



Carlton Hayes

Grant Application

Carlton Hayes Mental Health Charity is a Charitable Trust which is registered at the Charity Commission under Registered Charity Number: 219783

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Mental Health Charity
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Information for Grant Applicants

The Carlton Hayes Mental Health Charity (CHMHC) exists to give support

- to people with mental health problems and
- who are of limited means.

The Trustees consider that mental health problems include those with

- Mental Illness (e.g., Schizophrenia, depression, PTSD)
- Neurodevelopmental Disorders (e.g., autism, ADHD)
- Intellectual Disabilities
- Dementias (e.g., Alzheimer)

The Charity has finite funds, so the Trustees have absolute discretion when making decisions on awarding grants. It is not possible to approve all applications, and the Trustees often have to make awards that only meet part of the bids received if there are insufficient funds to meet bids in full; a first response to bids may be to ascertain that part funding can still be used to good effect within a proposal.

CHMHC reserves a portion of its income for larger projects. These might be bids for single payments, or for a series of payments spread over two or three years. The Charity is less likely to support bids for capital developments that will incur ongoing revenue costs, though there might be exceptional circumstances where this would not be ruled out. Potential applicants are advised to approach the Trustees informally before making a bid should they wish to ascertain the likelihood of receiving sympathetic consideration.

CHMHC rarely makes grants to individuals and relies heavily on statutory and voluntary organisations to advise on where support might best be offered. The Trustees particularly favour grants that might provide leverage to release other resources.

The terms of the Trust specifically preclude offering funds to replace statutory provision and beneficiaries must be residents of the City of Leicester and the Counties of Leicestershire and Rutland.

It will be especially attractive to the Trustees if support can be given to projects which might provide leverage for other funders to be enjoined in providing support.

CHMHC is not able to commit to the long-term funding of organisations and applications are unlikely to be successful which include:

- Costs associated with the employment of permanent staff to undertake a project.
- The costs of administration or the overheads (including staff costs) of the applicant organisation

However, the Trustees are committed to short-term support for innovative new projects or organisations which have a realistic chance of providing mental health care not otherwise available in Leicester, Leicestershire and Rutland. Although co-funding is not a requirement, the Trustees must satisfy themselves that should the new initiative prove a success that it will then be capable of attracting long term funding from another source or sources or perhaps be adopted as an NHS initiative.

Although the Trustees retain flexibility, amongst the criteria applied to the consideration of bids are the following:

1. The application gives clear information on the benefits to clients and the numbers involved.
2. A bidding organisation is open to all or has clear admission criteria that are non-discriminatory.
3. The proposal is clearly costed and offers good value for money.
4. The proposal is not something which statutory agencies (including the NHS) should, in the Trustees' opinions, provide.

Applicants will need to provide the following information:

1. The name of the organisation and the individual with whom communications are to be established.
2. The objectives of the organisation, its governance arrangements, charity reference if applicable and the characteristics of client groups.
3. A description of the proposal.
4. A full breakdown of the costs of the proposal, inclusive of commissioning, professional fees, and VAT.
5. A summary of expected benefits, including.
 - The number of people who will benefit
 - Details of the type of mental illness involved
 - How clients are referred for help
6. Where appropriate, examples of any support from Health or Local Government Authorities, Voluntary organisations, Mental Health Professionals, Community Groups or others.
7. Size of grant being sought.
8. Other funding achieved or being sought to fully fund the proposal (where appropriate)
9. An implementation timetable, assuming application is successful.
10. For applications of larger amounts over £5000
 - The organisation's accounts for the previous 3 years
 - Confirmation of the willingness of representatives to attend a panel of Trustees convened to conduct interviews to ascertain further details if necessary.
 - Information about how the proposal will be funded after the period of the grant.
11. Where larger amounts over £5000 are involved, confirmation of the ability to comply with Trustees' requirement for progress reports if the application is successful, which must include evidence that grants have been expended in line with the approved application.
12. Confirmation of willingness to acknowledge the Charity in any publicity to help publicise our existence to others.

On receipt of an application officers of CHMHC will read the information provided and may seek further clarification or more information.

The Trustees will then determine whether they wish to invite representatives of the applicants to attend a panel interview or to reject the application at this stage. Interviews are intended to explore further details with applicants and to receive reassurances where necessary.

Applicants will normally be advised of the outcome of their bid within 14 days of the interview, but the Trustees may wish to add further conditions of approval at this stage.

All grant payments must be made into an authorised bank account and the Trustees may require a full account of expenditure as part of any subsequent progress reports where one has been required.

Grant Application

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Please complete every section. For larger applications over £5000 please add extra sheets if more space is required to give the fullest responses.

Name of organisation submitting application:

Name of contact:

Position in organisation:

Address:

Postcode:

Telephone number:

Email address:

Give a description of the proposal (please be as detailed as possible and use a separate sheet, if necessary, particularly for larger applications over £5000):

Total costs inc. fees, VAT commissioning: £

Bank account details:

Summary of expected benefits:

Examples of any support (ie, Health or Local Government Authorities, Voluntary organisations, Mental Health Professionals, Community Groups or others):

Size of grant requested: £

Other funding achieved or being sought:

Implementation timetable if application successful:

I confirm that representatives are willing to attend for interview with a Trustees panel and that our organisation will agree a timetable for the submission of progress reports on the project.

Signed: _____

Date:

Printed: _____

Position in applying organisation:

AND FINALLY:

Sometimes the Trustees find that they need more information to enable them to come to an informed decision.

Here is a check list of information which the Charity often has to ask for in following up Applications, which applicants may find useful to ensure that its bid has the best chance of success.

- Please provide a Full breakdown/costing of the funds requested rather than “round” figures.
- How many people will benefit from the funds?
- If the charity applying is nationwide, how will the funds be ring-fenced to benefit those in Leicester, Leicestershire and Rutland
- For larger, ongoing projects – is it sustainable? – how will the project be funded in the future?
- Which types of mental health illnesses are clients suffering from who benefit from the funds – are they diagnosed or is it more preventative measures?
- How would the poverty/limited means element of the Charity’s objects be satisfied?
- How do you receive referrals?
- If relevant, what kinds of therapy/counselling is undertaken?
- What are the Qualifications/accreditations of any counsellors involved with the proposal?
- Is the necessary DBS checks/safeguarding carried out?
- How will the proposal be assessed? Which Assessment tools/outcome measures will be used?