



# INVERCLYDE COMMUNITIES' MENTAL HEALTH AND WELLBEING FUND FOR ADULTS

**Frequently Asked  
Questions 2025**



**Scottish Government**  
Riaghaltas na h-Alba  
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## Frequently Asked Questions– 2025

### How do I apply?

All information on how to apply is available on the CVS Inverclyde website [www.cvsinverclyde.org.uk](http://www.cvsinverclyde.org.uk). Application forms and guidance are downloadable from the website however if you are struggling to access these please contact the Funding Team at [funding@cvsinverclyde.org.uk](mailto:funding@cvsinverclyde.org.uk) or call **01475 711733**.

### Will you be running any information sessions?

Yes. Three information sessions/workshops are planned to support applicants.

- Overview of the Fund in-person session at CVS Inverclyde office at Finnart Street, Greenock - **1030-noon on Monday 1st of September 2025**. Please email [funding@cvsinverclyde.org.uk](mailto:funding@cvsinverclyde.org.uk) to book you space. Please note that spaces are limited.
- Overview of the Fund online session **2-330pm on Thursday 18<sup>th</sup> September 2025**. Presentations will be available on the website for those not able to attend the live session. Please email [funding@cvsinverclyde.org.uk](mailto:funding@cvsinverclyde.org.uk) to book your space.
- In- person training session at CVS Inverclyde Office at Finnart Street, Greenock - **How to Complete the Funding application Form**. This session is for organisations that have **not** previously received a grant from this Fund, including organisations who have been rejected previously. To book a place on this session please email [funding@cvsinverclyde.org.uk](mailto:funding@cvsinverclyde.org.uk).
- 1:1 advice and support for those organisations new to funding or rejected previously can be booked directly with the Funding team at [funding@cvsinverclyde.org.uk](mailto:funding@cvsinverclyde.org.uk). Places will be limited, accessed on a first come first serve basis and will be available until **15<sup>th</sup> October 2025**.

### How much funding has been allocated to Inverclyde?

Inverclyde was awarded £243,434.99 to distribute in year 1 of the programme. The second-year amount will be confirmed in April 2026.

### Which application form should I use?

There are two application forms;

- Application form for Annual Grants
- Application form for Multi-Annual Grants

Applicants must ensure that they complete the correct application form for their project as there are additional assessment requirements for multi annual projects.

### Which types of organisations are eligible for support?

Applications can be accepted from a range of voluntary, 'not for profit' organisations, including:

- **Scottish Charitable Incorporated Organisations (SCIO)**
- **Companies Limited by Guarantee**
- **Trusts**
- **Community Council**
- **Not-for-profit company or asset locked company or Community Interest Companies (CIC)**
- **Cooperative and Community Benefit Societies**
- **Parent Council\***

\* Please note that parent councils are eligible to apply, subject to the following conditions:

- Funded activities must meet the aims of the Fund and must specifically focus on supporting young people aged 16 or over or supporting adults rather than their children.
- Any Parent Council applying must have a statutory duty to keep proper accounts, for which there may already be legal and regulatory requirements for them to do so for example, some parent councils are registered with OSCR.

Funding of un-constituted groups will be considered, either by supporting these groups to become constituted, or allowing a constituted entity (that meets the criteria above) to hold a grant on behalf of the un-constituted group, subject to CVSI being satisfied with assurances around monitoring and accountability of expenditure.

### My organisation is new, can I apply?

Yes, applications will be considered from new organisations. New organisations must submit an expected an income and expenditure profile for their year along with their application form. Applicants requiring advice on this please contact the Funding Team by email at [funding@cvsinverclyde.org.uk](mailto:funding@cvsinverclyde.org.uk).

### My organisation is not based in Inverclyde can we apply?

Yes, as long as the organisation is delivering community-based services in Inverclyde which meet the needs of Inverclyde communities or 'at risk groups'.

### Can a church apply for funding?

Faith-based organisations are eligible to apply with the exclusion of any religious campaigning activities or activities restricted only to members of the faith-based organisation.

### Can a larger Third Sector Organisation (income over £1m) apply?

Yes. In some cases, a larger organisation may be the most appropriate to deliver the work therefore larger organisations will not be ruled out particularly if they are meeting an identified need locally. If annual turnover is more than £1m annually, please contact the Funding Team at [funding@cvsinverclyde.org.uk](mailto:funding@cvsinverclyde.org.uk) to discuss your project prior to submission.

### Is there a focus on smaller organisations being awarded funding?

Yes. £75,000 has been ring-fenced for small organisations (organisations with an annual income of less than £150,000).

### How much can I apply for?

It is expected that most grant awards will be for less than £10,000.

The **maximum** grant request in years 5 and 6 is **£15,000 per annum**.

A multi annual project can apply for a maximum of **£30,000 over 2-years**.

Grant requests must be driven by project activities, ensuring that the request reflects what is needed to deliver what is described in the application form.

### Can we apply for continuation funding?

Yes.

Please note that while existing projects are eligible to apply for continuation funding, it is important that there are opportunities for new projects to be funded. Consequently **£40,000 will be ringfenced per year for new projects**.

For Years 5 and 6 there will be a continued effort to reach underrepresented at-risk groups in Inverclyde which should in turn unearth further 'new' projects not funded in the first 4 years. Projects requesting continuation funding will be asked to demonstrate how they are using learning from current delivery to develop the project further.

### When can my project start?

For the 2025/26 round of funding **all projects** funded **must start** delivery **before 31<sup>st</sup> March 2026**.

For an annual project all expenditure must be incurred by **31<sup>st</sup> January 2027**.

For a multi annual project all expenditure must be incurred by **31<sup>st</sup> January 2028**.

### When does the funding have to be spent by?

Projects **must** have started before the end of the current financial year (**31<sup>st</sup> March 2026**) and projects must spend all of the funding by 31<sup>st</sup> January 2028.

### What can I apply for?

The table below shows the eligible and ineligible costs for the Fund. If you are unsure if your costs are eligible, please email the Funding Team for further guidance at [funding@cvsinverclyde.org.uk](mailto:funding@cvsinverclyde.org.uk).

Costs that can be funded	Costs that cannot be funded
Equipment	Contingency costs, loans, endowments or interest
One-off events	Electricity generation and feed-in tariff payment
Hall hire for community spaces	Political or religious campaigning <sup>1</sup>
Staff costs (these should be one off or fixed term)	Profit-making/fundraising activities
Training costs	VAT you can reclaim
Transport	Statutory activities
Utilities/running costs	Overseas travel
Volunteer expenses	Alcohol
Small capital costs up to £5,000 <sup>2</sup>	Retrospective activities

### Do I need to provide match funding?

No. Grants are available for up to 100% of eligible project costs, however, only apply for what is needed and if match funding is available, please detail this within the project budget template as directed.

### What capital costs can I apply for?

A range of capital costs will be considered, up to a maximum of £5,000 if it can be demonstrated how this links with delivery of outcomes related to mental health and wellbeing and the Fund priorities. Examples of costs which may be supported include:

- Small building refurbishment projects
- Equipment (including health and safety)
- IT equipment
- Purchase of vehicles (please demonstrate how you will cover the costs of running them)

<sup>1</sup> faith based organisations are eligible to apply with the exclusion of any religious campaigning activities or activities restricted only to members of the faith-based organisation.

<sup>2</sup> If you are requesting capital funding towards building costs then you must either own the building or have a lease that last at least for 5 years and a letter from the landlord/owner giving permission for the works to take place.

If you want to check whether your capital cost is eligible please contact us at [funding@cvsinverclyde.org.uk](mailto:funding@cvsinverclyde.org.uk)

### When can I apply?

The fund will open for applications on 29<sup>th</sup> August 2025

The aim is to distribute all of the funding, if possible, in one round, so it is unlikely that there will be a second round of funding for projects, therefore it is recommended that organisations apply before the **deadline on 10am on Friday 24<sup>th</sup> October 2025.**

### What documents do I need to submit?

Please submit the following documents by the deadline;

- Signed grant application form - EITHER annual or multi annual.
- Completed budget template.
- A copy of your latest annual accounts. New organisations must submit a forecast of expected income and expenditure for the first year of operation instead of annual accounts.
- Copy of your governing document such as constitution, or articles of association.

### Do I have to work in partnership?

No, however, partnerships and collaborations are encouraged wherever possible, to avoid duplication of services locally. Applicants are encouraged to explain how they intend to link into or work with similar or complementary services to evidence that activity is additional and not duplicating an existing service. Unless that service is oversubscribed, and the applicant can show demand for new project as well as the existing service).

Applicants will be asked how they intend to work with groups and other organisations in the community. Applicants must highlight all partnerships/collaborations in their response. Additionally, evidence is required to demonstrate that beneficiaries (people who will benefit from your proposed activities) have been involved in designing activity or have a say in the services delivered.

### When will I find out if I have been successful?

All applicants will be notified of the assessment decision week beginning 1<sup>st</sup> December 2025. There will be no right of appeal and feedback will **not** be given in relation to any project rejected.

### What happens if I am unsuccessful?

Applicants may receive feedback and an invitation to resubmit if the fund is underspent. If this is the case, it is likely suggestions of improvements/changes will be made, or that there were details missing to fully assess the application against Fund criteria. Applicants resubmitting applications must ensure they consider all feedback given. Applicants may be offered capacity building support to help identify other fundings available or to encourage applicants to connect with a funded project.

### When will the grant be paid?

Grants will be paid in advance and in full before the end of **March 2026 (for year 1 Funding)**. Multi annual projects will receive second year funding by the **end of March 2027**.

Payments will be processed as soon as possible after successful applicants submit a grant acceptance form.

Please note that failure to complete the Grant Monitoring form as requested may result in Inverclyde CVS recovering the funds distributed. Applicants must retain records of how grants have been spent for at least 2 years.

### What reporting and evaluation expectations are there?

All projects must complete and submit a minimum of one Grant Monitoring Form. Project updates may be requested during the project lifetime in line with Scottish Government monitoring requirements.

The Grant Monitoring Report will require recipients to confirm actual spend to date, progress to date and a brief report against delivery of the outcomes that outlined in the application form. The level of detail requested will be proportionate to the funding received meaning the larger the grant the more detail required. Failure to provide a report may result in CVS Inverclyde seeking to reclaim the grant. Applicants must make CVS Inverclyde aware of any significant challenges faced to successful project delivery.

In years 5 and 6, additional monitoring and evaluation activities are required as part of grant management over and above the previous grant management process. This will include the following:

- Each grant recipient will complete a review of their project answering specific questions set by the Scottish Government.
- Each project will be expected to distribute a beneficiary survey to project participants and encourage them to complete it. A list of proposed questions which will be included is provided at Appendix 1 of the guidance.
- Applicants may be visited by the CVSI team at any point during the delivery phase of the project.
- CVSI team must be invited to any significant project events with adequate notice given,
- Press releases should be checked with the Funding Team before distribution.

### What capacity building support can I access from CVS Inverclyde?

- Meetings with specific organisations who support underrepresented groups.
- Overview of the Fund session in person 1030-noon on **Monday 1st of September 2025**. Email [funding@cvsinverclyde.org.uk](mailto:funding@cvsinverclyde.org.uk) to book.
- Overview of the Fund online session 2-330pm on **Thursday 18<sup>th</sup> September 2025**. Please email [funding@cvsinverclyde.org.uk](mailto:funding@cvsinverclyde.org.uk) to book. Presentations will be available on the website for those not able to attend the live session.

- In person training session - How to complete the funding application form. This session is for organisations that have **not** previously been funded through this Fund, including applicants who have been rejected previously. To book a place on this session please email [funding@cvsinverclyde.org.uk](mailto:funding@cvsinverclyde.org.uk).
- 1:1 advice and support for those organisations new to funding or rejected previously – these can be booked directly with the Funding team at [funding@cvsinverclyde.org.uk](mailto:funding@cvsinverclyde.org.uk). Places will be limited and accessed on a first come first serve basis and will be available until **15<sup>th</sup> October 2025**
- Application enhancement service – available between **22<sup>nd</sup> September and 10am on 14<sup>th</sup> October 2025**. Organisations new to funding will be prioritised.
- Advice and support to un-constituted groups to become constituted.
- Advice on the fund can be sought from the funding team at [funding@cvsinverclyde.org.uk](mailto:funding@cvsinverclyde.org.uk).
- Signposting to other funds where relevant.

**For organisations that are successful the following support will be available as required:**

- Training in how to complete the grant monitoring reports, expenditure statements, case studies and beneficiary survey.
- Networking activities for funded projects.
- Advice and guidance to help with sustainability of projects.

### Who can I contact for support?

Please contact the Funding Team at [funding@cvsinverclyde.org.uk](mailto:funding@cvsinverclyde.org.uk) or by telephone on **01475 711733**.