**Salford CVS**

**Emotional Wellbeing and Mental Health**

**Suicide Prevention Fund   
Guidance for Applicants**

September 2021

**Summary of the Fund Criteria**

* **Grants of up to £10,000** for Salford-based VCSE organisations undertaking projects working to prevent suicide
* **Key priorities for 2021-22**
  + Suicide Prevention and Economic Adversity   
    (e.g. relating to debt, housing advice, employment)
  + Suicide Prevention and Isolation
  + Suicide Prevention in Black, Asian and Minority Ethnic communities
* **Delivery period**: Dec 2021 – Nov 2022
* Organisations must be **full members of Salford CVS**
* **Turnover limit** for organisations of £2m
* Only **one application** per organisation   
  may be submitted
* **Closing date for applications:**   
  12:00 noon on Friday 29th October 2021

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**Emotional Wellbeing and Mental Health**

**Suicide Prevention Fund**

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**Section 1 – About the fund**

**What is the Suicide Prevention Fund?**

This Suicide Prevention Fund has been established to help the VCSE sector undertake activity which supports those presenting with low levels of emotional wellbeing and mental health with a view to reducing the risk of suicide.

This grants programme is supported by Salford Integrated Commissioning and utilises Greater Manchester mental health transformation funding.

**Funding principles**

Any bids received should incorporate (and will be expected to evidence) the following principles:

* Proposals should be trauma informed – this may mean working with trauma informed models of care and loss and recognition of adverse life experiences for adults.
* Co-production – bids should include people with lived experience in the design, development (and delivery where appropriate) of the support offer.
* Recognition of strength and resilience – bids should have a strengths based approach and should support the strengths and aspirations of individuals
* Collaborations between organisations are permitted and encouraged.

**Grants to address Suicide Prevention**

In this year’s Month of Hope (with Suicide Prevention Awareness Day taking place on the 10th September and World Mental Health Day being the 10th October) we are pleased to announce a small grants fund for projects up to £10,000 addressing suicide prevention.

Suicide prevention is everyone’s business and as such we are looking for projects to support awareness raising, training and outreach for adults in relation to suicide prevention. Salford’s Suicide Prevention Strategy provides an overview of the priority areas relating to suicide prevention for the next few years.

You can read more here:

[www.salfordccg.nhs.uk/live-well/mental-health/preventsuicide/salford-suicide-prevention-strategy](http://www.salfordccg.nhs.uk/live-well/mental-health/preventsuicide/salford-suicide-prevention-strategy)

**Our key priorities for 2021-22 are:**

* Suicide Prevention and Economic Adversity (e.g. relating to debt, housing advice, employment)
* Suicide Prevention and Isolation
* Suicide Prevention in Black, Asian and Minority Ethnic communities

We are keen to see peer support as a central theme to our suicide prevention work, in addition to support offers outside of core working hours (e.g. 9-5 weekdays).

Salford already offers an extensive suicide prevention approach through the CCG commissioned **‘Reach Out to End Suicide’** programme which is delivered by arts based mental health charity Start Inspiring Minds. Projects funded under this grant would be expected to complement this programme of work.

You can read more about this programme of work here:

[www.startinspiringminds.org.uk/our-projects/reach-out/](http://www.startinspiringminds.org.uk/our-projects/reach-out/)

Grants are available for suicide prevention programmes that focus on support for adults city-wide, Salford locality or specific communities in Salford. We are particularly interested in projects that focus on:

* Socioeconomic factors (e.g. money, employment) relating to suicide
* Those with no recourse to public funds
* Support to frontline workforce e.g. care workers, nurses, doctors
* Support to males
* People bereaved
* People falling between primary care and secondary care mental health services

**What will not be considered**

* Applications which do not demonstrate sufficient evidence of need for proposed activities.
* Applications which do not evidence how they propose to engage and recruit project beneficiaries and/or provide clear pathways for receiving referrals
* Applications for activity that fall outside the delivery period of December 2021 – November 2022.
* Applications to support core funding for existing services

**How much can you apply for?**

* Applications are invited for projects from £1,000 up to maximum of £10,000.
* Project budgets will be scrutinised and must only feature costs for essential project elements.

**Who can apply?**

Only organisations that meet the criteria below will be eligible to apply:

* This fund is open to voluntary, community or social enterprise (VCSE) sector organisations supporting priority communities most affected by COVID-19.
* All organisations must be **full members** of Salford CVS.
* Applications will only be considered from organisations based in Salford or with a track record of operating in Salford.
* Of those people being supported through this fund (the beneficiaries) 100% must be Salford residents.
* The turnover limit for organisations applying is £2m per year.
* Only one application per organisation may be submitted.

**What policies / other documentation is required?**

All organisations will be expected to have the following policies in place at the time of application:

1. Health and Safety policy
2. Equality/Diversity statement or policy
3. Public Liability Insurance (cost can form element of bid)
4. Risk assessments (including COVID-19 safety)
5. Safeguarding Adults policy
6. Safeguarding Children policy (if applicable to project activities)

**What support is available to applicants?**

Salford CVS can offer practical support to your organisation with developing policies, accessing volunteers, accessing wider funding, pre-application read-throughs/feedback etc.

For further information, visit our website at:

[www.salfordcvs.co.uk/development-support](http://www.salfordcvs.co.uk/development-support)

You can also contact our Development Team by phone 0161 787 7795 or email at: [office@salfordcvs.co.uk](mailto:office@salfordcvs.co.uk)

Also see our online Safeguarding in Salford resources: [www.salfordcvs.co.uk/safeguarding-salford](http://www.salfordcvs.co.uk/safeguarding-salford)

If you have any questions or concerns regarding completing the application please contact the Grants Team by phone 0161 787 7795 or email at: [grants@salfordcvs.co.uk](mailto:grants@salfordcvs.co.uk)

**How to apply**

Please read this guidance in full to ensure your organisation and project application meets the criteria.

Also please ensure you have read our [Terms and Conditions of Grant Funding](https://www.salfordcvs.co.uk/system/files/Salford%20CVS%20Terms%20and%20Conditions%20for%20Grants%20and%20Investments.pdf)

Organisations that wish to apply will need to complete the application form and submit it by email to [grants@salfordcvs.co.uk](mailto:grants@salfordcvs.co.uk) in WORD or PDF format (ideally not as a scanned PDF). Alternatively, they can be posted to: Salford CVS, The Old Town Hall, 5 Irwell Place, Eccles, M30 0FN

**Find out more at our ‘Meet the Funder’ session**

**Thursday 30th September 2021**

1.00pm – 2.00pm

On ZOOM

**To book your place**, please email your name and organisation to:

[grants@salfordcvs.co.uk](mailto:grants@salfordcvs.co.uk)

**When is the closing date for applications?**

The fund will close to applications at **12:00 noon on Friday 29th October 2021**.

Late applications will not be considered.

**How will applications be assessed?**

On receipt of applications Salford CVS will undertake a number of eligibility checks. All applications that are eligible will be independently scored by a panel including representatives from Salford City Council, NHS Salford CCG and Salford CVS.

This assessment panel will then meet to agree the awards and provide feedback on unsuccessful applications. The Panel’s decision will be final. Decisions on all awards will then be ratified by Salford CVS before offer letters are issued.

**When will we hear the outcome?**

All applicants will be informed by email by Tuesday 30th November 2021. Unsuccessful applicants will be provided with a brief summary of feedback from the assessment panel.

**If successful, when will we receive the grant?**

On receipt of an offer letter from Salford CVS organisations will need to complete and return an ‘Acceptance of Grant Form’ together with an invoice for the full grant amount. For organisations that have not received a grant from Salford CVS before (or changed bank account since their last award) we will also require proof of bank details. This can take the form of a scan or photo of a bank statement or paying-in slip.

On receipt of these documents Salford CVS will then issue the grant by bank transfer, typically within 5 working days. The full grant amount will be paid upfront in line with the ‘Principles of Good Grant Giving’ which Salford CVS adheres to.

**How long will we have to spend the grant?**

All organisations receiving a grant will have up to 12-months from the date of the offer letter to spend the grant.

**How will our project be evaluated by Salford CVS?**

Salford CVS’ has a three-fold approach to evaluation:

* **Assessing impact** – the difference your project made in words, numbers, stories, quotes and photos
* **Gathering learning** – what you have learned as an organisation, how your organisation has developed and what you would do differently next time
* **Providing assurance** – demonstrating good management of public money

In practical terms this will mean providing feedback to Salford CVS in the shape of a simple report form when your project is completed. We may also select your project for a monitoring visit (in person or remotely) to help us understand how you are getting on and if you’re in need of any support.

As guardians of public money Salford CVS requires all funded organisations to keep receipts for all project spend after your project completes. Salford CVS undertakes a number of spot-audits every year and you may be asked to provide evidence of your spending.

With your help in providing simple feedback we can demonstrate how grants and investments can make a real difference to the health and wellbeing of local people. This is important in helping us report back to our funders and wider partners, and helps secure investment in our sector over the years to come.

**Any further questions?**

Please contact the Grants Team by phone 0161 787 7795 or email at: [grants@salfordcvs.co.uk](mailto:grants@salfordcvs.co.uk)

**Section 2 – Completing the Application Form**

Several questions are formally scored by the assessment panel. These are clearly marked on the application form and show the maximum points available.

About your organisation

**Question 1)** – Please give your Organisation’s full name

**Question 2&3)** – Please give **two** contact names, telephone numbers and email addresses. This helps us manage your grant should you be successful.

**Question 4)** – Please don’t assume that your organisation is a member of Salford CVS just because you receive regular eNewsletters from us. If in doubt, please phone us on 0161 787 7795 to check.

If you are not a member you will not be eligible to apply; to be eligible for future grants you can apply online at: [www.salfordcvs.co.uk/membership-0](http://www.salfordcvs.co.uk/membership-0)

**Question 5)** – Please provide your organisation’s turnover (revenue / income) for the most recent financial year.

**Question 6)** – Please restate your Organisation’s full name

**Question 7)** – Please tell us how your organisation is constituted. Unincorporated Organisations / Community Groups will not have an Organisation Number.

**Question 8)** – Please state which policies your organisation has in place or needs to develop.

**Questions 9a&b)** – This may include the experience, skills and expertise of your organisation and/or your staff team

**Questions 10&11)** – Please tell us if you propose to work in partnership with another VCSE organisation (or organisations).

**Note re partnership applications:** You’ll need to complete a copy of Page 1 of the application for each additional partner. Also please explain the role of each partner in Question 11. The lead partner will be considered the accountable body for all spend and reporting purposes.

About your project

**Question 12)** – Please give your project a memorable name. This helps us identify your project should your application be successful.

**Question 13)** -Please give a short, accurate description of your project in 50 words.

**Question 14)** – Please select the priority or priorities that your project will be seeking to address.

**Question 15)** – Please estimate the number of people who will directly benefit from participation in this project (project beneficiaries). There is no ‘right’ answer to this question. We prefer to see realistic numbers that reflect your ability to deliver effective support. i.e. your numbers may be low due to the level of support required.

**Question 16)** – Please give approximate start and finish dates for your project activity. If successful, your funding is expected to be fully spent by Nov 30th 2022.

**Question 17)** – Please give details of the areas (e.g. neighbourhoods or wards) of Salford which will benefit from this project.

**Question 18)** – Please indicate whether this project is new or an expansion of an existing project.

**Questions 19a&b)** – Please describe how those with lived experience or from equalities groups have helped shape the project design and development.

**Question 20)** – Please explain how you plan to engage and recruit project participants to fill all the places you will have available. If you plan to receive referrals from other organisation, please state which organisations will provide referrals and how you will manage these

**Question 21)** – How will your proposed project help address suicide prevention and support those at risk of suicide. Also what support will be offered to your project beneficiaries?

**Question 22)** – Please give full details of practical elements of what this project will deliver. Please don’t assume the panel has prior knowledge of your organisation or your typical activities. Include details of what, when (duration), how and who (in terms of staff and/or volunteers) will deliver the project etc. Please be clear about what activities are specific to this project.

**Question 23)** – We want you to tell us how you can evidence progress in delivering your project. What practical things can you measure to evidence success?

How you measure these outcomes may be very simple (e.g. number of support sessions) or involve seeking feedback from your beneficiaries (e.g. GAD 7 questionnaires, case studies, quotes, photos etc.).

Ultimately we want you to tell us how you plan to evidence the **difference your project has made** to the people you support.

Maximising the benefits for Salford

**Question 24)** – Salford CVS is an accredited Living Wage Funder. This means we support all staffed organisations in paying a minimum wage of at least £9.50 per hour as set by the Living Wage Foundation. We also actively encourage organisations to become an accredited [Living Wage Employer](https://www.livingwage.org.uk/become-a-living-wage-employer). If you don’t employ staff, please tick the ‘not applicable’ box (N/A).

For your information, please see below for the annual Living Wage Employer accreditation fees (January 2020) for VCSE organisations (before VAT):

|  |  |
| --- | --- |
| Number of Employees\* | Living Wage Employer accreditation fees (Jan 2020) |
| 0 - 10 | £60 |
| 11 - 50 | £120 |
| 51 - 250 | £240 |
| 251+ | £480 |

\*this includes regular third party contractor staff.

**Question 25)** – As leading member of the [Social Value Alliance](https://www.salfordsocialvalue.org.uk/) Salford CVS wants to ensure that as much of its grant monies as possible are spent in Salford, ideally through buying goods and services from local independent businesses or fellow VCSE sector organisations. This helps to support our local economy.

The opposite of this approach is to buy directly from large chains or corporations. Amazon for example has been identified as the [worst company for aggressive tax avoidance](https://www.theguardian.com/business/2019/dec/02/new-study-deems-amazon-worst-for-aggressive-tax-avoidance) which deprives our government of much-needed funds for schools, hospitals, local services etc. If you do feel pressured to occasionally use Amazon, then buy from Amazon Marketplace which supports independent suppliers.

**Question 26)** – Whilst your project may be focused on particular health and wellbeing outcomes, the way you deliver it might deliver wider benefits for the people, economy and environment of Salford. For example, you might be supporting the mental health of people via a food growing or tree planting project; or you might provide volunteering or training opportunities that boost people’s chance of employment.

About the money

**Question 27)** – Please give an overview of what your project will cost by describing each item and breaking down your calculation so we can see how you’ve arrived at the cost for each item. See some examples below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Examples** | | **Description of item** | **Breakdown of calculations** | **Item cost** | **Amount requested** |
| **1** | **Acceptable:** | Support Worker | 10hrs/wk @ £18.75ph x 20 wks | £3,750 | £3,750 |
| **Not acceptable:** | Support Worker | Part-time x 20 wks | £3,750 | £3,750 |
| **2** | **Acceptable:** | Venue hire | 5hrs/wk @ £30ph x 20 weeks | £3,000 | £3,000 |
| **Not acceptable:** | Venue hire | Several hours a wk | £3,000 | £3,000 |
| **3** | **Acceptable:** | Refreshments | £30 per session x 2 sessions/wk x20wks | £1,200 | £1,200 |
| **Not acceptable:** | Refreshments | Over 20 sessions | £1,200 | £1,200 |

The ‘item cost’ figure may be the same as the amount you’re requesting. If you have other funding, you may only need a contribution (see example below).

|  |  |  |  |
| --- | --- | --- | --- |
| **Description of item** | **Breakdown of calculations** | **Item cost** | **Amount requested** |
| Salary of Support Worker | 10hrs/wk @ £18.75ph x 20 wks | £3,750 | £2,000 |

Therefore, the total cost of the project may be more than the amount you’re requesting. If this is the case, please include the other sources of funding which will support this project and whether the money has been secured or whether an application is pending. Such match funding is desirable but not essential.

**Questions 28a&b)** – Please tell us if your organisation has a bank account. If not, please tell us if you need a holding account at Salford CVS.

Please attach

* Please tick to confirm you are enclosing a copy of your Safeguarding Adults Policy.
* If your project activity involves working with children, you must submit Safeguarding Children policy with your application.

Declaration

Please confirm that you have read the [Terms and Conditions](https://www.salfordcvs.co.uk/system/files/Salford%20CVS%20Terms%20and%20Conditions%20for%20Grants%20and%20Investments.pdf) of this grant by giving the name and role of the lead applicant.