

# Fulfilling Lives: HeadStart

## Stage one application form

**For use in England only**



### **About this form**

This form is to explain your vision for your initial project. It also provides the opportunity to apply for development funding to develop your application for the initial project.

At this stage we are not expecting you to provide detailed information about the initial project. This form gives an opportunity to provide a broad overview of the project including the changes it will make and high level costs. The information on this form can be refined on the stage two application once the initial project is more developed.

To use this form you need Adobe Reader version 10.0 or above installed on your computer.

- If you have an earlier version or use other software the form won't work properly.
- Follow this link to get the latest version of Adobe Reader, which is free to install and use.

### **Before you start**

Make sure you've saved the form to your own computer before you start to fill it in.

### **Filling in the form**

You must answer all of the questions in the form. If you have any questions about completing this form, please contact your nominated Funding Officer.

### **Sending us your application**

Email a copy of this form to [headstart@biglotteryfund.org.uk](mailto:headstart@biglotteryfund.org.uk)

We prefer to receive application forms and supporting documents by email, however if you don't have access to email post them to:

Fulfilling Lives: HeadStart  
Big Lottery Fund  
Apex House  
3 Embassy Drive  
Calthorpe Road  
Birmingham  
B15 1TR

### **Deadline for applications**

Your application must be submitted by 17 January 2014. We won't accept any applications after this.

# Programme Summary

**Throughout this form where we use the term Project we mean the activities or services your partnership wants to deliver during the initial project.**

## **What's it all about?**

This investment has been designed with young people in direct response to the mental health needs of adolescent young people in England. We know adolescence is a difficult time for many young people: they move from primary to secondary school, go through changes to their height, weight and appearance, and experience changes to how they feel about themselves and how they feel towards others, and changes to the way they think about the world around them. We also know that for some young people, mental health problems in adolescence increase and that half of all lifetime cases of mental ill health start by the age of fourteen.

Our HeadStart funding is intended to help equip young people to deal better with difficult circumstances in their lives, so as to prevent them experiencing common mental health problems. For example, we know young people's experiences in their school, communities or family lives, or on social media, can trigger problems that could be avoided or reduced through earlier support. Our funding will enable work in schools and with families, community groups, and charities to make sure that young people have a chance to benefit from this all-round support.

Our funding is for work to trial new ways of providing this early support both in and out of school. We'll then take whatever is learned and share it with organisations such as schools, community groups, local authorities, health providers and others who work with young people. The learning will help change the way future funding decisions are made, and influence how services are run in the future.

We'll be trialling these new ways of providing early support in 12 geographical areas in England. We looked at a number of factors in selecting areas, with a view to maximising the learning from the HeadStart investment. This pointed to selecting a set of different types of area, for example large and small geographic areas, urban and rural. We analysed a range of relevant area data and statistics, including levels of deprivation, self-harm, truancy, and other things which can be risk factors for mental health problems. In addition to this, we consulted a wide range of key practitioners and experts to gain feedback and use the benefit of their experience to inform the selection of the participating areas. For a list of the 12 areas and more detail of how they were selected visit [www.biglotteryfund.org.uk/headstart](http://www.biglotteryfund.org.uk/headstart)

Our HeadStart funding breaks down as:

- up to £500,000 for initial projects in each of the 12 areas to start to test out new approaches.
- up to £10m per area to develop the initial projects into full projects in five-six areas
- support for all our funded projects to help them develop their new approaches, to evaluate how effective they are, and to use any findings to influence services provided for young people by a range of other organisations.

We want the 12 selected areas to focus on improving the resilience and the lives of young people by working in four areas:

- a child's time and experiences at school
- their ability to access the community services they need
- their home life and relationship with family members
- their interaction with digital technology.

These four areas were chosen for specific reasons.

- ▶ The school environment plays an important role in supporting young people to cope with difficult circumstances and offers the opportunity to work with a lot of young people in one setting.
- ▶ Connecting young people with community services will not only make it easier for them to get support but also help these services know what is needed and improve in the future.
- ▶ The relationships that young people have at home play a key role in how they develop relationships with others.
- ▶ The increased use of digital technology can influence young people in both a positive and negative way and can help to capture evidence and learning as well as providing access to services.

An example of what we would like our findings to achieve would be.

For young people aged 10-11 being taught how to cope with difficult circumstances through planned lessons in schools. The lessons would equip the young people with cognitive, coping and problem solving skills and encourage them to put these into practice during school and at home. During the lessons, young people with emerging mental health problems would be identified and given extra support from a school based counsellor and a dedicated team of trained volunteers. This will enable young people to get early access to services that can teach them how to change the way they think and behave.

Schools would work with local charities and community service providers to ensure young people with emerging problems can be helped when not at school. Schools would also work with parents and local health professionals to make sure young people have access to practical and specialist support that is

timely and centred around their needs. Local charities would work with young people who were disengaged with school or have a disruptive school experience.

### **Development funding and initial projects**

Each of the selected areas can apply for funding to develop the application for the initial project. Development funding can be used to pay for activities that will help develop a well-planned, high quality application to the next stage. We want the development funding to be quick and simple to access so have kept the process of applying for it as easy as possible.

For more information please see below in What Can You Apply For?

Initial projects will run from July 2014 to the end of August 2015 and provide areas the opportunity to test and learn from 'on the ground' delivery to help inform their plans for a full project.

### **Full projects**

All areas that are successful in achieving funding for the initial project will be invited to apply for a full project which will run over five years. We expect to make five or six of these large investments.

All areas will continue to run their initial project until the end of August 2015. Those successful in obtaining funding for their full project will wait until their initial project comes to an end before starting their full project.

# What happens when?

The key stages and dates for investment are as follows:

Stage one		
Vision November - January 2014	This stage is where you tell us your vision for your initial project. This includes an indicative budget. This stage is also where you can apply for development funding to help develop your initial project.	<p>You have between 1 December 2013 and 17 January 2014 to submit your stage one form.</p> <p>We will tell you our decision on your stage one application within three weeks of receipt.</p> <p>If you are invited to apply to stage two, we'll give you a stage two application form to complete and make any development funding offers.</p>
Stage two		
Development February 2014 - April 2014	This stage is where you will develop your plans for the initial project.	<p>17 April 2014 – deadline for stage two applications.</p> <p>By the end of June 2014 – we will tell you our decision on your stage two application.</p> <p>If you are successful, we'll give you a stage three application form.</p>
Initial project delivery July 2014 - August 2015	If you are successful at stage two, your initial project will start. This is an opportunity to test and learn from different approaches to delivery.	<p>By end of July 2014 - initial projects start.</p> <p>By the end of August 2015 - all funding for initial projects must be spent.</p>
Stage three		
Stage three - Full project applications	Part way through your initial project, you will have the opportunity to apply for a full project of five years.	<p>5 December 2014 - deadline for stage three applications.</p> <p>By the end of March 2015 - we will tell you our decision on stage three applications and announce the final areas to be awarded.</p>
Full project delivery September 2015 - August 2020	If your stage three application is awarded, your full project will commence in September 2015.	<p>September 2015 - full projects start.</p> <p>By August 2020 - all funding must be spent.</p>



## What are we looking for?

The ultimate aims of the programme are to equip young people better to prevent mental health problems occurring in the first place, and to build the evidence for service redesign and investment in prevention.

To achieve this we want to fund projects that bring about all of the following outcomes.

- ▶ Young people are better able to cope in difficult circumstances and do well in school and in life.
- ▶ Building resilience helps to prevent the onset of common mental health problems.
- ▶ Learning from different approaches contributes to an evidence base for service re-design and for investment in prevention.

To meet these outcomes we expect projects to work in the four areas listed above under What's it all about?

## Who can apply?

The application must come from a partnership with one organisation within the partnership acting as the lead applicant. The lead applicant will be solely accountable to us for all monitoring information, how all the money is spent and for the full and successful delivery of the project. The partnership must involve organisations from both the voluntary and community sector and the public sector, and could include health and well being boards, local authorities, schools, clinical commissioning groups, community organisations, and mental health charities. Although the participation of schools is vital in the partnership we would not expect a school to be the lead applicant as they may not have the resources to support the management of the project. The partnership will need to show that it can provide both a clear strategy and vision for improving resilience, and the practical ability to deliver it. Actively engaging young people into the design and delivery of the project is essential.

## How much is available?

The total funding available for grants is approximately £61million. Out of this amount we will award development grants of up to £10,000 and fund initial projects of up to £500,000 each. The remaining funds will be awarded for full projects lasting five years. There will also be up to £10 million for evaluation and support and development of the projects.

We recognise that the evidence base supporting early intervention in preventing mental health problems in young people is less strong than other areas, which is why we are committing serious levels of investment in evidence collection and the sharing of learning. We want to influence the hearts and minds of those who make funding choices in the future. At the heart of this work will be an evaluation and learning contract that will bring together the national evidence from what we fund and make the social and economic case for investing in resilience to help prevent common mental health problems in young people.

## How much can you ask for?

At this stage you can ask for between £1,000 and £10,000 development funding to help develop a stage two application.

At stage two you can apply for up to £500,000 for the initial project.

At stage three you can apply for up to £10,000,000 for the full project.

## What can you apply for?

### Development funding

At this stage, up to £10,000 development funding is available for each application. This funding is to cover the costs of developing your application to the next stage.

The purpose of development funding is to strengthen your project and ensure the best fit between what you want to do and what we want to invest in. We can fund a range of development activities to help you strengthen your stage two application including work to:

- develop your project's outcomes
- increase your ability to deliver these outcomes
- improve the scope and depth of your consultation and engagement with users and beneficiaries
- help you assess the viability of your project.

It can cover costs such as, beneficiary consultation or feasibility studies.

If development funding is required it should be requested at question 4.2. Tell us what the development funding will pay for and detail any services to be purchased. If you progress to stage two, the development funding must be spent and the development funding monitoring form submitted by 16th April 2014.

### Initial and full project funding

This section details what the funding for the initial project and full project can be used for. When considering your indicative budget for your initial project, please consider the following:

We'll pay for:

- some or all of your project costs for the lifetime of the project
- a contribution towards overheads.

### Overheads

By overheads we mean the costs to you as the lead organisation and the costs to your partners, for the recruitment, salaries and training of any staff directly responsible for the management and accountability of your project. The overheads must be reasonable and represent good value for money. We would expect them to be no more than 10 per cent of the total project costs.

Guidance on how to calculate your organisations overheads can be found on our website at [www.biglotteryfund.org.uk/funding/funding-guidance/applying-for-funding/full-cost-recovery](http://www.biglotteryfund.org.uk/funding/funding-guidance/applying-for-funding/full-cost-recovery)

We won't pay for:

- your day-to-day running costs, current or regular activities, general appeals, endowments or activities to raise funds for your organisation
- anything you start, spend money on or agree to spend money on before we confirm our funding
- activities that are statutory obligations or will replace statutory funding, including activities on the curriculum in schools
- land or building purchase or refurbishment work
- feasibility studies
- items that only benefit one person
- loans or interest repayments
- activities to promote religion or belief
- political activities
- travel outside the UK.

### What makes a good application?

At all three stages, we'll assess your application against the following criteria:

#### Idea

- ▶ Need: Is the project needed?
- ▶ Outcomes: Will the project bring about the changes we are looking for?

## **Delivery**

- ▶ Approach: Is the way the project will be delivered realistic?
- ▶ Capability: Do you have the skills, experience and resources to deliver the project?

At stages two and three we will consider the criteria in more detail. Since we are assessing the same criteria at each stage the forms will contain questions on the same topics. However the questions will allow the opportunity to provide the detail of information that is relevant for each stage and for the amount of funding requested.

## **What else do I need to know?**

### **Project name**

We would like all projects to be easily identified as a Fulfilling Lives: HeadStart project. Therefore we completing question 1.1 please call you project HeadStart followed by the name of your area.

For example: HeadStart Cumbria

### **Support and development**

All applicants will be provided with a facilitated workshop ahead of submitting a stage one application. A second facilitated workshop will be provided to all areas who are successful at stage one. The purpose of the workshops are to:

- support with you in the design, approach and content of the applications
- support areas in their decisions regarding their vision and strategy of their projects
- act as critical friend, offering support and guidance on how your partnerships can work together to ensure successful delivery of the initial project
- provide a range of methods to help you identify your future support needs.

A support and development package will also be available to all areas which are successful at stage two. We will provide further details of the organisation providing this support to successful areas

in June 2014.

## **Evaluation**

Evaluation and learning are the central focus of the investment, which aims to influence the way resilience is built up in young people. We will appoint a service provider with a proven track record in complex research projects to deliver the evaluation and learning package, which will enable successful applicants to identify what works well, for whom and in what circumstances, and to share their learning and improve practice. We will expect you to work with the service provider as a condition of your grant. We will provide more information when we award funding for the initial projects.

## **Partnership agreement**

If you are awarded funding, it will be a term and condition of your grant offer (for both the initial and full projects) that you have a formal signed partnership agreement with your partner organisations. If you are successful, the draft partnership agreement must be approved by us and finalised prior to any funding being released. We may request changes to the draft agreement before it is finalised. You can find guidance on what a partnership agreement should include at [www.biglotteryfund.org.uk/headstart](http://www.biglotteryfund.org.uk/headstart)

## **Annual accounts**

In question 7.12 we ask you to send us the latest accounts or financial records for the lead organisation if we do not already have them. We would prefer if you send us your accounts by email. If this is not possible, we will still accept paper copies provide they are sent on time. You must be able to give us a copy of your most recent approved accounts, signed and dated by your chair, secretary or treasurer and by your auditor or independent examiner, where appropriate.

The accounts you send us should not be more than 12 months old. However, we realise that this can be difficult if your organisation's financial year-end coincides with the period in which you are sending us

your application. If this is the case for you, send us your previous accounts and a copy of your most recent management accounts. If you are a new organisation, you must send us signed and dated estimates of your income and spending for the first year of the grant.

### **Beneficiary monitoring**

We want to find out about the people who benefit from the projects we fund to understand the spread of our funding. We also want to learn from projects and programmes about their success in reaching different types of people to see if these approaches can be replicated elsewhere.

If you are successful in obtaining funding for your initial project, within six months from the date we receive your signed grant agreement, we will ask you to:

- estimate the percentage of people that will benefit from your project under a number of categories, for example, ethnic background, age, sexual orientation and gender
- think about how you will reach all of these people and how you will check whether or not you have been successful in doing so.

You should therefore start thinking about how you will collect this information when planning your project.

On an annual basis and at the end of your project, we will ask you to:

- tell us what percentage of people actually benefitted from your project, under the same categories, and the evidence you have to back up your figures
- tell us how successful you were at making sure that everyone who could benefit from your project was able to use it or get involved.

### **How do I find out more?**

For more information please visit [www.biglotteryfund.org.uk](http://www.biglotteryfund.org.uk), email us at [headstart@biglotteryfund.org.uk](mailto:headstart@biglotteryfund.org.uk)

If you or your main contact have any particular communication needs, such as Braille, audiotape, large print, sign language or a community language, please call us on 0845 4 10 20 30 (text relay: 1801 plus 0845 4 10 20 30 available for those with a hearing or speech impairment).

# Part one: What will your project do?

## 1.1 What would you like to call your project?

Give your project a short title, something we can use in publicity. You can write up to 70 characters (including spaces).

Appendix 1 - HeadStart Southampton Stage 1 Submission - HeadStart Southampton

## 1.2 What does your project involve?

Summarise what you plan to do, using straightforward language. You can write up to 2,000 characters (about 300 words).

The vision of HeadStart Southampton is to raise young people's aspirations by providing them with the tools and access to activities to strengthen their resilience. It will utilise a range of child and family centred approaches which:

1. Are child and young people focused: services will be shaped by and centred around children and their families, and based upon need. Approaches will link to and build upon existing strategies, plans, services and community resources. Emphasis will be placed on engaging young people who are isolated within the community.
2. Promote positive activities and behaviours: encouraging emotional wellbeing and strengthening resilience through self-help materials and activities within communities, schools and on-line. The successful Emotional First Aid will be embedded across all Southampton schools as a central component of this approach.
3. Increase front-line capacity: Improving the capacity of our front line services to recognise and appropriately respond to emerging risks for children and young people. We will achieve this through targeted investment in Emotional First Aid training, workforce development and complementary approaches.
4. Develop, link and signpost services and other resources: Connecting the services and resources already available locally making it simpler for 10 –14 year olds to find and receive the support they need when they need it.

The Southampton HeadStart programme will focus its activities across four areas:

- In schools – Improving the experience of Southampton's children and young people at school, raising aspiration, focus and positivity for their future, and equipping more school based staff in supporting them at the earliest opportunity
- In communities – Improving access to community services needed by children and their families to assure their mental and emotional wellbeing, and developing the capacity of more staff to provide support.
- In families – Equipping children and their parents to better deal with life's pressure, challenges and conflicts, and the professionals working with them through proven approaches to developing resilience.
- In a safe online environment – Developing resources and services that improve access to help and support online, and to developing their resilience. Educating children and preparing them for the dangers that exist within these arenas, and the ways that they can use online resources to support them in dealing with the challenges they face.

### 1.3 What will you spend the money on?

Write a list or a description of what our money would pay for. You can write up to 2,000 characters (about 300 words).

The initial development (Stage 1) allocation will be used to scope the feasibility and prepare for the stage two programme described at high level in section 4.1. We intend to use it on:

1. (Approx £2,000)

Research and consultation costs in developing a proposal that will be needs, evidence and asset based. Setting up a consultation network of young people, existing and former Child and Adult Mental Health Service (CAMHS) users, families, schools and practitioners hereby their views and needs can inform the programme and provided services.

2. (Approx £3,000)

Ad-hoc costs of events, meetings and bringing together our target age group with our professionals and partnering organisations to develop a programme centred around young people and their needs. We will develop a performance management framework to demonstrate the impact of the programme with our local Higher Education partners.

3. (Approx £1,500)

Understanding best practice in respect of preventative CAMHS i.e. best delivery options for Emotional First Aid (EFA) approaches; exploring the potential for a peer-led approach.

4. (Approx £1,500)

Undertake an initial mapping exercise of our current CAMHS (preventative and early intervention) among front line professionals, and developing and costing our plans for embedding Emotional First Aid approaches more widely across the City in preparation for our Stage 2 programme application.

5. (Approx £2,000)

Direct additional staffing costs to develop our first year proposal, and the associated dedicated project management staffing costs of progressing this to:

- a) Carry out initial mapping of multi-agency services/resources and expertise
- b) Co-ordinate meetings and consultation events with children and young people and partners
- c) Establish partnership and governance arrangements for the Southampton programme.

### 1.4 When are you planning to start and finish your project?

Make sure the dates you put fit with the dates under What happens when? at the beginning of this form and your start date is after the date when we'll confirm our decision.

Start date (dd/mm/yyyy)      Finish date (dd/mm/yyyy)

07/02/2014

17/04/14

### 1.5 Where will your project take place?

Give the location of the places where your project will happen.

- If your project will take place at (or be run from) a single location, enter its postcode, put 100 per cent and select it as the main location.
- If your project will take place at (or be run from) a number of locations and estimate a percentage for each one. Then select one postcode as the main location.
- If your project will delivered across the UK and you cannot specify exact locations (or you have not identified these yet), please enter the project's correspondence address.





# Part Two: Why is your project needed?

## Why is your project a good idea?

Explain why you want to do this project, how you know it's needed and what backing or support you have from the people, communities or organisations who will benefit.

Make sure it's clear how your answer fits with what we want this programme to achieve. We describe this under What's it all about? at the beginning of the form.

You can write up to 2,000 characters (about 300 words).

Given Southampton's high level of need in relation to mental health indicators, we are excited to be a part of the HeadStart programme. Poor emotional and mental health has long been indicated by schools and other partners as a major limiting factor to the wellbeing of children. This need manifests itself in a number of poor outcomes for our children and young people:

- We are among the poorest performing areas in the country in relation to: total absence, persistent absence and fixed term exclusions from school.
- Our Troubled Families programme currently works with families including 270 children across the City between the ages of 10 and 14 years.
- We have high levels of youth offending among 10-17 year olds with first time offending and re-offending levels amongst the worst in England.
- Demand for children's Social Care services is disproportionately high (typically about 30% higher) than similar areas.
- Domestic violence is a problem faced by many children. A recent audit of children subject of a Child Protection plan identified 80% of these families with domestic violence identified as a concern.
- Our rates of hospital admissions for deliberate or accidental injury to children and admission to hospital for alcohol and substance misuse for young people are much higher than in similar areas.

We already work closely with our partners including schools, health and voluntary sector organisations to tackle issues that often result in lifelong mental and physical ill-health. We look forward to the opportunity to develop our engagement with children and young people, improve our partnership working, our front line and community capacity and competence to support our children through the challenges they face in day to day life.

We already have a good platform for accessing children and young people views through school councils and a range of service user engagement groups. We seek to develop this platform further and ensure engagement in developing the programme. Services we develop will be based on young people's input. Their views will be crucial in informing the allocation of resources to new community and school based proposals.

# Part three: What difference will your project make?

## 3.1 How will people, communities or organisations benefit from your project?

Describe up to four changes you expect your project to bring about, using straightforward language. We call these your project outcomes.

You'll find the outcomes we want this programme to achieve under What are we looking for? at the beginning of the form.

Having more outcomes won't necessarily make your application stronger - we're interested in the kind of changes you're trying to bring about. To learn more about outcomes read our Getting funding and planning successful projects guide, which has examples of project outcomes, by visiting [www.biglotteryfund.org.uk/funding/funding-guidance/applying-for-funding](http://www.biglotteryfund.org.uk/funding/funding-guidance/applying-for-funding)

You can write up to 150 characters in each box (about 30 words).

- |  |
|--|
| 1.<br>To raise aspirations through a better all-round school years experience; to be achieved through developing professional capacity in emotional resilience approaches and resources that instill and sustain positivity, hope and help young people to meet their aspirations. We will involve them in developing these and invest in our school based staff, accompanying resources and activities to ensure there is capacity to deliver. Our aim is to achieve reductions in exclusions and persistent absence, and better learning experience for children and young people across our City.   |
| 2.<br>A better experience and access to community support: We will involve our children in developing community based activities and resources that provide support when they face difficult choices and circumstances and raise aspirations. We will invest in workforce capacity in community settings and measure children's experience of community support.   |
| 3.<br>A better experience of family support: we will involve children and families in developing specific resources and activities that support them, particularly for those children whose family circumstances are most challenging in terms of the level of stress they place upon children's mental and emotional wellbeing. We will invest in the capacity of those working most closely with them to recognise those needing help. We would measure this through their feedback on services they receive, plus better outcomes in relation to their engagement and learning and better outcomes in relation to ongoing demand for social care input. |
| 4.<br>Enjoyment, education and less fear surrounding digital media and a decrease in the number of incidents that occur due to this. We will seek children and young people's views on approaches, scope feasibility and seek to develop digi-champions to help us in design and roll-out of different online resources and services to support professionals and young people.  |

# Part four: How will you carry out your project?

## 4.1 How much will your project cost and how much would you like from BIG?

- Include the cost of everything you'll need for your project, even if you're not asking us to fund it.
- Only include VAT if you can't recover it from HM Revenue and Customs.
- Revenue costs include things like training, travel, venue hire and volunteer expenses. Include any overheads you want us to fund in your revenue costs. Guidance on how to calculate your organisations overheads can be found on our website at [www.biglotteryfund.org.uk/funding/funding-guidance/applying-for-funding/full-cost-recovery](http://www.biglotteryfund.org.uk/funding/funding-guidance/applying-for-funding/full-cost-recovery)

If you're asking us for all the costs make sure the total cost and amount from BIG is the same.

	Total cost (£)	Amount from BIG (£)	How many years is this funding for?
Revenue	£575,000	£500,000	1
Total	£575,000	£500,000	1

Are the total project costs more than the amount you'd like from us?

Yes  No

If yes, where will you get the other funding from and have you secured it yet? You can write up to 2,000 characters (about 300 words).

The additional funding identified at this stage (£75,000) is an estimate of the resources currently invested in support and activities for the mental and emotional health and wellbeing of 10-14 year olds. It relates to estimated current funding for activities from a range of sources - council and health commissioned CAMHS services and lower level counselling and advice services, pupil premium funded activities and support for children on free school meals, school and other organisations' investment in the professional development of emotional first aid, emotional literacy support nurture groups and a range of other targeted support for children and young people facing particular challenging circumstances, some of whom are 10-14. This is a rough estimate as this funded activity is not part of a coherent package specifically targeted to meet the needs of this age group. Significant further work will be needed in relation to the development of our local partnership bid at Stage 2 to test and explore these costs and spending in more detail, and the extent to which it can and will be diverted to make it part of a coherent strategic package of joined up support and resources for 10-14 year olds as part of the Southampton HeadStart year one programme.

In this regard this additional funding is not secured specifically in support of this programme at the time of writing our Stage 1 bid, as the partnership work to engage all those commissioning this spend on the support for the mental and emotional health and resilience of children and young people in this age range has not yet had time to happen. It is anticipated that through the process of developing our Stage 2 application that we will have the opportunity to unpick current spending, and partners willingness to divert how they use resource for 10-14 year olds to more closely align it with the opportunity presented by the Southampton HeadStart year one programme.

We anticipate that the combination of our vision for the Southampton HeadStart programme, the commitment of the leading partners to the programme, and the fit between this and the City's "Be Well" strategy for mental health for all will help secure the realignment of existing resources to this opportunity. We expect to be in a position to confirm the additional resources we need by the time we submit our Stage 2 application for the Southampton HeadStart programme.

## 4.2 Do you require development funding?

Development funding is available to help you develop your application if you progress to the next stage. Check what development costs you can apply for at the beginning of this form. If you receive development funding this does not commit us to funding your application at the next stage.

Yes – Please complete the table below  No

### How much development funding do you need?

The development costs you can ask us for are explained under What can you apply for? at the beginning of the form.

- Include the costs of everything you will need to do to develop your project, even if you're not asking us to fund it.
- Be as detailed as you can, using clear headings followed by a short description.
- Only include VAT if you can't recover it from HM Revenue and Customs.
- Use a different row for each heading.

Item or activity	Total cost (£)	Amount from BIG (£)
Temporary extra staffing costs to develop our year 1 proposal	£2,000	£2,000
Research on needs and consultation with children and services	£2,000	£2,000
Research on best practice locally, regionally and nationally	£1,500	£1,500
Mapping to outline initial workforce development priorities	£1,500	£1,500
Meeting/event costs for consultation with children/partners	£3,000	£3,000
Council/partner in-kind costs in developing Year 1 programme	£4,000	£0
See section 1.3 for more description of the above activities.		
<b>Total revenue costs</b>	<b>£14,000</b>	<b>£10,000</b>



Are the total development costs more than the amount you'd like from us?

Yes  No

If yes, where will you get the other funding from and have you secured it yet? You can write up to 2,000 characters (about 300 words).

The City Council and its partners in health, education and voluntary sector provision already commission significant activity relating to the emotional and mental health of children and young people, including 10-14 year olds. Those elements of developing this programme to ensure that it complements existing provision will to some extent be borne by those organisations. This will relate to mainly in-kind contributions to the development of our proposals that are complementary as opposed to significantly in addition to or different from existing provision.

# Part five: Do you have the skills, experience and resources to run your project?

## 5.1 How will you make sure you (the lead organisation) can deliver the overall project?

Explain how you'll find the time, money, people, skills and expertise you'll need.

You can write up to 2,000 characters (about 300 words).

Southampton City Council (Public Health, Children and Family Services, Leisure and Culture, together with wider council services) and its partners in the Clinical Commissioning Group, provider health services (School Nursing, CAMHS services etc.), schools, colleges, universities and a range of voluntary sector service providers can call upon extensive project management and specialist knowledge in relation to running multi-agency partnership projects.

Whilst developing its programme for the first year, the project management team will use this experience to scope its ongoing needs to ensure we deliver to our best ability both in first year, and in the development of a programme proposal for years two – seven.

This will include planning for capacity so that if we are successful in our application for the longer term programme, we are effective and timely in our commissioning of the programme. We need to ensure our commissioning of local services and resources is delivered in a seamless way. If unsuccessful in our application, we are effective in maximising our learning from the one year programme, and how we seek to build a legacy of what we have learned to ensure an ongoing and lasting benefit to Southampton.

We are lucky within Southampton City Council to have the expertise for this project management team. Within our Public Health team - which is integrated between the council and Southampton City Clinical Commissioning Group – we have significant health knowledge and experience relating to child and adolescent mental health and emotional wellbeing. To ensure the smooth transition and communication between the council and its partners, we have experience of multi-agency working and service delivery. Other specialist skills and knowledge will be identified through the project governance and brought in as required.

Given the size of the programme it is anticipated that some dedicated project management support for the programme will be required, and this will be scoped according to the characteristics of the year one programme and reviewed once the outcome of our Stage three application is known.

## 5.2 Partner organisations

Summarise:

- the relevant experience of your main partners
- their role within the project
- their involvement in the project so far.

You can write up to 2,000 characters (about 300 words).

- Southampton City Council is the accountable body and lead for the partnership. It brings knowledge and skills in relation to commissioning, managing and delivering many services that engage with children. Several services are involved in developing our ideas through suggesting service links, engaging chi and attending events. The project will be managed through the Integrated Commissioning Unit (ICU) under Public Health leadership. The Council's Public Health team will provide significant expertise as well as leadership.
- Southampton City CCG has extensive knowledge and expertise in the commissioning and management of health services and links to the wider health system, including the acute sector. The CCG will work jointly with the Council to deliver our programme through the ICU, adding to our collective project management capacity and expertise in leading the programme. The CCG has contributed to the development of the proposal to date through the participation of commissioners in both the visioning event and the bid.
- Schools will be the principal partners through which our children access the resilience building resources, services and activities we put in place through HeadStart Southampton. They have been already been involved in discussions about the development of the Stage 1 proposal, and are active participants in developing our Stage 2 application, including in the engagement of children through school councils etc.
- Southampton has two universities with a wealth of specialist knowledge and expertise in relation to a range of areas that will be useful for the HeadStart programme. They are both service partners for schools and interested in evaluation support for the programme and took part in the visioning event.
- Solent NHS Trust is the principal provider of community and specialist CAMHS and School Nursing services in Southampton. They bring expertise, service capacity, specialist knowledge and professional development options that will be important for HeadStart Southampton, and developed Emotional First Aid approach partners at the visioning event wanted to make central to our approach. They have been involved in contributing ideas for the bid, took part in the visioning event and have indicated their support in engaging children in the development of our Stage 2 application.
- Southampton has a thriving voluntary and community sector which provides a huge range of services that meet the emotional and mental health needs of children and young people in a range of ways. Many contributed to the visioning event and the Stage 1 bid through correspondence, ideas and offers of support in relation to engagement of children in the development of our Stage 2 application.
- NHS England brings links to both primary care and the commissioning of a range of specialist health services to the local partnership and have contributed to our programme through taking part in visioning and our wider strategy.

### 5.3 Working with children, young people or vulnerable adults

As a minimum we expect you to:

- have safeguarding policies appropriate to your organisation's work and what you are asking us to fund, which you review at least every year
- complete a rigorous recruitment and selection process for staff and volunteers who work with children, young people or vulnerable adults, including checking criminal records at least every three years and taking up references
- follow statutory or best practice guidance on appropriate ratios of staff or volunteers to children, young people or vulnerable adults
- provide child protection and health and safety training or guidance for staff and volunteers
- carry out a risk assessment and secure extra insurance, if appropriate.

Does your organisation meet these requirements?

Yes  No

# Part six: Who will benefit from your project?

There are no model answers to these questions. Your answers help us understand who benefits from our funding but we don't use them to decide if we will fund your project. For more information on how we'll ask you to report on who benefits from your project if you are successful, visit [www.biglotteryfund.org.uk/funding/funding-guidance/managing-your-funding/about-equalities](http://www.biglotteryfund.org.uk/funding/funding-guidance/managing-your-funding/about-equalities)

## 6.1 Will your project mostly benefit people from a particular ethnic background?

Yes  No

If yes, which ethnic background? You can select up to three.

### White

- English/Scottish/Welsh/Northern Irish/UK
- Irish
- Gypsy or Irish Traveller
- Any other white background

### Mixed/Multiple ethnic groups

- Mixed ethnic background

### Asian/Asian UK

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background

### Black/African/Caribbean/Black UK

- African
- Caribbean
- Any other Black/African/Caribbean background

### Other ethnic group

- Arab
- Any other

## 6.2 Will your project mostly benefit people of a particular gender?

Yes  No

If yes, which gender?

Male  Female

## 6.3 Will your project mostly benefit people from a particular age group?

Yes  No

If yes, which age group? You can select up to two.

- 0 - 24 years
- 25 - 64 years
- 65 + years

## 6.4 Will your project mostly benefit disabled people?

Yes  No

## 6.5 Will your project mostly benefit people of a particular religion or belief?

Yes  No

If yes, which religion or belief?

- No religion
- Christian
- Buddhist
- Hindu
- Jewish
- Muslim
- Sikh
- Other

## 6.6 Will your project mostly benefit lesbians, gay men or bisexual people?

Yes  No

# Part seven: About your organisation

## 7.1 What is the full legal name of your organisation, as shown on your governing document?

Southampton City Council

## 7.2 Does your organisation use a different name in your day to day work?

Yes  No

What other name do you use?

## 7.3 What is the main or registered address for your organisation?

Flat number

Building number

Building name

Southampton Civic Centre

Street

Civic Centre Road

Town or city

Southampton

Postcode

SO14 7LY

Phone number one

023 8083 4970

Phone number two or text phone

023 8083

## 7.4 What is the main email address for your organisation?

This should be the email address people use to contact your organisation?

tim.davis@southampton.gov.uk

## 7.5 Does your organisation have a website?

Yes  No

What is its address?

www.southampton.gov.uk



## 7.6 What type of organisation you?

Select your organisation type from at least one of these categories.

<b>Charity</b>	<input type="checkbox"/> Registered charity <input type="checkbox"/> Charitable incorporated organisation <input type="checkbox"/> Charitable unincorporated association <input type="checkbox"/> Charity (Royal Charter or Act of Parliament)	<input type="checkbox"/> Exempt charity <input type="checkbox"/> Excepted charity <input type="checkbox"/> Charitable trust
<b>Company or mutual society</b>	<input type="checkbox"/> Company – limited by shares <input type="checkbox"/> Company – limited by guarantee <input type="checkbox"/> Company – listed publicly <input type="checkbox"/> Community Interest Company – limited by shares <input type="checkbox"/> Community Interest Company – limited by guarantee	<input type="checkbox"/> Community Interest Company – listed publicly <input type="checkbox"/> Limited liability partnership <input type="checkbox"/> Industrial and provident society <input type="checkbox"/> Co-operative
<b>Public sector</b>	<input checked="" type="checkbox"/> Local authority <input type="checkbox"/> Community Council <input type="checkbox"/> Parish council <input type="checkbox"/> Town council <input type="checkbox"/> Non-departmental public body <input type="checkbox"/> Police authority	<input type="checkbox"/> Fire Brigade <input type="checkbox"/> Health Authority <input type="checkbox"/> NHS Trust - Foundation <input type="checkbox"/> NHS Trust - Other <input type="checkbox"/> Other
<b>School</b>	<input type="checkbox"/> State school <input type="checkbox"/> Community school <input type="checkbox"/> Foundation or Trust school <input type="checkbox"/> Voluntary-aided school	<input type="checkbox"/> Voluntary controlled school <input type="checkbox"/> Academy <input type="checkbox"/> City Technology College
<b>Other</b>	<input type="checkbox"/> Individual <input type="checkbox"/> Sole trader <input type="checkbox"/> Parochial Church Council <input type="checkbox"/> Church-based faith organisation <input type="checkbox"/> Non-charitable unincorporated organisation	<input type="checkbox"/> Further or higher education <input type="checkbox"/> Independent school <input type="checkbox"/> University <input type="checkbox"/> Partnership <input type="checkbox"/> Other

Give any reference or registration numbers you have.

Charity Commission for England and Wales

Charity Commission for Northern Ireland

Office of the Scottish Charity Regulator

Companies House

Financial Conduct Authority

Health Authority Number

School reference number

Other reference number (please specify)

You must send us a copy of your governing document if you are:

- an unincorporated association and
- not registered with the Charity Commission and
- your constitution has changed if you have sent it to us previously.

### 7.7 When was your organisation set up?

Give the date when your organisation adopted its current legal status (dd/mm/yyyy).

01/04/2013

### 7.8 What is your VAT status?

- VAT registered  
 Not VAT registered

If you are VAT registered, what is your VAT number?

GB189594982

### 7.9 Is your organisation independent, or a branch or department of a larger organisation?

Independent

Branch or department

If you are a branch or department, what is the name and address of the larger organisation?

Name

Not applicable

Address

Not applicable

Postcode Not applicable

### 7.10 How many people are on the board or committee that runs your organisation?

Nine (9)

### 7.11 Are there any restrictions on who can join your organisation?

Yes  No

If yes, what restrictions are they and why do you have them?

- If your organisation has a membership we expect this to be open to all and that anyone can join, unless you can provide a good reason why not.
- We will usually consider proposing and seconding to be unacceptable and we expect there to be the right of appeal for anyone refused membership.

You can write up to 400 characters with spaces (about 50 words).

Membership of the City Council is via election and is regulated through the Representation of the People Act and all associated legislation and statutory guidance. Southampton City Council operates a Leader with Cabinet model of Governance. The Leader is appointed annually by full Council and appoints his Cabinet Members, and allocates their respective portfolios.

### 7.12 What is your organisation's current financial position?

Select one option and fill in the amounts from your accounts or projection.

- Information from the latest accounts approved by your organisation
- 12 month projection because you've been running less than 15 months

Accounting year ending (dd/mm/yyyy):

31/03/2013

Total income for the year:

£ 681,293k

Total expenditure for the year:

£ 745,752k

Surplus or deficit at the yearend:

£ 64,459k (deficit - before adjustments)

Total savings or reserves at the yearend:

£ 75 778k (Earmarked - £45,855k, Gen Fund £29,923k)

Where can we find your latest accounts?

- BIG already has our latest accounts.
- We're attaching our accounts to this form, or a projection if we've been running less than 15 months.

Have your accounts been independently audited?

- Yes
- No

If yes, what is the name and address of your auditor?

Name

Ernst and Young LLP

Address

Wessex House  
19 Threefield Lane  
Southampton

Postcode

SO14 3QB

### 7.13 Who should we contact if we have questions about your application?

They must be someone who runs or works for your organisation. We need their date of birth and home address for our standard fraud prevention checks.

Title	Forenames	Surname
Mr	Timothy Robert John	Davis

Date of birth

Job title or position

**Home address**

Flat number

Building number

Building name

Street

Town or city

Postcode

Day time phone

Evening phone

Mobile phone

Email address\*

\*This email address should be the one they use for your organisation. We'll use this whenever we get in touch about your project.

Have they lived at this address for the last three years?

Yes  No

If no, give their previous home address:

Flat number	<input type="text"/>
Building number	<input type="text"/>
Building name	<input type="text" value="Little Acre"/>
Street	<input type="text" value="Brighton Lane"/>
Town or city	<input type="text" value="Alresford"/>
Postcode	<input type="text" value="SO24 9SW"/>

Tell us about any particular communication needs your main contact has. This might include textphone, sign language, large print, audiotape, Braille or a community language.

What address should we use for any correspondence?

Write 'As above' if this is the same as the organisation's registered address.

Flat number	<input type="text" value="N/A"/>
Building number	<input type="text"/>
Building name	<input type="text" value="Southampton Civic Centre, Public Health, Lower Ground Floor"/>
Street	<input type="text" value="Civic Centre Road"/>
Town or city	<input type="text" value="Southampton"/>
Postcode	<input type="text" value="SO14 7LY"/>

We'd like to send you information about Big Lottery Fund and other Lottery good causes. Tick this box if you don't want to receive this information.

We'd like you to help us improve our customer service by taking part in market research, surveys or product testing. This may involve passing your details to other organisations who do this work for us. Tick this box if you don't want to take part in these activities.



## 7.14 Who in your organisation will be legally responsible for the funding?

- For companies they should be a director or the company secretary.
- For schools they should be your head teacher.
- For local authorities and health bodies they should be your chief executive or a director.
- For town, parish or community councils they should be the clerk to the council (or office bearer).
- For all other types of organisations they should your chair, vice chair or treasurer.

They must be over 18 years old and can't be same the person we should contact if we have questions about your application. We need their date of birth and home address for our standard fraud prevention checks.

Title	Forenames	Surname
Dr	Andrew	Mortimore

Date of birth	12/11/1953
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Job title or position

Director of Public Health
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### Home address

Flat number	
-------------	--

Building number	55
-----------------	----

Building name	
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Street	Belmont Road, Portswood
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Town or city	Southampton
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Postcode	SO17 2GD
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Day time phone	023 8083 3204
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Evening phone	023 8058 2018
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Mobile phone	07593 838994
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Email address\*

andrew.mortimore@southampton.gov.uk
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\*This email address should be the one they use for your organisation. We'll use this whenever we get in touch about your project.

Have they lived at this address for the last three years?

Yes       No

If no, give their previous home address:

Flat number

Building number

Building name

Street

Town or city

Postcode

Tell us about any particular communication needs your main contact has. This might include textphone, sign language, large print, audiotape, Braille or a community language.

**No particular communication needs.**

## Declaration

Check the box to confirm that:

- the information you have given is accurate and true
- your application has been authorised by the governing body of your organisation
- your organisation has the legal power to deliver the project you have described in this form
- you understand that if you make misleading statements or withhold information at any point, your application will be invalid and you will be liable to repay any money you have received
- you will be able to meet our Standard Terms and Conditions of grant, which are available on our website
- you agree we may use the information you have provided for the purposes described under Data Protection below
- you accept that if information about this application is requested under the Freedom of Information Act we will release it in line with our Freedom of Information Policy.

I agree

Title

Forenames

Surname

Mr

Timothy Robert John

Davis

## **Data protection**

The information you provide will be held and used by the Big Lottery Fund in accordance with the Data Protection Act 1998.

We will use the information you give us during assessment and during the life of your grant (if awarded) to administer and analyse grants and for our own research purposes. We may give copies of all or some of this information to individuals and organisations we consult when assessing applications, administering the programme, monitoring grants and evaluating funding processes and impacts. These organisations may include accountants, external evaluators and other organisations or groups involved in delivering the project.

We may share information with organisations and individuals with a legitimate interest in Lottery applications and grants or specific funding programmes. We have a duty to protect public funds and for that reason we may also share information with other Lottery distributors, government departments, organisations providing matched funding or for the prevention and detection of crime.

Your information may be transferred to an IT service provider based outside the European Economic Area (EEA). If your information is transferred outside the EEA, we will ensure it is sufficiently protected.

We might use personal information provided by you in order to conduct appropriate identity checks. Personal information that you provide may be disclosed to a credit reference or fraud prevention agency, which may keep a record of that information.

If you provide false or inaccurate information in your application or at any point in the life of any funding we award you and fraud is identified, we will provide details to fraud prevention agencies, to prevent fraud and money laundering. You can obtain further details explaining how the information held by fraud prevention agencies may be used from our Customer Services, by emailing [dataprotection@biglotteryfund.org.uk](mailto:dataprotection@biglotteryfund.org.uk) or by telephoning our advice line on 0845 4 10 20 30, or by writing to: Customer Services, Big Lottery Fund, 2 St James Gate, Newcastle upon Tyne, NE1 4BE.

We might use the data you provide for research purposes. We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law.

## **Freedom of Information Act**

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third parties, such as, although not limited to grant applicants, grant holders, contractors and people making a complaint.

If information is requested under the Freedom of Information Act we will release it, subject to exemptions; although we may choose to consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply.



