



Nature for Health Stage two application questions and guidance

For reference only - please [apply online](#) at when you are ready to apply.

If you have one or more protected characteristic(s) under the Equality Act 2010, we can make reasonable adjustments and help you with any part of the application or process. There is more information about this and how to contact us on our [website](#).

If you have any questions about this form or need support applying please contact us:

Telephone: 020 4548 0939

Email: enquiries@peopleshealthtrust.org.uk

Throughout the application please refer to the 'guidance for applicants' section as you prepare your answers. You can refer back to the information about the aims and key criteria of Nature of Health on our [website](#).

[Step by step guide to applying to stage two.](#)

Please use your stage one form answers for reference as you answer the questions in this form, you do not need to duplicate what you have already told us.

You were emailed a copy of your stage one form when you submitted it and we can send you a copy of your answers if you need them.

Question	Guidance for Applicants
1.1 What is the name of the project you want us to fund? You have up to 20 words.	
1.2 If you are awarded funding, when would you like to start your activity?	Please note that we don't fund projects retrospectively.

	<p>Applicants will be notified if they have been awarded funding in July 2024. Please allow at least eight weeks to process your grant offer documents before the project can start.</p>
<p>1.3 Please tell us more about the specific activities you plan to deliver through this project, including:</p> <ul style="list-style-type: none"> • The number and length of activities • The format and content of activities • When and how often activities will take place • How many people you expect to take part in each activity and how often • Where sessions will take place (for example an estate, part of a town or across a city). <p>You have up to 150 words.</p>	<p>Funded work should involve the development and facilitation of activities in nature and natural spaces, which can include creating, maintaining, accessing and/or using natural spaces.</p> <p>Your response should give us a clear sense of your proposed workplan and clearly match your budget.</p> <p>You can use the information you gave us in your stage one application if you have already answered parts of these questions.</p>
<p>1.4 Why have you chosen to work in the places and natural spaces where you will be delivering the funded activity?</p> <p>You have up to 100 words.</p>	<p>In your answer, focus on local natural spaces or lack of them.</p> <p>Your funded activity might take place in multiple locations. If so, please provide brief details for each location.</p>
<p>1.5 One of the aims of Nature for Health is that evidence, learning and best practice from funded partners is used to influence decision-makers to improve access to nature for people with mental health problems.</p> <ul style="list-style-type: none"> • If you could ask a decision-maker in your area to make a change to policy or practice, what change would make the most impact on increasing access to nature for the community you are working with? • What evidence from your project could help to make the case for this change? <p>Only answer the second part of this question if you already have an understanding of what evidence and learning will come out of your project; you may not know this until you have started delivery.</p>	<p>We will use evidence, learning and best practice from funded activity to influence decision-makers locally and nationally to improve access to nature for people with mental health problems. We may ask our funded partners to support with this and will offer training if this is new to your organisation.</p> <p>Only answer the second part of this question if you already have an understanding of what evidence and learning will come out of your project; you may not know this until you have started delivery.</p>

<p>You have up to 200 words.</p>	
<p>2 More about who is involved</p>	
<p>2.1 Tell us how many people you expect will take part in your project in total.</p>	<p>For example, if you expect 20 people to participate in total, enter "20".</p> <p>You can only enter a number here and this can be an estimate.</p> <p>Community power and social connections should be embedded throughout the funded activity and therefore we expect the majority of funded activities to involve deep engagement with small groups.</p>
<p>2.2 Please tell us more about the characteristics or identities of the people you are particularly aiming to work with.</p> <p>Please tick up to three priority participant groups from the list below, where applicable.</p> <p>One of these must be people who have experience of mental health problems.</p> <p>You must select at least one from the list.</p> <ul style="list-style-type: none"> • Children and young people • D/deaf people • Disabled people • Families • LGBT+ communities • Looked after children/care leavers • People living in low income households • Men • Migrant groups • Racially minoritised communities • People with experience of the criminal justice system • Older people • People on the autism spectrum • People who are carers 	<p>If you are specifically aiming to work with one or more particular communities, please select the characteristics or identities of this/these community from the list.</p>

<ul style="list-style-type: none"> • People who are parents • Roma, Gypsy, Traveller communities • People who have experience of mental health problems • People who have experience of or are at risk of abuse • People with drug/alcohol dependence • People with learning disabilities • People with specific health conditions • Refugees/people seeking asylum • Unemployed people or people working below the real Living Wage • Women 	
<p>2.3 At stage one we asked you who you will be working with and your track record of working with people in the communities you are aiming to support.</p> <p>This is what you told us [input answer from stage one].</p> <p>If we have asked you to provide further information on this question at stage two, please expand on this here.</p> <p>You have up to 200 words.</p>	<p>If we have not asked you to provide further information on this question at stage two, please move on to the next question.</p>
<p>2.4 At stage one we asked you why the activity is needed and the ways people in this community are experiencing mental ill health problems, socio-economic disadvantage, marginalisation and discrimination.</p> <p>This is what you told us [input answer from stage one].</p> <p>If we have asked you to provide further information on this question at stage two, please expand on this here.</p> <p>You have up to 200 words.</p>	<p>If we have not asked you to provide further information on this question at stage two, please move on to the next question.</p>

<p>2.5 At stage one we asked you how the people in the communities you intend to work with have been involved in the development of this activity to date, and how they will be involved in the future.</p> <p>This is what you told us [input answer from stage one].</p> <p>If we have asked you to provide further information on this question at stage two, please expand on this here.</p> <p>You have up to 200 words.</p>	<p>If we have not asked you to provide further information on this question at stage two, please move on to the next question.</p>
<p>2.6 How will you ensure that each element of equity, diversity and inclusion (EDI) is effectively embedded throughout the funded activity?</p> <p>You have up to 200 words.</p>	<p>We are interested in how your organisation embeds equity, diversity and inclusion in your approach to working with the communities you are supporting. Please ensure you cover all three elements of EDI in your answer.</p>
<p>2.7 How will you measure the changes to individuals' mental health?</p> <p>You have up to 200 words.</p>	<p>A robust approach to measuring changes to mental health is important in order to demonstrate the impact of your funded activity. If you have existing measurement tools in place, please describe them.</p> <p>If you need support with this please get in touch before completing your application.</p>
<p>3 How you will deliver your project</p>	
<p>3.1 Tell us about the team who will run the project and their roles. For each person you should include:</p> <ul style="list-style-type: none"> • Are they paid or volunteers? • If they are paid, are they employed or sessional/freelance? • How many hours will they be involved each week? • What will they do with this time (breakdown of hours for each element of their role)? • Who will manage each role? • Who will manage the whole team? 	<p>You should include the role of whoever will be in charge on a day-to-day basis, as well as all the team members, whether voluntary or paid, and any sessional workers/freelancers.</p> <p>An example would be: Project Coordinator; 18 hours each week; employed; main role is to oversee and coordinate the project. This is broken down as: 6 hours planning and project management, 3 hours a week supervising staff, 9 hours a week attending sessions. This post is line-managed by our Chair.</p> <p>Please ensure that the staff hours you request match the proposed delivery and the staff time in the budget; for example, a two-hour session might need three</p>

<p>Please ensure that the staff hours you request match the proposed delivery and the staff costs in the budget.</p> <p>You have up to 150 words.</p>	<p>hours staffing time. If more hours are needed for coordination or preparation time, please provide a brief explanation.</p> <p>Please note that when we review your application, we will assess the staffing hours against delivery hours to ensure that they are reasonable and offer value for money. Your application will be rejected if it does not offer value for money.</p> <p>Please make sure that this section matches your budget.</p>
<p>3.2 We would like to know how your organisation supports people with mental health problems.</p> <p>Please provide the following information:</p> <ul style="list-style-type: none"> • Details of the skills, training and experience of your project staff and/or partners which ensures participants can be appropriately supported • Details of support you provide for staff who are working closely with participants with mental health problems, including for example, supervision • Outline your approach to making referrals and signposting support for participants who need specialist or tailored individual support. <p>Please answer all three parts of this question when you respond.</p> <p>You have up to 300 words.</p>	<p>The Trust recognises mental health is a complex area and access to support varies.</p> <p>If these are not areas in which you feel confident, we would expect you to partner with an organisation who does have expertise supporting people experiencing mental health problems to ensure that your participants are adequately supported.</p>
<p>4 Budget - how much your activities will cost</p>	
<p>4.1 Please download and complete the budget template.</p> <p>Please upload your completed budget in the box below.</p> <p>The budget should tell us:</p> <ul style="list-style-type: none"> • The total cost of your project • How much you are requesting from the Trust • How much match funding will be coming from other sources and what costs you expect this to cover 	<p>We encourage you to consider including inflation cost increases in year two of your project. We would expect these to be no more than 6% unless there are set costs that you know will rise by more than this, such as venue hire.</p> <p>We cover management costs to a maximum of 14% of the total grant requested and capital costs to a maximum of 10% of the total grant requested.</p> <p>Please make sure that the staff roles and hours match those you have described in your answer to question 3.3. People’s Health Trust is a Living Wage Employer</p>

<ul style="list-style-type: none"> • How much you are requesting for capital • The detailed breakdown of your project costs. 	<p>and supporter, which means that we would like to see a living wage in place for the posts we fund. The current Living Wage rates are £12 (national rate) and £13.15 (London rate).</p>
<p>4.2 Please tell us the grant amount you are requesting from the Trust.</p>	<p>This should match the amount on your budget</p>
<p>4.3 Please tell us the total cost of the project.</p>	<p>This should match the amount on your budget</p>
<p>4.4 Do you have match funding in place?</p>	<p>Your organisation must match fund 25% of our grant (for example, a £40,000 grant must have £10,000 match funding). You can use this match in year one or year two or both. Match funding must be cash, we do not accept in kind funding.</p> <p>We will award grants if this isn't in place yet, but funded partners will be expected to find the additional funding by the end of year one. The second year will be dependent on securing this match funding and you may lose the second year of the grant if match funding is not secured. We will support funded partners to find the match funding through training and advice.</p>
<p>4.5 If you answered yes to 4.4 please tell us where the match funding is coming from.</p>	<p>Please repeat this information for each different funder / source of income.</p>
<p>4.6 If you answered no to 4.4 please tell us your plan for raising the match funding within the first year of the grant.</p> <p>You have up to 100 words for this response.</p>	<p>Provide brief details about how you plan to raise the match funding. This could include pending funding applications, funding prospects or active fundraising.</p> <p>We will award grants if this isn't in place yet, but funded partners will be expected to find the additional funding by the end of year one. The second year will be dependent on securing this match funding and you may lose the second year of the grant if match funding is not secured. We will support funded partners to find the match funding through training and advice.</p>
<p>5 About your organisation and contact details</p>	
<p>Contact details of your main contact for this grant</p> <p>First Name: Last Name: Position: Email address: Day time contact number: Official name of organisation:</p>	<p>These details must be for the main person responsible for the grant. This person will be expected to keep in touch with People's Health Trust, complete reports and attend our network events.</p>

<p>The official address of your group or organisation, including the postcode:</p> <p>5.1 Please confirm that the information above is correct. If so, write 'Yes', if not, please provide the correct information here.</p>	
<p>5.2 Tell us the landline or main contact number for your organisation</p>	<p>For due diligence reasons we must have one landline number, either for your organisation, Chair or main contact. Please contact us if you don't have a landline.</p>
<p>5.3 Tell us the name of the secondary contact for your application.</p> <p>Title: First Name: Last Name: Position:</p>	<p>The secondary contact must be the Chair of your organisation or a Director if you are a Company Limited by Guarantee. We require all organisations to provide us with the email address, home addresses and telephone number/s for the Chair/Company Director that you have named as the secondary contact of your organisation. We will never share this information and will not use this address for routine correspondence regarding your grant. We request this information so that we can carry out fraud prevention checks and in case we are unable to contact the main contact for your organisation. Please ensure that this information is correct.</p>
<p>5.4 Tell us the landline or main contact number for the secondary contact</p>	<p>This should be different from your organisation's telephone number.</p>
<p>5.5 Tell us their email address</p>	<p>This email address needs to be different to the one provided in question 5.1. If they don't have an email address, please leave blank</p>
<p>5.6 Tell us their home address</p>	<p>For due diligence reasons we must have the home address of your secondary contact. This should be different from your organisation's address.</p>
<p>5.7 Tell us more about what your organisation does. Please respond to each of the following</p> <ul style="list-style-type: none"> • What it exists to do (aims) • What it does regularly (activities) • How many staff it has (full/part-time) • How many volunteers it has • Where you usually work. <p>You have up to 125 words.</p>	<p>An example is "Working across Exeter, we aim to support and enable adults with learning disabilities to get their full rights as equal citizens by providing a user-led Board and regular speak-up forums, as well as providing activities to tackle the issue of social isolation. We also support members to attend various local meetings and forums to express their views and opinions. There are 50 members who elect the management committee each year, which comprises five trustees and the CEO. There is a staff of one - the CEO (FT) and six regular volunteers".</p>
<p>5.8 Tell us your website address if you have one or Facebook page URL.</p>	<p>If you don't have a website tell us your Facebook page URL instead, if you have one.</p>

5.9 Tell us the day, month and year your organisation was first established in its current form.	
6 Due diligence	
6.1 Please confirm that there are at least three unrelated people on your management committee or Board.	Related means any family member whether a blood relative or by marriage or civil partnership or by common-law. Directors, Trustees or management committee members can be related but they must not form the majority on the Board or committee.
6.2 Please upload your signed and dated Governing Document - this is the document your group or organisation agreed. It sets out what you intend to do.	Your Governing Document will have different names depending on what kind of organisation you are. For example, if you are registered with Companies House, we require your Memorandum and Articles of Association - these may be two separate documents, and if they are please attach both. If you are a constituted community group, we require your organisation's constitution.
6.3 Please upload your most recent published annual accounts. If your accounts are older than 12-months old, please upload your management accounts to show a more recent picture of your financial health. Please note that we will not accept bank statements or abbreviated accounts.	All organisations or constituted groups which have been running for longer than 12 months will usually have annual accounts. These are the statements which indicate your financial position over a 12 month period. The accounts must show how much money you had at the start of the 12 month period, and how much money was left at the end of the period. Where possible, you must break this down into restricted and unrestricted reserves.
6.4 Please confirm your current level of unrestricted reserves.	Unrestricted reserves are funds that are not tied to a specific use and are freely available to spend on any of the organisation's purposes. Please provide the unrestricted reserves figure from within the last three months.
6.5 Please describe your organisation's internal financial systems and procedures, including: <ul style="list-style-type: none"> • Who is responsible for the day-to-day management of your finances and their relevant skills and expertise or qualifications in this area? • What paper-based or electronic systems you use to manage your finances? • How many authorised signatories you have in place on your bank account, how many are required to authorise each payment method, and their roles within the organisation? • If you make payments using online banking, 	Please make sure that your response covers all eight of the points listed and tailor your answer for your organisation.

<p>are payments processed by sole authority (one person approving), or dual authority (two people approving)?</p> <ul style="list-style-type: none"> • What policies you have in place relating to authorised signatories, for example, they cannot be from the same household or family? • What written financial policies do you have in place? • Who is responsible for overseeing these policies and processes? • Do you have any specialist support to support your financial management (for example, an external bookkeeper, a qualified accountant or auditors)? <p>You have up to 200 words for this response.</p>	
<p>6.6 Please confirm that you have appropriate insurance for your organisation and the activities you will deliver.</p>	<p>You don't need to tell us which insurance policies you have in place. We will follow this up with you if needed.</p>
<p>6.7 In the last 12 months, have you reported a serious incident or any notifiable events to sector regulators (such as the charity regulator or Information Commissioner)?</p>	<p>Charity Commission guidance can be found here: How to report a serious incident in your charity - GOV.UK (www.gov.uk). OSCR (Scottish Charity Regular) guidance can be found here: OSCR Notifiable events Please do not provide details of the incident or event, we will follow up with you if needed.</p>
<p>6.8 Are you currently engaged in any litigation or legal action, or involved in a dispute, that risks reputational damage or financial harm to your organisation?</p>	<p>Please do not provide details of the litigation, legal action or dispute, we will follow up with you if needed.</p>
<p>6.9 Please tell us if any employee, Director, Trustee or member of the managing committee has any unspent criminal conviction (or on-going criminal investigation into), has been subject to a safeguarding investigation, or has been found liable for a health and safety violation.</p>	<p>Please answer with either 'yes' or 'no'. If you answer 'yes', please do not give us more details - we will contact you confidentially.</p> <p>A conviction becomes 'spent' after a certain period of time has passed (this is called the rehabilitation period). The length of time it takes for a conviction to become spent depends on the sentence which was given by the court. It starts from the date on which the person was convicted. The period may be shorter if the person was aged under 18 at the time of their conviction. If a person has been sentenced to more than 30 months in prison for a single offence, it can never become spent. Find out more here.</p>

<p>6.10 Does your organisation have an adequate safeguarding policy in place which includes regular staff training and carrying out the appropriate level of DBS checks on workers or volunteers where you are legally required or entitled to carry out such checks?</p>	<p>Please answer 'yes' or 'no'.</p>
<p>6.11 Please confirm that the safeguarding policy is actively applied across your organisation.</p>	<p>You must answer this question if you answered "Yes" to question 6.10.</p>
<p>6.12 In line with good practice, organisations should review their safeguarding policies once per year. Please confirm that your Board or management committee has reviewed your safeguarding policy within the last 12 months. If your policy has not been reviewed in the last 12 months, please confirm that this will be reviewed before the start of this grant.</p>	<p>You must answer this question if you answered "Yes" to question 6.10</p>
<p>6.13 If your organisation does not have an adequate safeguarding policy in place then please confirm that your Board or management committee will agree one, and that it will be actively applied across your organisation before the project for which you are seeking funding starts.</p> <p>If funded this would be a Condition of Grant and funded activity can not start until a safeguarding policy is in place.</p>	<p>You must answer this question if you answered "No" to question 6.10</p>
<p>7 Declaration</p>	
<p>7.1 I confirm that the information contained in this application form is true and accurate and that I am authorised to make this application on behalf of my organisation.</p>	<p>In signing this application, you are telling us that you know that everything in this application form is true and accurate and that you are formally allowed by your group or organisation to make this application. If any part of your application is false (whether knowingly or otherwise) it could result in withdrawal of any grant offer and/or legal proceedings.</p>
<p>7.2 Declared by (full name, position held and date)</p>	