


<b>Individual Mayoral Decision Proforma</b>  Decision Log No <u>52</u>	 <b>TOWER HAMLETS</b>
<b>Report of:</b> Deborah Cohen	<b>Classification:</b> [Insert Unrestricted or Exempt]
<b>Mental Health Small Grants – Service User Led Groups 2014/16</b>	

<b>Is this a Key Decision?</b>	<b>No</b>
<b>Decision Notice Publication Date:</b>	(Report author to state date of decision notice – either individual notice or within the Forward Plan)
<b>General Exception or Urgency Notice published?</b>	<b>Not required</b> (Report author to delete as applicable)
<b>Restrictions:</b>	n/a

**EXECUTIVE SUMMARY**

For 2014/15 and 2015/16, the Council has allocated £109,500 per year to be awarded to small user-led groups for people with mental health problems. In previous years, groups have applied annually for a maximum grant of up to £5,000. The grant award period has been extended to 2 years.

The scheme was advertised in November 2013 inviting applications for grants covering the period April 2014 to March 2016. The evaluation process for this year's grant scheme has now been concluded with recommendations for awards contained within this report.

In total 47 applications were received which included 30 from existing groups and 17 from new groups. 35 applications were successful with total requested £156,417.

The eligibility rules for the scheme requires priority to be given to groups which are under-represented in the overall funding scheme. In total 12 applications from under-represented groups have been recommended for grants totalling £42,814 (39% of total fund). This includes Bangladeshi men's and women's groups, Arab women, LGBT, Somali women, Afro Caribbean women and Vietnamese men.

The successful applications will ensure the availability of a range of new and existing opportunities for mental health service users across the borough. This includes health and fitness, photography, healthy eating, martial arts, social outings and networking to reduce isolation, arts and crafts.

The Third Sector Grants Programme Board (20/1/14) noted:

- That this funding was taken from core funds not MSG
- The grants were for a 2 year period but funds were issued annually and the grant reviewed before the second year of funding was issued
- The amounts were small therefore:
  - This is not a Key Decision
  - There is no appeal against refusal of the grants
- All applicants refused grant funding must be notified at the outset and the rationale for refusal explained

Actions Agreed:

- The Mayoral Decision must state that there is no appeal against the refusal of a grant
- Grants approved must clearly state the purpose for which the funding is being given

Full details of the decision sought, including setting out the reasons for the recommendations and/or all the options put forward; other options considered; background information; the comments of the Chief Finance Officer; the concurrent report of the Assistant Chief Executive (Legal Services); implications for One Tower Hamlets; Risk Assessment; Background Documents; **and other relevant matters are set out in the attached report.**

## DECISION

Approve the proposed awards of small grants to independent user led groups as detailed in attached report.

## APPROVALS

1. (If applicable) Corporate Director proposing the decision or his/her deputy

I approve the attached report and proposed decision above for submission to the Mayor.

Signed .....  ..... Date 4/2/14

2. Chief Finance Officer or his/her deputy

I have been consulted on the content of the attached report which includes my comments.

Signed .....  ..... Date 14/2/14

3. Monitoring Officer or his/her deputy

my I have been consulted on the content of the attached report which includes comments.

(For Key Decision only – delete as applicable)

I confirm that this decision:-

(a) has been published in advance on the Council's Forward Plan OR  
(b) is urgent and subject to the 'General Exception' or 'Special Urgency' provision at paragraph 18 or 19 respectively of the Access to Information Procedure Rules.

Signed *JBU* ..... Date *18-2-14* .....

**4. Mayor**

I agree the decision proposed in paragraph above for the reasons set out in paragraph *1-1 and 1-2* in the attached report.

Signed *MM* ..... Date *25/2/14* .....

**1. REASONS FOR THE DECISIONS**

- 1.1. Annual funding of the user led groups over the last nine years has proved be immensely beneficial to the large majority of service users who use user led groups, with service users reporting that they feel very positive about their involvement in either facilitating groups or being an active member.
- 1.2. Mental Health user led groups are becoming increasingly popular year on year, as they enable service users to take active control of meeting their own needs, to be innovative and creative in doing so, and to develop new skills and knowledge in the process.

**2. ALTERNATIVE OPTIONS**

- 2.1. The user led group grant schemes continues to be an innovative approach for enabling peer groups to support recovery and improve well-being for participants. The grant scheme assists groups to reach up to 1000 members each year.
- 2.2. Taking into consideration the continued success and impact of the scheme no other viable options have currently been identified to create similar or better outcomes with the funding available.

### **3. BACKGROUND**

- 3.1. The current grant funding for user led groups is due to end on March 31<sup>st</sup> 2014. The grant award process for 2014/16 began in October 2013, with final recommendations (contained in this report) for the Corporate Grants Board in January 2014. The total annual sum available is £109,500.
- 3.2. Mental health user led groups provide a wide range of social and therapeutic activities to promote social inclusion, well-being, and independence for people with mental health problems who are aged over 18. A significant proportion meet out of usual office hours, including evenings and weekends and so provide social support when other services are not available. They provide support to a wide range of communities across the borough.
- 3.3. To qualify for a grant, groups have to be led by a person or people with a mental health problem. When a group of service users have ideas on how their social care needs could be better or more creatively met, through the user-led grant process, they therefore have the opportunity to apply for funding to realise their ideas in practice. Groups are offered support with the administrative and organisational aspects of running a group, along with help solving problems as they arise, through a separately commissioned Support User Network (SUN Network) coordinated by *Community Options*, a local third sector organisation specialising in mental health.
- 3.4. User led groups are at the heart of the Council's strategy to develop services that give more choice and control to service users. In particular the Health and Wellbeing Board Mental Health Strategy, due for consideration by the Health and Wellbeing Board in February 2014, places a significant emphasis on the fact that service users have told us that they want more choice and control over services.
- 3.5. A high proportion of the funded user-led groups have been established over many years, with the firm foundation that they actively encourage and promote healthy lifestyles, focus on health promotion and endorse a positive outlook on the lives of service users through physical exercise and alternative therapies.
- 3.6. One of the conditions of groups receiving the grant is that they send a representative to the SUN Network Steering Group meetings which are coordinated by *Community Options* and take place every four to six weeks. Representatives report back on the activities of their groups to the Steering Group, and report back from these meetings to their individual groups. Within these meetings, various training and learning opportunities are promoted in order to promote confidence to group members in order to further develop and improve aspects of their involvement within their groups.

### **4. BODY OF REPORT**

- 4.1. The Education, Social Care and Wellbeing Directorate funds the User Led Groups grants programme. £109,500 has been committed each year for 2

years starting from April 2014. The recommendations for grant awards are for a 2 year period.

- 4.2. Based on the same approach used in 2013/14, an advert was published in East End Life on 15<sup>th</sup> November 2013 with closing date of December 11<sup>th</sup>. See Appendix 2, 3 for published advert and timetable.
- 4.3. The advert highlighted the 'eligibility' criterion (see Appendix 4 for further detail) which is fundamental to the evaluation process. This has remained unchanged from previous years:
  - a) Support residents of Tower Hamlets with identified mental health needs aged over 18
  - b) Led by mental health service users
  - c) Provide peer support, therapeutic or social activities
  - d) Provide a quality service to an active membership
  - e) Priority will be given to groups that provide activities that take place out of hours
  - f) Priority will be given to groups that target users who are currently under represented in the overall funding scheme

Interested parties were sent an application pack containing the following:

- Application Timetable
  - Funding Application Process Flowchart
  - Guidance notes and eligibility criteria for applicants
  - Application Form for the 2014-16 Small Grants User-Led Groups
  - Draft Terms and Conditions of Grant
  - Copy of the Mental Health User-Led Group 'Quarterly Activities Return' and 'Quarterly Financial Return' forms
- 4.4. The process was also promoted during, and prior to the advert going to print, via the *Community Options* User Involvement Project, to ensure that all service users expressing an interest in applying for funding were aware of the forthcoming application process. In addition, the process was promoted within the SUN Network meetings organised by Community Options, as well as at the Voluntary Sector Network (VSN) meetings, where leads for all the Voluntary Sector.
  - 4.5. As part of the *Community Options* Service User Involvement Project (SUIP), LBTH and the NHS Tower Hamlets CCG jointly commission a Development Worker who offers assistance and support to groups with the applications process. The Development Worker is also able arrange interpretation services for the groups, as and when requested.
  - 4.6. Applicants were asked to submit a i) completed application form, ii) a 12 month activity plan and iii) a 12 month budget.

- 4.7. Support from *Community Options* was available throughout the application process including guidance on how to complete the application form, activity plan and budget.
- 4.8. An evaluation panel consisting of a member of the Council and Tower Hamlets CCG Mental Health and Joint Commissioning Team, the Community Options SUIP (service user involvement project) development worker and a service user representative from Newham was convened to carry out interviews and agree recommendations at the end of the evaluation process.
- 4.9. In total 47 applications were received which included 30 from existing groups and 17 from new groups. Applications from existing groups with good track records were recommended for award based on the application and supporting documents submitted. Applications which were not complete and/or clearly failed to meet eligibility and application process requirements were deemed to be unsuccessful.
- 4.10. For new applications and those where further clarification was required were invited to either a face to face interview with the panel or a telephone interview with the commissioner leading the process. Telephone interviews were offered to groups already receiving funding.
- 4.11. 12 face to face interviews were carried out and 5 telephone interviews.
- 4.12. In total 35 applications were successful with total requested £156,417 which exceeds the budget by £46,917
- 4.13. The approach to dealing with over subscription was to apply a proportional percentage equitably to all groups to enable final grant awards to be calculated. See Appendix 1 for the amounts recommended for each group.
- 4.14. In total 12 applications from under-represented groups have been recommended for funding. This includes:
- Bangladeshi Women x4
  - Bangladeshi Men x 2
  - Afro-Caribbean Women x 2
  - Arab Women
  - Vietnamese Men
  - Somali Women
  - Lesbian, Gay, Bisexual, Transgender (LGBT)
- 4.15. In keeping with eligibility rules, priority has been given to groups which are under-represented in the overall funding scheme throughout the process.
- 4.16. There were 10 applications from groups that use Bowhaven as their base, and 4 from groups that use MIND in Tower Hamlets and Newham as their base (Open House). Bowhaven and MIND are two of the primary providers of voluntary sector mental health support in the borough, with Bowhaven historically being a user-led organisation itself. Both Bowhaven and MIND

provide space for user led groups to meet on their premises. These groups are accessible to all residents of Tower Hamlets from across the borough, and provide many of their activities in community locations across the entire borough, including cafes, cinemas, gyms etc.

- 4.17 All successful groups will be required to submit quarterly monitoring returns (qualitative and financial) as well as receive a minimum of one quarterly support meeting from the Development Worker from the Service User Involvement Project. Support meetings actively monitor groups to ensure that they are delivering and working towards their agreed outcomes within the means available, ensuring that new members are taken aboard and the maximum number of members benefit from the funding allocated. The performance of all groups will be reviewed at the end of year one of the two year grant as a condition of receipt of the grant in year two.

## **5. COMMENTS OF THE CHIEF FINANCE OFFICER**

- 5.1. This report seeks approval from Cabinet to agree to the allocation of the Education, Social Care and Wellbeing Directorate small grants budget for mental health of £109,500 per year for the financial years 2014/15 and 2015/16.
- 5.2. The small grants budget is held by the Directorate of Education, Social Care and Wellbeing within its general fund. The funding has been used for a number of years to support mental health user led groups as outlined in paragraph 3.1.
- 5.3 Following an application process as outlined above, the Mental Health Joint Commissioning Team have recommended grant awards to 35 user led groups as outlined in Appendix 1.
- 5.4. Monitoring procedures are already in place for the 2013/14 grants. This will continue with a 12 month review process to be implemented to ensure year 2 funding is released to those groups which meet the grant conditions effectively in year 1.

## **8. COMMENTS OF THE ASSISTANT CHIEF EXECUTIVE (LEGAL SERVICES)**

- .8.1. The grants the subject of the report are directed at promoting social inclusion, well-being and independence for a category of vulnerable people. To the extent that this is broadly about prevention, the making of grants is supportable by reference to the Council's community care functions, coupled with its obligation as a best value authority under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

- 8.2. Section 1 of the Localism Act 2011 provides a general power of competence for local authorities. It gives local authorities the same power to act that an individual generally has and provides that the power may be used in innovative ways. The only restriction is that there must be no statutory prohibition or limitation against the proposed action. There is no such prohibition on discounts for the making of the grants proposed in this report.
- 8.3. In deciding whether or not to make the proposed grants, the Council must have due regard to the need to eliminate unlawful conduct under the Equality Act 2010, the need to advance equality of opportunity and the need to foster good relations between persons who share a protected characteristic and those who don't. Information relevant to these considerations is set out in the report.

## **9. ONE TOWER HAMLETS CONSIDERATIONS**

- 9.1. Mental health user led groups are central to the principles of prevention laid out in the Tower Hamlets Health and Wellbeing Board *Health and Wellbeing Strategy*. A high proportion of the existing funded groups promote healthy eating, alternative therapies and physical exercise which clearly evidences positive outcomes for group members. This in turn has enabled members to look at their lifestyles holistically and improve, enhance and develop other areas of their lives which have a direct impact on their mental wellbeing.
- 9.2. The function of the grants is to enable people with mental health conditions to take part in activities in community locations. The funded groups are diverse and well-placed to meet the needs of people from different backgrounds. At the same time, all funded groups must commit to providing services on the basis that discrimination or prejudice on the basis of faith, religion, gender, sexuality, any of the other protected characteristics in the Equality Act 2010, or mental or physical health is unacceptable.
- 9.3. There have also been a number of members who have felt confident enough to cease attending the groups and who have progressed onto volunteering and training opportunities. This not only gives confidence to the member/s who have moved-on and progressed, but also to existing members who may see this as direct encouragement and an insight into opportunities which they may not have necessarily have known about prior to being a group member.

## **10. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT**

- 10.1 There are no particular actions around sustainability and greener environment.

## **11. RISK MANAGEMENT IMPLICATIONS**

- 11.1 There may be certain risks which arise from the funding of individual groups; the key risks being:



- Funding utilised for means other than those agreed
- Funding not covering all aspects of the activities, resulting in groups not being fully functional and not delivering the entirety of their anticipated functions
- Funding not fully utilised, resulting in allocations remaining unspent.

11.2. The Community Options User Involvement Project works closely with all User-led Groups through the SUN Network to mitigate these risks.

## **12. CRIME AND DISORDER REDUCTION IMPLICATIONS**

12.1 There are no particular actions around crime and disorder reduction or implications identified.

## **13. EFFICIENCY STATEMENT**

13.1 All funded groups are required to submit quarterly monitoring returns (qualitative and financial) as well as receive a minimum of one quarterly support meeting from the Development Worker from the User Involvement Project. Support meetings actively monitor groups to ensure that they are delivering and working towards their agreed outcomes within the means available, ensuring that new members are taken aboard and the maximum number of members benefit from the funding allocated.

## **14. APPENDICES**

<b>No.</b>	<b>Heading</b>	<b>Page No.</b>
1	Grant Award Recommendations - User Led Groups	9
2	East End Life Newspaper Advert	15
3	Cover letter application pack	16
4	Guidance Notes	18
5	DRAFT Terms & conditions of the grant; standard conduct & spending guidelines of grant	21

APPENDIX 1

Successful Applications

Group Name	Address	Time	Detail	Final Grant Award
Aspire2	Bow haven; William Place; Roman Road; London E3 5EU	Monday 1.30pm - 3.30pm Occasional Weekend and evening	Support people diagnosed with agoraphobia, depression and anxiety-based disorders. To support members with coping strategies	£2,772
1	Asumiwe	Open House 13 Whitethorn St., E3 4DA	Discuss Women's issues Health and Craft work activities.	£3,582
2	Bangladeshi South Asian Men's Group [BSAMG ]	All Hallows Church, Blackthorn Street, London E3 3PX	Explore coping with Mental Health. Self-harm, substance abuse, depression, anxiety, housing, matrimonial matters	£3,601
3	Café Nia	Open House 13 Whitethorn St., E3 4DA	Various activities, including cooking, day trips	£3,625
4	Shutter Nutters	Bow haven; William Place; Roman Road; London E3 5EU	Social support group - develop confidence through creative projects and learning new skills	£3,625
5	Expressions with Art	Christ Church Manchester Road London E14 3BN	Art based group for those with experience of mental health. Activities including visiting museums and galleries	£3,582
6	Feel Good Friday	Bow haven; William Place; Roman Road; London E3 5EU	Provides safe and friendly environment for people from different backgrounds with mental health. Cultural cooking days and seasonal celebrations	£2,576
7				

	H.U.S.H [Hidden Universe of Self-Harm]	Island House Community Centre, Island House. Roserton Street, E14 3PG	Friday Evenings 5pm-6.30pm Occasional weekends and evenings	Self-Harm Support group. One to one support by members and occasional outings and social activities	£3,280
8	Handy Crafts	Bow haven; William Place; Roman Road; London E3 5EU	Thursday 10-2.30pm and occasional activities on weekends	Social Support group - develop confidence through creative projects and making products	£2,484
9	Harmless	Bow haven; William Place; Roman Road; London E3 5EU	Mondays 4pm - 6pm and occasional out of hours	Support for self-Harmers, talking therapy support from other members.	£2,826
10	Health & Fitness Support Group	Meet at York Hall, 5-15 Old Ford Road, Bethnal Green E2 9PJ	Monday 10.30am and Saturdays 12pm	To provide mental health service users with support and encouragement with participating in health	£2,900
11	KUSHI	Bow haven; William Place; Roman Road; London E3 5EU	Monday 10.30am and Occasional weekends	Asian Women support Group, message, baking, outings and; Art & Craft; zumba; discuss health matters/feeling well;	£2,959
12	Muay Thai Boxing	Oxford House, Derbyshire Street, Bethnal Green London E2 6HG	Various Days and Times	Keep-fit & Self- defence; socialise; fundraising	£3,625
13	New start Pamper Group	Bow haven; William Place; Roman Road; London E3 5EU	Tuesdays 10.30 - 1pm including out of hours activities	Promote wellbeing and confidence of members by sharing and learning self-care skills	£3,318
14	Outward	Bow haven; William Place; Roman Road; London E3 5EU	Tuesday Afternoons and occasional	social drop in sessions with various activities for fitness and wellbeing	£3,625
15	Peace of Mind	Open House 13 Whitethorn St., E3 4DA	Wednesday 12-2pm	support for young Bangladeshi men with mental health experience with peer support, physical health related activities and social activities	£3,625
16					

17	Performance Arts & Cinema Club	Beside, 3 Birbeck street, London, E2 6JY	Wednesday 3pm -7pm	To support individuals with mental health condition with participating in social activities including cinema and theatre trips.	£3,480
18	Rainbow Haven	Group meet up at various locations	Fridays 5pm-7.30pm	LGBT - alleviate loneliness, awareness raising. Regular social activities	£3,005
19	Sohba Taiba (Good Friendship)	Marners Centre, Devas Street, London E3 3LL, Idea Store	Thursdays and Sundays	Arab Community - peer support, social integration. Cooking, Baking and sewing	£3,625
20	SUNDAY Lunch Club	Bow haven; William Place; Roman Road; London E3 5EU	Sunday 12.00pm- 4.00pm	members support and socialise and prepare low cost meals. Play board games and other activities	£3,436
21	Sunrise Drop-in	Bow haven; William Place; Roman Road; London E3 5EU	Wednesday 1.30-6.30pm and occasional weekends	Social Drop in - promoting healthy lifestyles and various activities including massage, art therapy and hairdressing.	£3,543
22	Thursday Group	Nicos Café 299 Cambridge Heath Road London E2 0EL	Thursday 1pm to 7pm	Multicultural group which promotes social integration. Break down isolation and social activities.	£3,584
23	UPBEAT	PRHA, 458 Bethnal Green Road, E2 0EA	Weekday Afternoons	support service users with experience of criminal justice system. Support with mental health and involve members in social activities	£3,204
24	Urban Rambling	Various locations depending on walk site	Thursday 5.30 and Sunday 3pm	To support members to get fit and active through walking and learn about local history.	£1,667
25	Vietnamese Mental Health Society	25 Fair Street; London SE1 2XF	Thursday Afternoon and occasional weekends	Socialisation for Vietnamese group. Health eating and cooking, outings	£3,625

26	BBBCO LADIES	Marnier Centre, Devas Street, London E3 3LL	Monday 6-8, Saturday once a month	Asian Women Support Group. provide comfortable, safe and secure environment to attend regular aerobics sessions. Improve wellbeing through peer support	£3,225
27	YOUR TIME SUPPORT GROUP	Chrisp Street Idea Store 1 Vesey Path, London E14 6BT	2nd Thursday of each Month 12-2pm	To support parents with experience of mental health, Peer support and socialising with day outings	£2,813
28	Mindfulness Photography	Open House 13 Whitethorn St., E3 4DA	Friday 10am - 1pm	Use of photography to enhance social interaction, reduce isolation. Regular outings and training provided in various aspects of photography.	£2,900
29	Burcham Street Gardeners	Burcham Street Centre, 96 Burcham Street E14 0SH	Saturday 10am - 12pm	Weekly gardening group. Support to improve members wellbeing and to develop skills.	£1,558
30	STIFFORD MH User led group	2-6 Cressy Place, Stepney, E1	Thursdays 6pm, Saturdays 5-6pm	Increase social and peer contact, provide range of educational and other activities to boost mental wellbeing. Facilitate greater self-sufficiency and inclusion	£3,596

31	Ocean Somali Women Group	420-421 Rail Archways, Burdett Road E3 4AA	Friday 10am to 12pm and Thursday 6pm to 10pm	Support for Somali Women who are isolated and are at risk. Support for those with depression and anxiety. Healthy living exercises and traditional folk dances.	£3,604
32	Osmani Mental Health User-Led Group	Osmani Centre, 58 Underwood Road, London E1 5AW	Thursdays 2-5	Encourage individuals to become independent. Help build confidence, self-esteem, reduce isolation. Gym sessions quarterly day trips, community gardening.	£3,615
33	BYM Womens Centre	The Whitechapel Centre, Unit 3, Myrtle Street, London E1 1HL	Mondays and Tuesdays 10-1	Program to alleviate isolation, degradation and to become a self-help group	£1,005
34	Golden Moon Youth Project	St Georges Town Hall 236 Cable Street London E1 0BL	Wednesday 10-3.30pm Thursday 11.30-1.30pm	Support group for BME Bangladeshi women. YOGA, Health related activities and workshops	£3,000
35	Spiralfields Community Garden	Spiralfields Community Centre, Buxton Street, E1 5AR	Tuesday 10-1	Improved physical and general wellbeing, reduce isolation and social support.	£3,000
SUBTOTAL					£109,500

### Unsuccessful Applications

BOYAAN	St Hildas Community Centre, 18 Club Row, London, E2 7EY	Saturday evening	Self-help/support for managing mental health; promote confidence and independence	
Get Active Get Cycling (MIND)	Open House 13 Whitehorn St., E3 4DA	Weekly 1400-1600hrs	Get active, socialise and new skills through Weekly cycle session, bicycle maintenance, Dr Bike sessions	
Somali Women's well Being Group	The Brady Centre 192 Hanbury Street E1 5HU	Tuesdays 1100-1300hrs	Learning physical, mental and family health; social integration to British system, education, government and health	
Voices Within	Bow haven; William Place; Roman Road; London E3 5EU	Wednesday 1100am-13.30pm	Group support for individuals who hear voices, activities, trips, Socialising, cooking	

Thacmho			Weekend	Promote wellbeing of African and Caribbean members with experience of mental health. Promote positive self-awareness. Sunday Lunch clubs	
Global Friends (Arab Men's Group)	315 Whitechapel Road E1 1BY		Saturday 10-3	Arab men's social support group	
Promoting a Stable & Bright Future (PSBT)	420-421 Rail Archways, Burdett Road E3 4AA		Saturday 12-4pm	Support for Somali men with mental health. Raise awareness and promote wellbeing.	
Parents Group	Somali Parents and Children Play A		Wednesday and Thursday - Various times and Sunday 12-2	Social Support network for Somali women with experience of mental health. Various health related and employability workshops	
Somali Men's Group (MIND)	Open House 13 Whitethorn St., E3 4DA		?	Social support for Somali men.	
ICE BREAK	1 Wigram House E14 ODA		Wednesday 12-2.30	Support group for women with anxiety and depression and those with experience of domestic violence	
Autism Action	232 Bethnal Green road E2 3AU		Various Days and Times	Social Support group for members and carers with autism and related mental health conditions	
METRO (MIND)	Open House 13 Whitethorn St., E3 4DA		Tuesday Evenings	To provide out of hours safe space for residents of Tower Hamlets who identify as lesbian, gay, bisexual, transgender and who experience mental health issues.	

## 2014-16: Small Grants for Mental Health User-Led Groups



### Grant Application for 2014/16

Applications are requested for Mental Health  
User-Led Group funding.

***To be eligible for a grant, your group must:***

- a. Support people with identified mental health needs
- b. For Tower Hamlets residents above the age of 18 years,
- c. Be User-Led:
  - i Existing funded groups:- to demonstrate performance (track record) of being a user-led group.
  - ii New groups:- to demonstrate experience or aspiration for being a user-led group
- d. Demonstrate a record of quality performance
  - i Existing funded groups:- evidence of providing a quality service in this year's activity programme.
  - ii New groups:- evidence of a viable plan that will support a quality service if successful
- e. Activities take place Out of Hours (desirable).
- f. Priorities will be given to user-led groups that target users who are currently under represented in the overall funding scheme

The maximum grant award to any user-led group is £5,000 per annum.

Please note due to a finite budget for the small grants, the level of grant awards to successful groups will depend on the number of total applications.

**Deadline for returning all small grants application is Wednesday 11th December 2013.**

**FOR AN APPLICATION PACK PLEASE CONTACT:**

Shirin Mustafa (Development Worker – Community Options)

Telephone: 020 7377 9353

e-mail: Shirin.Mustafa@community-options.org.uk

Or

Glen Crosier (Commissioning Manager)

Telephone: 020 3688 2571

e-mail: glen.crosier@towerhamletscg.nhs.uk



### Appendix 3 – Cover Letter

Dear Applicant

**RE: 2014 -16 Small Grants for Mental Health User-Led Group**

Thank you for your interest to apply for the above user-led groups grants. Please find enclosed an application pack as requested which includes the following documents:

1	Application Timetable
2	Funding Application Process Flowchart
3	Guidance notes and eligibility criteria for applicants
4	Application Form for the 2014-16 Small Grants User-Led Groups
5	Draft Terms and Conditions of Grant – which includes: a) Standard of conduct for groups b) Guidelines for spending the grant
6	Copy of the Mental Health User-Led Group 'Quarterly Activities Return' and 'Quarterly Financial Return' forms. All groups are required to complete these quarterly, as a condition of funding

If you require help and/or support to complete the funding application form, please contact:

**Shirin Mustafa**, Development Worker at Community Options,

020 7377 9353 or mobile: 07825601414

[shirin.mustafa@community-options.org.uk](mailto:shirin.mustafa@community-options.org.uk)

The deadline for all funding applications is **Wednesday 11<sup>th</sup> December 2013**. You can submit your application either by post or by emails before the deadline to:

**Glen Crosier**  
NHS Tower Hamlets Clinical Commissioning Group  
2nd Floor Alderney Building  
Mile End Hospital  
Bancroft Road

London E1 4DG

[glen.crosier@towerhamletsccg.nhs.uk](mailto:glen.crosier@towerhamletsccg.nhs.uk)

0203 688 2571

Yours sincerely,

Glen Crosier

Joint Commissioning Manager (Mental Health)

## Appendix 4 – Guidance Notes

# Small Grants for Mental Health User-Led Groups 2014-16

## Guidance Notes and Eligibility Criteria for Applicants

### General Points

- Before completing the application form read all the documents provided in the application pack.
- If you need help with the application contact Shirin Mustafa at Community Options who is available to help throughout the process.
- It is important that applicants understand the purpose of the grants. This is described in detail below under 'eligibility'.
- The application process will involve a) assessment of application form b) Interview where more information is needed. Interviews will take place on 16<sup>th</sup>, 17<sup>th</sup>, 18<sup>th</sup> Dec
- Grants will be awarded based on the evidence collected during the application process. This includes what is written in the application form, budget, previous experience, track record (for existing groups), what is presented through the interview stage, and anything else (written plan, video, references, case studies, etc.) which demonstrates to the panel how the money will be spent and that it will contribute to the aims of the user led grants award scheme.
- Think carefully about what your group will do and how much this will cost. Please be as specific as you can about the sum of money you are applying for and how you will use the money. Applications which are unclear about how money will be used are unlikely to be successful.
- Applications will not be considered without a *i) fully completed application form, ii) Group Activities Plan for 2014-15 and iii) Budget for 2014-15.*
- All recommendations for grant awards made through the application process are subject to approval through the London Borough of Tower Hamlets Corporate Grants Board.

### Table 1: Eligibility

To be eligible for a grant, the following must be established through the application process	
A	Support residents of Tower Hamlets with identified mental health needs aged over 18
B	Be service user-led: i Existing funded groups will demonstrate a track record of being a user-led group ii New groups will demonstrate a clear aspiration and plans to become a user-led group
C	Provide peer support, therapeutic or social activities
D	Provide a quality service to an active membership i Existing funded groups will demonstrate a track record of providing a quality service to an active membership in line with their current activity programme. ii New groups will demonstrate evidence of a viable plan to develop and provide a quality service to an acceptable active membership.
E	Priority will be given to groups that provide activities that take place out of hours
F	Priority will be given to groups that target users who are currently under represented in the overall funding scheme.

### Financial

*Please ensure you attach with your application:*

**A proposed budget for 2013-14 on how monies will be spent in the next financial year. Your application will NOT be considered without a proposed budget.**

- Applications can be for a maximum of 5k per annum for 2 years from April 2014 to March 2016. This is will be subject to review at the end of year 1.
- Apply for the amount you need based upon planned future activities.

- A proposed budget must be attached to cover a 12 month period from April 2014 to the end of March 2015. At the review stage at the end of year 1 an updated budget will be required for the period April 2015 to march 2016.
- Equipment: When a budget for equipment is proposed, further evidence of how this will facilitate the groups activities may be requested. This may be a telephone or in-person interview.

### Grant Award Amount

The actual amount awarded will be discretionary based on the following:

1. Total number of eligible applications
2. The total sum of money available for small grants 2014-16;
3. Evidence provided of the following through the application process:
  - Eligibility – (see Table 1 above)
  - Amount requested in proposed budget
  - User led services with active involvement from members in relation with specific activities outlined in the grant application.

### Assessment

Where further information is required, applicants may be invited to interview.

NB. If you are invited to an interview further information and support will be available from Community Options.

Your funding application will be assessed by an Assessment Panel consists of members from the Tower Hamlets Mental Health Commissioning Team, Community Options Service Users Involvement Team and a service user representative. You may be contacted by a member of the Assessment Panel in the week starting 16<sup>th</sup> December 2013 for further information / clarification of your application.

## **Appendix 5 – Draft Terms & Conditions**

### **London Borough of Tower Hamlets / NHS Tower Hamlets CCG**

#### **Terms and Conditions of Grant**

#### **For Mental Health User-Led Groups**

##### **Introduction**

By law the Council must make sure that any grant we provide is used properly and that we acted 'reasonably' when awarding the grant. For this reason, we will only award grants:

- for the purposes agreed and
- under the terms and conditions below.

We will be able to pay your organisation a grant only if you meet all of the following terms and conditions.

1. You must use the grant only for the purpose you agreed with us. If you want to change the way you use the grant, you must first get permission from us.
2. Your project must not have any links with any political party. You must not use any grant monies to publish material which is (or appears to be) designed to affect public support for a political party.
3. You must keep financial records, which clearly show how your organisation has spent the grant. These records should be returned to the Council quarterly.
4. Your project must not discriminate against anyone because of their race, ethnic origin, colour, sex, sexuality or disability in terms of the services and activities you provide.
5. You should fulfill the monitoring requirements of the Council, and submit quarterly monitoring returns within two weeks of the end of each quarter.
6. The Council will pay you your grant monies in 2 instalments for each year of the grant period (2 years 2014-16) at the beginning of April and October. For the payments to be released you are required to:

**1<sup>st</sup> instalment** – Return the signed terms and conditions; and, for the existing groups, return of satisfactory Q3 and Q4 monitoring reports of the previous financial year.

**2<sup>nd</sup> instalment** - return of satisfactory Q1 and Q2 monitoring reports.

7. At the end of the first year 2014/15 a satisfactory budget and *Group Activities Plan* will be required. This is required for year 2 (2015/16) grant to be agreed.

8. You should adhere to:

- a) The 'Standard of Conduct for Mental Health User Led Groups'
- b) The 'Guidelines for Spending Mental Health User-led Groups Grants'.

## **A - STANDARD OF CONDUCT FOR MENTAL HEALTH USER-LED GROUPS'**

1. The User Led Groups provide a service for mental health users for adults aged 18 and over from Tower Hamlets. They are User-Led and can demonstrate this in the application form and interview. They are based out-of-hours (where appropriate), or are actively moving towards that aim during 2013-14.
2. All groups should ensure that their users contribute to the running of the group, taking full part in the planning of how and when the group runs, leading the group wherever possible.
3. All groups should ensure they actively encourage and welcome new users, and are respectful to all members, and that they provide a safe environment, free from harassment, threatening behaviours, and drug and alcohol abuse.
4. Groups should be run on the basis that discrimination or prejudice on the groups of race, faith, religion, gender, sexuality, mental health or physical disability is unacceptable and will be challenged if necessary. When planning their activities, groups will take these issues into account.
5. Groups should work with the SUIP (Service User Involvement Project) Development Worker to develop policies and procedures (i.e. Code of Conduct & confidentiality) around the above issues, and any other relevant or concerning matters.
6. All groups are required to send representation to the SUN (Support User Network) Steering Group held every six weeks. Representatives should report on the activities of their group to the Steering Group, and report back from these meetings to their group. This process will improve communication, involvement and opportunities for groups. Regular attendance and participation is both valued and is noted as an important factor for future funding.
7. Groups should allow members to make a complaint if they choose to do so. Any complaints that cannot be resolved internally should in the first instance be referred to the SUIP Development Worker. If a resolution cannot be agreed, then contact should be made with the NHS Tower Hamlets CCG Monitoring Manager.
8. All groups will meet and work with the SUIP Development Worker to discuss progress to becoming user-led, as this is a key criterion during 2013-14. Preference will be given to out-of-hours groups where appropriate. This will involve developing policies, empowerment of users, improvement of services, financial issues (such as bookkeeping), and possible training on these issues.
9. All groups should keep financial accounts, recording income and expenditure and keeping all receipts for monies spent. This should be made available on request of the SUIP Involvement Worker and/or a designated monitoring officer.
10. All groups should keep a register of members attending meetings and activities. Groups should complete the Quarterly Monitoring Returns together with the Quarterly Financial Returns, and send it to the SUIP Development Worker within two weeks of the end of the quarter. Monitoring returns deadlines are key performance targets, and submission dates are recorded.



11. In the event that groups activities cease or do not run as proposed through the application process, monies may be withheld and/or the grant award may be rescinded.

**B- THE 'GUIDELINES FOR SPENDING MENTAL HEALTH USER-LED GROUPS GRANTS'.**

- a) The London Borough of Tower Hamlets & NHS Tower Hamlets CCG believes the User Led Groups Grants should be used to benefit the maximum number of people over the financial year.
- b) Groups are responsible for deciding how they spend their grant themselves. The maximum number of users should be involved in any decisions on how grants are spent. The following guidelines, however, should be adhered to.
- c) Where possible, funds should be used for local community based activities. This is both because the annual grant will last longer and also people may be excluded as unable to travel distances through anxiety of travelling to an unfamiliar area, or are unable to leave family responsibilities for a long time.
- d) Activities should be suitable for all members. If a member cannot attend an activity which is not suitable for them, because either the location, the method of transport, or the activity itself, the groups should take all reasonable steps to accommodate the person who cannot attend. If a person cannot attend, due to personal circumstances which cannot be accommodated, the group cannot give the individual funds to have a solo excursion. Money should be spent as a group.
- e) Funds should not normally be used to pay for group holidays, for reasons detailed above. If a group believes they have a justified reason to spend their funds in other ways, they should discuss this with the SUIP Development Worker, at least four weeks before they hope to make any arrangements.
- f) Groups can use their funds to pay volunteer expenses and sessional workers. In the Quarterly Return, groups should record the purpose of such payments and the names of recipients. However, allocated funds are predominately for the use of the users, and minimal amounts should be spent on staffing salaries.

**Existing funded groups may carryover up to 25% of their 2014-15 funding to help bridge the gap between year end and the receiving of 2015-16 funding; providing they are successful in their 2014-16 application process.**

**Contact details:**

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**The LBTH and NHS Tower Hamlets CCG Responsibilities:**

1. We will act responsibly towards you, setting up good channels of communication.
2. We will pay your grant as quickly as possible after the beginning of the financial year.
3. If we intend to recommend that your grant should be withdrawn because you have broken one or more of these conditions, we will give you the reasons in writing, and give you the opportunity to appeal.

By signing this agreement you are confirming that you fully understand the terms and conditions set out in this agreement and have received advice on any terms you did not understand.

<b><u>Your organisation's name:</u></b>	
<b>Your name (please print):</b>	
<b>Your position in the organisation</b>	
<b>Your address: (home or organisation)</b>	
<b><u>Your signature:</u></b>	
<b><u>Date:</u></b>	