

Making Life Better through COVID 19 Short Term Funding Programme

Community Networks in the Northern Area

General Guidance Notes

CLOSING DATE: Thursday 6th August 2020 @ 12 NOON

INCOMPLETE APPLICATIONS OR APPLICATIONS RECEIVED FOLLOWING THIS TIME WILL NOT BE CONSIDERED.

NB: All Projects must be completed by 29th January 2021 (allowing for submission of all evaluation returns by 26th February 2021).

Please read these guidance notes carefully before considering making an application under any of the advised themes covered by this programme.

Introduction

The Public Health Agency (PHA) has identified funding to improve resilience and the health and wellbeing of individuals and communities by supporting community and voluntary services during and following the COVID-19 pandemic. The funding aims to enable and encourage healthy lifestyle choices and address the wider determinants of health.

The funding will support a range of strategic themes and priorities including:

- 'Making Life Better' (Public health framework) priorities
- Protect Life 2 Suicide Prevention Strategy
- Mental Health, Emotional Well-being, Suicide Prevention and Self-Harm

Impact Network NI has been asked to facilitate this process and as such are inviting community and voluntary sector organisations to apply for **funding** to address the outlined themes.

Aims

- Support communities to respond to the impact of COVID-19 with particular emphasis on developing resilience and recovery of ‘at risk’ and vulnerable communities.
- Encourage communities to be pro-active in promoting positive mental health and emotional wellbeing and tackle the contributing factors of self-harm and suicide through the ‘Take 5’ Steps to Wellbeing.
- To achieve better health and wellbeing for everyone and reduce inequalities in health by creating the conditions for individuals and communities to take control of their own lives and move towards a vision for Northern Ireland where all people are enabled and supported in achieving their full health and wellbeing potential (‘Making Life Better’).
- To enhance community capacity to prevent and respond to suicidal behaviour within local communities (Protect Life 2 (PL2) 2019-2024).
- To build sustainable resilient communities through positive collaboration of organisations/groups.
- Promote innovative interventions/programmes that promote positive mental health and emotional wellbeing and tackle the contributing factors of self-harm and suicide.
- Address the determinants of poor health and reduce health inequalities by increasing the delivery of resources, programmes and/or services to the top 20% most disadvantaged neighbourhoods.
- Encourage resilience and capacity in vulnerable high risk groups including LGBT, migrant and ethnic minorities, homeless, abuse/conflict including sexual abuse and domestic violence, “looked after” and care experienced children, PTSD as a consequence of the conflict, long-term unemployed, farming, military, dentistry, “low status” occupations, Men, areas of deprivation, those in contact with the justice system, mental illness including addition disorder, traveller community, those shielding or impacted by Covid-19.

Background to Funding Programme

The PHA plan to deliver a short term funding programme which will allow the community and voluntary sector to improve health and wellbeing outcomes for specific groups or communities by implementing small scale targeted initiatives that will address the themes and objectives outlined in Making Life Better, Protect Life 2, Delivering together and the PHA Corporate Strategy. This investment will provide direct support to communities in responding to the impacts that the COVID-19 pandemic has had on our communities. The PHA commission a range of services from community and voluntary sector providers in response to the Government's NI Regional Public Health Strategy – Making Life Better.

This funding scheme provides the sector with the opportunity to access small non-recurring funding for projects that can demonstrate contributions to building capacity, emotional resilience and mental and emotional wellbeing. 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 Public Health Agency are keen to fund programmes founded on evidence based practice with a particular focus on those using one or more of the 'Take 5' Steps to Wellbeing' which suggest that emotional wellbeing can be improved by building the following into our daily lives:

1. Connect
2. Be active
3. Keep learning
4. Give to others
5. Take Notice

(Further information can be found at <http://mindingyourhead.info/main-menu/five-steps-mental-wellbeing>).

The Community Networks in the Northern Area, has been commissioned by the PHA to facilitate this short-term funding programme. There are limited resources available therefore applications will be assessed on

the ability of the group to implement projects within a specific timeframe and will have the potential to meet funding aims.

Types of Award

Two types of awards are available under this scheme. *Applicants must adhere to the following preconditions. Failure to do so will result in your submission not being considered.*

Award One – Eligibility Criteria

- Funding of up to up to **£1,000 (non-constituted and constituted non-profit taking Community / Voluntary Sector groups)**.
- It is expected, and will be a condition of the funding, that a level of good governance is observed in the running of the group.
- Provide relevant background / qualifications / knowledge and experience for trainers / tutors or facilitators – if you need any further guidance on this, please contact: **Impact Network NI** on 028 9447 8645 or email info@impactnetworkni.org.
- **Impact Network NI** will pay for direct invoices/items needed under the provider/applicants.

Award Two – Eligibility Criteria

- Funding between **£1,001 - £5,000 for constituted, non-profit taking Community / Voluntary Sector Groups** (*You have adopted a constitution and/or articles and memorandum of association*)
- As a commissioned service Community Voluntary Sector organisations are required to consider the implementation of the PHA Quality Standards for services promoting mental health and emotional wellbeing and suicide prevention (<http://bit.ly/MHstandards>). Should your application be successful, as a minimum, your organisation should undertake a self-assessment against the core standards contained within the document (and additional sections if relevant to this project).

Both Awards – 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**.
- It is **not** envisaged that monies available under these funding streams will be used as gap funding for projects which are already in development.
- **All Projects must be completed by 29th January 2021 (allowing for submission of all evaluation returns by 26th February 2021).**
- If constituted,
 - enclose your most recent annual accounts (or, for new groups, a statement of your income and expenditure). **These must be signed and approved by an office-holder.**
 - provide a copy of your Committee Members.
 - provide a Child Protection / Vulnerable Adults Policy (if applicable).
- Your project fits within the advised themes.
- Your project will run within the **area stated in the application form**
- Organisations **can only apply for either Award One or Award Two but not both** and only one application per organisation for delivery within the area stated on your application will be accepted. Please note: If applying for more than one area a separate application form must be submitted for each area. **Please ensure you complete the correct application form** for the area in which your group and project will run. These are listed on our www.healthallianceni.org website under 'Funding'.

Assessment Criteria

Applications for both awards will be assessed using the following criteria:

- Extent to which the application meets funding aims (see page 2):
- We want individuals and communities to be active in improving their own health, therefore applications must demonstrate the level of community involvement including how the need for this project

- was identified at community level.
- Applicants **MUST** evidence which priority theme they are seeking to address.
 - Applicants **MUST** evidence how their project is informing how a specific issue is being addressed.
 - Realistic and achievable aims, objectives and outputs.
 - Projects that contribute to models of good practice and evidence of effectiveness.¹
 - Projects that clearly outline how the project will be monitored and evaluated.
 - Value for money / Reasonableness of costs.
 - Previous Experience.

Please note: Management and administration of previous awards funded through this stream **will** be taken into account.

What we won't fund:

Examples of what we do not fund include:

- Any activities that do not meet COVID-19 regulations in Northern Ireland.
- Counselling (note: can fund CBT life-skills programmes, not CBT therapy).
- Research.
- One-off sessions in schools.
- Building costs / adjustment to office space / permanent fixtures
- Retrospective applications.
- Work carried out prior to the approval of the funding.
- Loan repayments.
- Bank Charges.
- Residential
- Activities that do not fit within the advised themes.
- Unreasonable costs e.g. when commissioning external services **excessive** facilitation fees will not be funded.

¹ Groups who have run similar programmes previously will be expected to outline the outcomes, benefits and evaluation and show how they are building upon the previous programme.

- Videography (e.g. DVD's, films, etc), apps and leaflets unless there is evidence of effectiveness of content (excluding promotional materials around the project)
- General running costs not related to the specific project for which funding is sought.
- Applications from individuals.
- Endowments.
- Applications in which equipment/resources/materials costs constitute more than 50%.
- Activities promoting political or religious beliefs (does not preclude faith-based community groups applying for activities related to the aims of the scheme).
- Donations (to individuals, groups or charities).
- Affiliation or membership fees.
- **Existing** staff costs where funding is currently being received from another funder.
- Provision of regular meals/food services. Hospitality will only be paid where it is integral to the project. **Gratuitous hospitality or alcoholic beverages will not be covered.**

Examples of what we will fund:

- Necessary mitigations to deliver programmes / activities in line with COVID-19 regulations in Northern Ireland.
- Existing staff costs **may be considered** where work undertaken is in addition to current duties and where monies are not currently being received from another funder for the provision of same. You must provide a rationale / calculation of how the figure was reached e.g. number of hours x hourly rate and guarantee that this does not represent double funding or duplication of an existing service.
- Programmes that can share information or skills in line with the pathway to recovery e.g. information or skills based workshops, seminars etc. (current PHA endorsed/funded training programmes and providers can be funded through this short term funding scheme if funding is not duplicated.)
- Expenditure applicable and integral to the programme.

Self-help and life skills 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.
- Initiatives linked to the *'Take 5' Steps to Wellbeing*.
- Mood management.
- Coping skills.
- Self-esteem/ resilience building.
- Practical support to boost and protect mental health and emotional wellbeing.

Initiatives that address risk factors (some of which will likely have an impact upon the mental wellbeing of our population during the COVID-19 pandemic) - for example:

- Social distancing and isolation
- Relationship / communication issues
- Bereavement support
- Unemployment
- Financial hardship
- Inability to access services
- Stress
- Gender Identity
- Sexual Orientation

Note – behaviour change on short term interventions on alcohol, diet, physical activity, sexual behaviour and smoking are proven to be effective over a 6-12 week period.

*** It is essential that all awarded projects / groups:**

- Promote the range of services available in the **Z-Card 'Directory of services' relevant to your area** to help improve mental health and emotional well-being' to bring comfort, hope and support to as many people as possible across the area.

Making an Application

- Applications will be assessed using the criteria as stated previously.
- Applications must be completed using Impact Network NI's Application Form for the localities of **Antrim, Newtownabbey and Carrickfergus**.
- No continuation sheets will be considered, so please ensure that you keep your answers within the confines of the Application Form and within the stated word limit.
- All required accompanying documentation as advised must be supplied **with the application to be considered complete. Without this the application will be deemed ineligible and will not be considered for funding.**

Additional Information

It is anticipated that assessment of applications will be completed and decisions issued early September, however this date is subject to change.

What happens once your application has been received?

1. After the closing date, your application will be reviewed by Impact Network NI for 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 to assessment or unsuccessful upon assessment, a letter will be issued (via email) by **Impact Network NI** notifying you that you have been unsuccessful and giving you information of the appeals process.

The Letter of Offer / Agreement to successful applicants will include a number of **binding conditions** which will effectively operate as a contract, under which the project/initiative should be operated.

You will be required to report back on outputs and outcomes using the mandatory **Post Project Evaluation Form** provided by Impact Network NI. If you have chosen to use a validated outcome monitoring tool

(question 13 Application Form) you will also be required to submit this information to Impact Network NI.

Authorised Signatures

Please ensure **two** duly recognised officers in your organisation sign the application form and that the declaration is signed. 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 in the event that your application is successful, one of which must be the Chairperson, Chief Executive or most senior staff member.

Failure to include two signatures on the application form will render your application invalid. By inserting your signatures, **you are confirming** that the information is correct, and you have been authorised by the governing body of your organisation (the board or committee that runs your organisation) to submit this application.

Completed Application Forms

Applicants are responsible for ensuring the application is submitted in a timely manner. Impact Network NI assumes no legal liability or responsibility resulting from any information technology problems when submitting the application.

Completed application forms and supporting documents will be accepted by email (before 12 noon on Thursday 6th August 2020) to **info@impactnetworkni.org** (preference) or by post to Unit 6 & 7 Arches House, 38-40 Main Street, Randalstown, BT41 3AB. Please note the office is not open due to COVID-19. If you must drop off a completed application, please ensure you ring in advance to arrange for a member

of staff to meet you. There is no post/letterbox available, call 028 9447 8645.

Please note for email applications:

- Electronic (scanned) signatures are acceptable for email applications.
- Ensure subject line states, 'short term funding application' and the area applied for e.g. Short term funding application [Name of area].

Closing date: Thursday 6th August 2020 @12noon

Applications and all relevant supporting documentation must be received on or before the above date.

Incomplete applications or applications received after this time will NOT be considered.

* Please remember to keep a copy of this application for your own record.

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

NI Business guidance

https://www.nibusbusinessinfo.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-control>
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Labour Relations Agency – advice for employers and employees

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

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>