

Waterford City and County Council
Healthy Ireland Fund- Round 3 2019-2021

Community Mental Health Small Grants Scheme Guidelines

PLEASE READ THE FOLLOWING GUIDELINES CAREFULLY BEFORE COMPLETING THE APPLICATION FORM

1. Introduction

1. Waterford Local Community Development Committee (LCDC) has a Community Mental Health Fund of €30,000 for a small grants scheme.
2. The funding is for 6-15 local community, voluntary and sporting organisations to deliver actions or projects which are in line with the Mental Health theme of Healthy Ireland (€2,000-€5000 per action)
3. The guidance document from the HSE's national Mental Health & Wellbeing Programme on *Healthy Ireland Round 3 Additional Mental Health funding* (September 2019) includes in its guidance: ... Initiatives that can demonstrate sustainability beyond the lifespan of this once-off community mental health fund; Efforts that support effective implementation and/or strengthen, add value, widen the reach or support sustainability of existing interventions; ... initiatives which support and improve the mental health of priority population groups.

**Applications can be made to the Waterford LCDC by
???? 2020.**

2. Who is eligible to apply?

- Any not-for-profit Local community, voluntary, sporting, arts and youth groups in Waterford City and County

3. Objective of the Small Grants Scheme

1. Support actions to improve mental health and wellbeing of vulnerable groups
2. Tackle loneliness and isolation
3. Actions that promote collaboration and partnership with formal mental health and suicide prevention services
4. Implementation of actions in community settings

Actions must also be aligned with the following local strategies:

- Waterford Healthy County Plan available at:
<https://bit.ly/2Ilo2Ci>
- Waterford Local Economic & Community Plan available at:
<https://bit.ly/3cDOipd>

4. Eligible Actions

Below are some examples of eligible costs;

- Actions supporting the implementation of 'Connecting for Life'
- Mental Health training through partnerships/collaboration
- Social prescribing
- Creative arts programmes
- Play programmes
- Educational initiatives
- Initiatives to improve living well with a chronic condition
- Family Support projects
- Infant and children's mental health initiatives
- Social farming programme

5. Ineligible Actions

What is not eligible for funding?

- Independent action level evaluations i.e. costs associated with independent consultancy or external evaluators and their professional fees.
- Large capital works
- Core staffing and organisation overhead costs
- Management fees
- Volunteer allowances (e.g. Vouchers/cash payments) ☐ Purchase of vouchers (e.g. as a prize or as an alternative to purchasing items directly food, clothes etc.)
- Costs not aligned with the programme for healthy eating i.e. Fast food, takeaway food, fizzy drinks. Retrospective costs i.e. expenditure incurred before funding is approved
- VAT Costs (where the Vat costs can be re-claimed from the Revenue), Bank Charges such as interest costs, fines, financial penalties and legal dispute costs
- Funds to build up reserves or a surplus
- Sponsorship and charitable donations
- Vehicles or other mobile assets not directly linked to physical activities, which will improve health and wellbeing. This includes the costs associated with the procurement of such items.
- The purchase of land, buildings and or large scale refurbishment of buildings including schools
- Routine repairs and maintenance of buildings
- Single use plastics as part of merchandising costs such as forks, balloons and straws
- Notional costs e.g. lost opportunity
- Staffing costs not associated with the project proposal
- Costs for staff, actions, equipment and programmes already supported by statutory and public funding
- Existing rental costs or space costs
- Redundancy costs
- Equipment costs for project workers delivering actions (such as phones, laptops or PC, printer/photocopier, desk, chair or filing cabinet)
- Parties, or other primarily social activities / entertainment will not be considered for funding
- Salary costs associated with the delivery of the Small Grants Scheme
- The backfill costs of a position, if secondment takes place within the LCDC or council.

6. Selection Criteria

Applications will be evaluated and the assessment criteria are as follows;

- Alignment with Healthy Ireland Framework, Priority Themes, other Government policies and plans
- Quality of project design and capacity to deliver outputs
- Value for money (Are the costs included in the budget template, eligible, clear and justifiable?)
- Cross-sectoral engagement
- New and Innovative Initiatives
- Sustainability

Projects may also be judged having regard to additional criteria deemed appropriate which demonstrate the added value of the project or element of a project in suitably addressing the programme's aims. Consideration will be given for geographic area also.

7. Corporate Governance

Monitoring:

Grantees will be required to comply with the highest standard of transparency and accountability as documented in Department of Public Expenditure and Reform Circular 13/2014 - Management of and Accountability for Grants from Exchequer Funds

<http://circulars.gov.ie/pdf/circular/per/2014/13.pdf>

The overall principle is that there should be transparency and accountability in the management of public funds, in line with economy, efficiency and effectiveness. The circular outlines, for example, that grant recipients should not dispose of publically funded assets without prior approval.

The Code of Governance for Community and Voluntary organisations:

The Department is encouraging funded bodies to adopt the Governance Code, a Code of Practice for Good Governance of Community, Voluntary and Charitable Organisations, which will assist in achieving excellence in all areas of your work.

The Governance Code asks organisations to agree to operate to key principles in order to run their organisation more effectively in areas such as leadership, transparency and accountability and behaving with integrity. Further information on the Code is available at www.governancecode.ie

8. Approval Procedures

All applications for funding under this programme received by Waterford LCDC will be reviewed and assessed to ensure consistency with the Healthy Waterford Plan and Local Economic and Community Plan (LECP).

In deciding the final allocations of funding to projects, Waterford LCDC may take account of a number of factors including geographical balance and the desirability to fund a variety of different projects and the relative disadvantage of the area where the facility is located (or will serve).

Following the decision each approved project, subject to the completion of legal formalities and other requirements, will receive an offer in principle of grant-aid. This will be subject to compliance with the relevant conditions and subject to the satisfactory acceptance by the applicant of that offer.

The right is reserved to reassign the funds offered to another approved project if all requirements are not met within a reasonable period.

The Department and/or the Local Authority reserve the right to carry out an audit of expenditure or conduct inspections from time to time.

Please Note:

Requests for assistance usually exceed the funds available and it is important therefore that the process of evaluation is rigorous. The purpose of this process is to ensure that the best projects, taking all factors into account, emerge and receive support. It is Departmental policy to ensure that every application is treated fairly and impartially.

Offers of funding may be for a lesser amount than that sought by the applicant. Applicants should be aware that the Programme may be oversubscribed. Therefore, in such circumstances, all applications fulfilling the conditions may not be successful or may be for a lesser amount.

The LCDC in evaluating proposals received may seek advice and consult with other agencies, and may disclose information on projects under consideration to those experts and agencies.

9. General

The information provided in this document is intended to give applicants an understanding of the process by which applications for funding are assessed and approved and does not purport to be a legal interpretation.

Freedom of Information Act 2014

Under the Freedom of Information Act 2014, details contained in applications and supporting documents may, on request, be released to third parties. If there is information contained in your application which is sensitive or confidential in nature, please identify it and provide an explanation as to why it should not be disclosed. If a request to release sensitive information under the legislation is received, you will be consulted before a decision is made whether or not to release the information. However, in the absence of the identification of particular information as sensitive, it could be disclosed without any consultation with you.

Site Visits

The Department, Local Authority or LCDC may carry out unannounced site visits to verify compliance with Programme terms and conditions.

Further information may be requested

The LCDC reserves the right to request further information from you in order to assess your application if so required.

Usage of information

The information provided on the form will be utilised for the purposes of evaluating and administering the grant process, and to facilitate audits and any site visits. When evaluating the applications received the LCDC may seek advice and consult with other agencies, and may disclose information on projects under consideration to those experts and agencies.

10. How to apply**Application Form**

Please ensure that you complete the application form in full and that any documentation in support of your application is submitted with your application.

Only programmes that meet the criteria outlined above will be considered eligible.

PLEASE NOTE THAT INCOMPLETE APPLICATIONS OR LATE APPLICATIONS WILL NOT BE CONSIDERED.

Submission of false or misleading information at any stage is treated very seriously. Any organisation that does not comply with the terms and conditions of the Programme may be subject to inspection, have their grant withdrawn, be required to repay all or part of a grant and/or be barred from making applications for a period of time.

Applications should be forwarded to:

cobrien@waterfordcouncil.ie

or by post to:

**Colette O' Brien,
Community Department,
Waterford City and County Council,
Bailey's New Street,
Waterford.**

For any queries, please email cobrien@waterfordcouncil.ie or call 0761 10 20 16