

MENTAL HEALTH PROMOTION FUND GUIDANCE NOTES

Wave 6 2016 – 2017



MENTAL HEALTH PROMOTION FUND

Wave 6

2016 - 2017

Contents	Page
1. Mental Illness Prevention Strategy	2
2. Information on Lincolnshire's Community Support Networks	11
3. Who can apply?	15
4. How much money is available and how much can I apply for?	15
5. What can the funding be used for?	16
6. FAQs	16
7. What will be expected of me in terms of performance monitoring?	17
8. Data Protection	18
9. Help and Advice	19
10. Terms and Conditions	19
11. Guidance on Governance	20
12. Guidance on Safeguarding	22
13. Application Process	25
14. Submitting Applications	27

1. Mental Illness Prevention Strategy 2016 - 2017

Introduction and background

Since 2011 Lincolnshire Partnership NHS Foundation Trust has been working with key partners to implement a Mental Illness Prevention Strategy. The focus of this work has been the establishment of a “Managed Care Network” of groups and organisations to offer support to people with mental health issues in Lincolnshire.

Aims

We want to:

- improve people’s understanding of what helps to prevent mental illness,
- see more help available to people to prevent mental illness, and to recover from period of mental ill-health.

We will continue to work with Lincolnshire County Council to provide funding to organisations and groups who can help to improve people’s lives.

When we talk about ‘prevention’, we mean:

- Helping adults of all ages who have already lived through a period of mental illness. We want to reduce the risk of it happening again, so they can enjoy a good quality of health and life,
- Helping adults of all ages who are living with mental illness for the first time. We want them to get the help they need as soon as possible to ease their illness,
- Promoting positive mental health for people of all ages.

What does this mean for people with mental health problems?

- People know what help is on offer, and they know how to get help when they need it,
- If service users, services, and support networks work closely together they can spot when someone starts to feel ill and get the right help to them quickly so that things do not get worse,
- When people start to feel things are getting worse, simple help and easy to access support can help them to avoid a crisis,
- Funding things that make a difference and help make people’s lives better.

The Mental Health Promotion Fund

Investing to make a difference now and in the future

So far, we have invested around £1.5million in groups and organisations across the county. In 2016-17 we estimate that we will invest a further £330,000 to make a real difference for people now, and to create a foundation we can build on in the future.

We invest in existing volunteer groups and other organisations to add value to the services and support that they already provide. We will also be looking to fund new groups and organisations.

We will also continue to work with partners to look at other ways of funding future prevention work.

To get the most out of the Fund, we will work with partners and service users to:

- Encourage and invest in good ideas right across Lincolnshire's towns and villages,
- Spend some money on projects that can clearly show what a difference we can make by investing in activities that prevent mental illness. This will help us to get more funding in future,
- Fund a network of mental health voluntary, charity, community and other providers to help us give support to people before their mental health problem becomes serious. This will include small investments to service user and carer groups, and larger investments to voluntary and other organisations,
- Invest in activities that improve and make it easier for people to get existing support services provided by community groups, as well as those provided by voluntary and other organisations. We do not intend to invest any of this money in NHS services, but we might invest money with voluntary groups which can help to improve people's access to NHS services.
- Invest in activities that promote good mental health and reduce the stigma and inequalities that are often associated with mental illness.

Developing this new way of working

The views of local people, along with local and national plans for improving mental health set the backdrop for this Mental Illness Prevention Strategy.

Local service users, carers and other groups have been very helpful. They have put forward many good ideas. This has all given us a good starting point, and we will continue to involve people as we build up networks of support across the county.

Who we want to help

There are three groups of people the Mental Health Promotion Fund can help:

The first group is:

- Adults of all ages who;

1. have received support from mental health services and/or are on their journey of recovery, **OR**
2. are experiencing the first signs of acute mental health distress,

Projects that help adults of all ages aim to provide people with a choice of meaningful activities to help them recover from mental health problems. This includes people who are experiencing the first signs of acute mental health distress as well as those who have received support in the past and are on their own journey of recovery. An example of this might be an allotment where people can go to learn about horticulture, make friends and get some exercise in the fresh air.

The second group is:

- People of all ages who would benefit from mental health promotion activities such as raising awareness of mental health problems, and projects to reduce stigma.

Projects that promote good mental health across all ages aim to influence people's knowledge and attitudes about mental health, encouraging them to help others and to learn about how they can look after their own mental health. An example of this might be young people raising awareness of the effect that caring for a loved one might have on their mental health by giving talks to schools.

The Third group is:

- People who care for someone from the first two groups.

The Types of projects we can invest in

We are not looking for projects that try to do everything for everyone.

However, we are looking for:

- well designed projects that link in with a wider network of services, help and support,
- projects provided by small scale, local groups and organisations, as well as larger organisations,
- projects that are based on evidence of what works, as well as new ideas that have not been tested before,
- projects that can be up and running quickly,
- projects that can run for between 6 to 12 months so that we can learn more about what works to help us decide on any future investment,
- projects that focus on how they will make a difference for people, not just on the numbers of people who will be helped,
- realistic projects that do not promise more than they can deliver,
- projects where a small change might make a big difference,
- a good mix of projects spread across Lincolnshire.

We are not looking for projects that provide healthcare services such as counselling or other services already provided by public bodies.

From what people have told us about what they think will be helpful, there are some types of projects that we would particularly like to see.

They are projects that:

- promote sharing of information across the whole mental health support network,
- promote a 'no wrong door' approach for people seeking help,
- help people who are more likely to be excluded from the local community,
- are self-help or community based groups,
- are small scale and can support people in rural areas, including areas where there are few existing opportunities for people to get help,
- support carers, family and friendship networks,
- use new technology such as social networking to help people get involved and give them information about how to do this,
- develop self-help tools and knowledge,
- provide practical support for people who need it,
- reduce delays and promote an early response if someone is starting to become unwell,
- join up responses from services before a crisis takes place,
- reach people from different communities right across Lincolnshire (such as people with learning and other disabilities, or people in migrant communities),
- provide small scale support in rural areas.

These are just some ideas. We hope people in Lincolnshire will come up with lots more ideas for projects.

Overall, we want to see projects that work. If they do, more investment could follow.

How we will work with and support the groups and organisations we invest in: Lincolnshire's Managed Care Network for Mental Health

To achieve the outcomes we are looking for we have to develop a lasting relationship with the people we invest with.

We do not bring about the outcomes, it is the groups and organisations we invest in that do that. Wherever possible, and if future funding is available, we want to develop long term investment partnerships with these groups.

At the heart of an investment partnership is trust and, as a rule of thumb, providers and investors should avoid surprising each other.

As well as working with individual providers, we think it is essential that we all work together to achieve the outcomes we want for people. To do this we have set up “Lincolnshire’s Managed Care Network for Mental Health” which includes all the groups and organisations who receive an Investment from the Mental Health Promotion Fund. If your application is successful you would become a member of this network.

If a group or organisation receives an investment from us they will need to report:

- How many people they are helping?
- If something is not working,
- What outcomes are being achieved?

The levels of need

By 2015 the levels of need for adults aged 18 to 64 years in Lincolnshire was predicted as:

- 67,000 people would have a common mental health disorder, such as depression or obsessive compulsive disorder,
- 1,800 people would have border line personality disorder,
- 1,400 people would have an anti-social personality disorder,
- 1,600 people would have a psychotic disorder,
- 30,000 people would have two or more psychiatric disorders.¹

1,651 adults aged 18 to 64 with mental health needs were supported by adult social care services during 2009/10.²

Our investments will be aimed at helping people who:

- are unable to get support from Adult Social Care services but who, without help now, may have a future need for support from mental health services,
- have used mental health services and completed their recovery journey, but who are at risk of mental ill health in the future,
- are becoming unwell for the first time and have not yet linked into support services for help to keep in good mental health,
- have served in the armed forces,
- care for people who have mental health problems.

¹ Data taken from PANSI data set 2011.

² Data from Lincolnshire JSNA 2011.

How to get the best results: the outcomes we want to see

So, based on what people have told us and the information we have, we are looking to help people who have already had mental ill health, or who are experiencing mental ill health for the first time.

Strategic objectives

We need to:

- Help people to play an active role in promoting good mental health for themselves and others,
- Help people to get the help they need quickly,
- Help people get the right help before their mental health reaches crisis levels,
- Reduce the chances of people having another episode of acute ill health,
- Reduce admissions to hospital when someone becomes unwell,
- Reduce the length of time a person spends in hospital, if they are admitted,
- Reduce how much their illness affects their lives,
- Reduce the chances of them becoming unwell again,
- Reduce the number of people committing suicide,
- Increase the number of people who are able to manage their own lives and take part in activities such as work, volunteering or training,
- Increase the number of people who have better physical and mental health.

Personal outcomes

More people:

- Understand the practical things they can do to improve their emotional well-being and mental health,
- Manage their mental health,
- Look after their physical health,
- Manage their day to day lives e.g. paying bills, cleaning the home,
- Enjoy more supportive relationships and social networks,
- Be in work, volunteering or being active,
- Reduce unhelpful addictive behavior,
- Be able to take responsibility for their lives,

- Feel good about themselves,
- Be able to be more trusting with others and hope for the future.

It will be important that:

- people can easily get information about what help is available,
- people who need it have support to access that help,
- there is support for people to help themselves,
- people can access supportive networks,
- people can get skilled help quickly when they need it.

Funded projects will need to help people make the most of the support and services that already exist. But as well as this we hope that lots of projects will set up new things to help people with mental health problems and/or promote positive mental health in our county. For example, this might be in areas of the County where there is very little help available for people at the moment.

More information about the types of activities currently taking places can be found on [page 13](#).

What activities can make a big difference?

We want to see lots more activities right across the County.

We need to promote:

- social networks which help to reduce isolation,
- good quality housing that makes a person feel safe and valued,
- a sense of belonging in the local community,
- how people can get involved in their local communities,
- meaningful things for people to do, such as social or cultural activities, volunteering, training, work and so on,
- self-help and self-management of mental health,
- early alert, access to information and support before a crisis occurs
- support for the person's network of family, carers, friends and colleagues

We also need to focus on:

- being able to know the signs of mental ill health,

- access to the right kind of help as quickly as possible,
- access to information and networks of support as quickly as possible,
- support to carers, friends and relatives,
- helping people to play an active role in promoting good mental health for themselves and others.

The FIVE year plan: 2013 – 2017

To make the best use of our limited funds we tested out ideas in the first year. In the second and third year we built on these ideas. Lincolnshire's Managed Care Network for Mental Health is now well established and we aim to consolidate the network over the next year.

We will not be spending any of the money on NHS or other public services. All other types of groups and organisations are welcome to apply. Many of these will be charity, voluntary and community groups who are able to reach out to people who might not normally get, or ask for, support.

We will be looking for activities that are known to work. But we are also leaving room for good, new ideas that we can test to see how much they help people.

We do not tell people what type of support or service they should provide because we want to encourage new ideas and new ways of doing things. But anyone who applies for funding needs to show how they plan to achieve the strategic and personal outcomes we want to see.

Spending decisions will be driven by what we learn about what works and how many people we can reach in.

Evaluation and learning

Success will be judged by the difference made to peoples' lives.

Proven outcome measures and tools are being used as part of the evaluation process. We also use surveys and research studies to learn about how well we are helping people.

We also need to collect some basic information about numbers of people supported and other data such as how long it takes for people to get the help they need.

All providers will have to contribute to the evaluation of how well we are doing, and how many people we are helping.

All this information will be used in discussions we will have with service users and other people with an interest in mental health. It will contribute to developing our local knowledge about what works and how it works.

Conclusions

We believe that working with service users, carers, volunteer and community groups, and voluntary and other organisations will make a big difference to the lives of people experiencing mental health problems.

It will help to improve people's health and quality of life. And most importantly, it will help to reduce health inequalities and tackle the barriers that people with mental health problems too often face.

Paul Jackman, Associate Director of Community Partnerships
30 March 2015

The Mental Illness Prevention Strategy was first produced on behalf of LPFT by Paul Muir of MWB Consultancy Ltd in consultation with service users and staff.

2. Information on Lincolnshire's Community Support Networks

Lincolnshire's Managed Care Network for Mental Health

Lincolnshire's Managed Care Network for Mental Health aims to help adults of all ages who have already experienced mental health problems, or who are having their first experience of mental illness. It also aims to promote good mental health for people of all ages.

Members of the Network have close links with each other to help people prevent, manage and recover from mental illness so that they can enjoy the best possible quality of life.

Groups and organisations across the county provide a wide variety of activities including social and friendship groups, formal and informal learning, supported volunteering and community participation activities. There are around 30 different types of activity for people to choose from.

Unlike personal budgets, people do not need to be eligible under Social Care Eligibility Criteria.

The Network is funded by the Mental Health Promotion Fund. This fund has been established by Lincolnshire County Council's Adult Social Care Department and is managed by Lincolnshire Partnership NHS Foundation Trust.

The Trust has set up a small Community Partnerships Team to administer the selection of projects, provide support to network members, administer the payments made to members and to collect evidence of the difference the network makes.

The Network currently comprises 44 full member organisations providing projects across Lincolnshire. In addition the network also comprises associate members, which are those groups and organisations which do not currently receive an investment from the Mental Health Promotion Fund but who remain as members to retain their links the Network.

Activities provided by Network members include:

- Local social & friendship group support & development
- Sports coaching and physical activities
- Formal & informal learning, skills and qualifications
- Woodland activities
- Supported service user volunteering and community participation
- Horticulture
- Support for homeless people and rough sleepers
- Web-based information & networking
- Micro-commissioning pilot for people who are not eligible for Personal Budgets
- Parental mental health
- Tranquil Garden
- Raising awareness of mental health
- Centre-based vocational activity and support
- Lifestyle, activity and employment support for young adults

- County-wide and local network support and development
- Financial Advice service
- Volunteering and training
- Individual one to one support
- Creative therapy

The Shine Mental Health Support Network

The Shine Mental Health Support Network has been established as an independent, unincorporated association of groups and organisations interested in supporting people with mental health problems and their carers. Shine is not a single organisation; it is a network of people, groups, organisations and businesses that share this common interest.

We are a member of
the **SHINE** network
www.lincsshine.co.uk



The work of Shine strongly compliments the Managed Care Network for Mental Health.

Shine Mission

- To facilitate the best quality of life for people with mental health problems in Lincolnshire.

Shine Vision

- That all people suffering mental ill health and their carers should have access to the best support to meet their individual needs.

Shine Objectives

- To connect people with the services and support that will most effectively need their needs and enhance their lives
- To connect service and support providers with each other to enhance efficiency and effectiveness
- To secure and support the most effective use of resources
- To promote positive mental health and combat social stigma for all

Membership and governance

Membership of the Shine Network currently stands at over 1000 individuals, groups and organisations. The Steering Group is elected which oversees Shine activities is elected at the Annual General Meeting.

The Mental Health Promotion Fund has invested in a part-time administrative post for the Shine network.

Making a difference

The Shine Steering group is developing a programme of activities. These currently include:

- **Lincsshine.co.uk**

Established in the autumn of 2012 www.lincsshine.co.uk is an online resource providing a simple searchable directory of people and organisations that can offer support to people with mental health issues.

- **Shine Ambassadors**

People who take an active part in promoting the network and linking communities back to the Steering Group.

- **The Lincolnshire Mental Health Newsletter**

A publication with a circulation of 5000 which welcomes contributions from all members, especially those with lived experience of mental health problems.

- **Inward Investment**

Working together to increase the amount of funding that is available in Lincolnshire to promote good mental health and recovery from mental illness.

- **Prompt**

The Prompt project provides members of the scheme with advice and support in managing their mental health through texts.

- **Staying Well**

Small grants to help people quickly with goods and services that are clearly linked to promoting their recovery.

Lincolnshire's mental health support networks won the prestigious Local Government Chronicle Award 2014 for Health & Social Care.

3. Who can apply?

You can apply if you are a:

- community group
- charity
- volunteer group
- voluntary organisation
- social enterprise
- independent business

We do not intend to invest any of this money in NHS services, but we might invest money with voluntary groups which can help to improve people's access to NHS services

To apply for an investment all voluntary and community organisations must have a written governing document (for example, a constitution, memorandum and articles of association, set of rules or trust deed)

- Companies, including Community Interest Companies must have at least three unrelated people on their board of directors,
- Registered charities must have at least three unrelated trustees on their governing body,
- Co-operatives, friendly societies, industrial and provident societies, unincorporated and unregistered not-for-profit associations must have at least three unrelated people on their governing body.

Applying organisations must have their own bank account, which requires two unrelated people to authorise cheques and make withdrawals (including debit card or internet purchases and cash withdrawals). The bank account must be in the name of the organisation applying.

If you do not currently have a bank account for your group/organisation this will need to be set up by the time you accept your offer of investment, should you be successful.

The project must also be delivered in the County of Lincolnshire, within Lincolnshire County Council borders.

4. How much money is available and how much can I apply for?

The total Investment Fund amount for 2016-2017 will be £330,000.

Of this, there will be two types of investment;

- If you are a community / volunteer group with no paid staff and you have a committee with a treasurer and a secretary then you can apply for an investment of up to £1,000.
- If you are a voluntary sector organisation, social enterprise, independent business, or a registered charity then you can apply for an investment of up to £25,000.

There is an upper limit of £25,000 per single investment.

5. What can the funding be used for?

We are interested in projects that:

- ✓ link in with a wider network of services, help and support
- ✓ are provided by small scale, local groups and organisations, as well as larger organisations
- ✓ are based on evidence of what works, as well as new ideas that have not been tested before
- ✓ can be up and running quickly
- ✓ can run for between 6 to 12 months
- ✓ focus on how they will make a positive difference for people, not just on the numbers of people who will be helped
- ✓ do not promise more than they can deliver

This year the Mental Health Promotion Fund includes funding to support dementia groups whose aim is improve the mental health of people living with dementia.

What we can't fund

- ✗ fundraising activities for your organisation or others
- ✗ political or religious activities
- ✗ a project or activity that provides services already provided by a public body
- ✗ projects that you cannot maintain because of high ongoing costs or the need
- ✗ the purchase of alcohol
- ✗ VAT that you can recover
- ✗ Vehicles

6. FAQs

Can we still apply for funding if the people we help pay a voluntary contribution towards the support they receive?

Yes, it is common for people to want to pay a donation to the group or service that is helping them. However, the Fund is all about supporting people with mental health issues and their carers; a financial donation should **not** be a condition of them attending the group.

Can I use the investment to pay for a new role?

Yes if it is for a new post solely for the purposes of the project for which the funding applies to, but remember, we cannot guarantee that there will be further funding available after 2016-2017. If you are planning to appoint someone to a job we would strongly advise that

you do so on a temporary basis. This is because you may not be able to commit yourself to continuing to pay their wages beyond the end of the project if you do not have alternative funding streams in place.

Can one group or organisation apply for more than one investment to deliver different projects?

Yes, there is an upper limit of £25,000 per single investment. By an investment we mean making a positive difference for people. If the projects aim to achieve different things, or aim to achieve the same things for different people, these would be considered separate investments.

So, an organisation can apply for more than one investment if:

- The projects are delivering different things to achieve different outcomes OR
- The projects are being provided in different places.

Will I be expected to return funding if my project fails to achieve the outcomes we said we would achieve?

This will partly depend on how much funding you have received. For example, if we have agreed a small amount of money to try out something new then we would not expect you to return the money if it doesn't fully meet what you thought it would. However, we would not invest in something in the future if it can't be shown to work.

For larger investment amounts, we may need to discuss with you the possibility of making payments subject to you achieving your goals. Payments are made in instalments when you can show us that your project is working.

If you breach the terms and conditions of your contract, and/or are found to have falsified any information on your application form LPFT reserve the right to recover the investment payment in part or in full.

7. What will be expected of me in terms of performance monitoring?

Lincolnshire Partnership NHS Foundation Trust is responsible for managing the funding, it is vital that we know how each project is performing to ensure that the money is being spent appropriately and effectively. We want to know when something is working so, if we get the opportunity, we can invest in it more. We particularly want to know whether your project is keeping people well without them needing to use NHS and other public services. This will help us find savings that can then be reinvested in more preventative support.

Project Report

The frequency of reporting is dependent on the amount of money you receive and if you have received funding from Lincolnshire Partnership NHS Foundation Trust before. You will be notified of your reporting frequency in the offer letter if your application is successful.

The project report will ask you for:

- Details of your expenditure (including receipts)
- The number of beneficiaries you have helped
- Any issues that you may be experiencing with your project (this is so that we can support you where we can)
- Information about how people are benefitting

Project reporting is a condition of the investment contract, failure to submit reports will result in payments being withheld and termination of the Investment contract.

Outcomes

Each project is different and so, we have devised a reporting tool that allows you to decide the outcomes that you want to be measured on. You will be asked to provide three outcomes for your project, each with a corresponding audit question that you will ask beneficiaries, in order to measure if you have achieved your outcomes. We recognise that not all beneficiaries want to take part in providing feedback, which is why we leave it to you to decide how best to capture this information for your reports.

Project Visits

We will visit your project to meet with you and discuss the progress and any concerns you may have about delivering your project. We would also like to meet with beneficiaries of your project in your project environment to listen first-hand about their experiences and how the project has made a difference to their lives. We appreciate that not all beneficiaries would be happy to speak with us and will therefore be flexible and guided by you when it comes to arranging the project visit.

8. Data Protection

If you have applied for, or hold an investment from us then we will use the information you give us during assessment and during the life of your Investment (if awarded) to administer and analyse investments and for research purposes. We may give copies of all or some of this information to individuals and organisations we consult when assessing applications, monitoring the investments, and evaluating funding processes and impacts. We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law.

We have a duty to protect public funds and for that reason we may also share information for the prevention and detection of crime. We might use personal information provided by you in order to conduct appropriate identity checks. Personal information that you provide may be disclosed to a credit reference or fraud prevention agency, who may keep a record of that information. If you provide false or inaccurate information in your application, or at any point in the life of any funding we award you, and fraud is identified, we will provide details to fraud prevention agencies, to prevent fraud and money laundering.

Freedom of Information

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third parties, such as, although not limited to, applicants for investments, holders of an investment, contractors and people making a complaint. If information is requested under the Freedom of Information Act we will release it, subject to exemptions; although we may choose to consult with you first. Your signatures on the Application Form confirm that you understand our obligations under the Data Protection Act 1998 and the Freedom of Information Act 2000.

9. Help and Advice

Lincolnshire Partnership NHS Foundation Trust is not able to provide you with advice and support in making your application. For independent support or advice you can contact:

- Janet Clark, at Community Lincs, 01529 301 962 on Thursday 5th May (9am – 5pm) only,
- Please feel free to send your application or ideas to Janet prior to 5th May if you would like her to read through them and then offer guidance on the suitability of your proposal and/or amendments that could be made to improve your application. Janet's email address is Janet.Clark@communitylincs.com.

If you have any queries please do not hesitate to contact the Community Partnerships Team at Lincolnshire Partnership NHS Foundation Trust on:

- Telephone 01529 222223
- Email: mcn@lpft.nhs.uk

Lincolnshire CVS

To speak to an advisor/someone who can help with your application please go to the website of Lincolnshire CVS www.lincolnshirecvs.org.uk and find your local office.

Or contact:

Enquiry@Lincolnshirecvs.org.uk

The number at the head office (Boston) is 01205 36 55 80

10. Terms and conditions

The terms and conditions that would be included in your Investment Agreement, should you be successful in receiving an offer of investment from the Mental Health Promotion Fund, are available at www.lpft.nhs.uk/mental-health-promotion.

11. Guide to Understanding Governance

Lincolnshire Partnership NHS Foundation Trust has a duty to protect public funds. When distributing funding, it is our responsibility to ensure that the funds are spent effectively and not misused. Lincolnshire Partnership NHS Foundation Trust will only award funding to organisations that have sufficient and appropriate governance arrangements in place.

What is Governance?

Governance refers to the way in which your organisation is set up and run, it refers to the policies, management processes and financial arrangements that you use to operate as an organisation or group. Governance is also about the way in which your organisation sets out and achieves its aims and objectives, and the relationship it has with stakeholders. Stakeholders will include trustees, staff, volunteers and beneficiaries as well as other organisations, and professional services.

Why is Governance Important?

We do not have unlimited funds, and therefore it is important to ensure that the money only goes to organisations who will use it appropriately to provide the best possible activities, help and services to our beneficiaries.

Verifying the Organisation

We are not asking you for any additional governance arrangements than those already required by charity or company law. If you are a charity you must be registered with the Charities Commission. If you are a company you must be registered with Companies House. You will be asked on the application form for your registration numbers. If you are a small community volunteer group, you must declare this on the application.

As part of the contract set up all successful applicants will need to produce a copy of their organisation or group's governing document (a constitution, memorandum and articles of association, set of rules or trust deed) and safeguarding policy. Companies, including community interest companies must have at least three unrelated people on their board of directors. Registered charities must have at least three unrelated trustees on their governing body. Volunteer and community groups, unincorporated and unregistered not-for-profit associations must have at least three unrelated people on their governing body.

Person Verification

To help us reduce fraud we may carry out basic identity checks using the information contained in the application form. The contract signatory will be asked to provide photo identification at the contract set-up meeting.

Risk Assessments

As part of the assessment process, all applications undergo a risk analysis process, if we identify any potential risks with an individual in the organisation, or that the governance arrangements need more investigation, we will carry out a full risk assessment. If the risk assessment concludes that it is potentially unsafe to entrust public funds with this person or organisation, the application will be rejected.

Advice and Support

Further advice and support can be obtained from:

Charity Commission First Contact
PO Box 1227

Liverpool
L69 3UG

www.gov.uk/government/organisations/charity-commission/services-information

Companies House
Crown Way
Cardiff CF14 3UZ

Tel: 0303 1234 500

enquiries@companies-house.gov.uk

www.gov.uk/contact-companies-house

12. Guide to Understanding Safeguarding

This guidance is written to support applicants in applying for an investment from the Mental Health Promotion Fund.

Smaller groups/Investments up to and including £1,000

The following clause is included in the agreement for all smaller groups and/or Investments;

- The Provider shall ensure that all members of staff and volunteers are aware of their responsibilities to safeguard adults at risk, children and victims of domestic abuse as per Lincolnshire's Multi-Agency Policies, including how to recognise abuse and neglect and report any concerns. Copies of the Multi-Agency Policies and Guidance shall be made available.

Advice on Policy Compliance & Training / Awareness can be found at:

- Lincolnshire Safeguarding Adults Board (LSAB) Lincolnshire Policy & Procedure <http://www.lincolnshire.gov.uk/residents/adult-social-care/adult-safeguarding/multi-agency-policy-and-procedure/121621.article>
- Lincolnshire Safeguarding Children Board (LSCB) Policy & Procedures <http://lincolnshirescb.proceduresonline.com/index.htm>
- Lincolnshire Domestic Abuse Website for information <http://www.lincolnshire.gov.uk/domestic-abuse>
- LPFT's Safeguarding Policy & Procedures - includes an example of designated safeguarding lead- <http://www.lpft.nhs.uk/assets/files/Accessing%20our%20information/Policies%20and%20Procedures/11-Safeguarding-Policy.pdf>
- LSCB training (available free of charge to charity & voluntary sectors) http://www.lincolnshirescb.org.uk/pro_training.html
- LSAB training <http://www.lincolnshire.gov.uk/residents/adult-social-care/adult-safeguarding/adult-safeguarding-learning-gateway/123998.article>

Larger groups/Investments over £1,000

The following clauses are included in the agreement for all larger groups and/or Investments;

- The Provider shall comply with the Independent Safeguarding Authority vetting and barring regulations and ensure that all staff and volunteers engaged in regulated activity are Disclosure and Barring Service (DBS) are checked in accordance with the regulations.
- All staff and volunteers shall receive Safeguarding Children, Adults and Domestic Abuse training, as determined by National Guidance and the Local Safeguarding Boards.
- The Provider shall have in place Safeguarding Vulnerable Children, Adults and Domestic Abuse policies and procedures including a designated Safeguarding lead. Copies of such policies and procedures shall be forwarded to LPFT for inspection.
- The provider shall have achieved, or will be currently working towards, being compliant with Section 11 of the Children Act 2004. LPFT shall, under its Section 11 obligations, carry out inspections to ensure compliance.

Disclosure & Barring Service (DBS)

<https://www.gov.uk/disclosure-barring-service-check/overview>

DBS Guide to eligibility & adult & child workforce guidance

<https://www.gov.uk/government/publications/dbs-check-eligible-positions-guidance>

Eligible volunteers

Checks for [eligible volunteers](#) are free of charge. This includes anyone who spends time helping people and is:

- not being paid (apart from for travel and other approved out of pocket expenses)
- not only looking after a close relative

Safeguarding Training

Safeguarding Children training (available free of charge to charity & voluntary sectors)

http://www.lincolnshirelscb.org.uk/pro_training.html

Safeguarding Adult training

<http://www.lincolnshire.gov.uk/residents/adult-social-care/adult-safeguarding/adult-safeguarding-learning-gateway/123998.article>

LPFT Volunteer Induction

To access LPFT's safeguarding adult and children level 1 training which includes domestic abuse awareness please email the Trust's Safeguarding Team safeguardingadvice@lpft.nhs.uk entitled "MCN - access to Trust volunteer training". Additional training is available (as above) via the Local Safeguarding Adult and Domestic Abuse Boards, by emailing the above entitled "access for MCN to training" the Trust's team can provide the most up to date information on multi-agency training for your group or organisation.

Policy & Procedures

Policy & Procedures can be found at:

- Lincolnshire Safeguarding Adults Board (LSAB) Lincolnshire Policy & Procedure <http://www.lincolnshire.gov.uk/residents/adult-social-care/adult-safeguarding/multi-agency-policy-and-procedure/121621.article>
- Lincolnshire Safeguarding Children Board (LSCB) Policy & Procedures <http://lincolnshirescb.proceduresonline.com/index.htm>
- Lincolnshire Domestic Abuse Website for information <http://www.lincolnshire.gov.uk/domestic-abuse>
- LPFT's Safeguarding Policy & Procedures- includes an example of designated safeguarding lead- <http://www.lpft.nhs.uk/assets/files/Accessing%20our%20information/Policies%20and%20Procedures/11-Safeguarding-Policy.pdf>

Section 11 & Lincolnshire Assurance Framework

These are audit tools which enable an organisation to evidence its compliance against the above requirements.

Safe Network (volunteer support and section 11 online tool)

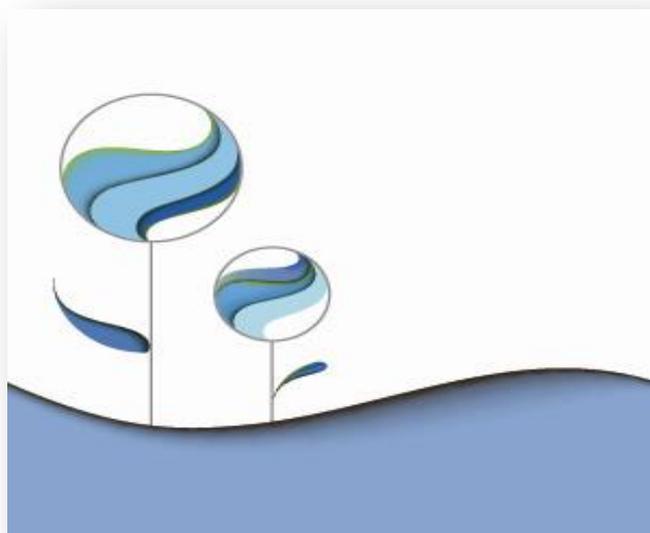
http://www.safenetwork.org.uk/about_us/Pages/default.aspx

.....
If you need to discuss this please do not hesitate to get in touch with the Community Partnerships Team on:

Tel: 01529 222223

Email: mcn@lpft.nhs.uk

“Safeguarding is everyone’s business..... Have you made it your group or organisations yet?”



13. Application Process

Each application will be assessed and scored using specific criteria in line with the following:

- The need for the project; demonstrating understanding of the people the project is trying to help
- The likelihood of succeeding and being effective
- How outcomes are identified and met
- Value for Money

We will then make one of the following decisions:

- Decline to make an investment
- Agree an investment in principle but seek further clarification
- Agree the investment but at a lower level of investment than what was proposed in the original proposal
- Agree the investment as proposed

The organisations making investment proposals will be informed in writing of the decisions of the panel.

Who will be on the selection panel?

The selection panel includes:

- Service users
- Carers
- Lincolnshire Partnership NHS Foundation Trust
- Lincolnshire County Council

What you need to provide

If you are successful with your application, you will need to provide the following documentation:

- A copy of your organisational constitution or charter
- Your organisation's bank account details (we will send you a form for this)
- A copy of your safeguarding policy

What happens if my application is not successful?

If your application is not successful we will write to you telling you the reasons why. There is a limited amount of funding and therefore we can only award funding to projects who best meet the criteria. We realise that you will be disappointed if you are not successful.

We aim to be fair and thorough when assessing applications against the eligibility criteria, and if you are unhappy with the way your application has been dealt with you have the right

to make a complaint. The complaints procedure will not consider appeals against the decision to award funding. Details of our complaints procedure can be found on our website www.lpft.nhs.uk.

APPLICATION PROCESS

1st April 2016	• FUNDING ANNOUNCED
April - June 2016	• BIDDER SUPPORT AVAILABLE (see guidance notes)
9th June 2016	• APPLICATION DEADLINE
1st - 5th August 2016	• OFFER LETTERS
1st - 26th August 2016	• CONTRACT SET UP – due diligence
29th August – 16th September 2016	• CONTRACT SIGNING AND PAYMENT SET UP
19th - 23rd September 2016	• INITIAL INVOICE SUBMITTED
September 2016	• WELCOME AND INDUCTION EVENT
30th September 2016	• TARGET DATE FOR INITIAL PAYMENT
1st October 2016 - 30th September 2017	• PROJECT DELIVERY • PROJECT VISITS
13th January 2017	• FIRST REPORTS DUE

14. Submitting Applications

Make sure you have read this document thoroughly and that your application meets the criteria laid out in this document.

The deadline for applications is Thursday 9th June 2016 at 5pm. Applications received after this will not be considered.

Email to: mcn@lpft.nhs.uk

Post to: Community Partnerships Team
Lincolnshire Partnership NHS Foundation Trust
Unit 8
The point
Lions Way
Sleaford
NG34 8GG

Telephone: Sophie Deeks on 01529 222 223

Please submit the following documents to be considered to receive an investment from the Mental Health Promotion Fund 2016 - 2017.

Completed application form

A copy of your constitution or rules

Bank details on headed paper

A copy of your Safeguarding Policy

Any supporting evidence that shows your project will be successful

Deadline for applications: Thursday 9th June 2016 (5pm)