

**Champions
Fund**

time to change

let's end mental health discrimination

Champions Fund Handbook

August 2019

Funded by



Run by



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 but in close proximity).

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 Time to Change 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, 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?

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, tobacco or gambling 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 Time to Change 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 Time to Change 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 Time to Change 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 affect 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.

It goes without saying that if a Champion on the panel has made an application to the Champions Fund they should not sit on the assessment panel when their application is being assessed.

Public Liability Insurance⁴

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 Time to Change website⁵
4. Conduct a risk assessment and email to Champions@time-to-change.org.uk

⁴ <https://www.time-to-change.org.uk/public-liability-insurance>

⁵ <https://www.time-to-change.org.uk/get-involved/whats-going-near-you/register-your-event>

To receive a copy of the insurance document, please email Champions@time-to-change.org.uk with details about your event and a completed risk assessment form⁶. If you're not sure how to do this, check out the information on health and safety documents⁷, and have a look at this example of a completed risk assessment form⁸.

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.

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.

⁶ https://www.time-to-change.org.uk/sites/default/files/Risk%20assessment%20template_0.docx

⁷ <https://www.time-to-change.org.uk/get-involved/time-change-champions/5-ways-champion/activities/how-run-successful-activity>

⁸ <https://www.time-to-change.org.uk/sites/default/files/EXAMPLE%20of%20completed%20risk%20assessment.docx>

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

Champions Fund Process

Launch the Champions Fund

Set a date for the launch, press release, advertise to local community, partners, Champions

Support people with lived experience to apply

Applying for funding and organising an event can be daunting and off putting so we have to be ready to provide support.

Create a diverse assessment panel which includes Champions

Ensure you have a diverse assessment panel, which includes Champions. You can also get buy in from partners by inviting them to sit on the panel

Arrange dates for Champions Assessment Panel Meetings/Set application deadlines

Setting dates in advance enables panel members to be available to attend. It also helps Champions to work towards a deadline.

Administer the Assessment Meeting

Ensure applications are checked by the coordinator to ensure nothing has been left out. Make sure applications are sent to the panel members in good time before the panel meets.

Provide feedback to applicants/ Create pre-payment card

Provide prompt feedback to applicant, ensure they're a registered TTC Champion and create their pre-payment card

Request evaluation report and receipts

Ensure they complete an evaluation report on their activity and provide receipts covering all the spends in their budget

Champions Fund – Things to Consider

Launch and market the Champions Fund

How can I reach people with lived experience?

What support do I need to provide Champions in order to apply?

Do publicised dates help Champions to work towards specific deadlines?

How will you promote the key Time to Change message is to challenge stigma and discrimination?

Recruiting and running assessment panels

Do I have a good mix of people on the panel?

Do I have Champion representation?

What will be the role of the assessment panel?

Does the panel have an understanding of mental health stigma and discrimination?

Will it fully assess all applications? Or will it assess the coordinator's recommendations?

Will the panel score and assess applications before the meeting so that the meeting will focus on comparing scores, approving or asking applicants to make amendments to their applications?

Assessing the Application

Is Social Contact at the forefront of the event?

How will they ensure that there are sufficient numbers of people with lived experience to take part in social contact conversations?

How will they ensure that people without lived experience will be there?

How will discussions around mental health stigma and discrimination be facilitated?

How will you ensure the activity is intended to challenge prejudicial attitudes to mental health and not wellbeing?

Communication with Champions

Who will feed back to Champion applicants?

How quickly will the decision be communicated?

Expectations

Champions need to utilise the resources as they have proposed in their application, how will this be reinforced?

Do Champions know they have to report back to you in their activity evaluation?

How will you ensure receipts are provided by Champions?

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