

Neighbourhood Mental Health Café

➔ Application Form

Please ensure that you read the funding guidance notes before filling in this form and fill in every question.

The maximum word limit per question is 500 words, however, please try to keep your answers as brief and concise as possible.

Please use the guidance notes section on the right side of each page for additional information.

If your questions are not covered, or you need extra assistance filling out this form, please email:

grants@valonline.org.uk

valonline.org.uk/

neighbourhood-mental-health-cafes/

1. ORGANISATION

1.1 Organisation Name:

1.2 Registered Charity or Company Number:

1.3 Contact Name and Address:

1.4 Contact Details:

Mobile	<input type="text"/>
Email	<input type="text"/>

1.5 Which location are you applying to deliver in?

GUIDANCE NOTES:

1. Organisation

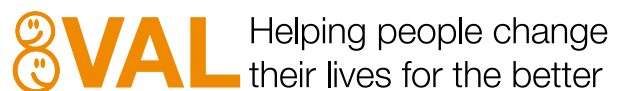
1.1
Organisation name: Please ensure this is the constituted name.

1.3
Contact name and address: This must be the person who is able to discuss the organisation and the project being applied for if required.

1.4
Contact Details: Please ensure a landline telephone number is submitted if possible.

1.5
Please provide the area your organisation is based in.

VAL is working in partnership with the Integrated Care Board (ICB) LLR to disseminate these grants to groups across Leicester Leicestershire and Rutland.



Voluntary Action Leicester registered charity (No. 509300) Company Limited by Guarantee (No. 1357513) Registered in England and Wales.

2. ABOUT YOUR ORGANISATION

2.1 Briefly outline what your organisation does and the current services you offer to the community (maximum 500 words)

2.2 Demonstrate links to wider support networks, organisations and pathways (maximum 500 words)

e.g. tenancy support, drug misuse services, clinical services etc.

GUIDANCE NOTES:

2. About your organisation

2.1

Briefly outline what your organisation does and the current services you offer to the community.

Consider;

- What does your organisation do as part of it's day to day operation?
- What the aims of your organisation are
- The successful projects you have previously or currently deliver

2.2

Demonstrate your links to wider support networks, organisations and pathways

Consider;

- Work with other community organisations and smaller VCSE partners and how you will increase resources and circles of support for people within their local communities
- Links to support pathways around employment, tenancy support, drug misuse services, clinical services, crisis resolution and home treatment teams etc.
- How you will ensure that people know what choices are available to them locally, what they are entitled to, who to contact when they need help.

3. ABOUT YOUR NEIGHBOURHOOD MENTAL HEALTH CAFÉ

3.1 Outline your proposal for the delivery of a café? (maximum 500 words)

3.2 Where will you deliver the service from i.e. facilities, considering accessibility? (maximum 500 words)

(where, when, how often, links to transport, disability access etc.)

GUIDANCE NOTES:

3. About your Neighbourhood Mental Health Café

3.1

Outline your proposal for the delivery of a café.

- Briefly describe an outline of your proposal for the delivery of a crisis café.
- Consider your staffing model for the Café, please refer to the guidance notes for additional guidelines around the elements, that should be included.
- Consider any supporting activities and interventions that you may deliver
- In addition to the briefing document, there are two detailed service specifications that form part of the application pack. Please take the time to read all of the documents, if you are considering a university location, please ensure that you have read the university specific guidance.

3.2

Where will you deliver the service from?

Consider;

- Where the service will be delivered from
- please refer to the guidance notes and delivery specifications for more detail. It is advised that providers should deliver two, 3 hour sessions per week.
- Is the location accessible and close to local transport links.
- Is the building/facility wheelchair accessible and disability friendly?
- 1:1 space
- Refreshments must be provided
- you **MUST** be able to specify the venue in which you are delivering from and have access to this venue for delivery from the 1st April 2024.

3.3 Are you applying as a single organisation or as a partnership?

Single Organisation Partnership

If you are applying as part of a partnership, please ensure you also fill in section 5. Partnership Applications.

3.4 Who will deliver the service i.e. the staff, their skills? (maximum 500 words)

3.5 Demonstrate your knowledge of the local area in which you are hoping to deliver/base the crisis café? (maximum 500 words)

Please consider how you will engage with your community? Looking at various factors detailed in the guidance notes on the right.

GUIDANCE NOTES:

3.3

- If you are applying as part of a partnership, you **MUST** ensure you also fill in section 5. Partnership Applications.

3.4

Who will deliver the service i.e. the staff, their skills?

- Explain your earlier proposed staffing model in further detail, think about your organisations staff and volunteers and their knowledge and skills.

3.5

Demonstrate your knowledge of the local area...

Consider:

- How you will engage with the local community with regards to the Crisis Café, how you already engage with the local community.
- Factors such as language barriers, cultural factors, accessibility etc.
- Demonstrating that you are best placed to deliver the service within the local community and demonstrate your community engagement'

Support the service user to develop a recovery plan/crisis management plan/remain involved with the service user until the crisis has been resolved and the service user is linked to on-going support services.

5. PARTNERSHIP APPLICATIONS

If your application is to deliver a project through an existing or new partnership please complete the next three questions.

5.1 Please list all the organisations that form part of the partnership to deliver this project:

5.2 Please detail what elements of the project each partner will deliver:

5.3 Briefly explain the benefits of delivering this activity within this particular partnership: (maximum 500 words)

GUIDANCE NOTES:

5. Your Partnership

The lead applicant for the partnership must be an organisation who is registered with either the Charity Commission or Companies House.

5.3

Outline the specific benefits of working collaboratively, which can help to enhance your application.

- Consider each organisations links to the local community, the services they offer and the skills they bring to the partnership.

5.4 Provide a budget breakdown showing how much funding each partner will receive from the overall budget:

Partner Name	Amount of Funding	Item of expenditure

6. ELIGIBILITY

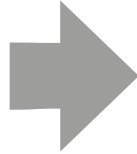
Organisations are eligible to apply for a Café grant if they are a Voluntary Sector or not-for-profit organisation who is either registered with the Charity Commission or Companies House. Unfortunately, due to the size of the grant, unincorporated associations or unregistered charities are not eligible to apply. Smaller organisations are eligible to be part of a larger partnership bid, however the lead applicant does need to be registered with one of the above regulatory bodies.

Not for profit companies and social enterprises must have a minimum of 3 unrelated directors and clearly stated objects in their governing document.

ELIGIBILITY CHECKLIST

Organisations must have the following documents in place in order to be eligible to apply

If you are successful in your application you will be asked to provide copies as evidence.



INSURANCE (please tick box)

Public liability insurance	<input type="checkbox"/>
Employers liability insurance	<input type="checkbox"/>

POLICIES AND PROCEDURES (please tick box)

Equality & Diversity	<input type="checkbox"/>
Safeguarding policies and procedures	<input type="checkbox"/>
Health and Safety Policy	<input type="checkbox"/>

Successful partnership applications, will be asked to provide a copy of an SLA between partnering organisations.

Please submit or attach a copy of your governing document along with your application form.

7. DECLARATION

When you fill in this section please print in **BLOCK CAPITALS** and include your full name.

- The signature on the application form must be original.
- We cannot accept photocopied or faxed signatures.

The Declaration – Please ensure you read before signing

- I have the power and authority to accept any awards offered, on the conditions shown, if I do not meet these conditions I will re-pay the award.
- I understand that any award offered may be publicised by Voluntary Action LeicesterShire and NHS CCGs.
- I confirm that the information I have given is true and I have answered all the questions on the form.

Name	<input type="text"/>
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Position	<input type="text"/>
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Signature	<input type="text"/>
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Date	<input type="text"/>
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Disclaimer: Freedom of information and Data Protection

VAL is working in partnership with the NHS CCG's to disseminate these grants to groups across Leicester Leicestershire and Rutland. All applications submitted and awards made are subject to their obligations under the Freedom of Information Act 2000 and Data Protection Act 1988. This means the public have the right to request any information held. Some information is exempt from the Freedom of Information Act such as personal details. If you think that information you are providing may be exempt from release you should let us know when you apply.

We are committed to protecting your privacy and will ensure any personal information is handled properly under the Data Protection Act. We use the information you give us for processing applications, monitoring awards, evaluating programmes and reporting to stakeholders. We may also give copies of this information to anyone with a legitimate interest including other organisations for the prevention and detection of fraud. Voluntary Action LeicesterShire will support NHS CCG's in the prevention and detection of fraud. We take our role in preventing and detecting fraud very seriously and we take a zero tolerance approach to those who seek to commit an act of fraud, theft, corruption or bribery against us. 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, which may keep a record of that information. It is the responsibility of the organisation applying to ensure all information contained in the application is accurate. 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. If you are a company this will include the names of the Company Directors at the time of the fraud. You must undertake to inform all Directors, Trustees and Committee members of this notice. We investigate all allegations of fraud in accordance with our Counter Fraud Strategy which includes seeking both criminal and civil prosecutions.