



# Recovery Devon Development Fund

Guidance Notes 2022



Recovery from mental ill-health is a different journey for everyone. Our aim is to support people in their recovery journeys, and create new opportunities for recovery in Devon.

**Do you have a small project idea that helps this aim? Are you uncertain about how to make it happen? Then we want to hear from you!**

## Purpose:

To make small amounts of funds available to individuals and organisations wishing to carry out a recovery-based project, activity or research.

The Recovery Development Fund is particularly suitable for those who may not have run a project before and those who may struggle to secure funding from established sources. You may apply if you are a service, established group or project, informal group or individual.

## How much?

Each successful application will be allocated funding dependent on project needs. Funding can range from £50-£750.

## What constitutes a recovery-based project, activity or research?

Projects, activity or research must be based in Devon or, if part of a wider region, have a Devon-based component.

All successful applications will demonstrate an understanding of the recovery approach and will adhere to recovery values and principles throughout. For information on the recovery approach and values and principles *please refer to our website here*.

## Example Projects

Suitable applications could be for art-based projects or activities such as a short animation or video, a music-based project or creative writing.

An application may be made to run a community event at a school, college or village hall.

An example of a research project could be to conduct a survey of the community's attitudes to mental well-being and recovery.

*You can see some of our past projects here* which may help give you ideas.

Projects will need to involve the wider community and be able to measure their impact in terms of people reached.

Projects will also need to consider how they are promoted and publicised. The Recovery Exchange and Recovery Devon's social media channels may be used for this purpose.

## Timescale

This year we will run a fund for Summer, and Winter. If your project is better suited to outdoor or indoor activity, consider applying as appropriate.

**SUMMER Applications Open 21st Feb 2022. Due by 4th April. Winners are announced on 9th May.**

**WINTER Applications open 1st Aug 2022. Due by 1st Sep. Announced TBC**

In some cases we may request further information. Projects will be expected to run within 6 months of a successful bid. However, we are flexible and request only that you inform us of when

# Recovery Devon Development Fund GUIDANCE NOTES

the project will run, and why it must be outside our requested dates if applicable (e.g. if a seasonal or longer piece of work).

The Recovery Development Fund committee will offer assistance to those applicants where it is felt additional information or clarification is required.

Once funding is agreed, release of funds is dependent upon a signed project agreement outlining each party's responsibilities. Recovery Devon will provide a template for this.

## How will the fund be administered?

Depending upon the nature of the project we may provide the funds in one sum, or split into two payments; one at the start and one half-way through the project.

In order to continue to provide the Development Fund we need to show how the money is helping Recovery in Devon. We request that each project provides evidence such as reports, photo's, quotes from participants or other suitable outcomes. Should a project fail to provide evidence we may withhold funds.

Recovery Devon has a limited capacity to assist and support project applications. A mentor may be assigned to your project if requested, to provide some basic advice and act as a point of contact.

Projects must highlight Recovery Devon as a funder. Access will be given to Recovery Devon branding if required.

Recovery Devon will retain perpetual rights to use evidence submitted by projects to publicise its work and future Development Fund rounds.

## What We Will Fund

**This year the theme is Loneliness.** While we accept all applications, priority will be given to those which have a direct impact on loneliness.

We will fund reasonable expenses incurred by applicants and any volunteers. Fees for tutors, facilitators etc.

Funds may be used to purchase or hire equipment, although the benefit must be clearly explained and justified.

Funds have previously been used for: Gardening equipment for a community garden; venue hire; producing handbooks and supportive guides; music workshops; IT equipment; musical instruments; art materials; software.

Essentially we take each project on its merits and try to be flexible so that we may support interesting, creative or challenging projects.

In all cases receipts and invoices must be kept and presented to Recovery Devon to evidence work done.

## Recovery Development Fund Celebration Event

Recovery Devon hosts an annual celebration event where each project presents their work to other projects, the Recovery Devon team, Devon Partnership Trust staff (DPT fund Recovery Devon) and invited guests.

The celebration event will usually be held in October or November, either online or in person.

# Recovery Devon Development Fund GUIDANCE NOTES

## Guidance for completing the application

<b>What does Recovery mean to you?</b>
We use Recovery in its sense of being an approach to mental wellbeing. If you are not clear as to what recovery means, our website has a wealth of information.
<b>Brief outline of your project</b>
Tell us what is actually going to happen on the project: what will participants actually do, how often and why? For example 'We will meet once a week for two months (8 sessions) to write poetry focussed on mental health. We'll then discuss the poetry with the aim of creating a safe place to talk openly.' If buying equipment, tell us how that equipment will be used.
<b>How does your project create opportunities that align with Recovery values and principles?</b>
Tell us how the activities you describe above will align with recovery values and principles, aid the recovery of participants, support recovery in the community or otherwise support recovery for a group of people. Why do you think your project is necessary or important for the participants or local area? How might your project evolve into something long-term?
<b>Who will benefit from your project?</b>
Tell us who will participate in your project, and briefly why you wish to support this group. Is there a lack of similar opportunity, are the people you wish to support especially vulnerable, why have you chosen this group to take part?
<b>How will you find, recruit or engage people for your project?</b>
Actually getting people to join in is often the most difficult part of a project. How will you let people know about your activity, how will you encourage them to engage?
<b>How will you ensure the safety of participants (including COVID considerations)?</b>
You will probably be working with vulnerable people. If your event is public, or involves risk, do you have insurance and/or enough helpers to keep everyone safe? If you are planning a physical activity such as cycling, swimming, climbing etc. – how will you keep people safe? If you are planning an activity in which people may discuss their mental health, how will you protect them, and possibly yourself, while talking through often painful and triggering subjects? Do you have an 'exit plan' so that people do not leave while still triggered or vulnerable? How will you approach and be flexible to changing COVID guidance?
<b>What skills, experience or qualifications do you have to run this project?</b>
We wish to support people who may never have run a project before, therefore there are no required or minimum skills or qualifications. However, we need to know that you are properly prepared and able to manage the project you wish to run. Tell us how you will manage, why you believe you can run this project, and outline any support you have in place for yourself during the project.
<b>Outline how the money will be spent.</b>
Where possible, give an outline of spending. For example £50 stationery, £150 volunteer expenses, £100 advertising. We don't need too much detail (like exactly which items of stationery).

# Recovery Devon Development Fund GUIDANCE NOTES

How will you measure outcomes or demonstrate success?

In order to secure money to run this fund, we have to show how our work, your projects, are creating opportunities for recovery and improving lives in the community. How will you gather evidence of your work and it's outcomes to show what your project has achieved and how it has benefitted participants?

How will you contribute to our celebration day?

At the end of the year we bring all the projects together: to share what we have learned; to help people meet each other and perhaps form partnerships for future work; to showcase projects and outcomes and to hold enjoyable activities. How might you help make the day enjoyable for everyone?

Completed Applications should be sent to:

[hello@recoverydevon.co.uk](mailto:hello@recoverydevon.co.uk)

Or call for postal details: 07840 506010

*If you would like further guidance, please get in touch with the Community Development Worker in your area.*

**Em- Teignbridge/Torbay/South Devon-**

07840 506010 or email [em@recoverydevon.co.uk](mailto:em@recoverydevon.co.uk)

**Sami- Exeter/East Devon**

07840 506011 or email [sami@recoverydevon.co.uk](mailto:sami@recoverydevon.co.uk)

**Jody- North Devon**

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