

Champions Fund Handbook

time to change
county durham

let's end mental health discrimination

August 2019

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?

People with lived experience of mental health problems. We only require people to self-identify and not provide evidence or details of their mental health problems. They do not have to have a current mental health problem, as long as they have experienced a mental health problem at some point in their life.

What are the criteria for applying to the fund?

To apply for funding, they need to:

- Be registered as a Time to Change Community Champion (not employee champion) on the Time to Change website¹.
- Be at least 18 years old.
- Have lived experience of a mental health problem.
- Run the activity in a Time to Change hub area (they don't have to live in the hub area).

Do they need to be a registered champion before applying?

At some point during their application process, applicants with lived experience should be reminded to become a TTC Community Champion. As long as this is done before they receive funding this requirement has been met. Please contact Yusuf to check whether they are a registered Community Champion. You can do this by sending their full name and postcode to y.patel@mind.org.uk.

How much can they apply for?

They can apply for up to £500.

¹ <https://www.time-to-change.org.uk/get-involved/time-change-champions/become-champion/register-become-champion>

What can be funded?

We can fund:

- Venue hire
- Payment for services (entertainer, masseur, public speaker, crèche worker, caterer)
- 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?

We cannot fund:

- 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 purchases

What is Social Contact?

At Time to Change, we define Social Contact as “Conversations that take place between people who have lived experience of mental health problems and those who may not”.

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.

Things to consider when launching the Champions Fund?

- How will you market this opportunity to people with lived experience?
- Have you used local media to announce the launch of the Champions Fund?
- What support can you provide to enable people with lived experience to apply?
- Have you decided on who will sit on the assessment panel?
- How will the assessment panel function?
- Is there champion representation on the panel?

Marketing

The TTC Comms Team should have contacted you with a draft press release and ideas for marketing the Champions fund locally.

Support

It can be very daunting to apply for any funding. The fact is that many more people aspire to apply to the Champions Fund than actually do. The bridge between intent and action is support. Hubs that provide support to potential applicants report that they receive more applications.

By investing time in organising information events, we can ensure applicants feel supported.

The application process is a barrier and we need to recognise that. Although the application form seems very complicated, the main sections are **section 2** and **section 4**, which cover the planned activity and the budget. They need to ensure that they have a thought through event which has social contact at its heart and they have broken down what they are going to use the money for.

The information event can give examples of activity that has been supported in the past, as well as providing them the space and support to flesh out their idea. It can also help create a peer support network amongst champions.

The reality is we are not looking for pages and pages of information, just enough information for the panel to assess and approve their application.

Application form

You can find the application form on the TTC website². It is an editable document so applicants can type directly into it. You can upload the application form onto your own website or refer people to the TTC one. It's also important to think about how we support people who do not have access to the internet, do not have IT skills or have low literacy skills.

Guidance

You can download the Champions Fund guidance document on the Time to Change website.³

You can upload it onto your own website to make it easier for local people with lived experience access the application form and guidance in one place. Otherwise you can refer people to the link on our website.

² https://www.time-to-change.org.uk/sites/default/files/Champions%20Fund%20application%20form_1.docx

³ <https://www.time-to-change.org.uk/sites/default/files/Champions%20Fund%20application%20guidance.pdf>

Assessment Panels

You can arrange the assessment panel in one of two ways:

1. The initial assessor (usually the hub coordinator) as well as conducting the first-round checks also scores the applications in the first instance, making recommendations to the panel. The panel discuss these recommendations and then make a final decision to be communicated to the applicant.

Pros: It does mean that less work is required of panel members who can focus on making the final decision based on the application form and recommendations.

Cons: This places more work on the coordinator, who may also have been involved in supporting champions to apply to the fund.

This can be less attractive to panel members who may want to fully assess applications.

2. The coordinator acts solely as the initial assessor to conduct checks but the panel score and assess all applications before the panel meet.

Pros: The panel have greater ownership of the decision-making process.

Cons: This places more work on the panel, who are unpaid volunteers.

It is up to each hub how they organise their Champions Fund.

Panel Membership

There should be a minimum of four members on the assessment panel. You can decide on how this is constituted but we do expect to see champion representation on the panel. The panel does not have to include the same people at each sitting, but it does help to have some continuity to ensure decision-making is fair and consistent. The panel chair and the coordinator can provide this anchoring role. It is also up to the hub whether the coordinator assesses applications or solely administers the process prior to the panel sitting and at assessment panel meetings.

If you would like wider buy in to the hub's work it may help to invite representatives from partner organisations, key influencers or anyone else whose presence would support the hub's work.

Panel Assessment Meetings

It is very important to agree how often the panel will meet and agree dates for assessment panel meetings. If the dates are publicised in advance, it will ensure that panel members can arrange their diaries, thereby decreasing the chances of diary clashes and it can also help create deadlines for champions applying to the fund.

Conflict of interest

Members of the panel make decisions on who is or isn't given funding, it is therefore a position of trust. As such, panel members are expected to make fair and impartial decisions about who receives funding.

Generally, a conflict of interest arises if a person or organisation has multiple 'interests', and one of these interests might corrupt the decision-making or motivation of that person or organisation.

In the case of the Champions Fund this is likely to arise if someone on the panel knows one of the applicants, is involved in one of the applications or stands to gain financially if an applicant is successful.

A list of examples of possible conflicts of interest are included in the Guidance for Assessment Panel.

If a member of the assessment panel is unsure whether something is a conflict of interest or not please declare this to the chair of the assessment panel and hub coordinator who will decide whether it constitutes a conflict. If a particular application is deemed to be a conflict, the panel member should not be involved in making a decision for that application.

Public Liability Insurance

A Champions Fund event qualifies to be covered under Mind's public liability insurance if:

1. The applicant is a registered Time to Change Champion.
2. The champion has attended social contract training (preferably face to face but online training also counts)
3. The Champion has advertised their event on the TTC website⁴

Transfer of Funds

Each hub will have access to the service of a pre-payment card company (FairFX). Once a Champion Fund application has been approved, you can transfer the funds to the Champion by creating a pre-paid card which will be delivered to them. The cost of the creation and delivery of the card will be paid by Time to Change and not from your allocated £10,000. A Champion can pay for services using the card, which functions like a debit card. They can also withdraw funds from an ATM, but each withdrawal will incur a fee of £1.50, which is debited from their allocated funds.

⁴ <https://www.time-to-change.org.uk/get-involved/whats-going-near-you/register-your-event>

At the end of this handbook you will find a card creation process as well as details for our dedicated account manager.

Post Event

After their event, it is useful for their development and for your knowledge if Champions completed an evaluation. At this point it is also important to ask for receipts for their purchases.

Paperwork

The Time to Change team has created some documents to help you to organise the Champions Fund in your area. They were initially created through feedback from hubs. You can edit and use them as you see fit and you decide whether to use all or some of them at all. We believe they can simplify the Champions Fund for you but if they do not work for you we are happy to use your own processes.

Time to Change do not require any completed paperwork, receipts, evaluations etc. All you are required to complete is the quarterly report.

We would recommend that any processes you currently use should also be used in administering the Champions Fund such as photo consent forms, data protection/GDPR and data/document retention etc.

Files

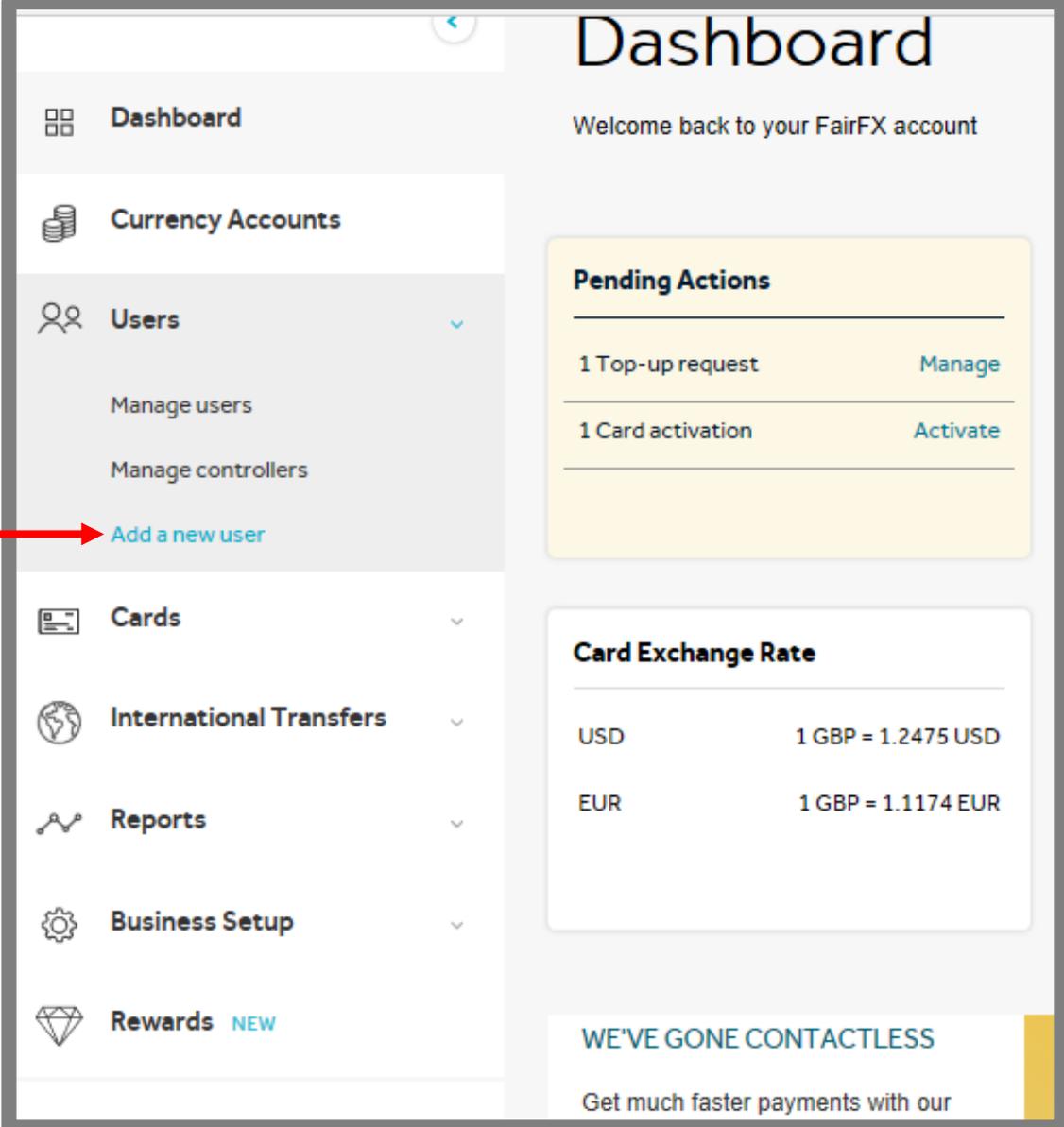
- 1. Things to Consider for Assessments** – This provides some food for thought on how to run the panel and the processes you choose to adopt to run the Champions Fund in your area
- 2. Lived Experience Panel Member Role Description** – a role description setting out what is required to join the panel. This has been created to encourage champion participation on the panel
- 3. Champions Fund Application Assessment** – This allows either the coordinator or the panel member to assess and score applications
- 4. Scoring Criteria** – Assessment criteria to support those involved in assessing applications
- 5. Offer letter** – A suggested text for applicants once their applications have been approved
- 6. Champions Fund Agreement** – This document sets out what is expected of Champions once they are awarded funding
- 7. Champions Fund Activity Report** – This enables champions to evaluate their anti-stigma activity and report back to you

Time To Change Pre-Payment Card Creation Process

Please Note: As part of the process to issue a card, FairFX need to clear residential addresses. In order to avoid unnecessary delays please send an email with the full address of the champion to Adam (A.ioannou@fairfx.com copying in corporate@fairfx.com) beforehand. The address should be cleared the same day.

Login: <https://business.fairfx.com/login>

Sign in with your username and password



The screenshot shows the FairFX dashboard interface. On the left is a navigation sidebar with the following items: Dashboard, Currency Accounts, Users (with a dropdown arrow), Cards (with a dropdown arrow), International Transfers (with a dropdown arrow), Reports (with a dropdown arrow), Business Setup (with a dropdown arrow), and Rewards NEW. The 'Users' dropdown menu is open, showing 'Manage users', 'Manage controllers', and 'Add a new user'. A red callout box with a blue background and white text says 'Click on add new user' with a red arrow pointing to the 'Add a new user' link. The main dashboard area has a header 'Dashboard' and a welcome message 'Welcome back to your FairFX account'. Below this is a 'Pending Actions' section with two items: '1 Top-up request' with a 'Manage' link, and '1 Card activation' with an 'Activate' link. There is also a 'Card Exchange Rate' section showing USD (1 GBP = 1.2475 USD) and EUR (1 GBP = 1.1174 EUR). At the bottom, there is a banner that says 'WE'VE GONE CONTACTLESS' and 'Get much faster payments with our'.

Manage users

Add new user

Add new user

Title *

Mr

First name *

Time

Middle initial(s)

To

Surname *

Change

Date of birth *

21

12

1978

Gender *

Male

Email address *

Time2change@gmail.com

The email address must be genuine. A welcome email will be sent to it which is needed to complete the registration process.

Employee number

Department

Select ..

Or enter a new department

Work phone

Mobile phone *

07883054064

Please enter with a leading country code (e.g. [+447777111111](#)). Without one, you won't be able to receive confirmation codes require

Add all of the details of the user (Champion). Ensure the email address and phone number are correct

Default cost centre

Select ..

Or enter new cost centre

Role

user

Send email notification of all orders made

User can approve orders

User is a reviewer only (cannot place orders)

^ Assign an existing address

Select existing address * (or add a new address below)

Select ..

^ Add a new address

Save and invite the user

Click on Add a new address

Assign an existing address

Add a new address

Look up address

Building number / Name *

15-18 Broadway

Postcode *

E15 4BQ

Find address

Manual address entry

Sub-building

Building name

GRANTA HOUSE

Building number

15-18

Street

BROADWAY

District

Town/city *

LONDON

County

Postcode *

E15 4BQ

Country *

United Kingdom

Telephone *

07883054064

Save and invite the user

Add the address of the champion, please ensure this is correct as this is where the card will be sent to

This user does not have any cards. [Order a new card for this user.](#)

User detail

Title

Mr

First name

Time

Middle initial(s)

TO

Surname

ChaNGE

Date of birth

1974-12-27

Gender

Male

Email address

Time2change@gmail.com

Employee number

--

Department

--

Work phone

The next screen will show you the user's details , check that the details are correct and then click on 'Order a new card'

Order a new card

Order detail

For User*

Time ChaNGE



[Create a new user](#)

In currency*

Sterling



Using balance*

Sterling



Spending amount

500.00

Rate

1.0000

Buying amount*

500.00

min 10.00 , max 10000.00

Cost centre

Select ..



Purpose of order

Champions Fund

Reset

Next

Fields marked with * are mandatory

Use the next screen to load the card with funds

Order a new card

Confirm card order

Please check the details are correct before confirming. You can still cancel the order at this point and start again.

Order details

Ordered by

Simon England

Purpose of order

Champions Fund

Ordered for

Time ChaNGE

Delivering to

GRANTA HOUSE, 15-19 BROADWAY

Card currency

Sterling

Initial load amount

£500.00 (Sterling)

Spending

£500.00 (Sterling)

Rate

1.0000

Cancel

Confirm

Confirm the card order

Pending approval

New Card confirmed, pending approval

The order has been placed successfully but requires approval by your company signatory. Once this has been done the order will be delivered and you will receive an email notification.

Order details

Order reference

FX10814461

Payment reference

FXP190520-7683516

Placed

2019-05-20 11:20:11

Status

Pending approval

Ordered by

Simon England

Purpose of order

Champions Fund

Ordered for

Time ChaNGE

Delivering to

GRANTA HOUSE, 15-19 BROADWAY

Card currency

Sterling

Initial load amount

£500.00 (Sterling)

Spending

£500.00 (Sterling)

Rate

1.0000

Points to Note

- If a champion withdraws any money through an ATM, each transaction incurs a £1.50 fee.
- Once a card is ordered it will be delivered with 2-3 days.
- If you have any issues please contact Adam. You can call or email him. Emails are answered within 2 working days and calls are immediate. If you email Adam please also copy coporate@fairfx.com into the email. If there are any recurring issues or you would like to escalate any concerns please contact y.patel@mind.org.uk.

Account Manager

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