# **Birmingham City Council LogoBirmingham Mental Health & Wellbeing, Public Health grant fund**

| Application Deadline: **5:00pm Sunday 29 June** |
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**Please fill in this form and send it to** [**MentalWellbeing@Birmingham.gov.uk**](mailto:MentalWellbeing@Birmingham.gov.uk) **. If you do not receive confirmation of application within 5 working days, please contact** [**joseph.merriman@birmingham.gov.uk**](mailto:joseph.merriman@birmingham.gov.uk)

# **Introduction**

The Mental Health and Wellbeing team of Birmingham City Council are looking to commission services which utilise the Five Ways to Wellbeing framework to improve mental health and wellbeing with a view towards developing long-term positive behavioural change to improve resilience and ability to cope with life's daily challenges.

We are offering between £5000 - £10,000 grants to a max of 6 community organisations, a total of £40,000, in the effort to develop and implement a wellbeing intervention for one of the four at-risk communities identified in our mental health needs assessment:

* Neurodiverse communities
* Young people not in employment, education or training (NEET)
* Long term unemployed individuals
* Carers and caregivers

We anticipate that the grant will be in place for **up to 12 months, starting approximately at the start of August 2025**. The delivery of the project will likely not be for the full 12 months which will enable opportunity for mobilisation, recruitment of participants and robust evaluation. If impact is well demonstrated in these projects, there may be opportunity for further funding in future financial years.

# **Eligibility**

We will accept applications from not-for-profit organisations who are based in the Birmingham local authority area, such as community groups, community interest companies (CICs), charitable organisations, schools, and other organisations in the mental health, wellbeing or wellness sector.

We will also take applications from not-for-profit organisations that support one of the four highlighted communities: neurodiverse individuals, young people not in employment, education or training (NEET), the long-term unemployed and carers and caregiver communities. Please note that **private companies and sole traders are not eligible** for this grant.

We would encourage organisations to apply even if they have not received funding from Birmingham City Council before. We only intend to fund four applications, and we will not be able to fund all applications, so please ensure that you are clear in the application form how your application meets the eligibility criteria as this will make your proposal more likely to be funded.

Please note that this is a time-limited grant and there is no guarantee of future funding. **Organisations can submit an application for each of the four specified communities.**

# **Costing**

We ask organisations to fill in this application form with a proposal of the initiative they are seeking to fund if successful. Please calculate your own costings. Please note that the amount funded will be approved based on your application – we will not be able to change the amount requested after panel approval, and we will need to claim back any underspend. **Therefore, we ask you to be as accurate as possible with the costings in this application form.** Funds can be spent on core costs such as food, room hire, transport on-costs (e.g. fuel), or staffing, as long as the proposal meets our vision, principles and priorities.

# **The Opportunity**

**Introduction**

The Mental Health and Wellbeing sector of the Public Health Team are currently drafting a Creating a Mentally Healthy City strategy with the ambition that everyone, no matter their age or community will have the resources and support to maintain good mental health and wellbeing, enabling them to navigate everyday life challenges.

Our vision is to take action on the risk and protective factors for mental health and wellbeing to empower people, families and communities, facilitate safe and supportive spaces and deliver accessible services to build a mentally healthier, stronger and more resilient city.

The principles set out by our strategy have been co-produced with communities and are informed by the evidence base. These include:

* **Inclusivity & cultural competence** – We commit to valuing diversity, addressing discrimination and ensuring our programmes are respectful and mindful of the needs of our diverse community.
* **Innovation** – We are willing to take risks, challenge the status quo and be creative in our ways of working.
* **Closing the gap** – We will focus our resources where they are needed most to address health inequalities.
* **Safety & security** – We will advocate for safety and security in people’s lives, partnering with the wider council, police and law enforcement, community safety partnership and local voluntary and community sector.
* **Community powered** – We recognise and champion the power of community action. Our goals are to enable and empower individuals and groups to support one another and drive positive change within their communities.
* **Building on our strengths** - We will work directly with communities to identify, develop, and harness local assets to improve mental health and wellbeing, building a foundation for sustainable growth and resilience.
* **Collaborative** - We are committed to working alongside communities, organizations, and stakeholders in partnership and sharing the same goals.
* **Life course** - We are committed to supporting people at different stages of life, through key life transitions and tailor need throughout the life course.

In line with our strategy’s ambition, we seek to commission four community organizations to develop and deliver wellbeing intervention plans for four identified communities in Birmingham. These plans will be grounded in the [**Five Ways to Wellbeing framework**](https://www.nhs.uk/mental-health/self-help/guides-tools-and-activities/five-steps-to-mental-wellbeing/), which includes **Connect, Be Active, Take Notice, Keep Learning, and Give**. The targeted communities have been identified through the city’s Mental Health Needs Assessment as having the highest mental health and wellbeing needs. The intervention aims to drive behavioural change through structured activities, workshops, and social engagement, fostering lasting habits that contribute to positive mental and physical wellbeing.

**Context**

Local government, the NHS, and the third sector play a vital role in building confident and connected communities, which is essential for improving health outcomes and reducing health inequalities. Strengthening communities through volunteer and peer roles, fostering collaborations and partnerships, and enhancing access to community resources have been highlighted as key areas for local action. To achieve sustainable improvements in mental health and wellbeing, it is crucial to build community-centred approaches that involve diverse communities in designing and delivering interventions.

The Public Health Needs Assessment examined various interventions that improve mental health and wellbeing. Strong evidence suggests that physical activity, social connection, and connecting with nature can significantly strengthen mental and emotional health. These interventions align closely with the Five Ways to Wellbeing, providing a robust framework to guide communities in adopting sustainable practices to enhance mental health.

**Project Overview**

This project aims to integrate the Five Ways to Wellbeing into a sustainable, community-driven initiative that fosters long-term behavioural change. Through structured activities, workshops, and social engagement, the “Wellbeing for Life” initiative will empower individuals to develop lasting habits that promote positive mental and physical wellbeing. Research indicates that the Five Ways to Wellbeing can improve mental health outcomes for individuals with clinically diagnosed conditions and enhance wellbeing across the general population. Encouraging the adoption of healthier lifestyles is also a sub-priority within the Mentally Healthy People priority of the *Creating a Mentally Healthy City Strategy*.

Community organisations will have the opportunity to bid for funding to implement a Five Ways to Wellbeing project, with a total budget of £40,000 to be equally divided among the four identified communities. These communities have been identified through the Public Mental Health Needs Assessment as having the greatest mental health needs:

* Neurodiverse communities
* Young people not in employment, education, or training (NEET)
* Those who are long-term unemployed
* Carers and caregiver communities

Each participating community organisation will select one of the Five Ways to Wellbeing—Connect, Be Active, Take Notice, Keep Learning, or Give—as the primary focus of their intervention. By aligning their efforts with this proven framework, the project aims to empower communities to make lasting changes that enhance overall wellbeing.

**Aims**

The key aims of the project include:

1. Encouraging sustainable engagement with the Five Ways to Wellbeing.
2. Signposting accessible activities that promote mental and physical health.
3. Creating a supportive community environment for lasting impact.
4. Measuring and evaluating long-term behavioural changes in participants.
5. Developing strategic partnerships to ensure the continuity and expansion of the initiative.

**Grant Framework**

The Grant Framework will look at measurables based on bids submitted by community organisations subject to the element of the Five Ways of Wellbeing they focus on and the community they intend to support. For example, for Be Active, community organisations may wish to establish weekly physical activity classes for 12 weeks among the target population. An example framework which organisations can follow is found below. These are just examples and we would happily accept other projects that fulfil the criteria in the questions below.

| **Five areas of Five ways to Wellbeing Topic Area** | **Barriers and challenges** | **Intervention examples (what we want to achieve)** | **Project output examples (list not exhaustive)** | **Public Health Outcomes** |
| --- | --- | --- | --- | --- |
| **Connect:** Supporting target community to:  1)Build relationships  2) Engage Socially with others  3) Participate in their community  4) Help and support others  5) Share experiences | Social isolation, lack of social skills or confidence, digital exclusion, language barriers; lack opportunities | Facilitation of peer support.  Creation of weekly connection sessions  Facilitation of buddying opportunities  Connecting people with volunteering opportunities  Creative approaches to sharing experiences | Number of community networks with themed sessions  Number of target group attendances at each sessions  No. Of people taking-up volunteering opportunities.  No. Of friendship pairs created | Improved score WEMWBS questionnaire  BCC wellbeing framework question – personal wellbeing, social wellbeing |
| **Be active:** Promoting and facilitating physical activity, preferably in group settings | Lack of motivation, lack of opportunity, lack of confidence, accessibility issues, financial constraints, time limitations | Creation of physical activity sessions aimed at key community groups.  Facilitate connecting people with activity opportunities in their neighbourhood  Creation of a service or community network which supports the community to access physical activity sessions through signposting and wellbeing support.  Sessions to teach stretching exercises and resources to support at home activities | Number of people from target group attending a newly created physical activity class bespoke for community e.g. walks, dance classes.  Number of individuals from key communities newly engaging with existing opportunities in the community  % of people dropping out of activity sessions.  Number and type of activities provided.  People reporting increased levels of activity | Improved score WEMWBS questionnaire  BCC wellbeing framework question – personal wellbeing, social wellbeing |
| **Take notice:** Encourage people to take notice of what is around them, be mindful in moments and learn how to approach challenges | Stress, lack of awareness of mindfulness benefits, limited access to green spaces, lack of understanding of the benefits | Mindfulness workshops and activities.  Eco therapy / nature engagement sessions.  Neighbourhood based resources to collate opportunities to ‘take notice’  Facilitation of community conversations on sharing how they ‘take notice’  Gratitude workshops  A network of volunteers who can refer people to “take notice” initiatives such as nature programmes. | Number of mindfulness session attended by key community groups.  Number of individuals from key communities attending services.  Number of people who have taken up referred programme and continued to attend activity.  People reporting increased engagement with their environment | Improved score WEMWBS questionnaire  BCC wellbeing framework question – personal wellbeing, social wellbeing |
| **Keep learning:** Encourage individuals to learn new skills | Lack of awareness of opportunities, time constraints, financial barriers, lack of confidence, transportation issues | A network of volunteers who can refer people to neighbourhood learning opportunities e.g. clubs, classes  Provision of skills based sessions where there are gaps – e.g. cooking classes, growing, arts and crafts, digital skills  Supporting communities to establish clubs and groups to support each others learning e.g. book clubs  Engagement with local businesses to provide community based learning opportunities | Number of attendance at skill-based sessions.  Number of skill-based sessions delivered e.g cooking classes.  Number of skill-based seminars delivered to key community groups  Number of new clubs created and people attending regularly.  People reporting engagement with learning | Improved score WEMWBS questionnaire  BCC wellbeing framework question – personal wellbeing, social wellbeing |
| **Give to others: Regularly** give small acts of kindness e.g Support charitable work, helping a neighbour, giving compliments | Lack of awareness of opportunities, time constraints, financial barriers, lack of confidence, transportation issues | Codesign with community groups to implement ways to ‘give back’ to their local community.  Offering volunteer opportunities that can allow giving to others, fundraising for charities or upskilling people.  Matching individuals with local volunteer opportunities or with someone in their community that they can help e.g. cooking meals, gardening | No. Of people engaged in local community give back projects  Number of volunteer initiatives for local charities.  Number of mentorship and support groups established.  Number of individuals matched to volunteer services.  Number of people initiating volunteer opportunities | Improved score WEMWBS questionnaire  BCC wellbeing framework question – personal wellbeing, social wellbeing |

# **Application Criteria**

To ensure that your application meets our criteria, please ensure that it meets all of the bullet points:

* Must be based in Birmingham
* Must outline an intervention development and implementation that fits into one of the Five Ways to Wellbeing elements (Connect, Be active, Take Notice, Keep Learning, Give to Others)
* The intervention must focus on established a key engagement group from one of the four highlighted communities (neurodiverse, not in employment, education or training, long term unemployed, carers and caregiver communities)
* The application must describe how your proposal aligns with the Creating a Mentally Healthy City vision set out in the Opportunity section.
* Must be a justifiable proposal including accurate costing and value for money.

# **Monitoring & reports**

For monitoring purposes, we will ask you to email us the receipts of purchases using these grant monies to MentalWellbeing@Birmingham.gov.uk. Progress of the intervention will be monitored through monthly meetings with the Mental Health and Wellbeing key contact. We will also ask you to provide quarterly reports, and an evaluation report of the intervention once it closes on the impact of the intervention on your key community alongside identifying further demographic engagement of established protective characteristics. The reports will focus on measures which investigate if the intervention has improved mental health and wellbeing scores in service users via the Warwick-Edinburgh Mental Wellbeing Scores (WEMWBS).

# **Register on our system**

You will also need to ensure that you are registered as a supplier on the Birmingham City Council system – this can take time, so we recommend that you do this at the same time as filling in this form (as it could be useful for future opportunities even if you are unsuccessful with this grant bid). You can register [here](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fenre.fa.em3.oraclecloud.com%2FfscmUI%2Ffaces%2FPrcPosRegisterSupplier%3FprcBuId%3D300000006062115&data=05%7C01%7CRosemary.Jenkins%40birmingham.gov.uk%7Cbc165ebf74ed4afd106e08db9e673d6b%7C699ace67d2e44bcdb303d2bbe2b9bbf1%7C0%7C0%7C638277938954006594%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=Zhj20YWJGMiglZTcgmyWMhkhMotd2J%2BnhS1XF6Dj%2Ffs%3D&reserved=0) and find guidance on how to do this [here](https://www.birmingham.gov.uk/downloads/file/23108/oracle_cloud_supplier_guide). Please note that you will need to provide a copy of a business/headed letter, and within this letter please state your organisation information and banking details to be able to register as a supplier.

# **The process**

Our panel will meet in **at the start of July** to assess the applications, after which we will let you know the status of your application. If your application is successful, we will let you know via email and ask you to sign a **Condition of Grant Aid (COGA)** (which includes your bank details).

We need you to return the filled-in COGA and certain supporting documents for us to be able to initiate the payment process. We will require copies of the following documents, so please make sure they are ready to go by the deadline of the application form should your application be successful: Constitution, Insurance Policy, Safeguarding Policy, Health and Safety Policy, Business / Headed letter including your bank details, Data Control Policy where appropriate and Food Hygiene Certificates where appropriate.

Please complete all the questions in the application form.

**Access Support**

We are committed to being accessible. If you experience or anticipate any barriers within the application process or require help to make an application or accessing services and information, please contact us.

If you have any questions, please contact [MentalWellbeing@Birmingham.gov.uk](mailto:MentalWellbeing@Birmingham.gov.uk)

# **Application Form**

# **Contact Details**

Main contact for the application

|  |  |
| --- | --- |
| Name |  |
| Position in organisation |  |
| Email address |  |
| Phone number |  |

Additional contact for the application

|  |  |
| --- | --- |
| Name |  |
| Position in organisation |  |
| Email address |  |
| Phone number |  |

(If different to the above) Accounts / finance / funding manager for the application

|  |  |
| --- | --- |
| Name |  |
| Position in organisation |  |
| Email address |  |
| Phone number |  |

*We are asking this because we have found that having the contact of the person in charge of finances is useful if there are issues with the grant payment.*

# **Your Organisation**

|  |  |
| --- | --- |
| Organisation/group name (Applicant) |  |
| Registered/official address, including postcode |  |
| Correspondence address, including postcode (if different to above) |  |
| Organisation telephone number |  |
| Website, blog or Facebook page etc, if you have one |  |

Please confirm that you are one of the following:

| Unincorporated Association with a constitution, committee, bank account and regular meetings |  |
| --- | --- |
| Not-for-profit Limited company | Registration number: |
| Registered Charity | Registration number: |
| Community interest company (CIC) | Registration number: |
| Charitable Incorporated Organisation (CIO) | Registration number: |
| Other – please state: |  |

**Where will the activities take place?**

If the locations / venues are not accessible, please consider any reasonable adjustments you may need to make for people with disabilities.

|  |  |
| --- | --- |
| Main address including postcode. This should be the main base of the activities. |  |
| Other venues/ locations addresses including postcodes. |  |

*We are asking this question because it is important for us to ensure that these activities are taking place in Birmingham and to know where projects we are supporting are.*

|  |
| --- |
| **Please provide a brief summary of your organisation and what you are doing in Birmingham including an approximate number of the people you support (~250 words)** |
| *Answer here* |

|  |
| --- |
| 1. **Outline the work your organisation is currently doing in line with our vision of creating a mentally healthy city to ensure everyone has the opportunity to develop good mental health and wellbeing allowing them to thrive and cope with daily life challenges (max 500 words). Please use this space to describe the type of people using your service.** |
| *Answer here* |

# **Your Proposal**

|  |
| --- |
| 1. **What is the name of your proposed project?** |
| *Answer here* |

1. **Who is your proposed initiative for (in terms of the lifecourse)?**

| Children and young people (below 18) | Yes / No (delete as appropriate) |
| --- | --- |
| Working age people (18-65) | Yes / No (delete as appropriate) |
| Older adults (65+) | Yes / No (delete as appropriate) |

1. **Which target community is this application for?**

Please note, if you are submitting an application for more than one community, please ensure you do a separate application per target community.

| Neurodiverse communities | Yes / No (delete as appropriate) |
| --- | --- |
| Young people not in employment, education or training | Yes / No (delete as appropriate) |
| Long term unemployed individuals | Yes / No (delete as appropriate) |
| Carers | Yes / No (delete as appropriate) |

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| --- |
| 1. **Please use the space below to outline your project proposal (max 750 words). Please include which element of the Five Ways to Wellbeing you will be using, how you will overcome barriers and key project development and implementation stages.** |
| *Answer here* |

|  |
| --- |
| 1. **Please use this space to demonstrate the need for this initiative and justify your proposal. How would you aim to make this project sustainable? (Max 500 words)** |
| *Answer here* |

|  |
| --- |
| 1. **Please give details of costings and justify how this will achieve value for money (Max 300 words)** |
| *Answer here* |

|  |
| --- |
| 1. **Please use this space to describe how you meet at least three of the Creating a Mentally Healthy City Strategy principles:**  * **Inclusivity & cultural competence** * **Innovative** * **Closing the gap** * **Safety & security** * **Community Powered** * **Building on our strengths** * **Collaborative**   **More details on each of the principles can be found in the project overview section.**  **(max 500 words)** |
| *Answer here* |

# **Living Wage**

| I confirm that all paid individuals working on the project will be paid the Birmingham Living Wage in accordance with the Council’s policy |  |
| --- | --- |
| If any, please tell us how many existing employees will be uplifted to the Birmingham Living Wage through this activity. |  |

# **Projects and Activities engaging or working with Children, Young People or Adults at Risk**

Who in your organisation at senior level is responsible for the Safeguarding policy’s implementation and monitoring?

|  |  |
| --- | --- |
| Name |  |
| Position in organisation |  |

# **Data Protection**

Who in your organisation at senior level is responsible for data protection, including data protection and recording policy’s implementation and monitoring?

|  |  |
| --- | --- |
| Name |  |
| Position in organisation |  |

| Do all relevant members of staff or organisers have an up-to-date Criminal Records Bureau check (DBS) (if applicable)? | Yes/No |
| --- | --- |
| Do you have in place a record of DBS checks carried out, confirming that DBS checks are satisfactory (if applicable)? | Yes/No |

| If you have selected ‘No’ to either of the above questions, please state the reasons for your answer. |
| --- |
|  |

# **Declaration**

Birmingham City Council is committed to being open and transparent about decisions which affect Birmingham Citizens. Details of grant payments to voluntary and community sector organisations are published on the Council’s website every three months. To view published information, please go to [www.data.birmingham.gov.uk](http://www.data.birmingham.gov.uk/).By submitting this application, you are agreeing that your details will be published.

In addition, if you are successful in your application, you will be required to confirm that you have the following in place by sending us the documents:

* Insurance
* Safeguarding policy
* Copy of constitution
* Health and Safety Policy
* A business / headed letter including your bank details
* Data control policy where appropriate (if personal data on project participants collected)

Please note: Where applicable grant officers may add additional conditions into the Conditions of Grant Aid (COGA).

**DATA PROTECTION ACT 2018, CONFIDENTIALITY STATEMENT**

Birmingham City Council collects information for the purposes of procurement and payment functions.  The information we collect about you will depend on the nature of your business with us but may be used for any of the Council's purposes.

We may check information provided by you, or information about you provided by a third party, with other information held by us.  We may also get information about you from certain third parties, or give information to them, to check the accuracy of information; to prevent or detect crime; or to protect public funds in other ways, as permitted by law. These third parties include other local authorities, government departments, credit reference agencies and the police.

We will not disclose information about you to anyone outside the City Council unless the law permits us to. Confidential information will not be disclosed to third parties.  We recognise that information is valuable, and we take all reasonable measures to protect it whilst in our care.

The City Council is the Data Controller for the purposes of the Data Protection Act.  If you want to know more about what information we have about you, or the way we use your information, you can ask at our main offices or telephone the Corporate Information Governance Team on Tel: (0121) 303 4876.

Please note that we do not require or request that you collect or provide personal information about food project users for this grant.

# **Applicant Declaration**

| **On behalf of** (organisation/group name) |  |
| --- | --- |
| for **initiative title** |  |

I confirm that:

* The information in this application is correct and complete. If the requested grant is approved, any additional supporting documents required will be provided.
* If the requested grant is approved, the funds will be utilised as described in this application.
* I am authorised to sign and submit this application for grant funding on behalf of the organisation.

This section must be signed by the person who completed this form, on behalf of the organisation applying. The witness must not be a relative of the person who completed the form.

**Form completed by:**

| Name |  |
| --- | --- |
| Role |  |
| Signature |  |
| Date |  |

*Please note that the signature can be done digitally (i.e. you can do a digital signature on Adobe or type in the details).*