# Perinatal and Infant Mental Health 2024 Fund

## **Application Form Questions**

Use this Word template to draft your answers. It has all the questions that are in the application in **bold,** with guidance of what information we are looking for in each answer.

When you are ready to submit your application, you will need to do so via the online application form. You will receive a link to the online application form once you have [registered your interest](https://survey.alchemer.com/s3/7747395/PIMH-Fund-Expression-of-Interest-Form-2024-copy).

When drafting your application:

1. Please read the Fund Guidance Notes and FAQs. You can find these on the [Inspiring Scotland website](https://inspiringscotland.org.uk/fund/perinatal-infant-mental-health-fund-2024)
2. Please take note of the guidance provided for each application question.
3. Note some questions have word limits for answers. If you go over the word limits you will not be able to submit your application.

When you are ready to submit your application:

1. Copy and paste your answers into the online form. You will also need to have ready:
2. A copy of your organisation’s constitution to upload
3. A copy of your latest audited accounts to upload
4. A copy of your application [budget to upload](https://inspiringscotland.org.uk/wp-content/uploads/2024/03/PIMH-2024-Budget-Template.xlsx)

Please note that formatting (including bold text and bullet points) is not captured by our online form, although paragraph breaks are.

For technical support with the online form please refer to the PIMH 2024 Fund Information and Guidance Notes, which has Technical Guidance in Section 3.

**The final deadline for applications is 12pm** (**noon) on 3rd May 2024**. You can submit your application at any time before this but no later than this date and time.

We aim to notify you of a decision on your application by the **end of June 2024.**

If you have any questions, please contact **pimhenquiries@inspiringscotland.org.uk**

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## Part 1 – Tell us about your organisation.

1. **Please provide details of the organisation making this application**

You will need to provide details of the organisation applying including the legal status, charity and company registration numbers, and registered address.

1. **Please provide two contact details for your application**

We require a primary and secondary contact for the application

1. **Does your bank account require two signatories to make withdrawals?**

To be eligible to apply, your bank account must require two signatories for withdrawals.

Yes/No

1. **Is this a partnership application?**

If you are applying in partnership provide the organisational details of all other partners.

1. **Have you been funded through the PIMH Fund previously?**

Yes/No

**If No is selected, please answer:**

**5a. What is the mission, purpose, and main activities of your organisation?**

Question type: Open text up to **500 words.** In your answer, please tell us: your organisation’s main activities, details of the perinatal and infant mental health services or activities you currently deliver, about who you support

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1. **Which of the following organisational policies do you have in place?**

Select the policies you have in place from the check boxes provided.

* Safeguarding (for children and young people and/or vulnerable adults)
* Data protection (GDPR)
* Equality and diversity policy
* Health and safety
* Risk management
* Financial procedures (conduct)
* Disciplinary and grievance
* Complaints
* Conflict of Interest
* Whistle blowing
1. **Tell us about your governance, leadership, and management arrangements**

Question type: Open text up to **500 words.**

In your answer, please tell us:

* about your senior management structure and how it reports to the Board;
* what skills do you have on your board, how many people are on your board, and how frequently the Board meets;
* what financial oversight your Board has;
* about any designated responsibilities or sub-committees and how often they meet
* about any lived experience representation both at management level and on the Board;
* how you handle any situations involving conflict of interest;
* **If you are a Community Interest Company (CIC)**, tell us how you ensure separation of duties and manage conflicts of interest when dealing with employment and performance related issues.

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**8. Please upload your latest set of annual accounts and tell us about the funding you receive to support perinatal and infant mental health activity.**

Question type: Open text up to **350 words**

In your answer please tell us:

* if there are any major updates in terms of income, expenditure and level of reserves from the set of accounts submitted
* what funding you have to deliver perinatal and infant mental health activity (who funds you and for how long) and if you have any contracts with Local Authorities, HSCP’s or Health Boards;
* the percentage of your annual income a full year of your PIMH 2024 Fund request represents

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**9. Is your organisation currently in receipt of Scottish Government grant funding?**

Question type:Yes or No check box

**If yes is selected, please answer**

**9a: Please tell us about the other sources of Scottish Government funding you receive.**

Question type: Open text

In your answer tell us:

* the name of the fund (or Directorate it comes from)
* the amount received per year
* how long you expect to receive this funding for

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**9b. Do you have any other funding applications to Scottish Government currently pending?**

Question type:Yes or No check box

**If yes is selected, please answer**

**9c. What other funding have you applied to the Scottish Government for?**

Question type: Open text

In your answer, tell us:

* the funding source including title and
* amount per year applied for

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**10. Uploads**

Please upload:

* A copy of your constitution

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## Part 2 – Tell us about the activities you would like funding for

**11. Please give us a summary of the specific activities you will deliver with the funding you are requesting (300 words)**

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**12. Please select what types of activity you are requesting funding for:**

Question type: Select all relevant checkboxes from:

* Peer support
* Parenting and infant support
* Counselling and psychological support
* Other (please details)

**13. Describe who will use your service and how they will access it**

Question type: Open text up to **500 words**

In your answer, please tell us:

* about your service users, including if you are working directly with babies as your primary beneficiaries
* if your activities are targeted at groups that are at higher risk of developing perinatal and infant mental health concerns – what these risk factors are
* where you get your referrals from and/or how people will know about your service
* if relevant, who you do not work with and where you would refer to

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**14. What evidence do you have that the activities you describe are needed for the people you are supporting?**

Question type: Open text up to **400 words**

In your answer, please tell us:

* about demand for your services
* what evidence you have that the support you deliver matches the needs of your service users
* why these activities are being delivered
* what gaps in provision your activities address locally

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**15. Please tell us more about your approach to delivering the PIMH activities that you are seeking funding for**

Question type: Open text up to **500 words**

In this question we are looking for information on:

* your assessment process and criteria for determining how you will support families
* how long you support families for
* once support is complete, the process for supporting families to exit your service
* other organisations you might work with or refer people to
* if you are applying in partnership with another organisation, please tell us more information about how you and your partner organisations will work together
* if your proposal is to provide training, consultancy or supervision, please give more information on the type of training or support you offer and how you will deliver this

If relevant to your organisation, your answer may also include:

* how you take a whole family approach to delivering support
* how you take a strengths-based approach when delivering activities
* how your activities take a holistic view to tackling barriers caused by inequality of income and poverty
* how you deliver support in line with [Getting it Right for Every Child](https://www.gov.scot/policies/girfec/) (GIRFEC)

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**16. How do you ensure that your service is accessible? (300 words max)**

Please tell us:

* The demographics of your current service users
* How you monitor who is using your service
* What you do to proactively address barriers to your service for people from different communities and marginalised groups, and those with additional vulnerabilities (including neurodiversity)

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**17. How many people do you estimate will be supported through this funding across the 18-month duration?**

Question type: text boxes

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| --- | --- |
| Timescale: | Number of people supported: |
| Year 1: October 2024 – March 2025 (6 months)  |  |
| Year 2: April 2025 – March 2026 (12 months)  |  |

Please note that the figure is to reflect the number of people impacted by the PIMH 2024 Funding you are seeking, and not by your service or organisation in full. For example, if you are applying for core funding and the application request represents is 20% of your total revenue, the anticipated number of people supported can be 20% of your total organisational beneficiaries

**18a. What Local Authority area(s) will you provide the activities you are requesting funding for?**

**18b. What NHS Health Board area(s) will you provide the activities you are requesting funding for?**

**19. Please describe your training, accreditation and supervision arrangements for all staff and volunteers delivering activities**

Question type: Open text up to **400 words**

In your answer, please tell us:

* about your training and supervision arrangements
* how potential risks are managed and mitigated
* how your organisation operates with a trauma-informed approach and any trauma -informed levels staff are working at
* if relevant, how organisational training is in line with NHS Education for Scotland Psychological Therapies Matrix and Perinatal Mental Health Curricular Framework

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**20. How do you ensure your activities take account of the views of people with lived experience of perinatal and infant mental health issues?**

Question type: Open text up to **200 words**

In your answer, please tell us:

* what you do to ensure your activities are informed by people who are accessing them

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**21. Tell us about how you work collaboratively with other organisations and services**

Question type: Open text up to **200 words**

In your answer, please tell us:

* how you appropriately signpost and refer to other local organisations
* how you work jointly with others
* what local groups, collaborations, membership bodies you are part of and what strategic groups you contribute to
* how you are linked in with local advisory groups

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Only answer this question if you selected Counselling and psychological support in Question 12.

**22. If you provide counselling or psychological support for parents experiencing perinatal mental health issues and/or therapeutic support for infants, please tell us a bit more about the therapies you engage.**

Question type: Open text up to **400 words**

In your answer, please tell us:

* what the evidence base is for your therapeutic work
* the rationale for why those therapies have been chosen for the people you work with
* what specific training, qualifications or accreditation staff who deliver these therapies have

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**23. The PIMH 2024 Fund will measure the difference this funding makes for parents, carers and babies across three Fund Outcomes.**

**Please tell us which of the outcomes this activity will contribute to (you can select more than one):**

Question type: Select all relevant checkboxes from:

* Parents and carers with perinatal mental health concerns have **improved wellbeing,** **feel** **less isolated,** and **better able to seek support**
* Parents and carers **feel better able to meet the needs of their infants and children** (physical, social, emotional and cognitive)
* Parents and carers whose infants are at higher risk of mental health problems, are better able to **support their babies through warm, secure and interactive relationships**

**24. How will you measure the difference that your activities are making for parents, carers and babies?**

Question type: Open text up to **750 words**

In your answer, **please refer to the fund outcomes and potential indicators**, and tell us:

* the methods or tools you use to collect information about the impact your activities is having? e.g. Survey, observations, interviews
* what you will measure or what information you will gather (indicators)
* how often you will gather feedback and evaluation information and
* how you will analyse and act on your findings

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## Part 3 – tell us about the budget and funding request

**25. How much are you applying for? Please select which band your total funding request fits in:**

Question type: Select the relevant checkboxes from:

* Band 1: between £100,000 - £132,000
* Band 2: between £50,000- £99,000
* Band 3: up to £49,999

**Total amount of funding you are requesting across the 18-month period**
Please note applicants can apply for a maximum amount of £132,000 for the duration of the 18-month fund.

**26. Are the total costs of delivering your proposed activities more than the amount you are requesting from PIMH 2024?**

Question type: Yes or No checkbox

**If yes is selected, please answer**

**26a. What other funding will contribute to delivering proposed activities?**

Question type: Open text

In your answer, tell us:

* the funding source
* whether that funding is already secured
* how much funding this will contribute
* what it will pay for

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**27. Activity budget**

**Please upload a full budget that outlines all expenditure that you are requesting PIMH 2024 Funds for. Please use the** [**budget template provided**](https://inspiringscotland.org.uk/wp-content/uploads/2024/03/PIMH-2024-Budget-Template.xlsx)**.**

* Please make the budget as detailed as possible
* Please provide a rationale for how any contribution to overheads has been determined
* Please provide a break-down for any budget line over £5,000 (apart from staff salaries)
* Please factor in any salary uplifts required for the financial year 2025-2026 in line with the Fair Work requirements
* Please show how proposed expenditure is split across organisations working in partnership

**28. Are you seeking funding to pay for staff?**

Question type: Yes or No checkbox

**28a. What staff are you seeking funding for?**

Question type: Text boxes

Complete a new line for each individual member of staff, even if there will be more than one doing the same role

|  |  |
| --- | --- |
| Job Title: |  |
| FTE salary (£): |  |
| Hours per week to be funded through PIMH 2024: |  |
| Funding requested for role: |  |

**28b.** **Please confirm by ticking the box that the above salaries meet at least the National Living Wage**

Question type: check box

**28c. Are you an accredited living wage employer?**

Question type: check box

## Part 4 – authorisation

I/we apply on behalf of the organisation named above for a grant as proposed in the application in respect of expenditure to be incurred over the proposed funding period on the activities described above.

I certify that, to the best of my knowledge and belief, the statements made by me in this application are true and the information provided is correct.

The PIMH 2024 Fund is a Scottish Government programme with the application process managed by Inspiring Scotland. By submitting this application, I, give consent that information in this application form can be shared in confidence with the Scottish Government for the purposes of assessment, decision making, publicity, or promotion of any award.

The Scottish Government is subject to the provisions of the Freedom of Information (Scotland) Act 2002 please therefore note that information provided may be disclosed in accordance with this legislation.

**Name of authorised person:**

**Position of authorised person:**

**A note on privacy and personal data:**

Inspiring Scotland recognises its obligation to handle personal data it collects and uses in accordance with data protection legislation and best data protection practices. We will only collect personal data which is necessary for us to do our job and where we have a legitimate interest in doing this. By completing this form, you are agreeing to the terms of Inspiring Scotland’s privacy statement found here <https://www.inspiringscotland.org.uk/privacy-statement/> . Any questions regarding this Policy and our privacy practices should be sent by email to enquiries@inspiringscotland.org.uk

**Use of Artificial Intelligence:**

Inspiring Scotland may make use of Artificial Intelligence (AI) tools to support the administration and management of the application process. This would be limited to using AI supported processes to assist with the coding, analysing and summarising funding proposals. It will not be used to store or analyse any personal or commercially sensitive data. Where AI is used, any decisions or recommendations suggested by the AI will be checked and validated by fund staff prior to being acted on.

If you do not want information you provide in your application to be used in AI technology, please opt out by ticking this box.