

**Healthy Ireland**

**Community Mental Health Small Grants Scheme**

**2020-2021**

**PLEASE READ THE FOLLOWING GUIDELINES CAREFULLY**

**BEFORE COMPLETING THE APPLICATION FORM**

**1. Introduction**

[*Healthy Ireland, A Framework for Improved Health and Wellbeing 2013 – 2025*](https://www.hse.ie/eng/about/who/healthwellbeing/healthy-ireland/hidocs/healthyirelandframework.pdf)is the national framework for action to improve the health and wellbeing of Ireland over the coming generation. As part of Healthy Ireland ‘Round 3’, The Department of Health’s Mental Health Unit has designed a once-off programme within Healthy Ireland to support local level initiatives that promote and enhance mental health and well-being. The Community Mental Health Fund (CMHF) Small Grants Scheme seeks to support innovative actions that promote collaboration and partnership with formal mental health and suicide prevention services and to co-ordinate and implement related activities in local community settings. Healthy Fingal will be responsible for the delivery of the small grants mental health scheme.

**Please note:**

**A total of €30,000 has been allocated to the Fingal region under the Small Grants Scheme**

**Minimum Grant €2000/Maximum Grant €5000**

**An invitation to complete an application form does not mean that you will be successful in receiving funds from the CMHF Small Grants Scheme**

**The programme budget must be spent by 31 Dec 2021**

**2. Who is eligible to apply?**

Local community groups, voluntary groups and sporting organisations with a **demonstrated** ability to deliver mental health projects and/or well-being supports in the South Dublin area.

**3. How to apply?**

Applicants may attached any supporting documentation to the application form

Applications forms must be submitted in PDF format/Online

Closing date for application is **31 August 2021**

**4. What are the target groups**

Target groups:

* Disadvantaged communities
* Disadvantaged men and women
* Disadvantaged families, including one parent families
* Children and young people
* People with disabilities, including people with mental health issues
* Unemployed young people and adults
* Traveller communities
* Roma communities
* New communities, asylum seekers and refugees
* LGBTI communities
* Homeless people
* Older people
* People with chronic health conditions

**5. What projects are eligible for funding?**

**5a. What projects are eligible for funding?**

There are six priority themes (priority areas of work) for Healthy Ireland Round 3:

**Theme 1**: Physical Activity

**Theme 2**: Mental Health

**Theme 3**: Nutrition

**Theme 4:** Sexual Health

**Theme 5:** Tobacco and Alcohol

**Theme 6:** Spaces and Places for Health and Wellbeing

**Activities eligible for this funding must fall under Theme 2 Mental Health**

The activity or project must benefit the local community and disengaged/socially excluded groups within the community. All actions included in the programme of work must contribute **to one goal** in the *Healthy Ireland, A Framework for Improved Health and Wellbeing 2013-2025.* These goals are as follows:

1. Increase the proportion of people that are healthy at all stages of life.

2. Reduce health inequalities.

3. Protect the public from threats to health and wellbeing.

4. Create an environment where every individual and sector in society can play their part in achieving a healthy Ireland.

**All projects must be in line with government advice and guidelines related to Coronavirus and social distancing.**

Where **actions are targeting children and young people** (0-24 years), they must contribute **to one outcome** in the ‘Better Outcomes, Brighter Futures’, National Policy Framework for Children and Young People’. These outcomes are as follows:

1. Active & Healthy, Physical and Mental Wellbeing.

2. Achieving full potential in all areas of learning and development.

3. Safe & protected from harm.

4. Economic security and economy.

5. Connected, respected and contributing to their world.

Relevant government and local policies to be considered under the HIF Round 3 Mental Health theme are:

* [Share the Vision - A Mental Health Policy for Everyone](https://www.gov.ie/en/publication/2e46f-sharing-the-vision-a-mental-health-policy-for-everyone/)
* [Living Well with a Chronic Condition: Framework for Self-Management Support](https://www.hse.ie/eng/health/hl/selfmanagement/hse-self-management-support-final-document1.pdf)
* [Connecting for Life - Ireland's National Strategy to Reduce Suicide 2015 - 2020](https://www.hse.ie/eng/services/list/4/mental-health-services/connecting-for-life/national-strategy-to-reduce-suicide/)
* [Social Inclusion and Community Activation Programme (SICAP) 2018 - 2022](https://www.pobal.ie/programmes/social-inclusion-and-community-activation-programme-sicap-2018-2022/)
* <https://www.sdcc.ie/en/services/community/local-community-development-committee/local-economic-and-community-plan-2016-2021.pdf>
* <https://www.sdcc.ie/en/news/sdcc-age-friendly-strategy-2020-2024-.pdf>
* [Tobacco Free Ireland](https://assets.gov.ie/19465/0c99a96e05c54b249c7d53b93b17437c.pdf)
* [Children First National Guidance 2017](http://www.childprotection.ie/sites/childprotection.ie/files/Children_First_National_Guidance_2017.pdf)

Eligible actions must correspond with the eligibility requirement of the Healthy Ireland Fund.

Below are some indicative examples;

* Wellbeing activities
* Actions supporting the implementation of ‘Connecting for Life’ \*
* Mental Health training through partnerships/collaboration
* Educational initiatives
* Initiatives to improve living well with a chronic condition
* Family Support projects
* Infant and children’s mental health initiatives
* Social farming programmes

\*There is an additional requirement for actions which are included from local ‘Connecting for Life’ plans. If this is the case, Local Authorities or CYPSCs must contact their local Resource Officer for Suicide Prevention (ROSP) to ensure that the proposed action is not a duplication for work already undertake or planned to be delivered by a network of ROSPs. A list of Resource Officers for Suicide Prevention and their contact details are available on the HSE website.

**5b. What is not eligible for funding?**

The following types of actions are ineligible to be included in the Programme of Work:

* Actions which are not aligned to the *Healthy Ireland, A Framework for Improved Health and Wellbeing 2013-2025,* relevant thematic policies and local strategies.
* Actions which duplicate the creation of materials or services that already exist on a wider systemic or national level.
* Actions that provide a competitive advantage to private enterprises e.g. purchasing equipment in privately owned facilities.
* The delivery of services in a setting that is not inclusive of the target community or charges a fee to participants. However, a voluntary contribution is acceptable.
* Actions which are not in line with Department of Education and Skills Circular 0043/2018 for example: the delivery of once-off/short term basis student talks in relation to any aspect of SPHE, PE or health and wellbeing (including mental/emotional health).
* The development of new health and wellbeing programmes or resources for schools as a range of resources already exist and new ones are currently in development by the Department of Education and Skills and the HSE.
* Actions which are not in line with or do not give consideration to government guidelines on Covid 19
* The following types of actions under Theme 5 – Tobacco and Alcohol are ineligible:
  + Programmes related to the ‘Responsible Serving of Alcohol’ as this is the responsibility of the drinks industry.
  + Communication materials, other than those from [www.askaboutalcohol.ie](http://www.askaboutalcohol.ie)
  + Educational Programmes which are not linked to resources on [www.askaboutalcohol.ie](http://www.askaboutalcohol.ie)
* **6.3.2 Ineligible Costs**
* Indicative list of ineligible costs:
* 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
* Parties, or other primarily social activities / entertainment will not be considered for

funding.

**6. Selection Criteria**

Priority will be given to applications which:

* **Have a demonstrated ability to deliver mental health projects and/or well-being supports**
* **Clearly demonstrate their ability to deliver their programme within the timeframe**

And applications which:

* **Clearly articulate the projected impact of the project for the South Dublin community**

Applicants should provide evidence of how their programme/activity/event will align with the following criteria:

Essential criteria are as follows;

* Alignment with Healthy Ireland Framework, Priority Themes, other Government policies and plans
* Directly supports one or more of the priority target groups identified
* Quality of project design and capacity to deliver expected outcomes
* Value for money
* Evidence of need
* Proposed promotion of the Healthy Ireland/Healthy Fingal brand with the programme/activity/event
* Provide evidence that your project serves a designated area/group/people of disadvantage

Projects may also be judged having regard to additional criteria deemed appropriate by the Healthy South Dublin Steering Committee which demonstrate the added value of the project or element of a project in suitably addressing the programme's aims.

**7. Corporate Governance**

**7a. 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](https://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.

**7b.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 [The Governance Code](https://www.governancecode.ie/).

**8. Approval Procedures**

All applications for funding under this programme will be reviewed and assessed to ensure consistency with the relevant policies and procedures as deemed relevant by the Healthy South Dublin Steering Committee (HSDSC).

In deciding the final allocations of funding to projects, the HSDSC 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). This may include cross-referencing the location of the facility (or the area it serves) with the Pobal Hasse deprivation index which is available on www.pobal.ie.

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

The CMHF Small Grant Scheme provides funding to **Local Community Groups**, **Voluntary Groups** and **Sporting Organisations** to **deliver actions which address health inequalities which are in line with the Mental Health Theme of Healthy Ireland Round 3**.

##### TERMS AND CONDITIONS

* Under the Community Mental Health Small Grant Scheme, grants will be provided towards projects or **actions which are in line with the mental Health Theme of Healthy Ireland Round 3**.
* All actions projects must be in line with [government advice and guidelines](https://www.gov.ie/en/campaigns/c36c85-covid-19-coronavirus/) relating to Coronavirus and social distancing.
* The activity or project must benefit the local community and disengaged/socially excluded groups and/or peoples within the community.
* The information supplied by the applicant group /organisation must be accurate and complete.
* Misinformation may lead to disqualification and/or the repayment of any grant made.
* Information provided in respect of the application for a grant will be held electronically. South Dublin County Council, LCDC and Healthy Ireland reserves the right to publish a list of all grants awarded on its website.
* The Freedom of Information Act applies to all records held by the Department and Local Authorities.
* The application must be signed by the Chairperson, Secretary or Treasurer of the organisation making the submission.
* It is the responsibility of each organisation to ensure that it has proper procedures and policies in place including appropriate insurance where relevant.
* Applications must be on the Community Mental Health Fund Application form.
* Applications must be submitted in PDF format/Online
* Postal applications will not be accepted, all applications must be submitted electronically.
* Evidence of expenditure, receipts /invoices must be retained and provided to South Dublin County Council and LCDC or their representative when requested.
* Successful applicants must provide a progress report to to South Dublin County Council and LCDC or their representative when requested.
* A Grant agreement may need to be entered into prior to Funding being provided
* Grant monies must be expended by  **31 December 2021** expenditure incurred prior to the date at which the grant period commences will not be funded.
* The Healthy Ireland brand must be publicly acknowledged in all materials associated with the purpose of the grant.
* No third party or intermediary applications will be considered.
* Breaches of the terms and conditions of the grants scheme may result in sanctions including disbarment from future grant applications.
* Please ensure the application form is completed in full, including copies of all relevant supporting documents. Incomplete applications will not be considered for funding.
* Applicants should be aware that an equity/fairness approach will be taken by South Dublin County Council and LCDC to ensure an even distribution of funding and a maximum one project per group will be considered for funding.
* In order to process your application, it may be necessary for Heathy Ireland to collect personal data from you. Such information will be processed in line with the HSE’s privacy statement which is available to view on <https://www.hse.ie/eng/privacy-statement/>.
* Application must be submitted by **31 August 2021**.