



Communities Mental Health and Wellbeing Fund for Adults Year 4 (2024/2025)

Expression of Interest Guidelines



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Introduction

This document has been developed to offer guidance on things you need to consider for each question in the expression of interest (EOI) form. It is important that you read this guidance prior to and during the completion of your form.

This guidance will talk you through each question, offering advice on what the panel will be looking for when assessing your submission, and the content you should consider including in your answers.

Before starting, we highly recommend that you look through the Community Mental Health and Wellbeing Fund for Adults Year 4 guidance. The guidance can be found [here](#)

If you are unclear about any of the content and wish to ask any other questions, please contact:

Stirling - [Tracey Nicholson](#), 01786 430000

Clackmannanshire - [Brian Weaver](#), 01259 213840

Given the expected demand for this fund, you can only submit one EOI. Should you be unsuccessful with your EOI submission (stage 1), you are not able to submit a second one.

Please note, if you are invited to submit a full application (stage 2), there is no guarantee of success.

We recognise the amount of work that goes into applying for funding and planning a project. The EOI stage helps us give you the most useful early stage feedback, and saves you time working on a full application. However, the Steering Group have requested some due diligence is carried out at Stage 1 mainly being submission of your governing document.

About Your Organisation

In this section, we want to know about your organisation. We need to know about the set up of your organisation, information on your governance and about your current financial situation. Please use this guidance when completing your application.

Name of your organisation

Please provide the legal name of your organisation or community group as it is stated on your governance/registration documents.

Main contact for this application

The name and contact details provided here will be used throughout the application and assessment process. It is important to make sure they are correct in case SVE/CTSI needs to contact you for additional information or to seek clarification

Position

The job role/position of the main contact filling in the expression of interest form.

Organisation Telephone Number

Full number that SVE/CTSI can contact you on in case of further information.

Contact Email

Email address of the person filling in the expression of interest form. This is needed in case there is further information needed and outcome of your application.

Organisation Email

Email address of the organisation. This is needed in case there is further information needed and outcome of your application and SVE/CTSI cannot get in contact with the main applicant.

Registered Address for your organisation

Please provide the address that your organisation or community group is registered at. If you have more than one location, please provide details of the main locations even if this is a private address.

The legal status of your organisation

In this question, please provide information on the legal make up and registration details of your organisation or community group.

You will be asked to upload a copy of your governing document/constitution/set of rules (depending on your set up and legal status). This will be used as part of the due diligence process.

N.B - It is important to ensure your governing document/constitution/set of rules is uploaded in full. If it is only part uploaded, it may result in your application being rejected. If you have a Memorandum of Association, you should ensure that the adjoining Articles of Association is also included.

Part of the due diligence, the panel will be checking for your lock/dissolution /winding up clause within your governing document. If this is not clear your application may be rejected at this stage.

What are the main aims and activities of your organisation?

In this question, please provide a summary outlining the purpose of your organisation and what it is that you do. When writing this, think about explaining what your organisation does to somebody who does not know you. You should include information about:

- Your organisation's focus
- The people and communities you support
- What sort of support and activities you provide

About Your Proposed Project

This section asks you to provide details about the project and activities you wish to deliver. We also need to understand that you have identified a need or gap in services, or that a project you are currently delivering is successful and requires funding to deliver. We would anticipate projects to run for the full grant period to maximise impact of this fund.

Is this a new project or continuation/expansion of an existing project?

Here you need to tell us if this is currently a successful project that you wish to continue or expand, or if it is new to your delivery programme.

Project Name

Here you need to tell us the name of your project and not the name of your organisation.

Where will your project take place?

This fund is to benefit residents of Clackmannanshire and Stirling and your project and activities should only take place in these local authority areas. Please tell us the main local authority that you will be working in.

Which of the priority groups will you be working with?

Here you need to tick all the boxes that apply identifying the main priority groups, depending on the people you will be working with and supporting.

Which of the funding outcomes does your project come under?

You need to work towards at least one of the five fund outcomes as outlined in the main guidance document. Here we ask you to select all the outcomes that you will be working towards by ticking the appropriate box.

Description of your project

Please use this space to give us a brief overview and snapshot of what you are proposing to deliver. Again, imagine describing it to somebody who does not know your organisation or the activities you provide.

The panel should be able to link your proposal to the outcome(s) that you indicate you will be working towards in question 15.

Please summarise what you plan to do with the funding. You should include:

- The types of activities you will provide
- A estimated number of individual beneficiaries
- Why your project and activities are needed in the community(ies) you plan to support

Please note, this is a word limit of 350 words.

Estimated cost of your project

Please provide an estimated cost of your proposed project. Please include salaries (if applying for salaries), overhead costs, project costs etc.

Declaration

You will need to read the declaration and sign once you have read and agreed to the statement.

You will be notified by email if your application has progressed to the full application stage. Please keep checking your junk/spam folder as the email may go there.

We cannot be held responsible for notifications landing in spam/junk email folders.

Given the expected demand for this fund, should you be unsuccessful with your EOI submission, you are not able to submit a second one.

Deadlines

Expression of Interest will be open from 1st September 2024 until 22nd September 2024.

Full Applications will be open from 9th October 2024 until 1st November 2024.

Applicants will be notified on or after 20th November 2024.



If you need any advice/support, please contact Brian Weaver or Tracey Nicholson.

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