

## PIMH Small Grants Fund - Frequently Asked Questions

Thank you for your interest in the Perinatal and Infant Mental Health (PIMH) Small Grants Fund. Inspiring Scotland is delivering this fund on behalf of the Scottish Government.

Two levels of funding is available based on the type of organisation or group and level of income.

These 'Frequently Asked Questions' provide information for:

- **Application A:** For constituted community groups with an income of less than £25,000 per annum to apply for up to £2,000
- **Application B:** For incorporated charities with an income of less than £1 million per annum to apply for up to £12,000

### A note on type of organisation or 'legal structure'.

"Charity" is not a legal structure in and of itself so even if you call yourself a charity or are registered as a charity your legal structure or the type of organisation you are is also important when considering when level of funding to apply for.

An unincorporated organisation is, in legal terms, a collection of individuals. The following structures are unincorporated: Association, Group, Charitable Trust and other constituted groups. If you are unincorporated you can apply for up to £2,000 (Application A)

An incorporated organisation has "legal personality" which means it can enter into contracts, buy or lease property, and employ people in its own right. The following structures are incorporated: Scottish Charitable Incorporated Organisation (SCIO), Company limited by guarantee, Community Interest Company, Community Benefit Society, Cooperative Society. You must be an incorporated organisation to apply for up to £12,000 (Application B)

Please note there are different criteria and requirements of what to submit for the two applications.

Please read the FAQs that relate to the application you plan to use.

## **Application A (for small grants of up to £2,000)**

Groups with an income of less than £25,000 per annum can apply for this level of funding only. It is open to constituted community and voluntary groups. To apply you do not need to be incorporated or registered with the Scottish Charity Regulator (OSCR).

### **Can an individual, sole trader or private company apply for funds?**

No.

### **Do you need to see evidence that our annual income is less than £25,000?**

No. At this stage we don't need to see evidence of your annual income. If you are successful and are offered a grant, we will ask to see evidence of your annual income then.

### **Our group doesn't have a bank account registered in our name, can we still apply?**

We can still consider your application if you can give us the details of a registered Scottish charity that knows you and your work and can hold the funds on your behalf. Please contact the organisation and get their permission and agreement before you give us their contact details. If you have any questions on this please email us at [pimhenquiries@inspiringscotland.org.uk](mailto:pimhenquiries@inspiringscotland.org.uk)

### **Can grants be paid into an individual's personal bank account?**

No. Any successful applicant will need to provide us with a bank account of an organisation. As above if your group doesn't have one, you can give us the details of a registered charity that knows you and your work and can hold the funds on your behalf.

### **Do we need to send you our bank account details?**

No. At application stage we don't need to see bank account details or a bank statement. If you are successful and are offered a grant, we will ask to see your bank details then.

### **Our group doesn't have a constitution, can we still apply?**

We will need to see your group's constitution or set of rules to check if your group's governance and aims fit with the Fund criteria. The technical guidance gives you instructions on how to upload all documents. If you wish to check the suitability of your constitution or rules before applying, please contact [pimhenquiries@inspiringscotland.org.uk](mailto:pimhenquiries@inspiringscotland.org.uk)

### **Can we spend the grant on any type of costs?**

Your funded activity needs to contribute towards the outcomes of the PIMH Fund and support parents and infants with mental health issues or those at higher risk of mental health issues in the period from pregnancy up to the infant's third birthday. Peer support, parenting support and practical support can all be considered.

Within that, we can support a range of activity including expenses, equipment, travel costs, premises hire, training or supervision costs.

The five Fund outcomes are listed in the Guidance notes. You can select one or more outcomes in your application.

**Do we need to be contributing to all five Fund outcomes?**

No. Please only select the outcome(s) that are relevant to your work. You will not be at a disadvantage if you only select one outcome.

**Can we apply for funds to spend on practical support?**

We can fund appropriate practical support that helps families with perinatal and infant mental health issues to meet their core needs and alleviates hardship, like food poverty and lack of access to other resources, while working towards the Fund outcomes, as part of a holistic approach to improving mental health.

**Can we spend the grant on activities or costs that we have already incurred?**

No. Your application should be for ongoing or new activity that will happen from October 2021.

**We're not sure how changing Coronavirus (COVID-19) restrictions will affect our activities**

All funded activities must be delivered in accordance with the current Coronavirus (COVID-19) guidelines set out by the Scottish Government. We need to know if your funded activities meet these requirements and how you think your funded activities might change as protection levels are reduced.

**We are a parent and baby/toddler group. Can we apply for a small grant?**

Successful applicants must be supporting parents and infants with mental health issues or those at higher risk of mental health issues in the period from pregnancy up to the infant's third birthday. You need to tell us if your work is with these families. Please also tell us if you are working with families from the priority groups that are listed in the guidance notes.

**Can we apply for more than one type of grant from this Fund?**

No. Applicants can only apply once.

**We are a small charity with an annual income of less than £25,000. Can we apply for a larger grant of up to £12,000?**

Yes. As long as you are an incorporated organisation registered with the Scottish Charity Regulator (OSCR) or a Community Interest Company, you can apply for the larger grant. You can only apply for one grant however, so if you apply for a larger grant, you are not eligible to apply for the grants of up to £2,000.

**What are the reporting requirements for these grants?**

We would like to learn from your work. At the end of the grant period, we would like to have a conversation with you to ask you how you spent the grant and what difference it made to the people you work with.

### **Will we get the grant in one installment?**

The grant is to spend over 18 months and we will pay the grant to you in two installments. You will receive half of the grant in October 2021 and the other half in June 2022.

### **Application B (For small grants of up to £12,000)**

Applications are welcome from organisations that have an annual income of less than £1 million per annum. To apply for up to £12,000 your organisation needs to be incorporated and registered with the Scottish Charity Regulator (OSCR) (unless you are a Community Interest Company that can't register with OSCR).

### **Our organisation is not OSCR registered or a Community Interest Company, but we do support families affected by poor perinatal or infant mental health, can we still apply?**

It is unlikely that you can apply for a grant of up to £12,000 using Application B. If your annual income is less than £25,000 you could apply for up to £2,000 using Application A. If you wish to check the suitability of your organisation before applying, please contact [pimhenquiries@inspiringscotland.org.uk](mailto:pimhenquiries@inspiringscotland.org.uk)

### **Do we need to be contributing to all five Fund outcomes?**

No. Please only select the outcome(s) that are relevant to your work. You will not be at a disadvantage if you only select one outcome.

### **Can we spend the grant on any type of costs?**

Your funded activities need to meet the outcomes of the Fund and support parents and infants with mental health issues or those at higher risk of mental health issues in the period from pregnancy up to the infant's third birthday. Peer support, parenting support, practical support and counselling/psychological or therapeutic support for mild to moderate mental health issues can all be considered.

We can support a range of activities that support these outcomes, including contribution towards salaries and core organisational costs. We will also consider proposals for capital expenditure costs.

### **Can we apply for funds to spend on practical support?**

We can fund appropriate practical support that helps families with perinatal and infant mental health issues to meet their core needs and alleviate hardship, like food poverty and lack of access to other necessary resources, while working towards the Fund outcomes, as part of a holistic approach to improving mental health.

### **We provide general support to families with children under 3 years of age. Can we apply?**

Successful applicants must be supporting parents and infants with mental health issues or those at higher risk of mental health issues in the period from pregnancy up to the infant's third birthday. You need to tell us if your work is with these families. Please also tell us if

you are working with families from the priority groups that are listed in the guidance notes. Your funded work also needs to be contributing to one or more of the Fund outcomes listed in the Guidance notes.

**You are asking for an indicative budget. Does this mean we can spend the grant flexibly?**

We are asking to see an indicative budget to assess whether your proposed work meets the outcomes of the Fund and supports parents and infants with mental health issues or those at higher risk of mental health issues in the period from pregnancy up to the infant's third birthday. While we want to see how you intend to spend the grant, we understand that circumstances may change, and if you receive a grant and want to spend it differently, there is room for flexibility as long as the funded activities support PIMH Fund outcomes.

**Is there a budget template we should use?**

Please use your own format for the indicative budget. Please insert your organisation's name on the budget document and save the document with your organisation's name. The technical guidance gives you instructions on how to upload all documents as part of your application submission.

In your budget, we are looking to see how you intend to spend the grant on running costs and/or capital expenditure costs. As a general rule of thumb please breakdown any budget lines of over £2,000. For example, if you require funding for 'marketing' and this will cost over £2,000 tell us what this budget line is made up of.

**Can we make a partnership application?**

We are happy to support an application from more than one organisation, as long as the second organisation meets the eligibility criteria for this Fund. There isn't a separate application for partnership proposals. If another organisation will be involved in implementing your proposed activities, please tell us in Section 3 of application form B. Please note that funds will be transferred to the lead applicant, if the application is successful.

**We're not sure how changing Coronavirus (COVID-19) restrictions will affect our activities**

All funded activities must be delivered in accordance with the current Coronavirus (COVID-19) guidelines set out by the Scottish Government. We need to know if your funded activities meet these requirements and how you think your funded activities might change as protection levels are reduced.

If your organisation has experience of service delivery and adaptation through the COVID-19 crisis please tell us.

**Will we get the grant in one installment?**

The grant is to spend over 18 months and we will pay the grant to you in two installments. You will receive half of the grant in October 2021 and the other half in June 2022.

### **What are the reporting requirements for this Fund?**

We will ask for a short and simple report on how you spent the grant in June 2021 and at the end of the grant period in March 2023. The funds can be spent flexibly and can differ from the indicative budget you submit as part of the application process as long as the funded activities support Fund outcomes. We are keen to learn from your work. At the end of the grant period, we would like to have a conversation with you to ask you what difference funded activities made to the people you work with.

### **Contact us**

If you have any further queries about the Small Grants Fund please email us at [pimhenquiries@inspiringscotland.org.uk](mailto:pimhenquiries@inspiringscotland.org.uk)

You can also follow us on Twitter [@PIMHFund](https://twitter.com/PIMHFund)