



**General Guidance Notes for Those Applying For Funding
2011 – 2012**

CLOSING DATE: 3.00PM, Thursday 13th October 2011

**INCOMPLETE APPLICATIONS OR APPLICATIONS RECEIVED FOLLOWING THIS
TIME WILL NOT BE CONSIDERED.**

NB: All Projects must be completed by 31st March 2012

Please read these guidance notes carefully before considering making an application under any of the advised themes covered by this health and well being funding programme.

Introduction

The Public Health Agency (PHA), have identified non-recurring funding to address the themes of Suicide Prevention, Self-Harm and Drugs and Alcohol misuse, and have asked the CLEAR project to facilitate this process on their behalf and in conjunction with the Western Health and Social Care Trust. As such the CLEAR project are inviting community and voluntary sector organisations to apply for **non-recurring** awards to address the outlined themes. Non Profit taking statutory or education sector organisations can also apply for Award One grants (i.e. **non-recurring** awards up to £1,000).

Background

The CLEAR project is a unique partnership initiative in community mental health and well being that was originally commissioned under the NI Suicide Prevention Strategy – Protect Life (A shared vision) (known hereafter as Protect Life) which was launched in October 2006 by the Minister for Health, Social Services and Public Safety. The document states that the reduction of suicide and the tragic consequences for families is a priority for statutory, community and voluntary sectors alike.

The strategy calls for a change in attitudes to reduce stigma, encourage people to talk about mental health issues and seek help.

The aim of this Strategy is:

“To reduce the Northern Ireland suicide rate, particularly among young people and those most at risk.”

Numerous studies have found one of the strongest predictors of future suicidal behaviour to be engagement in deliberate self-harm, both fatal and non fatal, with the **Northern Ireland Registry of Deliberate Self-Harm, Western Area**, (Annual Report, 2009) finding that ‘alcohol while rare as a main method of self-harm was involved in 56.3% of all episodes’ while drug abuse was the predominate method used (p.7). The registry calls for a need to develop a mechanism to ensure that self-harm patterns (identified by the registry) feed into the development of suicide prevention programmes.

Similarly, the New Strategic Direction for Alcohol and Drugs (Phase 2, 2011 – 2016) recognises *“the association between poor mental health, suicide and self-harm, and alcohol and drug misuse”*, and highlights that many of the risk and protective factors for these issues are the same.

As such available non-recurring funding under both the Suicide Strategy and the NSD for Drugs and Alcohol have been amalgamated to allow community and voluntary organisations to tackle the themes of suicide, self-harm and drug and alcohol misuse in a project / programmes which support the strategic aims of both Protect Life and the New Strategic Direction for Alcohol and Drugs.

Relevant Documentation

For priority areas relating to this funding stream, please review the below documentation prior to submitting your application.

| Document | Web address |
|---|---|
| Protect Life | http://www.dhsspsni.gov.uk/phnisuicidepreventionsstrategy_action_plan-3.pdf |
| New Strategic Direction for Alcohol and Drugs (Phase 2) 2011- 2016 | http://www.dhsspsni.gov.uk/nsd_phase_2_consultation_document_-_january_2011_update.pdf |
| Northern Ireland Registry of Deliberate Self-Harm (Western Area) Annual Report 2009 | http://www.dhsspsni.gov.uk/self-harm_registry_2009_annual_report.pdf |
| CLEAR Standards and Quality Assessment Framework for Community and Voluntary Sector Organisations | www.clearproject.co.uk/standards |

Types of Award

Two types of award are available under this scheme:

Award One

1. 100% grants up to up to **£1,000** (total available £12,000)

For information on how to apply for grants of £1,000 go to page 5.

Award Two

2. 100% grants between **£1,000 and £10,000** (total available £100,000)

For information on how to apply for grants between £1,000 and £10,000 go to page 7.

It is not envisaged that monies available under this funding stream will be used as gap funding for projects which are already in development.

Assessment Criteria

Applications for both awards will be assessed using the following criteria:

- Funding is open to applications for projects in the fields of Suicide Prevention, Self-Harm and Drugs and Alcohol misuse. However, priority will be given to projects or services that evidence links between stated themes.
- Projects that support the delivery of innovative services / programmes.
- New projects or services which link suicide prevention with drugs / alcohol misuse.
- Within the overall context of promoting good mental health, funding proposals from bodies/organisation who aim to tackle the main contributing factors of suicide and self-harm or drug and alcohol misuse will also be considered.
- Proposals that demonstrate an ability/desire to work in collaboration with other relevant organisations.

What we won't fund

Examples of what we do not fund include:

- Building costs
- Retrospective applications.
- Work carried out prior to the approval of the funding.
- Loan repayments.
- Bank Charges
- Activities that do not fit within the advised themes.
- Unreasonable costs
- Existing staff costs. Only freelance / short term contacts or creation of a new specific post (within the specified timescale) may be funded. You must provide a rationale / calculation of how the figure was reached e.g. number of hours x hourly rate.
- Hospitality will only be paid where it is integral to the project e.g. lunch for delegates at an event. Gratuitous hospitality or alcoholic beverages will not be covered.

Award One

A number of awards are available to support the delivery of services, within the **Community/Voluntary/ Statutory or Education sector** working to the CLEAR standards, up to the value of **£1,000** (total available £12,000).

Eligibility Criteria

Applicants must adhere to the following preconditions. Failure to do so will result in your submission not being considered.

- If applying for Award One (grants up to £1,000) you must be a non-profit taking group from the **Community/Voluntary/ Statutory or Education sector**
- **Community/Voluntary** organisation must have implemented and be working to the CLEAR “**Service Standards and Quality Assessment Framework for community and voluntary sector organisations**” (www.clearproject.co.uk/standards)¹.
- Statutory or Education Sector applicants must ensure that any community / voluntary organisations they collaborate / commission as part of the award are working to CLEAR Standards. ²
- You have a bank or building society account in the name of your group.
- You enclose your most recent annual accounts (or, for new groups, a statement of your income and expenditure). These must be signed as approved by an office-holder.
- You can spend the funding before the end of the financial year i.e. 31 March 2012.
- Your project fits within the advised themes.
- Your project will run within the WHSCT area (Limavady, Derry~Londonderry, Strabane, Omagh, Fermanagh).

¹ Completed application forms must be accompanied by completed copies of the organisations self-assessment framework and associated documentation. If you do not have a copy of the standards these can be obtained from the CLEAR office, contact details of which can be found at the end of this document. This also relates to any external community / voluntary organisations you collaborate with or commission as part of the award.

² Details of organisations working to CLEAR Standards can be found at www.clearproject.co.uk/standards or from shauna@derryhc.com

Examples of what we will fund under Award One

- Training and awareness events e.g. information or skills based workshops, seminars etc.
- Equipment, transport to local facilities, venue hire, facilitators.
- Self help initiatives for example:
 - Art and creative therapies such as drama, writing, painting, crafts etc.
 - Physical activity programmes – dance, swimming, walking, yoga etc.
 - Skills based therapies to support coping skills e.g. Emotional Freedom Technique,
- Lifeskills initiatives for example:
 - Mood management
 - Coping skills
 - Self esteem/ resilience building
- Initiatives that address risk factors for example:
 - Debt management
 - Relationship/ communication issues
 - Bereavement support

Award Two

A number of awards are available to support the delivery of services, within the **Community and Voluntary sector** working to the CLEAR standards of between **£1,000 and £10,000** (total available £100,000).

Eligibility Criteria

Applicants must adhere to the following preconditions. Failure to do so will result in your submission not being considered

- You are a non-profit taking group from the **Community/Voluntary sector**.
- Your organisation has implemented and are working to the CLEAR “**Service Standards and Quality Assessment Framework for community and voluntary sector organisations**”(www.clearproject.co.uk/standards)³
- You have adopted a constitution and or articles & memorandum of association.
- You have a bank or building society account in the name of your group.
- You enclose your most recent annual accounts (or, for new groups, a statement of your income and expenditure). These must be signed as approved by an office-holder.
- You can spend the funding before the end of the financial year i.e. 31 March 2012.
- Your project fits within the advised themes.
- Your project will run within the WHSCT area (Limavady, Derry~Londonderry, Strabane, Omagh, Fermanagh).

³ Completed application forms must be accompanied by completed copies of the organisations self-assessment framework and associated documentation. If you do not have a copy of the standards these can be obtained from the CLEAR office, contact details of which can be found at the end of this document. This also relates to any external community / voluntary organisations you collaborate with or commission as part of the award.

Making an Application for Award One AND Award Two

- Applications for **both** awards will be assessed using the criteria *as stated on page 3*.
- Applications must be completed using the CLEAR Application Form
- No continuation sheets will be considered, so please ensure that you keep your answers within the confines of the Application Form.
- All required accompanying documentation as advised must be supplied with the application to be considered complete. Without this the application will be deemed ineligible and will not be considered for funding.

Additional Information

It is anticipated that assessment of applications will be completed and decisions issued by the end of October 2011. The Service Budget Agreement to successful applicants will include a number of binding conditions, which will effectively operate as a contract, under which the project/initiative should be operated.

Authorised Signatures

Please ensure two duly recognised officers in your organisation sign the application form. The signatories must be: (a) a contact person for the organisation who is familiar with the application (b) the person who will sign the contract in the event that your application is successful.

Forward completed applications to:

CLEAR PROJECT, Unit 13, Strabane Enterprise Agency, Orchard Road Industrial Estate, Strabane, BT82 9FR.

For clarification on any aspect of the application process contact Shauna Houston:

e: shauna@derryhc.com ~ T: 028 7138 3386 ~ M: 07702 509 314

Closing date

Applications and all relevant supporting documentation must be received on or before 3.00 pm on Thursday 13th October 2011 incomplete applications or applications received after this time will NOT be considered.

Electronic or faxed applications WILL NOT be accepted.