

time to change

kingston

let's end mental health discrimination

Champions Fund



Application Guidance

Document

Funded by



Run by



Before you start

You'll find everything you need to complete your Champions Fund application in this guide. There are lots of tips on the application form about how to answer each question but this guide gives a little extra information on some of the questions you might find hard to answer.

The application form for the Champions Fund is split into four sections:

- Section 1: About you
- Section 2: Your activity
- Section 3: Social Contact
- Section 4: Your budget

Things you need to know before you start your application:

What is the Champions Fund?

The Champions Fund is a fund to support people with lived experience of mental health problems to challenge stigma and discrimination in our society. It supports people with lived experience to run events in order to facilitate conversations with people who may not have lived experience.

Who can apply?

To apply you need to be able to say yes to the following questions to be able to apply:

- Am I registered as a Time to Change champion? (If not, it is easy, you can register here: <https://www.time-to-change.org.uk/get-involved/time-change-champions/become-champion/register-become-champion>)
- Am I aged 18 or over?
- Do I have lived experience of a mental health problem? (We only require people to self-identify and not provide evidence or details of their mental health problems. You do not have to have a current mental health problem, as long as you have experienced a mental health problem at some point in your life.)
- Are you applying the Champions Fund to run an anti-stigma event or campaign in the Royal Borough of Kingston?

How much can they apply for?

You can apply for up to £500.

What can be funded?

- Venue hire
- Payment for services (entertainer, public speaker, crèche worker, caterer, face painter)
- Food/refreshments
- Equipment hire
- Travel reimbursement for volunteers
- Printing costs

All purchases/payment for services has to be included in the itemised budget on the application form.

What can't be funded?

- Equipment (i.e. cameras, computers etc.)
- Training courses
- Salary costs
- Activity solely based in a workplace (i.e. not public facing / community based).
- Fundraising activities
- Alcohol, tobacco or gambling purchases

What about public liability insurance?

Your event or activity will be covered by Time to Change's public liability insurance provided you:

- Are signed up as a Time to Change Champion (<https://www.time-to-change.org.uk/get-involved/time-change-champions/become-champion/register-become-champion>)
- Complete Time to Change's Social Contact training before your event. This can be done via e-learning or face to face via your local Hub (<https://www.time-to-change.org.uk/get-involved/time-change-champions/e-learning-modules/module-5-social-contact>)
- Register your event on the Time to Change website (<https://www.time-to-change.org.uk/get-involved/whats-going-near-you/register-your-event>)

Section 1: About you

Please enter your contact details. We will use these to get in touch about your application.

- First Name
- Last name
- Phone number (can be your landline or your mobile number if you do not use a landline)
- Mobile number
- Email address
- Address (this should be your home address and will be the address we send the payment card to if you are successful)
- Date of birth – (your date of birth is required by Equals who administer payment cards)

If someone else is helping you to fill in this form, please state their name in this box and their relationship to you (eg. friend, family member or support worker).

If you would like to, you can ask someone else to help you complete the form, or to complete the form on your behalf, please enter their details as well in the space provided stating that they are filling it out on your behalf, but please note that any payment from the Champions Fund will need to be issued to you personally.

Your experience: If you have any experience of campaigning or running events please tell us.

Please list any relevant experience you have in running an event or activity. Don't worry at all if you don't have any experience though, we would like to encourage anyone to apply and we will support you with your idea if your application is successful. Having experience or not will have no impact on whether your application is accepted, it will simply give us an indication of the type of support you will need.

Support with your application and event/activity: please put an X inside the relevant box.

We would like to make this application as accessible as possible and realise that applying for funding and planning an event may be daunting. We would therefore like you to be supported through your application and the planning of your event. Due to capacity issues, the Time to Change Kingston Hub Coordinator will not be able to

provide significant support to all applicants (although please do get in contact if you need) so we have put in place a few different options to ensure you are supported which are outlined below.

- Option 1: You can elect a support person and organisation who will help you with filling out the application and the planning of the event. This would be appropriate if you have someone in mind at an organisation in the Royal Borough of Kingston. This could for instance be someone at the organisation you work for such as your manager or someone in HR, or if you volunteer at an organisation it could be the Volunteer Manager, or if you attend activities or classes at local organisations it could be the person running those, or if you go to an organisation for support such as the Mind Drop-in Café then you could ask your contact there. You should only choose this option and provide their details once you have asked if they will support you and they have agreed.
- Option 2: You can choose to let us match you with someone to support you from one of our partner organisations or from the list of organisations you interact with in Kingston that you provide. We would prefer it if you could list the organisations you have regular contact with so that we can find someone you already know to support you. This could be where you work, where you attend classes or activities, where you volunteer, where you get mental health support. This is firstly to see if you have links with any of our partner organisations, in which case we can suggest they become your support organisation. If there are no links with our partner organisations, we might approach any of the organisations you list that we think would be able to help, and would ask them if they would consider supporting a Time to Change Champion in this way. We will not disclose your name to the organisation unless they agree to support you. We will keep you informed throughout the process. If there are no organisations from your list that are able to help, then we will match you with someone from one of our partner organisations.
- Option 3: You can choose to not have a support organisation if you feel you will not need any support. We would not advise this unless you have lots of experience planning events/activities and you are confident about filling in this application form.

If you are not sure which option to choose please email persephone@healthwatchkingston.org.uk or phone on 02033261255 and Persephone will help you decide which is best for you.

Section 2: Your activity

Please provide a brief description of your proposed activity/event.

We want to hear about what you are going to be doing with the funds if you are successful. Try and give as much detail as possible about what you are going to do and how you are going to do it. Please include details of anyone supporting you to deliver this (such as a group you are part of, friends, venue you know).

It might help you to break down your answer into what you will do before, during and after your activity. For each section, we've given some suggestions of things you might want to think about. Be clear about what you are going to do, how you are going to do it and when you are going to do it.

Below, you'll find some suggestions of things you might want to think about.

Before my activity I will...

- Promote my activity
- Plan the practicalities (venue, materials etc.)
- Do a 'risk assessment'
- Explore how to run a successful activity on the Time to Change website: <https://www.time-to-change.org.uk/node/103482>
- Complete Social Contact training
- Register my event on the Time to Change Website
- Request Public Liability Insurance (PLI) from Time to Change by emailing champions@time-to-change.org.uk
- Recruit volunteers to assist me at the activity if required. I will keep a register of all volunteers helping me on the day.

During my activity I will...

- Support my volunteers
- Manage the practicalities of my activity (health & safety, problem solving, ensure people take breaks, safeguarding etc)

After my activity I will...

- Thank those who came and helped run the event
- Make sure any expenses are paid
- Write a brief summary report of the activity to my Hub

Is your activity a one-off event or are you running multiple activities?

One-off activity: you will run one activity with the money you receive.

Multiple activities: you will run two or more activities with the money you receive. If you are running multiple activities, please say how many activities are you going to run?

When will your activity take place?

Enter that date you have chosen for your activity. If you are running multiple activities please enter all the dates you will be running your activity.

Where will your activity take place?

Enter the full address and postcode. If you don't know the postcode because the event is being held in a public area give as much information as you can. If you are running the activity in multiple locations or have multiple activities, please enter the additional addresses.

Section 3: Social contact

We want to fund social contact activities, but what exactly do we mean by this?

Here, we need you to show us that your activity matches our definition of Social Contact.

Definition: Social Contact activities are conversations that take place between people who have experienced mental health problems and those who haven't. We want to encourage positive change in the way people think and act about mental health.

When people talk to each other and establish common ground, prejudices and assumptions are often challenged and replaced with mutual understanding and respect. This can lead to changes in attitudes and behaviours, and our campaign is proving that this is an incredibly effective way to reduce stigma and discrimination.

Social Contact can happen in many ways, including:

Activities organised to facilitate conversations might be standalone or might take place at wider community events. The impact of Time to Change's Social Contact can often be greater when it is part of a main event that doesn't focus on mental health. This is because the audience attending the main event might be new to the issues of mental health, which is what we want.

Example: A large activity was organised by Southampton City Council and a city wide anti-stigma group with multiple partners at the annual Sky Ride event, in which 11,000 cyclists took part. Champions with lived experience wearing Time to Change t-shirts were positioned on the route in prominent spots, in order to engage in conversations with the large footfall of spectators

We have lots of resources that might help you better understand what Social Contact is and the type of activity you might want to run.

You might want to take a look at our resource list below:

- **Definition of Social Contact:** <http://bit.do/SocialContact>
- **How to run a successful activity:** <http://bit.do/Run-Activity>
- **Champions Fund Film:** <http://bit.do/Champions-Fund>
- **SoMe, a Social Contact Activity:** <http://bit.do/So-Me-Social>
- **Champions Digital Toolkit:** <http://bit.do/Digital-Toolkit>

It might also help you to think about what social contact isn't.

Social contact is not:

- Therapy: No one having a conversation should feel like they need to support the other person or offer solutions to their problems. Participants might want

to make others aware of support in the local area but they should not feel like a counsellor or therapist themselves.

- Peer support: People with mental health problems should have opportunities to share their experiences with each other. However, it's not social contact and is not the type of activity we're looking to fund.

How many people will attend your event?

We want to know how many people you think will attend your event. This shouldn't include yourself or any volunteers. It can be really difficult to guess how many people will attend, so you could estimate one of the following:

- 0-25
- 26-50
- 51-75
- 76-100
- 101-150
- 151-200
- 200+

Some ways you can work this out include:

- If your activity is taking place at an event that has happened before, for example a village fete or a group that meets regularly, look at how many people have attended before and use that to estimate how many people will attend this time.
- If you are sending invitations you can use that number and then estimate how many of those will be able to make it, but be aware that not everyone will accept the invitation or be able to come.

How many volunteers will you have supporting your activity? What will be their role?

Think about:

- How many volunteers will you have supporting your activity?
- Will they have lived experience of mental health issues?
- Will they be happy to have social contact conversations during the activity?
- Will they be doing social contact training before the event?

How many people do you hope to have social contact with?

Social contact is a conversation between individuals with and without mental health problems.

To answer this question, let us know how many of these conversations you think will take place at your event.

There are two ways of estimating this:

- Think about how many people are attending your event. If it is a small number, for example 20 people attending a coffee morning, you can probably estimate that you will have social contact with all 20 of these people.
- Think about the number of people attending your event who are willing to share their experience of mental health problems. On average, we have found volunteers have around six conversations per hour.

Take a look at the below sample answer to help you get and estimate:

If you have six volunteers who are sharing their experience for a three-hour event:

Number of volunteers x Average number of conversations x Hours in event =
Number of people you will have social contact with
6 volunteers x 6 conversations x 3 hours = 108

- Remember to consider how many people are likely to attend overall, and check whether your estimate seems realistic.
- If this total is **more** than the people you expect will attend you need to reduce this number.
- If this total is **fewer** than the number of people you expect will attend you might want to think about finding more volunteers.
- Don't forget to include breaks for your volunteers!

How will you promote your activity to make sure people with and without mental health problems come to your activity?

Bringing people with and without mental health problems together to talk about mental health is key to achieving social contact. For your application to be successful you need to show us how your activity will bring these two groups together. Alternatively your activity could take place in a location with heavy footfall e.g. festival, carnival, shopping centres etc.

We want to hear about how you will ensure that people with experience of mental health problems come to your activity. They also need to be willing to share their experiences of mental health problems with others. Your volunteers can also attend social contact training or do the learning modules on the Time to Change website.

You also need to tell us how you will make sure people who don't have experience of mental health problems or aren't aware they have those experiences will attend.

To do this you will need to make sure you advertise your activity to people who don't have a direct link to mental health. This might be through other community organisations, by staging your activity in a public place or by targeting a group who are known to be less open about their mental health problems.

Take a look at the below sample answer:

I am running the event with the peer support group I have been a member of for the past year. As well as supporting each other we want to do more in our local area to show that everyone has mental health and that talking about it reduces stigma. Everyone in the group has experience of depression or anxiety and wants to share their experiences with people who don't.

We are promoting the event through our local football club to reach lots of people in the local community who don't have mental health problems. Men are generally less likely to talk about mental health so we think this will make sure lots of people who don't have experience of mental health problems attend.

How are you going to make sure that people who have mental health problems and people who don't get a chance to have a conversation during your activity?

An activity becomes a social contact activity when people with and without experience of mental health problems have a conversation about mental health. This helps break down the stigma around mental health problems.

We often talk about the stat that 1 in 4 of us experience a mental health problem in any given year. Social contact activity is run by the 1 in 4; individuals with experience of mental health problems who are willing to share their stories. They are running the activity for the 3 in 4; people who haven't experienced mental health problems, with the aim of changing any stigmatising attitudes they may have.

Good ways of starting these conversations include:

- A 'hook' to draw in members of the public. For example, giving out freebies and using that to start a conversation.
- An activity for those with and without mental health problems to complete together. For example: playing football together.
- A safe space. For example: using a pre-existing event, such as a church coffee morning, as a space to start mental health conversations.

Take a look at the sample answer below:

We will be holding a football tournament to draw in members of the public as spectators and players. Some of the peer support group will talk to spectators, starting conversations by giving out freebies. Other members of the group will be players and will talk to their teammates about mental health.

How will you make sure that people with mental health problems who are sharing their experiences are supported?

Some of the people you are working with may feel very comfortable sharing their experience of mental health problems but for others it may be more challenging. Being faced with tough questions or confronted with stigmatising attitudes can be really hard for a lot of people.

We want to know how you are going to keep yourself and the other individuals who are sharing their experience safe.

You may want to take a look at Time to Change's online advice about looking after yourself and others during activities: <http://bit.do/Keeping-Safe>

It might be helpful to think about the following in your answer.

- *Before the event I will...*
- *During the event I will...*
- *After the event I will...*

Take a look at the sample answer below:

At one of our peer support meetings before the event we will have a session on social contact, how to have difficult conversations and give everyone time to think about what they want to share. We will use the Time to Change resources and videos to do this. During the event I won't be having conversations myself and will be available to help with any problems or difficult conversations.

I've also scheduled in lots of breaks for each volunteer and have a quiet tent where volunteers can go for a time out. After the event I will run a debrief with the volunteers to talk through any issues that have come up and to signpost anyone who needs more support.

Who is your activity aimed at? Please put an X beside the relevant box.

We want to know who you are hoping will attend your activity. Please tell us if your activity is aimed at:

- **a particular group of people:** for example, a particular faith community
- **the general public:** your activity is for anyone.

If your activity is aimed at a particular group, please describe that group briefly. For example, see the sample answer below.

My activity is for women who attend my local mosque.

Please explain why you have chosen to reach that particular group or why you have chosen to aim your event at the general public.

If your activity is aimed at a particular group, please describe that group. Describe the group you are targeting in one sentence.

Please note that it is not a requirement for you to aim your activity at a particular group. However, if you do choose to, this section will help us understand more about your event.

Please also describe why you have chosen that particular group or why you have chosen the general public. This could be because you want to help reduce mental health stigma in your own community or a community you have links with, or it might be because you know that this community finds it hard to talk about mental health.

I have chosen to reach women who attend my local mosque firstly because I have many links here so it will be easy for me to set up an event here. Secondly, I wanted to help reduce stigma and discrimination that I have heard first hand in passing conversation and want to help my community understand mental health better so that it is not such a taboo subject.

Section 4: Budget

We need you to tell us how much money you are asking for. Remember you can ask for a maximum of £500 from the Kingston Champions Fund but you do not need to apply for that much now if you don't need to.

If you do not apply for the full £500 now, you will be able to apply again for however much is remaining at a later stage. This means you could do one event now for £500 or you could for instance do one now for £90 and then have £410 to apply for at a later date over one or multiple applications.

It can be really hard to estimate how much an activity is going to cost. There are two ways that you can work out your budget:

- You can use information from past events you might have run to estimate how much this one will cost. For example, if you previously ran a coffee morning for 20 people and spent £1 per person on refreshments you could use that to estimate how much you might spend this time.
- You can investigate how much an item will cost. For example, you could phone the venue you want to use and ask for a quote.

We understand that you might not be able to give an exact amount but it's important that you try and be as accurate as you can and tell us how you've come up with each figure.

EXAMPLE BUDGET				
Item	Cost	How have you worked out this cost?	Supplier	Enter an X in the box below if you are asking us to fund this item. If you have other funding to pay for an item or part of an item please say where it is coming from.
Venue cost	£75	Quote from venue	Kingston Quaker Centre	X
Travel Expenses	£50	Return tickets for 5 volunteers at £10 per person	TFL	X
Refreshments	£50	Will cost £2 per person	Tesco's	Donated by community organisation
Art Materials	£100	Went to Art shop and noted how much each item costs	Cass Art	X
Total Cost for activity	£275	Total of all lines in the cost column		
Total you are asking for from Time to Change	£225	Total of lines in the cost column with a X in the final column		

Please be careful when adding up the total budget for your project. We need you to give us two totals:

- **The total cost for activity:** You work this out by adding up all the amounts you have written in the cost column. In the example budget this is $75 + 50 + 50 + 100 = 275$.
- **The total you are asking for from Time to Change :** If you are asking Time to Change to pay for all the costs related to your activity enter the same amount as above. However, if another organisation is giving you some money or donating something, for example: a venue, materials or refreshments then we'd like you to enter that information in the table. In the example budget, a community organisation has donated the refreshments. This would have cost £50.

If you are asking Time to Change to cover a cost, we've asked you to put an X in the final column.

To calculate the total you are asking for from Time to Change you need to add up all lines that have an X in the final column.

In the example budget this is the venue cost, travel expenses and art materials. This is $75 + 50 + 100 = 225$.

What happens next?

Once you've completed your budget, your application is ready to submit! Below, we've included a little more information about what will happen next if you're successful.

Please return the application form to
persephone@healthwatchkingston.org.uk

or

Persephone Pickering
Healthwatch Kingston office
Kingston Quaker Centre
Fairfield East
Kingston KT1 2PT

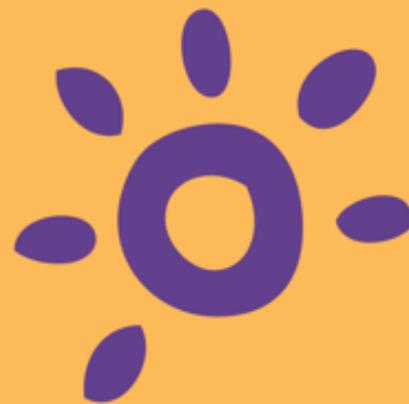
Things you need to know if you are successful:

- We will ask you to sign an agreement with the local hub who is giving out the funding in your area. This summarises how much funding you are getting, what you are going to do with it and what you can expect from the local organisation. If you are not willing to sign this agreement you will not be able to receive funding.
- You will be covered by Mind's Public Liability Insurance (PLI) for your activity. However, you must complete the Time to Change Social Contact training and register your activity on the Time to Change website in order to be covered. Please contact Champions@time-to-change.org.uk to request your PLI documentation.
- You will need to complete a short 'risk assessment' – the template for this is available on the website, here: <http://bit.do/PL-Insurance>
- We will be using pre-paid cards to give you your funding. These cards work just like a normal debit card. We'll put your funding onto the card in advance and your spending will be limited to your proposed budget.
- You will need to provide receipts for all your purchases.
- We will be asking you to tell us about your activity once it has been completed. This will include:
 - What you did
 - Any challenges you had
 - How much of your funding you spent

If you have any questions please contact your local hub coordinator Persephone Pickering by emailing persephone@healthwatchkingston.org.uk

time to change
kingston

let's end mental health discrimination



Looking for ideas?

Check out the Champions Portal on the Time to Change website to see what other Champions around the country have done so far with the Champions Fund:

<https://www.time-to-change.org.uk/champions/portal/>

Or you can find out what Time to Change events and activities have been happening in Kingston:

<http://www.healthwatchkingston.org.uk/TTCKingston>



Timetochange



@TTCKingston



Search 'Time to Change'



@timetochangecampaign



Funded by



Run by

