



Application Guidance

- Please visit the GCVS website for full information about the Fund and to find resources that will help you to make a strong application www.gcv.org.uk/wellbeingfund.
- Applications to the Fund should normally be made online. You can access the form through the link on the website page. You can download a Word copy of the application from the website or request a hard copy by phoning 0141 332 2444.
- Please read the Fund Guidance as well as this Application Guidance before you begin.

In submitting an application for the fund you confirm that:

- you have read the fund guidance and understand the criteria relating to both applicant organisations and projects
- you are applying on behalf of a third sector organisation or community council and are authorised to submit this application
- the project requires funding in the current financial year to proceed
- you understand that GCVS requires to store and process the data you submit in order to consider your application and manage any potential grant.
- GCVS can hold the data you have provided and share it with partners as necessary to manage the grants process
- you have permission from any other person whose data you are including in your application

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Q1. Your Name

This should be the name of the lead contact for the application. All correspondence will be sent to this person.

Q2. Your Email

This should be the email address of the lead contact for the application. All correspondence will be sent to this email address.

Q3. Your Phone Number

This should be the day-time phone number of the lead contact for the application. This could be either a mobile number or a land line number we can use during weekday office hours.

Q4. Your role in the organisation

This should be either the job title and/or organisational position of the lead contact for the application. Examples include "Funding Officer" or "Project Manager" or "Treasurer" or "Director".

Q5. Organisation Name

Please give the full, formal or legal name of your organisation or group. This should match the name on your organisation's bank account. If your organisation or group is also known by another name or abbreviation, please give this also.

Q6. Organisation Address

This should be the postal address we should use for all hard-copy correspondence. Please give the full address, including the post code.

Q7. Is this address (choose one):

- **A public organisation address**
- **The personal address of a group member**

Tell us whether the address you have given is either the public, registered office address for your organisation or a private, home address.

Q8. Which of the following describes your organisation (choose one)

We will accept applications the types of organisations listed below:

Community councils ([Go To Question 13](#))

Incorporated third/voluntary sector organisations ([Answer Question 9 below then go to Question 13](#))

This includes:

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

Constituted third/voluntary sector organisations ([Answer Question 9 below then go to Question 13](#))

This includes:

- Unincorporated Associations
- Charitable Trusts

Unconstituted third/voluntary organisations ([Go to Question 10](#))

These organisations have no formal constitution document. Please note unconstituted groups can apply for a maximum grant of £2,000 but will require another organisation to hold the funding on their behalf. If you select this category, we will ask for further information about which organisation this will be.

If you need further help with this question please contact wellbeingfund@gcvs.org.uk or 0141 332 2444.

Q9. Tell us the total amount of income for your organisation or group during your most recent financial year.

This should be the total of all of the income you received. You should not subtract your expenditure from your answer.

Q10. Unconstituted groups cannot receive a grant directly. Please provide the name of an organisation that has agreed to hold a grant on your behalf if you are successful

Please make sure you have asked them before you submit your application

Q11 Please provide a name of contact in that organisation

This should be a person within the organisation with authority to agree to this.

Q12. What is their email address?

We will contact them about your application and share key information with them.

Q13. How many people are on your organisation's committee or board? If your organisation doesn't have a committee how many people are involved in organising the group?

We want to know how many people are ultimately responsible for the governance of your organisation or group. For example, the number of Trustees, Directors, Committee Members.

Q14. Including committee members, how many volunteers are involved in your organisation?

Please tell us how many people regularly give their time free of charge to volunteer for your organisation or group.

Q15. In around 50 words (max 75) please provide a summary of your project. You should include summary information about the activities you'll do, where they will happen and who will benefit.

Provide a short "case for support" summary for your entire project. Describe the people who will take part and their needs, the activities you intend to deliver and where, and the differences you will make. (max 75 words)

An example is given below for illustration:

"We will support 40 isolated older people in Tollcross to meet together for a hot lunch and fun activities one day a week in a local church hall. Volunteers will encourage each person to take an active role in the lunch meetings. We will work together with a local church and housing association to strengthen existing community connections and improve emotional wellbeing for everyone."

Q16. Will Your Project (choose one):

- **Be open to all participants across the city or in a defined geographical area** ([Go To Question 18](#))
- **Be primarily for the benefit of a community of people who face exclusion or disadvantage** ([Go To Question 17](#)).

Consider the people your project will support. If they have something in common (other than where they live) that results in disadvantage then choose the second option. This could be a protected characteristic (such as race) or another shared characteristic such as a health condition or being affected by poverty.

Q17. Which community will your activities benefit? Explain briefly how this community is excluded or disadvantaged? (max 125 words)

What is the thing that your participants have in common. This could be "LGBT people", "People affected by Dementia", "Older People" or "People With experience of Addictions".

Tell us a little about how this community are disadvantaged and the impact this has on them.

Q18. Which areas of Glasgow will your project operate in?

North West
North East
South

Select one or more areas, as appropriate to your project. City-wide projects should tick all three.

Q19. How would you refer to the geographic area your project will cover?

Use your own words. This could be something like 'citywide', 'Shettleston', 'G31', 'area surrounding Victoria Park'.

Q20. Tell us how your community and your partners have informed the activities you plan to carry out (max 250 words)

Tell us about how you have listened to your community. That could be a formal consultation exercise you've carried out but it can also be about your community being committee members and volunteers or it could be positive feedback you receive.

Q21. If you told us in Q9 that your income was more than £1m, then explain how the outcomes for your community would not be addressed without funding for your project. Organisations with an income under £1m do not need to answer this question.

Q22. Tell us more about the activities the grant will pay for. What will you do? What will you spend the money on? How long will the things you spend money on last? (max 250 words)

An example is given below for illustration:

“The grant will mean we can run the club for 13 months (from March 2022 to March 2023 inclusive). We will use it to pay for the hall hire, food, activity equipment and materials, and to pay a sessional worker to cook and serve the food. Some money will be available for people who need transport to the venue and can't afford it. We need a bit of money to promote the club so that we can get new members and we want to be able to cover expenses for the volunteers”

Q23. How many new volunteers do you anticipate recruiting for this project?

If you need to recruit additional, new volunteers for this project, how many will you need? If you already have enough volunteers and don't need any more you can say so here.

Positive volunteering experiences are known to improve volunteers' own mental health and wellbeing.

You can advertise for new volunteers for free with Volunteer Glasgow.

Q24. Tell us about what you will do to enable people who might otherwise be excluded to be part of your project (max 250 words)

Tell us about how you will remove and reduce barriers for people to participate. It may be helpful to consider this from a human rights perspective and consider areas such as dignity, fairness, equality, respect and independence.

Q25. Which of the wellbeing drivers in the guidance will your project contribute to?

- Emotional resilience, strength and mindfulness
- Connection to others within the community
- A sense of security, trust and being included
- Mobility and physical activity
- Sense of purpose and being valued through volunteering, helping others, or paid work
- Support for people in distress
- Access to learning opportunities and the development of new skills and knowledge

Your project must contribute to at least one of the seven wellbeing drivers listed. While your project might contribute to many, or even all of the drivers, we suggest that you select no more than three. Please think about this carefully, because we will ask you to explain your selection in more detail in the next question.

Q26. Tell us how your project contributes to each of the drivers you selected in Q25. (max 250 words)

This may seem obvious, but it is helpful for you to describe it. Explain to us the specific activity that you will undertake that contributes to the outcome.

For example:

"The activities we run will help the people in the group to connect to others and develop new and existing connections and friendships. The six new volunteering opportunities we create will contribute towards the volunteers' sense of purpose."

Q27. How many people do you anticipate having improved mental health/wellbeing due to your project?

Please note we are not asking you to enter the total number of people who will take part. Instead, this question only refers to the difference your project will make. Your project might not make a difference for everyone. Therefore, please estimate the number of people who are likely to benefit.

Q28. Tell us about your Budget

Expenditure Item	Cost (£)
Total (£)	

Please tell us what you want to spend the grant on.

Remember the maximum grant size is £10,000. Please remember if you are an unconstituted group you cannot apply for more than £2,000.

You have a maximum of six budget lines, but you can group items together on one line if you need to. If you are applying for part of the budget for a larger project, please make this clear in the descriptions, for example “50% of sessional worker costs”.

Q29. Tell us about other contributions that will help you run your project (max 250 words)

If you have already received funding from elsewhere and/or are approaching other grant makers for funding, please give information here.

If you intend to generate income from project activities, (for example, entry fees or subscriptions), please describe what those fees would look like.

If you have secured any “in-kind” support (services or things provided free of charge by other organisations or supporters), please let us know. This might include free expertise offered by local businesses.

If you are able to estimate the number of hours that volunteers will contribute you can tell us that here too.

Q30. If we expand the fund to allow grants of more than £10,000 would you want the opportunity to apply for a larger grant?

Depending on demand on the fund we may be able to offer additional funding to successful applicants. Please note that there is no guarantee of this and we do not currently think it is likely.

This question should not be completed by unconstituted organisations.

Q31. What would a larger grant enable you to do?

Tell us how you’d use a larger grant for example, would the people involved be able to take part more often, would you deliver different activities, would you increase the number of people you

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involve, would you reduce barriers to participation for people who are excluded, could you deliver your activities for longer.

This question should not be completed by unconstituted organisations.

Q32. If your organisation has applied or intends to apply to the Community Mental Health and Wellbeing Fund in other parts of Scotland please tell us which areas.

If you are not planning to deliver your project in other local authority areas, enter “none” here. If you will be working elsewhere, please tell us where.

Q33. Please provide contact details of someone who can act as an independent referee to endorse your application.

Name
Organisation
Email

We would expect that you have already asked them to act as your referee. We will share some information from your application with them. Please give their name, email address and their organisation.

Q34. Signature and Date

Please sign to confirm the above information is accurate to the best of your knowledge.

Please include with your application:

- A copy of your governing document. You might know this as your constitution, your Trust Deed or your Memorandum and Articles of Association. (Not required for Community Councils or Unconstituted Organisations)
- A copy of your most recent annual accounts (Not required for Unconstituted Organisations)
- A copy of a recent bank statement for the organisation. (Not required for Unconstituted Organisations)

All of the above documents should be in the name of your organisation.

If you are unable to supply these, you will need to tell us why.

Glasgow CVS
The Albany Centre, 44 Ashley Street, Glasgow G3 6DS 0141 332 2444
wellbeingfund@gcvs.org.uk