



**Bishops' Conference of England and Wales
Department for Christian Responsibility & Citizenship**

**Mental Health Project Small Grants Programme
2017 - 2019
Day For Life Funds**

Supporting the Catholic Community to Increase
Pastoral Support for Mental Health

Application

Certification

Please complete and sign the declaration below and send it with your application.

I confirm that the information supplied below is, to the best of my knowledge, true and accurate. If successful, the grant will be used for the specific purposes stated.

I, the project leader, agree to submit a written report every 6 months, for the duration of the project, and a written evaluation 6 months after completion of the project.

Name of Project Leader:

Signed: Date:

Position in parish:

For the Bishop or his representative:

I confirm that I have read and approved this application.

Signature of Bishop or his representative

Date.....

Section A: Application information

- Name of contact person and their role
- Address
- Telephone number
- Email address
- Project title
- Amount of funding requested
- Account name(s) into which the grant money will be paid (i.e. your parish, school or organisation account)
- Bank or building society details
(Bank name, address, account number and sort code)
- How did you hear about the fund?

Section B: About the project

In no more than 500 words, please give the background information about your application i.e.

- origins/inspiration
- aims
- participants
- working methods, systems and structures
- any relevant recent initiatives

Section C: Eight key points about the project for which you are seeking funding. (In no more than three pages please)

1. What is the project and who is it for?
2. What are the aims of the project?
3. How will the project be delivered?
4. How will service users, carers or carer supporters be involved in the project?
5. What are your specific targets and how will you measure the success of the project?
6. What difference(s) do you want to make as a result of this project?
7. Who will be responsible for writing up the reports?

Section D: Resources and Finance

(Please provide a full budget setting out all the costs of the project)

Please provide details of the specific costs and budget of your project remembering to include your planning, delivery, monitoring, evaluation and report writing costs.

Please provide a breakdown of the expenditure requested from this fund e.g.

Description of item or activity	Number	Unit cost	Total

**Closing date for applications is
Noon on Monday 11th September 2017**

Please send completed applications and supporting documentation by **email** only to:

**Gail Sainsbury
Mental Health Project Officer
Catholic Bishops' Conference of England and Wales
39 Eccleston Square
London SW1V 1BX**

Email: gail.sainsbury@cbcew.org.uk

Fund Information and Application Guidelines

The Fund is making available a range of several small grants totalling £50,000. There is no minimum grant limit and it is anticipated that the majority of grants will range from a few hundred pounds to a maximum of £10,000. Smaller projects are encouraged.

The fund will be administered by the Catholic Trust for England and Wales

Scope of the Fund

The Fund has been established to support the development of good practice resources across the Catholic community for the pastoral care, at local level, of those with mental health needs, their families and carers.

The Catholic Bishops' Mental Health Project aims to help towards reducing stigma, discrimination, isolation and fear of rejection. It aims to foster greater sensitivity; to increase empathy, support and friendship.

So thanks to the Day for Life funds generously given by parishioners the Catholic Bishops' Conference of England and Wales are funding a second round of small grants to further encourage and inspire us as communities of understanding. Descriptions of projects undertaken in the first round of grants in 2011 can be seen here: <http://www.catholicmentalhealthproject.org.uk/what-we-do>

Applicants are expected to demonstrate how their project will benefit people with mental health needs, their families and carers in local Catholic communities.

The themes for the Bishops' Mental Health Project are to:

- Offer support and resources to local Catholic communities as they respond to those facing mental health challenges
- Identify and highlight good practice in pastoral care for those with mental health needs, their families and carers
- Develop a network of those within the Catholic community in England and Wales with a special interest in locally based mental health support

What kind of projects are we looking for?

The following are just some of the ideas that have been suggested. This list is by no means complete but may spark your imaginative ideas:

Local Catholic communities can be beneficial to those with mental health challenges and there can be a role for faith and spirituality in mental health recovery

- Host events that increase a greater sensitivity to the dignity of those with mental health challenges and increase empathy and understanding to respond to people in distress
- Produce advice and information packs for local diocesan and parish networks connecting in with local mental health charities who have a wealth of information already available
- Create local mental health information posters for every parish and community in your deanery or diocese
- Coordinate a self sustaining local network in deanery or diocese for those with a special interest in locally based support for people with mental health needs, their families and carers
- Produce prayer and liturgy resources
- Create support groups and carer support groups and mental health worker support groups so that everyone has someone/somewhere to go to and has befriending accompaniment over a long time if necessary
- Host awareness raising days – for all or for particular groups e.g. young people
- Organise a series of Sixth Form school debates on mental health topics
- Arrange mental health training for parishioners, for youth workers, for catechists, for SVP visitors, for Ministers of Holy Communion, for clergy
- Record speakers for podcasts and create homemade DVD resources to use for events or training days
- Organise mental health support for people returning into parish - returning armed forces personnel, patients, prisoners
- Seek ways to support those who are marginalised
- Host retreat/pamper days
- Seek ways to publicise health promotion
- Find ways to support early intervention in mental health situations to help a person seek appropriate help
- Build resilience in young – and not so young - people
- There is a church in every prison and there are high levels of mental health challenges and illness. Prisons are very understaffed and mental health counselling to enable prisoners to understand what is happening is often insufficient. Can you think of a project to help?
- Care for carers looking after those living with a dementia
- Help towards making your community dementia friendly

The following websites may be of use to you:

The Bishops' mental health project: www.catholicmentalhealthproject.org.uk

Day For Life: www.dayforlife.org

Mind: www.mind.org.uk

Rethink: www.rethink.org

Time to Change: www.time-to-change.org.uk

Young Minds: www.youngminds.org.uk

Safeguarding is of the highest importance and so it is essential you confirm that the National Safeguarding Procedures of the Catholic Church in England and Wales are followed. This includes following the Safer Recruitment guidelines. Every diocese has a Safeguarding Coordinator who is happy to give advice.

Will there be more grants?

No. There are no more grants planned in the foreseeable future.

Who can apply?

Applications are invited from any Catholic communities at local level, e.g. parishes, deaneries, schools, hospitals, universities, prisons or organisations in England and Wales which facilitate mental health projects.

How much money can you apply for?

The Fund is making available a range of several small grants totalling £50,000. There is no minimum grant limit and it is anticipated that the majority of grants will range from a few hundred pounds to a maximum of £10,000. Smaller projects are encouraged.

How do you apply?

Applications should be signed by your Diocesan Bishop or his representative. All applications are to include a budget setting out all the costs of the project.

- Please read through these guidelines
- Complete your application using the application template on pages 1 - 3
- The first page 'Certification' has to be signed by the person making the project application and also signed by your Diocesan Bishop or his representative
- Then with the application form as a guide answer the questions on four topics;

Section A: Application information

Section B: About the project

Section C: Seven points about the project for which you are seeking funding

Section D: Resources and Finance

Please ask in your parish if you require help completing the application and sending it by email.

How are decisions made?

Applications will be considered on the basis of the following **six criteria**:

- The project meets the mental health project themes.
- The project meets mental health needs which are currently unmet.
- A grant will enable Catholic communities, at local level, to do something new. Funds are not available to refinance existing work.
- The project builds capacity in terms of encouraging and inspiring communities in their support of those with mental health needs and developing mental health support networks.
- The project is, where appropriate, sustainable beyond the lifetime of the funding e.g. setting up a support group. Or the project is, where appropriate, completed e.g. developing a resource or toolkit.
- The application reflects SMART principles – specific, measurable, achievable, realistic, timely.

In every project cooperative partnership working with local churches, local charities, voluntary services, agencies and NHS initiatives is highly recommended.

Who makes the decisions?

Applications are made to the Mental Health Project Fund Grants Committee of the Catholic Trust for England and Wales who will meet to decide which projects will receive a grant award. This group will include Trustees and members of the Mental Health Reference Group.

It is intended that applicants will be informed by email of the Grants Committee decision before Christmas 2017 and funds will be released in January 2018 for your project.

How long can a project last?

The length of time you need to run your project will depend on what you want to do. Some projects may take place on one day, some may last only weeks and others may take up to 12 months.

What records will you need to keep?

The amount of money you spend and a record of all payments made, with receipts, must be kept for the Catholic Trust for England and Wales finance manager **and** for your Diocesan finance secretary **or** for your organisation's financial director. Any interest generated by grant monies must be accounted for and applied to the project.

What evaluation will you need to complete?

Successful applicants are asked to:

- Accommodate visits, if requested, by the Department for Christian Responsibility and Citizenship from the Catholic Bishops' Conference.
- Provide a written report every 6 months, for the duration of the project, and a written evaluation 6 months after completion of the project which evaluates the project against the criteria, shows any points for learning, shows who has benefited and shares good practice.

How do you receive the grant money?

Your grant award money will be transferred directly into your nominated account i.e. parish, school or organisation account. At the same time as you receive the letter about the arrival of the money your Diocesan finance secretary **or** your organisation's finance director will also receive a letter of notification. The money is for your project only and must be set aside for its use.

Is there a deadline for applications?

**The Closing date for applications is
Noon on Monday 11th September 2017**

Who do you send your application to?

Please send completed applications and supporting documentation by **email** only to:

**Gail Sainsbury
Mental Health Project Officer
Catholic Bishops' Conference of England and Wales
39 Eccleston Square
London SW1V 1BX**

Email: gail.sainsbury@cbcew.org.uk

If these questions do not answer *your* question

Then please contact Gail Sainsbury, Mental Health Project Officer on gail.sainsbury@cbcew.org.uk or phone 07581 205314