**Request for Applications to Bid for a Grant to Support the Mental Health and Wellbeing of LGBTQ+ Children and Young People**

Please take care in reading this document in particular the grant requirements; in the event of any questions or queries in relation to this request for applications please contact the buyer via the method stated below:

* Email: Kathy.Hartley@peterborough.gov.uk
1. SCOPE OF THE REQUIREMENT

2.1 Cambridgeshire County Council has identified the need for mental health wellbeing support specifically children and young people identifying as LGBTQ+

2.2 We are seeking to provide grant funding to a provider who has extensive experience and engagement with LGBTQ+ children and young people to support them with their mental wellbeing.

2.3 The provider must be able to demonstrate an understanding of the mental health and wellbeing needs of LGBTQ+ children and young people (CYP) as well as the current gaps in community based service provision.

2.4 On the basis of filling the requirements set out in 2.2 and 2.3, we welcome proposals that provide solutions to the mental health support needs for LGBTQ+ CYP. These solutions could build on or extend existing work, be innovative, include co-production, peer support and holistic enrichment opportunities.

2.5 As the provider will be working directly with children and young people they will need to ensure that all staff members/individuals working with the children and young people have DBS checks.

2.6 The chosen provider will need to factor in evaluation and impact of the programme of work proposed on the mental wellbeing of LGBTQ+ CYP

2.7 The grant agreement must commence by the end of March and therefore programmes of work that are in a position to start immediately will only be considered.

1. Grant Requirements

Requitements of the recipient organisations:

* Grant aid will only be considered for Cambridgeshire based projects and/ or the activities must be wholly or principally for the benefit of Cambridgeshire residents.
* The recipient organisation must have a democratic governance structure and a bank account and must be able to demonstrate that it can manage its affairs effectively
* The recipient must be able to demonstrate that its policies and procedures comply with the Council’s Equal Opportunities Policy
* The recipient must comply with all relevant laws and regulations
* The recipient must maintain appropriate insurance cover

Use of funding:

* The grant must only be spent for the approved purpose
* The Council must have a right of audit access to all relevant information held by the recipient organisation.
* Where grant funding is not used for the approved purpose and in line with grant terms and conditions, or where the grant agreement is not complied with, the recipient will be liable to repay some or all funding received to date, at the discretion of the Council.

Financial Requirements:

* The recipient must treat the grant as a restricted fund in its accounts and maintain separate accounting records of how the money has been spent. These records and the relevant receipts must be retained and made available to inspection by the Council on request.
* Grants cannot be used to replace money already spent, or to cover items or services already bought.
* Grant monies will only be paid via bank transfer and will not be paid to a personal bank account.
* The recipient must commit not to cross subsidise or duplicate funding and must make the council aware of all other funding received- the council will monitor this through regular reporting from the recipient
1. Location

Meetings will be conducted mostly via TEAMS. Where in-person meetings are necessary these will be conducted either at the Authority’s premises in New Shire Hall, Emery Crescent, Enterprise Campus, Alconbury Weald, Huntingdon, PE28 4YE or an agreed alternative location.

Term

The grant is for a twelve month period commencing before the end of March 2023.

The Commencement date and dates will be agreed by the grant manager and the successful provider once final terms and schedule has been agreed.

1. Value

The Council will be granting £30,000 to the successful applicant. A plan of how this money will be used is expected.

1. CORPORATE POLICIES and Codes of Practices

The Successful Bidder must have the appropriate systems, policies and procedures in place to execute the services in a safety and in a secure manner. The Council will expect that the Successful Provider will follow and/or adopt the best practice within the Industry where possible.

1. Monitoring and Review of Grant Usage

· The Council will require review and monitoring meetings to be held with the recipients of the grant at a frequency agreed upon the award of the grant.

This will be to monitor, discuss, but not limited to:

* how the programme of work is performing
* any issues that have arisen
* the desired outcomes are being achieved

 A written grant monitoring framework will be developed, which sets out the monitoring activities which will be undertaken by the Council to verify that grant usage is appropriate.

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1. Subcontracting Arrangements

The successful organisation must notify the Council of any sub-contracting arrangements in relation to this grant agreement.

1. External Communication
* All communication with Stakeholders such as Councillors, local MPs, and members of the public, in relation to this grant, will take place through the endorsement of the Council
* The successful applicant should make contact with the Grant Agreement Owner of the Council regarding policy matters.
* The successful applicant will assume responsibility for day-to-day management of routine external communications affairs, reserving to itself only those matters it regards inappropriate for the Provider to address. Guidance in this respect will be given by the Council.
* The use of the Council’s Logos or name will be at the discretion of the Council and the grantagreement owner. Any request shall be made in writing and state the reasons for the use.
1. Exit Strategy at End of Grant
* The successful provider agrees to provide an end of grant report that includes an evaluation of the impact the funding has had on the mentla wellbeing of LGBTQ+ CYP
1. Modern Slavery, Child Labour and Inhumane Treatment

Tackling modern slavery requires everyone to be vigilant and active in addressing this issue effecting our communities. The Council will expect, as a minimum, that all Bidders comply in full with the Morden Slavery Act where necessary, and have in place sufficient policies, procedures and Systems (including Training awareness).

1. Data Protections and General Data Protection Regulations

The Authority will require all bidder to ensure full compliance to the Data protection and General Data protection laws and Regulations.

1. Grant terms and conditions

The Council uses its own Standard T&C model grant templates for all their grants below £100,000.