



Scottish Government
Riaghaltas na h-Alba



Clackmannanshire & Stirling
Health & Social Care
Partnership

CTSI
Clackmannanshire
Third Sector Interface





Expression of Interest Guidelines for the Communities Mental Health and Wellbeing Fund for Adults Year 5/6 (2025/2026)



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Introduction

This document has been developed to offer guidance on things you need to consider for each question in the expression of interest (EOI) form. It is important that you read this guidance prior to and during the completion of your form.

This guidance will talk you through each question, offering advice on what the panel will be looking for when assessing your submission, and the content you should consider including in your answers.

Before starting, we highly recommend that you look through the Community Mental Health and Wellbeing Fund for Adults Year 5/6 guidance. The guidance can be found [here](#)

Given the expected demand for this fund, you can only submit one EOI. Should you be unsuccessful with your EOI submission (stage 1), you are not able to submit a second one.

If you have applied for the Communities Mental Health and Wellbeing Fund before, we will not require a Governing document as we will already have this. If you have not applied before, Brian or Tracey N will be in touch. If you do not submit a Governing Document, your application will not be processed.

Please note, if you are invited to submit a full application (stage 2), there is no guarantee of success.

We recognise the amount of work that goes into applying for funding and planning a project. The EOI stage helps us give you the most useful early stage feedback, and saves you time working on a full application. However, the Steering Group have requested some due diligence is carried out at Stage 1 mainly being submission of your governing document.

About Your Organisation

In this section, we want to know about your organisation. We need to know about the set up of your organisation, information on your governance and about your current financial situation. Please use this guidance when completing your application.

Name of your organisation

Please provide the legal name of your organisation or community group as it is stated on your governance/registration documents.

Main contact for this application

The name and contact details provided here will be used throughout the application and assessment process. It is important to make sure they are correct in case SVE/CTSI needs to contact you for additional information or to seek clarification

Position

The job role/position of the main contact filling in the expression of interest form.

Contact Telephone Number

Full number that SVE/CTSI can contact you on in case of further information.

Contact Email

Email address of the person filling in the expression of interest form. This is needed in case there is further information needed and outcome of your application.



Organisation Email

Email address of the organisation. This is needed in case there is further information needed and outcome of your application and SVE/CTSI cannot get in contact with the main applicant.

Organisation Telephone Number

Full number that SVE/CTSI can contact you on in case of further information and we cannot get you on the contact number above.

Registered Address for your organisation

Please provide the address that your organisation or community group is registered at. If you have more than one location, please provide details of the main locations even if this is a private address.



The legal status of your organisation

In this question, please provide information on the legal make up and registration details of your organisation or community group.

You will be asked to upload a copy of your governing document/constitution/set of rules (depending on your set up and legal status). This will be used as part of the due diligence process.

N.B - It is important to ensure your governing document/constitution/set of rules is uploaded in full. If it is only part uploaded, it may result in your application being rejected. If you have a Memorandum of Association, you should ensure that the adjoining Articles of Association is also included.

Part of the due diligence, the panel will be checking for your lock/dissolution /winding up clause within your governing document. If this is not clear your application may be rejected at this stage.



What are the main aims and activities of your organisation?

In this question, please provide a summary outlining the purpose of your organisation and what it is that you do. When writing this, think about explaining what your organisation does to somebody who does not know you. You should include information about:

- Your organisation's focus
- The people and communities you support
- What sort of support and activities you provide

The size of your organisation

Please let us know the size of your organisation.



Charity Registration Number

Please let us know your charity number if you have one.



About Your Proposed Project

This section asks you to provide details about the project and activities you wish to deliver. We also need to understand that you have identified a need or gap in services, or that a project you are currently delivering is successful and requires funding to deliver. We would anticipate projects to run for the full grant period to maximise impact of this fund.

Award Funding Level

Please let us know the funding level you are applying for.

How much are you applying for?

Please provide an estimated cost of your proposed project. Please include salaries (if applying for salaries), overhead costs, project costs etc.

Is this a new project or continuation/expansion of an existing project?

Please let us know if this is currently a successful project that you wish to continue or expand, or if it is new to your delivery programme.

Have you previously applied for funding through the Communities Mental Health and Wellbeing Fund?

Please let us know if you have previously applied to the Communities Mental Health and Wellbeing Fund.

Were you successful in your previous application?

Please let us know if you were successful in your previous application for the Communities Mental Health and Wellbeing Fund.

Which year(s) were you funded?

Please let us know which year(s) you were funded. Please tick all the years that you have been funded.

Project Name

Please let us know the name of your project and not the name of your organisation.

Where will your project take place?

This fund is to benefit residents of Clackmannanshire and Stirling and your project and activities should only take place in these local authority areas. Please tell us the main local authority that you will be working in.

Which of the priority groups will you be working with?

Please let us know which of the priority groups your project aims to work with. Please think carefully about this. While we expect projects to be targeted towards these groups, we do not expect every project to be targeting every group. Only tick the ones you directly plan to work with

Which of the funding outcomes does your project come under?

We expect all projects to work towards at least one of the following outcomes. As with priority groups, we do not expect you to meet all of these outcomes. Please only tick the ones that apply to your project.

Description of your project

This is your chance to tell us what you want to do, and why it matters. Please explain how the need for the project has been evidenced, what difference you hope to make as a result of the project, and how you will know that, that difference has happened (evaluation).

This is your chance to sell your project to the panel so make the most of this opportunity! We want to know what makes your project idea great and why we should fund you.

The panel should be able to link your proposal to the outcome(s) that you indicate you will be working towards in question 15.

Please summarise what you plan to do with the funding. You should include:

- The types of activities you will provide
- A estimated number of individual beneficiaries
- Why your project and activities are needed in the community(ies) you plan to support

Please note, this is a word limit of 500 words. Please feel free to use bullet points to summarise your plans

Declaration

You will need to read the declaration and sign once you have read and agreed to the statement.

You will be notified by email if your application has progressed to the full application stage. Please keep checking your junk/spam folder as the email may go there.

We cannot be held responsible for notifications landing in spam/junk email folders.

Given the expected demand for this fund, should you be unsuccessful with your EOI submission, you are not able to submit a second one.

Deadlines

Expression of Interest will be open from **25th August 2025 until 15th September 2025**.

Full Applications will be open from **13th October 2025 until 2nd November 2025**.

Applicants will be notified on or after **24th November 2025**.



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If you need any advice/support, please contact Brian Weaver or Tracey Nicholson.

Brian Weaver brian.weaver@ctsi.org.uk
01259 213840

Tracey Nicholson traceynicholson@sventerprise.org.uk
01786 430000

Clackmannanshire Third Sector Interface
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