**General Guidance Notes for Those Applying For**

**Making Life Better Through COVID Short Term Funding Programme**

**LEVEL 1**

**2020-2021**

**Closing Date: 6th August 2020 at 12 noon**

Please read these guidance notes carefully before applying.

**Introduction**

The Public Health Agency (PHA) have identified non-recurring funding to improve the resilience of the community and voluntary sector during and following the COVID-19 pandemic by supporting them to address the themes / priorities including:

**Mental & Emotional Well-being & Suicide Prevention & Self Harm**

**in line with Making Life Better (Public Health Framework & the Protect Life 2 Suicide Prevention Strategy**

**Impact Network NI** has been askedto facilitate this process &are inviting organisations to apply for projects within **Antrim, Newtownabbey and Carrickfergus.**

**Advised Themes**

* Projects that encourage communities to be pro-active in promoting positive mental & emotional well-being & suicide prevention through working with the Take 5 Steps to Wellbeing (Connect, Be Active, Keep Learning, Give & Take Notice**)** Link to Take 5 Steps to Wellbeing: <http://mindingyourhead.info/main-menu/five-steps-mental-wellbeing>
* Projects that build sustainable resilient communities
* Projects that promote innovative interventions/programmes that promote positive mental & emotional well-being & suicide prevention & that support communities to respond to the impact of COVID-19 with particular emphasis on developing resilience and recovery

**Background to Funding Programme**

This investment will provide direct support to communities in responding to the impacts that the COVID-19 pandemic has had on our communities.

In response to the Making Life Better Framework and the Government’s Suicide Prevention Strategy *'Protect Life 2,*a wide range of local initiatives are commissioned with the Public Health Agency & relevant agencies. **The Northern Locality Public Health Agency** have in place a cross sector partnership which work together to ensure the strategy is implemented on a local basis & ultimately Promote Mental & Emotional Well-Being & Suicide Prevention & reduce the number of deaths by suicide. Limited funding is available. Given the dynamic and challenging environment that we are currently experiencing with the impact of COVID-19 (Coronavirus) it is important to take a measured and pragmatic approach to ensure the wellbeing for all our communities

The Applications will be assessed on the ability of the group to implement projects within a specific timeframe that will potentially improve mental & emotional well-being & suicide prevention.

**Types of Grants**

**Level 1:** Up to £1,000 for non-constituted & constituted non-profit taking Community/Voluntary sector groups 

**Eligibility Criteria**

Projects must take into consideration information regarding COVID-19 regulations in Northern Ireland. Some useful sources of information on Covid-19 are outlined in Appendix 1.

* Funding **MUST** be spent by **29th January 2021, allowing for submission of all evaluation returns by 26th February 2021**
* Your project **MUST** fit within the advised themes
* Your project will run within the Northern Trust Locality (If applying to Impact Network NI it must run in the areas outlined above)
* Only 1 application per organisation at level 1 or level 2
* Impact Network NIwill pay for direct invoices/items needed under the provider/applicant. Invoices **MUST** be clearly made out to & submitted to Impact Network NI& not to your organisationensuring your **unique reference number is visible & BACs payment details** are included. Invoices **MUST** be submitted for paymentas they are received by the group.
* Applicants may wish to consider (<http://bit.ly/MHstandards>).to strengthen applications.
* Should you wish to use a standardized assessment tool (in addition to the mandatory Post Project Evaluation Form) you can view these on [www.healthallianceni.org](http://www.healthallianceni.org).

**Assessment Criteria**

Applications for Level 1 Grants will be **assessed using the following criteria:**

* Applicable Groups/Organisations – are local ‘grass roots’ groups. Applicants may apply to work with relevant & suitably qualified larger organisations as part of their given project to help build sustainable resilient communities through positive collaboration
* Groups with a total annual income over £100,000 will not be considered
* Funding is open to applications for projects in the areas of Mental & Emotional Well-being & Suicide Prevention. Applicants **MUST** evidence how their project will meet one or more of the advised themes
* Applicants **MUST** ensure that budgeted costs are realistic & value for money

**Please note: Performance management of previous awards funded through this programme WILL be considered.**

**Examples of what we will fund:**

Training and awareness events for example:

* Necessary mitigations to deliver programmes / activities in line with COVID-19 regulations in Northern Ireland
* Information or skills-based workshops, seminars etc (Organisations in the Northern Area Training Directory for Mental & Emotional Well-being, Suicide Prevention & Self Harm) can be funded through the small grants scheme if funding is not duplicated). If you have provided information for training, not provided by organisations in this Directory your application will need approved by PHA for eligibility, prior to our assessment stage. Groups **MUST** ensure all providers are qualified and have the appropriate insurance cover. We may request qualifications/certifications/relevant experience for reassurance & to ensure safe practice
* Transport to local facilities, venue hire, facilitators
* Reimbursement of volunteer expenses e.g. use of home printer for flyers etc
* Hospitality will only be paid where it is integral to the project e.g. lunch for delegates at an event. A maximum £5/person for light refreshments and £10/person for a full day session. The room hire rate should be considered carefully, using community halls where appropriate. Gratuitous hospitality or alcoholic beverages will not be covered
* Capital costs such as items of equipment, will only be paid where they are integral to the project e.g. one-off devices, software & technical equipment to deliver services online or via phone. A maximum of 50% of total project cost for Level 1 Application

Initiatives that combat effects of social isolation e.g. loneliness, mental health & other problems for example:

* Telephone or group online support
* Delivering digital inclusion activities e.g. parents & toddlers holding online singing & story telling sessions
* Delivering digital inclusion well-being activity that can be delivered remotely e.g. mindfulness / self-care programmes that promote & support people to stay connected
* Deploying resources to bring help & support to the needs of isolated people e.g. Delivering food, coordinating the delivery of other essential supplies, & dog walking etc

Self-help initiatives for example:

* Guided programmes that can support individuals and communities manage e.g. anxiety, worry and general wellbeing as a response to COVID-19.
* Art and creative therapies such as drama, writing, painting, crafts etc.
* Physical activity programmes – dance, walking, yoga, gardening, allotment etc.

Life skills initiatives for example that are linked to the ‘Take 5’ Steps to Wellbeing:

* Mood management
* Coping skills
* Self-esteem/ resilience building
* Practical support to boost & protect Mental Health & Emotional Well-Being

Initiatives that address risk factors for example:

* Relationship/ communication issues
* Bereavement support
* Sexual Orientation
* Financial Stress
* Unemployment

**Examples of what we do not fund:**

* Prizes/trophies
* Salaries
* Counselling
* Building costs
* Work carried out prior to the approval of the funding
* Loan repayments
* Bank Charges
* Retrospective costs
* Donations
* DVD’s, Films, Apps
* Applications from individuals
* Activities that do not fit within the advised themes
* Public Remembrance walks/talks (only support events for service users/clients connected to a particular core service/organisation will be considered)
* Core running costs such as heat, light and recurrent activities
* Unreasonable costs e.g. when commissioning external services excessive facilitation fees.
* Charging a Fee – applicants cannot charge a fee/entry charge when the costs are being covered by this funder.

**Important Information about eligibility**

It is essential that all awarded projects / groups promote the range of services available in theNorthern Locality, Z-Card ‘Directory of services 2020’ to help improve mental health and emotional well-being (all available electronically on request) & help to address the determinants of poor health & reduce health inequalities by increasing the delivery of resources, programmes & / or services to areas of higher need.

All applicants **MUST** provide a copy of their Child & Vulnerable Adult Protection Policy, if relevant to the projects target group. If you need further guidance or advice with this, please contact: Impact Network NI, Email: info@impactnetworkni.org

**Making an Application:**

* Applications will be assessed using the criteria as stated previously
* Applications **MUST** be completed using the Impact Network NIApplication Form, available to download from [www.healthallianceni.org](http://www.healthallianceni.org).
* No continuation sheets will be considered, so please ensure that you keep your answers within the confines of the Application Form
* All required accompanying documentation as advised **MUST** be supplied with the application to be considered complete. Without this the application will be deemed ineligible & will not be considered for funding. It is the responsibility of the applicant to ensure that they have fully completed the application, please refer to & complete the checklist on the application form before submission.

**Additional Information**

It is anticipated that assessment of applications will be completed & **Letters of Offer issued by the end of August/early September 2020.**

**What happens once your application has been received?**

1. Your application will be reviewed by Impact Network NIfor eligibility to process for assessment
2. If eligible, the application will proceed to assessment
3. If you are successful a Letter of Offer will be submitted (by email) to your group outlining how to proceed with your activities
4. If ineligible to process onto assessment or unsuccessful upon assessment, a letter (by email) will be issued by Impact Network NIoutlining details & offering guidance if applicable. Unsuccessful applicants will have 2 weeks from the date stated on their LOO to request written feedback, which will be provided by Impact Network NI.

The **Letter of Offer** issued to successful applicants is an agreement between Impact Network NI& the applicant. It includes several binding conditions, which will effectively operate as a contract, under which the project should be operated.

**Authorised Signatures**

Please ensure two duly recognised officers in your organisation sign the application form & that the declaration is signed, electronic signatures are acceptable.

The signatories **MUST** be: (a) a contact person for the organisation who is familiar with the application (b) the person who will sign the contract if your application is successful.

Please ensure the contact person named on your application is the person who will oversee your project. Impact Network NI will use this information only to communicate with funded groups.

**Forward completed applications to:**

[**info@impactnetworkni.org**](mailto:info@impactnetworkni.org) (preference) or post to Unit 6 & 7 Arches House, 38-40 Main Street, Randalstown, BT31 3AB.

Please note there is no post/letterbox available and the office is closed due to Covid-19. If you must drop off your completed form please call in advance to arrange for a staff member to meet you, 028 9447 8645.

**Closing date Thursday 6th August 12noon**

Submit to [info@impactnetworkni.org](mailto:info@impactnetworkni.org)

**Late or incomplete applications will not be considered**

Electronic applications **WILL BE** accepted with a request for original signature at letter of offer stage.

**Appendix 1 - Useful information in relation to COVID-19 for workplaces**

**NI Business guidance**

<https://www.nibusinessinfo.co.uk/sites/default/files/Covid-19-Working-Through-This-Together_0.pdf>

**UK government guidance**

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres#offices-3-4>

**UK government guidance relating to PPE, cleaning, decontamination etc.**

[https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-controlhttps://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control](https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-controlhttps:/www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control)

**Labour Relations Agency – advice for employers and employees**

<https://www.lra.org.uk/covid-19-advice-employers-and-employee> s

**NI Direct – advice for workers**

<https://www.nidirect.gov.uk/articles/coronavirus-covid-19-advice-workers>

**Department of Health general coronavirus advice and links**

<https://www.health-ni.gov.uk/coronavirus>

**Public Health Agency – key site for general coronavirus advice and guidance**

<https://www.publichealth.hscni.net/covid-19-coronavirus>

**Public Health Agency – Resources for managers and support for people with learning difficulties and/or autism**

<https://www.publichealth.hscni.net/covid-19-coronavirus/guidance-hsc-staff-healthcare-workers-and-care-providers/staff-health-and-0>

**Public Health Agency – Coronavirus advice for people with learning disability**

<https://www.publichealth.hscni.net/publications/coronavirus-advice-people-learning-disability>

**Table 1 - Northern Ireland Multiple Deprivation Measures Super Output Areas in Northern Area in the top 20% most deprived**

|  |  |  |
| --- | --- | --- |
| **Areas** | **Super Output Area** | **Please TICK** |
| **Antrim** | Farranshane |  |
| Ballycraigy |  |
| Steeple |  |
| **Ballymena** | Ballee |  |
| Moat |  |
| Ballykeel |  |
| Dunclug |  |
| Castle Demesne |  |
| Fair Green |  |
| Harryville |  |
| **Ballymoney** | Newhill |  |
| **Carrickfergus** | Northland |  |
| Sunnylands |  |
| Love Lane |  |
| Killycrot |  |
| Gortalee |  |
| **Coleraine** | Ballysally 1 |  |
| Central Coleraine |  |
| Cross Glebe |  |
| Churchland |  |
| Royal Portrush |  |
| **Cookstown** | Ardboe |  |
| Pomeroy |  |
| Dunnamore |  |
| Killymoon |  |
| Stewartstown |  |
| Killycolpy |  |
| **Larne** | Ballyloran |  |
| Antiville |  |
| Craigy Hill |  |
| Central Larne |  |
| **Magherafelt** | Glebe 2 Magherafelt |  |
| Maghera |  |
| **Moyle** | Armoy, Moss-side & Moyarget |  |
| Knocklayd |  |
| Ballylough & Bushmills |  |
| Glentaisie & Kinbane |  |
| **Newtownabbey** | Dunanney |  |
| Monkstown 1 |  |
| Valley 2 |  |
| Coole |  |
| Mossley 2 |  |
| Carnmoney 1 |  |
| Whitehouse |  |
| Ballyclare South 1 |  |
| Glengormley 2 |  |
| Cloughfern 2 |  |
| **Other Area** |  |  |

20% Most deprived SOA 25-30% Most deprived SOA

20-25% Most deprived SOA