

# Humber Teaching NHS Foundation Trust Community Mental Health & Wellbeing Grant

## Guidance Document

### **Grant Funding Available:**

We welcome applications for grants between £250 and £5,000. This is a one-off non-recurrent payment.

### **1. Guidance**

This guidance document outlines Humber Teaching NHS Foundation Trust Community Mental Health & Wellbeing Grant programme application processes, to ensure all applying organisations understand the programme aims, have access to the information they need to make an application and understand how a final decision will be made.

### **2. Programme aims**

The programme will aim to help connect people and communities to improved access and support for mental health and wellbeing across Hull and East Riding.

This grant programme links to a number of areas of our Trust Strategy:

- Enhancing prevention, wellbeing & recovery
- Fostering integration, partnerships and alliances
- Promoting people, communities and social values

Applications will be considered from any community/voluntary sector organisation that evidences they are making a difference to improving how adults and communities manage their emotional health and wellbeing and can evidence improvements to mental and physical health. We are specifically interested in vulnerable groups including but not exclusively:

- Older / isolated people
- Vulnerable / marginalised communities (see FAQs)
- Communities who find it more difficult to navigate and access services

Please note this first round of funding is for projects that work solely with adults (18+).

We are looking to fund projects that **'improve people's mental and physical health and wellbeing'**.

Following on from a successful first round of the grants programme in Years 2023-24, this year (2025-26) we hope to continue to support and connect with local voluntary and community organisations and groups to enhance their existing offers and deliver new and innovative activities that will impact and improve people's mental health and wellbeing.

Applications will need to evidence how their activities will:

- Support communities in either Hull, East Riding (apart from Pocklington where HTFT do not provide Mental Health Services) or across both areas.
- Raise awareness of Mental Health and Wellbeing and the support that is available (improving access among under-served communities).
- Support the mental and physical wellbeing of individuals taking part.
- Broaden the reach of health promotion messages.
- Strengthen connections between Humber Teaching NHS Foundation Trust and other system partners, with local community organisations and groups.
- Demonstrate how their activity will be monitored and evaluated (it is an expectation of grantees to provide some level of monitoring information to HTFT).
- Seek to remove health inequalities and disparity in health outcomes, with a focus on diversity in the population.

### 3. Eligible organisations

Applications from the following types of organisations are eligible to apply:

- Registered Charities.
- Constituted Community and Voluntary Organisations.
- A Constituted Group or Club (a group that has a set of rules describing its purpose and how it's run).
- A Not-for-Profit Company
- Community Interest Company (CIC)
- A business with social objectives that reinvest all profit into these objectives.
- A Community Benefit Society.
- Charitable Incorporated Organisations (CIO)
- Faith Groups.
- Parish and Town Councils leading a community-led idea.

These organisations must have in place:

- A Management Committee, Board of Trustees or Board of Directors with at least three unrelated people as members.
- A written constitution or set of rules that demonstrates the purpose and management of the organisation.
- A bank account in the name of the organisation with at least two unrelated cheque signatories.

### 4. Exclusions

Grants will not normally be awarded to the following projects or organisations:

- Organisations operating outside or not serving the stated area of benefit (i.e. outside of Hull and East Riding, or within the area that is covered by a Pocklington GP)
  - Organisations based in and around Pocklington: to check if your project would be eligible, please enter your post code here: [Registering With The Practice - Pocklington Group Practice](#) If you are within the Practice's catchment area, unfortunately you won't be eligible for this grant.
- Projects or organisations that work solely with children or young people.

- Public bodies requesting funds to carry out their statutory obligations.
- The promotion of religious or political causes.
- Consultation fees not associated to direct delivery (including professional bid writer fees).
- Items that will be removed from the area of benefit (without our prior consent).
- We cannot fund Ground Rent for land/space/buildings used for any project.
- We cannot fund individuals, grant need to be made to organisations.
- If your application is rejected we will provide feedback. You are welcome to resubmit an application.

## 5. Application process

Funding opportunities will be published and promoted within appropriate networks. Level of funding will be made clear within each funding round and grant applications will be required to start within two months of the payment of the grant and be completed within 12 months.

If you would like to have a chat about your project idea before completing an application, you can arrange a conversation with us by emailing [hnf-tr.communitygrants@nhs.net](mailto:hnf-tr.communitygrants@nhs.net)

- The application form can be downloaded from [healthstars.org.uk](http://healthstars.org.uk)
- Alternatively, for a paper-copy of the form, as well as copies of the Grant Guidance document and FAQs, please email [hnf-tr.communitygrants@nhs.net](mailto:hnf-tr.communitygrants@nhs.net)
- Submitted applications will receive an initial assessment to ensure the proposal and applying organisation meets the funding criteria. Organisations may be contacted to clarify any initial queries before going to the assessment panel.
- Governing documents, accounts, safeguarding policy, equal opportunities policy and insurance documents that cover the proposed activities will be requested as part of the application process.
- Eligible applications alongside summary notes and documents, will be presented to the HTFT Grant Panel regularly.
- The application form will remain open throughout the specified time period.
- The HTFT Grant Panel will follow scoring guidelines and be encouraged to provide constructive responses for both successful and unsuccessful proposals.
- Before a final decision is made the panel, at their discretion, may request further information and / or invite groups to present their projects.
- Final outcome of the assessment process will be recorded and provided in writing usually by email.
- Due to the funding source and timescales there are no appeal processes but we welcome conversations to improve experience.

Only one grant will be approved per organisation per funding round. If your application is unsuccessful, we will provide feedback and may offer you the opportunity to reapply.

Organisations who have been unsuccessful are able to reapply for a different project, but we will only fund one project per organisation.

## **6. Funding support and guidance**

The applying organisation may use the provided contact details to raise specific questions to support project planning. Before doing so we encourage reading the full grant guidance documents.

If any accessibility issues are encountered, please do not hesitate to contact the programme lead to discuss IT support and if required alternative arrangements. We may facilitate workshops to help encourage programme awareness and answer raised questions. These will be promoted and recorded for wider public access.

## **7. HTFT Grant Panel**

- Members of the HTFT Grant Panel will represent the community within the area of benefit and provide additional knowledge and experience to ensure proposals meet the aims of the programme.
- If a proposal involves a specialist intervention, we will co-opt external advisors to support the decision-making process.
- Decisions are made by reaching a consensus. However if a vote is required, the Chair of the meeting will have casting vote (if a majority cannot be reached).
- In some cases the Grant Panel can only make a recommendation if internal governance and / or external funder requires oversight and endorsement. Therefore timescales to award funds may change but notice will be given.
- In the event that an organisation needs to withdraw their application after the panel decision has been made, the Chair, in consultation with members and governance structure, can agree to award the grant to another applicant.

## **8. Notifying applicants of decisions**

- All applicants will be notified of the panel decision within two weeks of the Grant Panel meeting.
- All applicants will receive feedback explaining the main reasons why they were successful or unsuccessful.
- If appropriate, and with permission, projects ideas may be signposted to alternative funding opportunities.
- Successful applicants will need to agree and sign the provided Grant Terms & Conditions and complete a payment form. Both documents will need to be completed and returned before payment via BACs or Cheque can be made.
- Successful applicants are required to record any grant awarded within their annual accounts as restricted, acknowledging the source and grant programme name.

## **9. Grant Acknowledgement & Project Evaluation**

- The programme encourages applicants to capture learning to improve experiences and impact.
- It is a requirement that successful applications will follow provided branding and logo guidelines when promoting their projects.
- A case study may be requested mid-way through the project to highlight the impact of the project from the view of a beneficiary if appropriate.
- HTFT and Health Stars have the right to engage or request updates or information relating to how the grant was utilised and outcomes at any point within the 12-month period of the grant being awarded.

## 10. Feedback and Complaints Procedure

- We welcome feedback from all applicants on our application process and we are continually looking at ways to make improvements to ensure that the process is efficient and effective, but also supports applicants through the process.
- Feedback surveys will be circulated as part of our monitoring process of successful applications. Unsuccessful applications will also receive a letter or link to an online survey.
- In the event that an applicant is not satisfied with their experience, and wishes to make a formal complaint in writing, our Complaints Procedure can be requested by contacting the programme lead via email.

### List of Supporting Documents required by Applicants

Document	Why do we need it?
Constitution / Memorandum of Articles and Associations / Scheme	Demonstrates that an organisation has some form of rules about how it is governed. Should include election of Chair, Treasurer, Secretary, when and how often meetings held, quorate and dissolution clause.
Bank statement	Demonstrates that the organisation has a bank account in their name and we can check whether overdrawn or running up high balances. Important that it shows account name, sort code and account number clearly.
Safeguarding Policy AND / Equal Opportunities Policy	Demonstrates how your organisations understand the importance of supporting vulnerable individuals.
Insurance documents to cover proposed activities	Demonstrates insurance in place to safeguard from risk

If you have any questions or require further information to be able to submit your application, please contact:

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