**Men’s Emotional Wellbeing Grant Fund**

**Application Form**

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| **Before you begin to complete the application form:**   * **Please read the accompanying guidance document** * **This grant has a two-tiered award structure, see table below** * **We are hosting face to face and online application support events, see information in box below** * **The application deadline is 12pm on Monday February 10th, 2025** |

**Grant Tier Table:**

|  |  |  |
| --- | --- | --- |
| **Tier 1 - Idea**  **£500 to £1500** | **Section B is specifically for this grant tier**  **Please complete sections: A, B, D, E, F, G** | To support and develop existing activity and/or raise awareness and reduce stigma around men’s mental health and wellbeing in communities across Sheffield.  Here are some examples of what the grant award can be used for (they are not mandatory suggestions or exhaustive):   * Purchase equipment, e.g. table tennis table * Funding training and development for staff and volunteers * Adding capacity to exiting activities * Raising awareness, e.g. adding to a workshop, course, community event |
| **Tier 2 - Activity**  **£10,000 to £20,000** | **Section C is specifically for this grant tier**  **Complete Sections:**  **A, C, D, E, F, G** | To support organisations to continue to develop and deliver existing activities for men’s emotional wellbeing in communities across Sheffield. |

**Contact us**

We would like to speak to and meet applicants before they apply, in order that application ideas can be tested against the grant award specification, and so that we can provide constructive feedback. If you have any questions or would like to discuss your application, please get in touch.

To arrange to speak to a member of the grants team, please use the contact information below. We are also providing in person and online support events, details in the box below.

**You can get in touch by:**

**Email: grants@sheffield.gov.uk**

**Telephone: (0114) 273 4631**

**Grant Application Support Events**

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| **An in-person application support event on:**  ***Tuesday 14th January 2025, 9:30am to 12:30pm***  **Room G46, Town Hall, Pinstone Street, Sheffield City Centre, Sheffield S1 2HH,**  **9:30am and 12:30pm.**  **Online event 1, Microsoft Teams on:**  ***Wednesday 15th January 2025, 4:30pm to 6pm***  [Join the meeting now](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MDUyOTZlMTEtMTdjNS00MTY1LTlhYjEtNmVlZjcyMTQ2NjI0%40thread.v2/0?context=%7b%22Tid%22%3a%22a1ba59b9-7204-48d8-a360-7770245ad4a9%22%2c%22Oid%22%3a%228b4f5d4f-15ae-4809-ba25-b8e20c0b8162%22%7d)  **Online event 2, Microsoft Teams on:**  ***Thursday 16th January 2025, 10am to 12pm***  [Join the meeting now](https://teams.microsoft.com/l/meetup-join/19%3ameeting_YjM1YjlhNjYtNzdlZi00MjE1LWFmNzgtYzU4MTdjNjBiMzNk%40thread.v2/0?context=%7b%22Tid%22%3a%22a1ba59b9-7204-48d8-a360-7770245ad4a9%22%2c%22Oid%22%3a%228b4f5d4f-15ae-4809-ba25-b8e20c0b8162%22%7d)  **We would be grateful if you could let a member of the Grants Team know if you will be attending using our contact information below, this will allow us to prepare for the numbers.**  **At this event you can:**   * **Receive support to complete your application from the Grants Team** * **Ask questions about how to apply and what will and won’t be funded** * **Bring supporting information like photographs, flyers, reports or anything else that tells us about your activity**   **If you want to come to an event, please let us know. If you are not able to join either of these events but would still like some support, please still get in touch.** |

**The deadline for applications is 12pm on Monday February 10th, 2025.**

**Men’s Emotional Wellbeing Grant Fund**

**Application Form**

**Section A. Applicant Information (to be completed by all Applicants)**

If your activity is delivered by a larger organisation, please provide the details of this organisation for this question:

| Name of your group/organisation:  *(As it appears on your bank account/governing document)* |  |
| --- | --- |
| Legal Status e.g. Charity, CIC, Company Limited by Guarantee |  |
| Charity Number: |  |
| Companies House Number: |  |
| Website: |  |
| Income for the previous financial year: |  |
| Have you previously been paid by Sheffield City Council?  If so, when?  *(This question is because we want to make timely payments. We will need to find you on our finance system or set you up as a new supplier: the latter can take time and will require additional questions.)* |  |

**Grant Contact**

Please provide the details of the person you wish to be the Grant Contact. This is the person we will contact for all matters relating to this application and any subsequent grant award/ grant payments.

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| --- | --- |
| Name of Main Grant Contact: |  |
| Their role: |  |
| Address and postcode: |  |
| Phone Numbers: |  |
| Email: |  |
| We will contact you by email unless you tell us otherwise here: |  |

**Director, Trustee or Management Committee Member**

Please provide the details of two Directors, Trustees or Management Committee members for the organisation named in Question 1. They will be legally responsible for any subsequent grant award/grant payments and will be sent the grant letter to sign.

| Name of first Director, Trustee or Management Committee member: |  |
| --- | --- |
| Their role: |  |
| Phone Number/s: |  |
| Email: |  |
| Name of second Director, Trustee or Management Committee member: |  |
| Their role: |  |
| Phone Number/s: |  |
| Email: |  |

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| **Section B. A small contribution to a new or existing Idea**  **Please complete for Tier 1 £500 to £1500 *(Skip if applying for Tier 2)***  Here are some examples of how a grant award may be used, please be aware that these are not mandatory suggestions or an exhaustive list:   * Purchase equipment or contributing to refurbishment e.g. table tennis table * Funding training and development for staff and volunteers * Adding capacity to existing activities * Raising awareness e.g. adding to a workshop, course, community event  |  | | --- | | Please state in the box below which specific element you are applying for. Choose one and use the subheadings to tell us what we want to know:   1. Purchasing equipment or contributing to refurbishment: please include in your answer  * The item * Is it full cost or contribution and how else you are funding it * How will the ‘item’ be used * How will the item support men’s emotional wellbeing  1. Funding training and development of staff and volunteers  * What is the training * How many staff / volunteers * Is this something you have done before * How will it support your organisation in supporting men’s emotional wellbeing  1. Adding capacity to existing activities  * What is the activity * Where does it happen / how often / how many people attend / who delivers, staff & volunteers) * What is the additional element that will be funded * How does it support men’s emotional wellbeing  1. Raising awareness  * What are you planning to do: event, adding to an existing event / course / workshop. new materials * How will it support men’s emotional wellbeing  1. Other  * If your plan doesn’t fit with the above – please contact the team to talk through your idea before applying | |  | | Please tell us how you will use the money to support your activity? Please include what benefit you think it will have on the activity? | |  | | Please tell us, briefly, how you will know what you’re doing is successful e.g. people making social connections, chatting, friendships - we don’t want WEMWBS (Warwick-Edinburgh Mental Wellbeing Scale) | |  |   **Section C. Your Activity.**  **Please complete for Tier 2 £10,000 to £20,000 *(Skip if applying for Tier 1)***   |  | | --- | | Please describe the activity that we would be contributing to  Your answer should include the following:   * When the activity takes place and its frequency (*e.g. 3pm every Wednesday*) * Where the activity takes place (address and post code of the venue) * How many people usually attend? * The number of volunteers and paid staff who support in the delivery of the activity * Do you charge anything? If so, how much? * Describe how you currently promote / advertise / refer into this activity | |  | | How does participating in the activity improve the emotional well-being of the men attending?  Your answer should include reference to the fund’s priorities, which are in the application guidance document. | |  | | How do you 'measure, track or record' your positive impact?  Your answer should include how with both qualitative and quantitative information included, as well as people making social connections, chatting, friendships - we don’t want WEMWBS (Warwick-Edinburgh Mental Wellbeing Scale) | |  |   **Section D. How You’ll Use a Grant**   |  |  |  | | --- | --- | --- | | How much are you applying for? | £ | | | Please provide an itemised breakdown of this amount: | | | | **Item Description** *(i.e. Room Hire: 26 weeks at £35 a week)* | | **Grant Amount (£)** | |  | | £ | |  | | £ | |  | | £ | |  | | £ | |  | | £ | |  | | £ | |  | | £ | | **Total Amount Applied for:** | | £ | | If you are not applying for the whole cost of the activity, please tell us what the total cost is: |  | | | Is there funding from any other sources contributing to this? |  | | | If so, how much? | £ | | | In a few sentences, please tell us how this grant will help you to continue to offer your activity: | | | |  | | |   **Section E. Consents**   |  |  | | --- | --- | | Are you happy for us to use your contact details, to send occasional emails with information we think might be relevant to organisations delivering or providing relevant support or men’s emotional wellbeing activities? |  | | We work closely with Voluntary Action Sheffield and South Yorkshire Funding Advice Bureau. Can we share your contact details with them, so that they can contact you about relevant training and funding information? |  |   **Section F. Insurance**  It is the responsibility of the named organisation to have current insurance policies for:   1. public and product liability insurance for not less than £5,000,000 (five million pounds) per claim; 2. employer’s liability insurance (if you employ staff) for not less than £10,000,000 (ten million pounds) per claim;   Please confirm the name of your insurance provider and expiry date of the policy. We may ask for evidence of the policies and ask to see these, as part of any monitoring visit.   |  |  | | --- | --- | | We confirm we have the necessary insurance(s): |  | | Insurance Provider(s): |  | | Policy Expiry Date(s): |  |   **Section G: Safeguarding**  It is the responsibility of the named organisation,to ensure they have a Safeguarding Policy, a named contact for concerns, and a clear process for reporting concerns.  We may ask for evidence of the policy and ask to see it, as part of any monitoring visit.   |  |  | | --- | --- | | Named Safeguarding Contact in the Policy: |  | | Next policy renewal date: |  |   **Section H. Signing the Form**  **Declaration**  I confirm that the information given in the form is true and provides a fair and accurate representation of the activities we are delivering and what we are applying for. I understand that this document will form the basis of a Grant Agreement with Sheffield City Council.  **Main Grant Contact**   |  |  | | --- | --- | | Name: |  | | Signature: |  | | Role: |  | | Date: |  |   **Director, Trustee, Management Committee Member**   |  |  | | --- | --- | | Name: |  | | Signature: |  | | Role: |  | | Date: |  |   **Checklist**  Before you send us your application form and supporting information, please ensure you have completed/enclosed the following information outlined in the box below. If any of the required information is missing it may delay the decision on your application.   |  |  | | --- | --- | | Have you answered all the questions relevant to your grant level on this form? |  | | Have you attached a bank statement dated from within the last three months, (or a copy of business unit or budget heading). If you are currently unable to do this, please let us know. |  | | Provided a copy of/or digital link to your organisation or groups governing document? |  | | Please **return,** by email, to [grants@sheffield.gov.uk](mailto:grants@sheffield.gov.uk) no later than **12pm Monday February 10th, 2025.**  You can send a postal copy to:  **Sheffield City Council**  **Grants Team**  **Floor 1, Howden House**  **1 Union Street,**  **Sheffield**  **S1 2SH** |  |   **We recognise and appreciate the time you have taken to complete this application, thank you.** **Privacy notice for applicants to the Men’s Emotional Wellbeing Grant Fund** The UK General Data Protection Regulations (UK GDPR) govern how we handle personal data.  ***How we will use your information***  We will use this information to exercise our legal power (provided by the general power of competence contained in Section 1 of the Localism Act 2011) to administer Men’s Emotional Wellbeing Grant Fund Activities and communicate with you about the grant application.  The information you have provided to us in connection with your grant application (including any personal contact details) will be held securely as hard copy originals and as electronic data on the Council’s shared drive.  ***Who will we share your information with?***  The information may be shared with other Council officers, elected members and members of the Grants Advisory Panel as part of our grant assessment and monitoring process.  Your information will not be shared with any other third party.  Please note that the City Council is subject to Freedom of Information and other legislation.  ***How long will we keep your information?***  Information from successful applicants will be retained for the duration of our grant relationship with your organisation and for 6 years following the end of the grant. Information from unsuccessful grant applicants will be kept for 12 months from the point of application.  ***What are your rights?***  You have rights under Data Protection law. For further details about your rights, the contact details of our Data Protection Officer and your right to make a complaint, please see our [Data Protection web page](https://www.sheffield.gov.uk/privacy).  Alternatively, you can contact Sheffield City Council’s Data Protection Officer: [dataprotectionofficer@sheffield.gov.uk](mailto:dataprotectionofficer@sheffield.gov.uk)  ***How to make a complaint***  If you are unhappy about the way your personal data has been handled, you can make a formal complaint about a Council Service or complain directly to the Information Commissioners Office.   * To complain about a Council Service visit https://www.sheffield.gov.uk/home/your-city-council/complaints or contact 0114-2734567 * To complain directly to the Information Commissioners Office, visit [the ICO website](http://www.ico.org.uk/concerns) or contact 03031231113 |