

Small grants of up to £10,000 for projects that improve mental wellbeing in the city



# Support Available

This guide aims to help you make a strong application for grant funding from the Glasgow Community Mental Health and Wellbeing Fund. It is provided in the spirit of a critical friend, sharing our best expertise, but there it is of course not a guarantee of funding.

## Contents

<b>Fund Information</b> .....	<b>1</b>
<b>Making a strong application for grant funding</b> .....	<b>1</b>
<b>Additional Support</b> .....	<b>4</b>

# Fund Information

You will find full information on the Fund, application guidance, answers to frequently asked questions, and access to the application form on [www.gcv.org.uk/wellbeingfund](http://www.gcv.org.uk/wellbeingfund).

There is also a recording of the online live information session that took place on 18 November 2021 that includes input from Glasgow Centre for Population Health on their report [Health in a Changing City](#) and presentations from GCVS staff relating to the fund guidance, how to make a strong application and additional support available.

## Making a strong application for grant funding



This section contains the written transcript of a presentation given by June Burgess, Funding Officer, GCVS during a live online information session about this Fund on 18 November 2021.

Contact June Burgess, GCVS Funding Officer. Email: [June.burgess@gcv.org.uk](mailto:June.burgess@gcv.org.uk)  
[www.gcv.org.uk/support-for-organisations/funding-and-fundraising/](http://www.gcv.org.uk/support-for-organisations/funding-and-fundraising/)

### Before you begin: Case for Support

As with any application for grant funding, it's useful to prepare case for support text for your project before you apply. The amount of space in the online application form is very limited, so it's a good idea to draft some clear, compelling and concise text in a separate document beforehand.

#### Concise summary.

Begin by drafting a short overall summary of your entire project in no more than 75 words. Describe the people who will take part and their needs, the activities you intend to deliver and the differences you aim to make through your project. You will need this summary to answer a question in the application form.

Then go on to expand this further by thinking about these three key questions:

- (1) What is the need for your work?
- (2) What will you do to address the need?
- (3) What difference will your activities make?

## **Glasgow Communities Mental Health and Wellbeing Fund: Support Available**

### **What is the need for your work?**

We'll ask you to describe the people who will take part in your project and their needs. Tell us about them and how you know are they excluded or disadvantaged. Explain the geographic area or areas your project will cover, or the communities you will work within.

The corresponding questions on the application form are given below. Most questions ask you respond by ticking the relevant box, but some have free text fields for you to type in your answers.

- Will your project be open to all participants across the city, or in a defined geographical area, or be primarily for the benefit of a community of people who face exclusion or disadvantage?
- Which community will your activities benefit? Explain how this community is excluded or disadvantaged.
- Which area(s) of Glasgow will your project operate in? How would you refer to the geographic area your project will cover?
- Tell us how your community and your partners have informed the activities you plan to carry out

### **What will you do to address the need?**

You will be asked to provide some information to describe your activities and the things you will do in your project. Explain what your grant will pay for, how long will your activities last and what is your timescale? How many people will take part in total and how many new volunteers will you need to recruit to help to deliver activities? Name the other organisations and groups you will partner with and tell us how you will work together?

Corresponding questions on the application form.

- Tell us more about the activities the grant will pay for. What will you do? What will you spend the money on? How long with the things you spend money on last?
- How many new volunteers do you anticipate recruiting for this project?
- What will you do to enable people who might otherwise be excluded to be part of your project?

### **What difference will your activities make?**

Your project should address one or more of the seven wellbeing drivers for the Fund as listed in the guidance. You should explain the differences your project will make for each of your selected wellbeing drivers. Consider the impact you will make for everyone directly involved and for those in the wider community. Tell us how many people do you expect will have better mental health or wellbeing as a result of your project?

Corresponding questions on the application form.

- Which of the wellbeing drivers in the guidance will your project contribute to?
- Tell us how your project contributes to each of the wellbeing drivers you have selected.
- How many people do you anticipate having improved mental health/wellbeing due to your project?

## Glasgow Communities Mental Health and Wellbeing Fund: Support Available

### Before you begin: Organisational status and documents

There are a few more things to think about before you apply.

- Make sure you have your **governing document** to hand. This might be your constitution or other written document that explains your aims and objectives and describes how your organisation is run. We will ask you to provide a copy with your application. If you do not have a written constitution, please select the “unconstituted organisation” option on the form.
- We will also ask you to provide a copy of your most recent **annual accounts** or if you don't have these, your annual financial statement or management records.
- Make sure your organisation or group is **eligible** to apply. We especially welcome applications from small, well-connected community groups in Glasgow. If you're not sure, then contact us to ask. We welcome applications from a range of voluntary, 'not for profit' organisations, associations, groups and clubs or consortiums or partnerships which have a strong community focus for their activities.

Eligible organisations are listed here:

- **Community councils**
- **Incorporated third/voluntary sector organisations**, including:
  - Scottish Charitable Incorporated Organisations (SCIO)
  - Social enterprise companies
  - Asset locked companies or Community Interest Companies (CIC)
  - Not-for-profit Companies Limited by Guarantee
- **Constituted third/voluntary sector organisations**, including:
  - Unincorporated Associations
  - Charitable Trusts
  - Cooperative and Community Benefit Societies
- **Unconstituted third/voluntary organisations**. If you don't have a written governing document, you can apply for grant funding up to a maximum of £2,000 but only where you are working in partnership with either a community council or an established, incorporated or constituted organisation that is willing to hold the funding on your behalf. If you select this category, we will ask for further information about your partnership arrangements during the assessment process.
- You will need a **bank account** in the name of your organisation or group. However, unconstituted organisations can ask a partner organisation to hold grant funding on their behalf. We will only ask for your bank details if your application is successful.

If you need help with any of these, please contact us.

### General application advice

- It is really important that you take time to **read the guidelines for the Fund carefully**.
- Please don't wait until the last minute of the closing dates before submitting your application. Please try to **apply as soon as you can**.
- You should aim to describe **how your work fits with the funding criteria and priorities**. Where possible, please give clear, brief statements that refer to the Fund's wellbeing drivers. If your work or project doesn't fit at all, then please don't apply.

## Glasgow Communities Mental Health and Wellbeing Fund: Support Available

- Think about **the differences your activities will make**. We want you to tell us how closely these differences fit with the Fund's wellbeing drivers. As a general rule, the closer the fit, the greater your chance of success.
- Please make sure you **answer all the questions** in the application form directly. Your first few sentences in each free text section are the most important ones.
- If you work together with other organisations, remember to name them. It's good to describe the benefits of your **collaboration** and also the unique contribution you make.
- Your budget should include all the costs of delivering your project or idea. We will ask you to detail the things or activities you need funding for from this grant. Check the amounts in the form carefully before you submit your application and **make sure the numbers add up**.

### What we are looking for

- Tell us how you know there is a **clear need** for your project? Does this come from your own experience – perhaps from a high demand for your services, your knowledge of your community, or recent community consultation?
- **How are you connected to people in your community?** Please tell us about your connections, partners and the other organisations you work with. What do people say? How will service users or beneficiaries influence the delivery of your project?
- Tell us what you will do to make sure **everyone can access your project**, particularly people who would benefit most.
- What monitoring and evaluation tools will you use to **measure the difference** your work will make? How do you plan to report the differences your project makes to us?

If you have any further questions about the Fund or need support to make your application, please email [wellbeingfund@gcvs.org.uk](mailto:wellbeingfund@gcvs.org.uk) We wish you every success!

## Additional Support

This section provides details of the additional support that is available to community groups, voluntary organisations and social enterprises in Glasgow, both generally and in particular with the Glasgow Community Mental Health and Wellbeing Fund.

### Support with the Fund

There is a particular interest with the Glasgow Community Mental Health and Wellbeing Fund to hear from **local community groups** who provide community connections and practical support. There is an opportunity for unconstituted groups to apply too, but this comes with the recognition that some of these groups would not usually consider applying to a Scottish Government fund or feel able to complete funding application forms. It is therefore important to raise awareness that support is available for any group

## Glasgow Communities Mental Health and Wellbeing Fund: Support Available

considering an application to the Fund or after they have applied with building their capabilities and capacity.

There are a number of measures in place that it is hoped will **reduce barriers** for groups and if anything has been missed, we encourage groups to get in touch.

Fund information is available on a [webpage](#) with an email address for questions and requests for support ([wellbeingfund@gcvs.org.uk](mailto:wellbeingfund@gcvs.org.uk)). It is worth noting that alongside the fund information, there is a recording of the information session, copies of the slides and Frequently Asked Questions, which will be updated as we go along.

Completing a funding application can be a lonely and daunting task – sometimes it is one person given this role within an organisation, so we are providing support on the basis of a **critical friend**; of course, there is no guarantee you will be funded, but through following the guidelines from GCVS Funding Officer June Burgess in her presentation and our support we offer the sort of thing you would do if you worked in a larger organisation with colleagues across the desk – someone that you could check an idea with or clarify your understanding. Please get in touch via our email address if you need support with completing the application form and we can put you in touch with a colleague from either GCVS or partner organisations in local areas of Glasgow that can help.

We are encouraging as much use of technology as possible to provide speed and efficiency, but we do not want this to present a barrier. There is information in the guidance about how to obtain **hard paper copies** and to submit a paper application.

We anticipate that most groups that would seek to apply will have someone who can **read and write in English**. However, we recognise that a very small number of groups may not have anyone who feels confident enough to complete an application form in English. If that is the case those organisations can contact us for support. If you or a group you know would like support to apply to the Fund, please email [wellbeingfund@gcvs.org.uk](mailto:wellbeingfund@gcvs.org.uk)

### Support After Your Have Submitted an application

We know that there will be some groups that will benefit from extra support to build their capabilities and capacity around the basics of running their organisation, for example perhaps this funding now means you will recruit more volunteers or need to plan how to measure the impact you are having or how an award from this fund might fit within a general fundraising plan or if you are unconstituted to think about what legal structure might suit your group. GCVS, along with our Third Sector Interface partners, Volunteer Glasgow and Glasgow Social Enterprise Network will be running a targeting programme of online training sessions that will fit really neatly with this fund, so please watch out for details of this on the [webpage](#). You can also email to discuss the particular training needs of your group ([wellbeingfund@gcvs.org.uk](mailto:wellbeingfund@gcvs.org.uk)).

### GCVS Free Funding Support Service

In addition to specific support for the fund, GCVS offers free support to community groups, voluntary organisations and social enterprises in Glasgow. Funding support and fundraising advice is available free of

## Glasgow Communities Mental Health and Wellbeing Fund: Support Available

charge. Our Funding Officer, June Burgess is an experienced, professional fundraiser and can help with strategic fundraising plans and a wide range of fundraising activities, including grant applications.

We provide events, resources, training and support, as listed below. Priority is given to groups where fundraising expertise is not otherwise available.

- Free online training sessions on funding and fundraising
- Free fundraising resources available from our website
- Free weekly newsletters with the latest funding news and updates
- Free FAQ service: answers to popular fundraising questions
- Free fundraising quick guide videos with key information.
- Free one-to-one fundraising surgeries. Book an appointment for a friendly discussion about fundraising for your group. Available by Zoom video call or by telephone

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[www.gcvs.org.uk/support-for-organisations/funding-and-fundraising/](http://www.gcvs.org.uk/support-for-organisations/funding-and-fundraising/)

## Support With Running Your Organisation

Running a community group, voluntary organisation, charity or social enterprise is rewarding, but it isn't always easy. As well as the practicalities of delivering your service, there are some core areas that all organisations need to consider in order to be effective and sustainable.

The GCVS Sector Development Team are here to help community groups, voluntary organisations and social enterprises in Glasgow with advice, resources and training for:

- Funding & Fundraising
- Governance & Charity Law
- Quality & Impact
- Managing People & Safety
- Planning & Crisis Management
- Research Support
- Managing an Asset

Further details and how to sign up can be found [here](#) or email [sectordev@gcvs.org.uk](mailto:sectordev@gcvs.org.uk).

We also work with colleagues across Glasgow and coordinate with groups to help them identify the best place to go for assistance. This includes our Third Sector Interface colleagues at Volunteer Glasgow and Glasgow Social Enterprise Network and other organisations providing specialist capacity building support through the [Glasgow Make Connections](#) partnership. If you are a board or committee member, newly setting up a group or a volunteer or staff member, we are keen to speak to you.