

## **PROMOTING MENTAL WELLBEING THROUGH PHYSICAL ACTIVITY CHILDREN & YOUNG PEOPLE PROGRAMME**

### **Guidance Notes**

Hertfordshire County Council Public Health strongly advise that these Guidance Notes are read prior to submission as they are designed to help provide the information required.

### **Application Process**

The grant is to fund community and voluntary organisations to run physical activity projects that promote mental health and wellbeing amongst children and young people between 5-18 years old (up to 25 for those with SEND needs) and reduce inequalities.

Aimed at innovative projects, the grants will be up to £5,000 each and projects must be complete by June 2024.

Completed application forms must be sent to [CYPTeam@hertfordshire.gov.uk](mailto:CYPTeam@hertfordshire.gov.uk) by 12pm on 16<sup>th</sup> October 2023. All applications received after this time and date will not be considered. It is expected that a decision will be communicated to applicants via email by the end of November.

### **Programme Aims**

The Promoting Mental Wellbeing Through Physical Activity Programme aims to:

- Increase physical activity and build resilience for people with low to moderate mental health problems across Hertfordshire (stress, depression, and anxiety).
- Promote active communities and positive mental health.
- Encourage mental health awareness, reduce stigma and discrimination.
- Implement the [5 steps of mental wellbeing](#).
- Reduce barriers to physical activity and building into daily life.

## **Application Form**

Please ensure to complete all sections in full as incomplete applications will be rejected. There is a word limit for each question (*specified within each question*). Ensure to adhere to the word limit as questions with answers that exceed the word limit will not be evaluated.

Please do not provide additional evidence as hyperlinks and avoid linking to multiple sites throughout your application to avoid difficulty reading.

The application form should be completed using a font size no smaller than 12 and no bigger than 14. If you require support or require in a different format, please contact the team via email at [CYPTeam@hertfordshire.gov.uk](mailto:CYPTeam@hertfordshire.gov.uk)

Please do not use acronyms or abbreviations as the panel may not know what it means.

Shortlisted applicants may be interviewed to further explain details about their project (at the discretion of the panel). This will be done via Microsoft Teams. Please tell us if you cannot use virtual technology or have any specific needs.

Each question will be weighted (*see Scoring Methodology*).

For applications to be accepted you must submit all the required information by the closing date and time of 16<sup>th</sup> October 2023. This includes answering all questions on the application form. Failure to complete these fields will result in your application being rejected on the grounds that it is incomplete.

## **Evaluation of Applications**

Applications will be evaluated and selected by a panel of representatives from within the Hertfordshire County Council Public Health team, and local partners.

Applications received will be evaluated according to the Weighting Scale in Table A using the Scoring Approach in Table B.

It is expected that a decision will be communicated to applicants via email by the end of November 2023.

Each application will be assessed in accordance with this process and those that score the highest, will be funded. There is no appeal and there is no arbitration as the panel's decision is final, and feedback will be provided to unsuccessful applicants.

## **Guidance on individual questions within the application form**

### **1. About your organisation**

Be sure to include the name of the organisation, its main functions, and other details as requested in the Application Form. We want to understand what your organisation does, who it benefits and the area/activities it covers.

### **2. Project Proposal**

- Describe your project proposal and be sure to be clear and concise
- Ensure to include the [5 steps to mental wellbeing - NHS \(www.nhs.uk\)](https://www.nhs.uk)
- Ensure to detail how your project will support mental health
- Detail the aims/objectives of your project and how you will meet them
- Ensure to include what district/borough your project will be delivered in

### **3. Safeguarding**

Your organisation must have a safeguarding policy in place. Please detail the policy in place and how you plan to inform us if a safeguarding issue arose. Please also share any training in place for your organisation as well as an equality and diversity policy.

### **4. Target Population**

Describe who the intended audience for this project is. Please also include how your project will benefit all children and young people from all sections of society especially those with protected characteristics.

### **5. Project Evaluation**

Outline how you will measure the impact of your proposed project. This includes objectives, goals, participant feedback, risks, and lessons learned.

### **6. Budgeting**

Ensure to include a detailed breakdown of costs such as equipment, venue costs, online costs, volunteer expenses, staff costs, etc.

### **7. Partnership**

- Please detail if you are working in partnership with any other organisations
- Ensure to detail matched funding (*if applicable*) – matched funding is money you may get from another source that can also be used to support this project.
- Detail use of other community resources such as, a school, a community centre or other facility (if applicable).

**Evaluation Methodology:**

**Table A – Weighting Scale**

<b>Question</b>	<b>Weighting %</b>
<b>Q1 – About Your Organisation</b>	<b>10%</b>
<b>Q2 – Project Proposal</b>	<b>40%</b>
<b>Q3 – Safeguarding</b>	<b>10%</b>
<b>Q4 – Target Population</b>	<b>20%</b>
<b>Q5 – Project Evaluation</b>	<b>15%</b>
<b>Q6 – Budgeting</b>	<b>5%</b>
<b>Q7 – Partnership</b>	<b>Unweighted</b>

**Table B – Scoring Approach**

<b>Score</b>	<b>Rating</b>	<b>Criteria for Awarding Score</b>
<b>0</b>	<b>Unacceptable</b>	<b>Does not meet any of the requirements</b>
<b>1</b>	<b>Weak</b>	<b>Falls short of meeting the requirements in many areas</b>
<b>2</b>	<b>Poor</b>	<b>Falls short of meeting the requirements in some areas</b>
<b>3</b>	<b>Satisfactory</b>	<b>Meets the requirements at a basic level</b>
<b>4</b>	<b>Very Good</b>	<b>Meets the requirements in all respects, supported by clear evidence and will bring some added benefit to the project</b>
<b>5</b>	<b>Outstanding</b>	<b>Exceeds the requirements and will bring significant added benefit to the project</b>