of that area.

How will you recruit people (participants or volunteers)?

Please be specific (statements such as ‘we will advertise locally’ don’t give us the detail we require). Are your leaflets, posters, website etc. accessible? What about people for whom English is not their first language? How will you make sure that you don’t just recruit people who already use your services?

Remember, help with volunteer recruitment is available from the York CVS Volunteer Centre, [York Volunteers](#).

How will you make sure that your intended beneficiaries hear about your project?

Please be specific. How will you reach people who don’t know you exist? How will you reach people who don’t use social media? How will you reach people who don’t use IT?

Outline what steps you will take to make sure your project is accessible? How will you make sure that your intended beneficiaries can take part in your project if they want to?

- Will people need to travel to you? How will they do that? How will they afford that? What if they can’t use public transport? What if they don’t have anyone who can give them a lift?
- Is your venue accessible?
- Are your leaflets, posters, website etc. accessible?
- What about people for whom English is not their first language?

Section 5 – About money

Below are some examples of what your costs might include. It is not an exclusive list. If you have questions, contact grants@yorkcvs.org.uk

- Staffing costs
- Training for volunteers
- Admin / research / evaluation time
- Session delivery / facilitation
- Insurance
- Set-up costs
- Equipment and/or storage
- Materials
- Refreshments
- Postage and stationery
- Venue hire
- Printing/leaflets/publicity
- Transport for participants
- Subscriptions / fees / memberships (eg a Zoom account)
- DBS checks (if necessary)

How much funding are you applying for?

Please tell us the total budget for your project and break this down into year 1 and year 2. It will help us understand your budget by providing any other funding bids that have been successful or pending.

We will accept grants up to a maximum of £40,000 over two years (maximum of £20,000 each year)

The reason why we are seeking applications from projects where funding is needed for two years up to a maximum of **£40,000** (maximum £20,000 each year – subject to a review process) is that we want to fund transformational projects which require this level of funding as we want to encourage applications that apply for true cost and that we make a significant impact to support people with serious mental illnesses.

Further funding detail:

We can award grants up to a maximum of £40,000 over two years (maximum £20,000 each year and funding needs to be split over the two years.)

Funding will be awarded in two instalments: May 2023 and May 2024. Second year funding will be awarded subject to a review process (in March-April 2024).

Please make sure you ask for enough money! We know what it costs to run projects and deliver services so please, don't feel you have to underplay this. We don't want to fund projects that depend on people busting a gut trying to run it on a shoestring. Make sure the amount you are asking for is a round number, please round up to the nearest round number.

If you have any questions on your budget or funding please get in touch.

Please note: sometimes demand is so high, and competition so tight, that a small number of applicants are offered a partial award. If this applies to your application, we will contact you with a reduced offer which you will be free to accept or decline.

Top tips:

- Remember – we want to give this money away!
- Round your numbers up to the nearest round number
- Budget and ask for the **true costs** of your proposed work
- Cost **your time** properly (what you are doing is work, and it is only right that you are paid appropriately for that work)
- We want to fund good quality work, and we understand what things cost, if a budget is surprisingly low, we lose confidence in the project's viability.

Section 6 – Signing off and submitting your application

- Before signing, make sure you have read and understood all the points in this section of the application form
- Don't send any additional documents with your application unless we ask you to
- We do accept electronic signatures
- Email your application form to grants@yorkcvs.org.uk
- We must receive your application **by 12pm on Monday 20th March 2023**

What happens if my application is unsuccessful?

- We will contact you to let you know
- You will be offered feedback on why your application was unsuccessful.

What happens if my application is successful?

- We will contact you to let you know
- We will send you some forms to complete and return (including an agreement and a finance form)
- We might ask you for evidence to verify your bank account, and that the signatories are not related
- We process the paperwork, then instruct our finance department to make the grant payments
- We will give you further details on how and when you need to give us updates on your work.
- Funding will be awarded in two instalments: May 2023 and May 2024. Second year funding will be awarded subject to a review process (in March-April 2024).

Still got questions?

If you have any questions, please contact us via: grants@yorkcvs.org.uk

Thank you and good luck!



Community Mental Health Transformation Grant

For York's Voluntary, Community and Social Enterprise (VCSE) Sector



A Network of Mental Health and Wellbeing Support Across York

yorkcvs