

Manchester City Council

Directorate for Adults, Health and Wellbeing

Mental Wellbeing Services Grant

Bid Guidance

2013/15

This document provides an explanation to the Grant Application process and guidance on how to bid. Bidders are advised to read this document thoroughly, and make note of the allocation criteria. The Allocation Panels cannot award grants to organisations that do not answer all the questions within the grant application.

CLOSING DATE FOR SUBMISSION OF BIDS: 10am, Monday 24th June 2013

INTRODUCTION

As part of its continued commitment to improving people's wellbeing, Manchester City Council is providing continued investment through the Directorate for Adults' Mental Wellbeing Grants programme. This investment will help promote adults' independence and choice and control over their own lives, creating neighbourhoods of choice and integrated working at a neighbourhood level. The grant will support adults to become economically and socially active, creating individual and collective self-esteem and mutual respect. The Manchester Joint Health and Wellbeing Strategy (2013) summarises that:

“for too long, mental health and wellbeing has not received the attention that physical health has been given. However, with the Manchester Joint Strategic Needs Assessment (JSNA) demonstrating the very high levels of mental ill health and low levels of wellbeing in the city, and the impact this has on our health, social and economic aspirations, it is time for this to take centre stage in our local strategies”

This investment follows the success of the Directorate for Adults Wellbeing Grant programme between 2010-13. The 2013/15 grant is again prioritised on services that improve people's mental health wellbeing. The objective is to move towards an approach that requires services to be pro-active in encouraging people to do more for themselves, to balance the promotion of better mental health wellbeing, together with care and treatment when appropriate.

In support of this approach, the Mental Wellbeing Grants will draw learning from the New Economics Foundation (NEF) extensive investigation of academic evidence of what improves wellbeing and utilise what the NEF believes are five key messages, known as “Five Ways to Wellbeing” which people can use to improve their mood (see NEF, *Five Ways to Wellbeing: The evidence* (<http://neweconomics.org/publications/five-ways-to-wellbeing>))

Wellbeing criteria will be developed to identify applications which focus on delivery of the Five Ways to Wellbeing, which aim to enable the individual to:

- **Connect.** With the people around you. With family, friends, colleagues and neighbours. At home, work, school or in your local community. Think of these as the cornerstones of your life and invest time in developing them. Building these connections will support and enrich you every day.
- **Be active.** Go for a walk or run. Step outside. Cycle. Play a game. Garden. Dance. Exercising makes you feel good. Most importantly, discover a physical activity you enjoy and that suits your level of mobility and fitness.
- **Take notice.** Be curious. Catch sight of the beautiful. Remark on the unusual. Notice the changing seasons. Savour the moment, whether you are walking to work, eating lunch or talking to friends. Be aware of the world around you and what you are feeling. Reflecting on your experiences will help you appreciate what matters to you.
- **Keep learning.** Try something new. Rediscover an old interest. Sign up for that course. Take on a different responsibility at work. Fix a bike. Learn to play an instrument, or how to cook your favourite food. Set a challenge you will

enjoy achieving. Learning new things will make you more confident as well as being fun.

- **Give.** Do something nice for a friend, or a stranger. Thank someone. Smile. Volunteer your time. Join a community group. Look out, as well as in. Seeing yourself, and your happiness, linked to the wider community can be incredibly rewarding and creates connections with the people around you.

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PART 1

What the Grant is for

Manchester City Council is seeking applications from the Community and Voluntary Sector under a Grant Allocation process for locally based well-being services which focus on the delivery of services to improve people's mental health and wellbeing. The Grant is for a maximum 20 months effective from 1st August 2013 to 31st March 2015, pending satisfactory reviews.

For the purpose of the grant, wellbeing services are defined as those which offer a range of practical, social and emotional support to adults and older people and focus on delivery of services that improve mental health wellbeing. **Following a decision by Manchester City Council to withdraw from funded subsidised meals provision, grant allocations will not be made to any applications incorporating this service element as part of submitted proposals.**

Why Manchester needs Well-being Services

Well-being services underpin a range of statutory and non-statutory support services and form one of the cornerstones to the prevention and early intervention agenda. They can be the difference between people needing formal health or social care services and supporting people to live independently.

Recognition of this forms the basis of the Grant Allocation and continues our objective of increasing the opportunity to seek access to local government funding, allowing Manchester City Council to engage in a professional working relationship with the Community and Voluntary Sector.

How the allocation will be made

Interested organisations will be required to make a separate application for each proposal. Throughout the process, development support will be provided by Directorate for Adults, Health and Wellbeing.

Funding will be allocated using the principles of the funding formula for the 2010-3 grants.

If your bid is for a city-wide or thematic application that does not fit neatly into one particular ward or locality (i.e. a BME wellbeing service, or LGBT wellbeing focused service), or if you have any questions about the process in general, contact Mike Gorman on 0161 203 2274, mike.gorman@manchester.gov.uk or Gordon Reid on 0161 245 7154 gordon.reid@manchester.gov.uk

If your project has a locality focus groups can also contact the Strategic Locality Coordinator for the area to discuss any aspect of your proposed bid. Contact details can be found on the next page of this document.

Manchester Community Central will be hosting a dedicated page highlighting resources, information and factsheets relevant to the Mental Wellbeing Services Grant.

For further information please visit www.manchestercommunitycentral.org; email info@mcrcommunitycentral.org or tel 0333 321 3021.

A Panel of representatives for applications covering North, Central and South Manchester and a City Wide panel will consider how each application meets the criteria. It is therefore important that you clearly specify the wards/localities in which you intend to deliver your proposed service in your application. Bids by email would be preferable. Please send completed bids by the deadline of **10am on Monday 24th JUNE 2013. to s.devine@manchester.gov.uk or by post to:**

Susan Devine
 Directorate for Adults, Health and Wellbeing
 Manchester City Council
 Level 4 Victoria Mill
 10 Lower Vickers Street
 Miles Platting
 Manchester. M40 7SH

Locality Contacts

Area where bid aims to focus	Wards within this locality	Lead	Contact Details
City Wide/Thematic Bids		Mike Gorman / Gordon Reid	mike.gorman@manchester.gov.uk Gordon.reid@manchester.gov.uk
North West	Cheetham, Charlestown, Crumpsall, Harpurhey, Higher Blackley, Moston	James Stock	j.stock@manchester.gov.uk 0161 655 7925
North East	Ancoats & Clayton, Bradford, City Centre, Miles Platting & Newton Heath,	Paul Johnston	p.johnston@manchester.gov.uk 07701 065 447
Central West	Chorlton, Fallowfield, Hulme, Moss Side, Rusholme, Whalley Range	Abigail Prabhakar / Simon Kensdale	a.prabhakar@manchester.gov.uk 0161 219 2556 s.kensdale@manchester.gov.uk 0161 219 2032
Central East	Ardwick, Gorton North, Gorton South, Levenshulme, Longsight	Kate Fowler	k.fowler@manchester.gov.uk Tel: 0161 227 3901 07932 217 285
South	Burnage, Chorlton Park, Didsbury East, Didsbury West, Old Moat, Withington	Gordon Reid	gordon.reid@manchester.gov.uk 0161 245 7154
Wythenshawe	Baguley, Brooklands, Northenden, Sharston, Woodhouse Park	Elaine Ridings	elaine.ridings@manchester.gov.uk 0161 219 2994

Future planning

With increasing pressure being placed on Local Authority funding and the significant number and value of grant applications previously submitted, the evaluation panels will be looking at how organisations plan to secure alternative income opportunities and reduce the level of financial support from the City Council, either as part of their overall proposal or during the period of the proposed funding. This could be through charging people who use the service, looking for alternative grant funding, developing the organisations profile by becoming a social enterprise, or by groups of services coming together, to reduce overheads, enabling an increased focus on direct service delivery. The grant application will seek evidence of how applicants can achieve this.

The Panel will be interested in ideas that organisations have to build on the wealth of experience that local people have. This could be in any capacity – for instance, volunteering opportunities, including recruiting volunteers and developing activities for volunteers to engage in and lead to increased employment opportunities, as well as developing new sources of volunteers.

PART 2

Allocation Criteria - Who benefits

Locally based services are best placed to challenge isolation. Any social activity that brings people together can make a difference to peoples' lives. For those people who are unable to leave the house alone, having someone to escort them, or visit each week, can have a major impact in increasing the persons mental health well being.

One way to challenge isolation is to get involved in delivering help and support to others, so volunteering becomes a help to both the volunteer and the person who uses the volunteer's time. In addition, volunteering allows people to build up experience, skills and knowledge that can help them into employment.

Allocation Criteria – Outcomes to be achieved

We are seeking applications for funding for services that are pro-active in encouraging people to do more for themselves, to balance the promotion of better mental health wellbeing, together with care and treatment when appropriate. Commissioning staff from the Directorate for Adults, Health and Wellbeing will support successful organisations to deliver funded proposals and with required monitoring information. Applicants will need to demonstrate the outcomes to be achieved, how these will be recorded and reported as part of monthly monitoring.

Allocation Criteria - Who can apply

Applications from Community and Voluntary Sector providers that offer support to Manchester residents to improve mental health wellbeing will be considered. This could be achieved in many different ways, and this process does not specify any type of approach. The panels will be looking for applications that:

- Demonstrate track record in delivering activities or services or can clearly evidence the need for their service;
- Use volunteers to deliver the service, providing experience that people can use to seek employment;
- Bring together people to help and support each other;
- Demonstrate that your project reduces demand on other statutory services;
- Have a business case (or for smaller organisations a headline report) – to plan for how they will deliver the service or activity that the grant will fund

PART 3

The Application Process

Stage 1 – Preparing your bid

Make sure that you understand the application criteria.

- You will need to provide references as part of the bid. These can be from housing, health or social care organisations or agency that refers to your service or where you refer people.
- Accounts, or alternative financial information will be required
- You will need to provide a breakdown of how you propose to spend the grant and/or secure alternative and/or additional income streams. This needs to include for example:
 - rent for offices or venues where you hold activities,
 - recruitment and training costs for staff and/or volunteers,
 - cost of any activities.
- You will have to show how you will safeguard the people who use your service or group and how you will safeguard the people who deliver well-being activity.
- You will have to demonstrate how you will achieve the outcomes specified in your proposal.
- Reducing dependency on the Mental Health Wellbeing Grant from attracting alternative income sources.

Stage 2 – Making your bid

- Answer every question in the bid document. **BIDS THAT ARE NOT COMPLETE WILL NOT BE CONSIDERED.**
- Be clear about the level of funding being sought.
- Be clear about what will be delivered – you will be monitored on this,
- Don't over-estimate your ability to deliver – better to make a conservative forecast and exceed the target than fail to meet an inflated figure.
- You must have evidence to support your bid

Stage 3 – The panel assessment

Separate panels will consider bids for each North, Central, South Manchester and City wide proposals. Applications will be considered on their own merits, from established groups and new groups, and from established and new proposals. All applications will need to demonstrate their capacity to deliver their proposal.

In the event of more than one group bidding to deliver the same activity in the same ward, the Panel will consider which proposal meets the criteria and which offers the best Value for Money to the City Council.

The evaluation of 2013-15 applications for Wellbeing Grant funding will be based on methodology developed through public consultations conducted by the Directorate for Adults during 2011-12. This outlined the need for a consistent approach to evaluating the cost effectiveness and quality of all Community and Voluntary Sector services. Services will be scored on a maximum of 50 marks for quality (with a minimum benchmark of 30) and 50 marks for price.

PART 4 – Awarding the grant

All bidders will be notified of the Panel decision after 8th July 2013 (This date may be subject to change)

Timescales

Closing date for Applications	Monday 24th June 2013 (10am)
Panel assessments	From Monday 24th June onwards
Announcement of Funding Decisions	Week commencing 8th July 2013
Projects to commence	Thursday 1st August 2013

Monitoring & Evaluation

As we have stated above, Manchester City Council is required to safeguard public funds, and therefore successful organisations will need to provide monitoring information within two weeks of the end of each calendar month. Manchester City Council reserves the right to suspend, reduce or terminate funding to any service failing to comply with this requirement. It is critical all monitoring information is available to inform future commissioning priorities and to secure future financial resources. A statement of how the grant has been spent will also be required. All successful organisations will be required to sign up to formal Terms and Conditions of Grant.

It is recognised that monitoring requires administration. Please ensure that your bid includes any evaluation costs. Directorate for Adults, Health and Wellbeing commissioning staff will visit each successful organisation and agree the format of monitoring information.