

FAQs Mental Health Fund

Department of Health Mental Health Funding Timeline:

Open - 20th September 2021

Information session - 29th September 2021

Close - 22nd October 2021

Assessment - November 2021

Panel - 9th December 2021 (tbc)

Decisions - Mid/end December 2021

We were rejected in a previous application for missing supporting documentation. Can we apply again?

Yes, you can apply again for this fund. We would suggest you review fully your rejection reason, and if you need to, contact the Grants Team who will give you further guidance on what you might need to do in order to have a better chance of success in the future.

What are the most common reasons for rejection?

If funds are very heavily oversubscribed we will initially shortlist based on supporting documentation. This means that if we request specific supporting documentation, and the applicant does not submit this with their application, the application will be marked as ineligible and will not proceed to a full assessment.

For all those applications that have full supporting documentation in place, and have passed initial due diligence checks, an experienced assessor will review the application in detail, and make recommendations based on how well the application aligns to the fund criteria.

An application may be rejected if it is not clear how the project is aligned to the fund criteria and priorities, and/or if there are ineligible costs associated, and/or if we need to seek a geographical spread and wider variety of projects to support. At times we may have to prioritise certain applications and our criteria will usually outline our approach to prioritisation.

Our assessors will make recommendations based on the criteria and the budget that we have to distribute and will present these recommendations to an experienced panel, who will then have the final discussion and decision to approve or reject.

Whilst we know that it can be disappointing to be rejected, we will always provide as much feedback as possible to help inform future applications.

*In the event of the fund being very heavily oversubscribed we may have to identify other priority areas for shortlisting, for example: projects supporting rural areas, projects

supporting those from lesser heard or marginalised communities, projects supporting areas where there are fewer organisations directly targeting this need.

Is there a limit to the number of applications/projects an organisation can be a partner/provider in?

There is no limit, however, there can only be only one lead organization for the project. You can only be the lead organisation on one application form.

Can the £99,000 be spent on a one year initiative or has it to be spent across 2-3 years?

Yes, the project can be spent in one year if this is justified by project costs.

Should qualified staff already be in place, or can we recruit based on a suitable person spec?

You can recruit if this is what your project requires, however, please bear this in mind when you are planning when your project will start and end.

Are projects based in the North that have a cross border audience/catchment eligible?

No. Beneficiaries must be in Northern Ireland.

Does this have to be a new project or can ongoing services be supported?

This fund will support new and ongoing projects as long as they fully align with the fund criteria.

If you're a UK-registered charity, do you have to be also registered as a charity in Northern Ireland or can you just show that you work here?

You do not have to be registered in NI, providing you can show that you are working in Northern Ireland.

We are a Crisis Café social enterprise community interest company working with young people/mental health. We are not a charity. Are we eligible?

CICs are eligible providing you can prove you have charitable purposes and are not for private gain. You do not need to be registered as a charity to apply, however you must be a constituted organisation with charitable purposes.

What if an application has been made to the Lottery People and Communities fund for a similar service/amount and waiting for a response which can take up to 4 months. Can you apply?

You can still apply to the Foundation however you cannot take funding from both organisations for the same costs associated with the same project.

Are you excluding co-funding from another funder for a project?

No. We are happy to joint fund a project with another funder providing you have justified the costs and the project meets the fund criteria.

Are capital costs eligible?

A small amount of capital costs are eligible. There is no cap on these costs, however the capital costs must be needed to provide direct support for the service user, and your application should clearly outline how this capital cost fits the fund criteria and supports the achievement of the fund outcomes. Your whole application cannot be focused on capital costs.

Is there a limit to back office admin costs within the funding request? Eg 10%, 15%, 20% etc

We are not being prescriptive around admin costs, however, we want to support projects that will directly support service users, and that clearly meet the fund outcomes. You can apply for any costs associated with delivering interventions in line with the criteria, and clearly show how these costs are needed to enable you to achieve what you would like to achieve.

How many open funds can we have with the Foundation?

You can have up to 4 live funds with the Foundation at one time.

Can the lead charity work with subcontractors who aren't charities?

Yes, the lead organisation applying must be a registered charity and operate in Northern Ireland.

Can charities that support families around Special Educational Needs apply?

Yes, your organization's sole purpose does not have to be focused on mental health. However the project you are applying for must have a mental health focus and fully align with the fund criteria.

Can this fund support sports activities?

This fund will not support sports activities solely. This must be a part of a wider mental health support project.

Can I apply to one of the other Health Funds (The Cancer Fund or the Carers Support Fund) at the same time?

Yes, if the funds are open for applications and if the project you wish to apply for meets the specific criteria and is for different projects.

Can organisations with religious purposes apply?

Organisations whose purposes include advancement of religion, as detailed on their governing document and the Charity Commission website, if a registered charity, are not eligible to apply.

Any activities/projects that advance religion are also not eligible.

Organisations, however, that may be linked to religious organisations, for example a church, **are** eligible to apply, provided they are governed separately, and their governance does not have reference to advancement of religion in their purposes.

Any potential applicants who require any further guidance are encouraged to contact the Foundation for further guidance and clarity on 028 90 245 927.

How do I make a complaint?

Grant Making Complaints Process:

Introduction:

The Community Foundation for Northern Ireland (CFNI) strives to give the best service for our donors, fund holders and those who apply for funding support, however, we recognise that there may be times that we fall short of this standard and as a result you may wish to make a complaint.

In considering making a complaint it is important to emphasise that this will not affect your chances of receiving a grant from CFNI in the future

The following procedure is in place should you wish to make a complaint.

What can I complain about?

You can complain if you think that:

- 'maladministration' has taken place in that we failed to follow the procedures in our application process
- we have not treated you in a professional manner
- we have discriminated against you or not treated you fairly.

If your complaint is concerning a funding application, we can only look at your application again if:

- we discover (through dealing with a complaint) that we did not follow the published procedures for assessing your application

What you cannot complain about

CFNI recognise that you may be disappointed if we turn down your application for funding, however you cannot use the complaints procedure to appeal against our decision on your application if we have followed our decision-making process correctly.

Making a complaint?

Complaints must be forwarded to CFNI within four weeks of the date of the letter outlining the decision relating to your application. A complaint received outside of this timeframe will not be considered.

There are two distinct stages in the complaints process.

Stage one:

If you are not happy with the service you have received, contact the Programmes, Grants and Donor Care Manager in writing or via email detailing:

- what happened
- when it happened
- who dealt with you
- what you would like us to do to put things right.

Stage two

If you are not satisfied with the response you receive from the Programmes, Grants and Donor Care Manager, you can make a further complaint in writing to the Chief Executive again detailing:

- what happened
- when it happened
- who dealt with you
- what you would like us to do to put things right.

The decision of the Chief Executive is final and no further complaint process will be entered into after such a decision has been made.

When will I hear from CFNI?

- Within five working days of receiving your complaint we will write to or phone you to acknowledge receipt and give you a date by which you can expect a reply.
- You will receive a reply to your complaint within 28 working days. If we cannot give a full reply in this time, we will tell you why and when you are likely to receive it.

We will keep all complaints confidential. If you make a complaint, we will treat you with respect, and we expect you to treat our staff in the same way.