**Request for Applications to Bid for a Grant to produce a targeted LGBTQ+ Mental Health Awareness Media Campaign**

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 Quotation (RFQ), 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 a mental health campaign targeting LGBTQ+ children and young people.

2.2 We are seeking to provide grant funding to produce a targeted mental health media campaign aimed at LGBTQ+ children and young people.

2.3 This media campaign will create awareness for LGBTQ+ children and young people who are not accessing mental health services by signposting individuals to services, information, and support. The campaign will also create advocacy amongst peers and other groups such as parents and carers.

2.4 The campaign and marketing approach will be co-produced with the audience described above including the segmentation of audiences, behavioural insights, influencers, understanding language use and the mediums and channels that will be used for the campaign.

2.5 As the provider will be working directly with children and young people to co-produce this media campaign, the provider will need to ensure that all staff members/individuals working with the children and young people have DBS checks.

2.6 Whilst not limited to these mediums, highly shareable content is desirable such as video, infographics, and images.

2.7 The chosen provider will lead on key elements of the campaign such as providing expert insight, co-production and the delivery and dissemination of the campaign.

2.8 The grant agreement will commence at the beginning of March to allow for initial set-up of the campaign including co-production arrangements, insights, and production of materials.

2.9 Delivery of this project will be fulfilled to coincide with the wider mental health week campaign that commences on the week beginning 15th May and be delivered for the rest of the month of May.

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

Due to current Covid-19 precautious – most meetings will be conducted via TEAMS. Where in-person meetings are necessary these will be conducted within the Authority’s premises in New Shire Hall, Emery Crescent, Enterprise Campus, Alconbury Weald, Huntingdon, PE28 4YE.

1. Term

The grant should be used within a three (3) month period commencing at the beginning of March 2023. The delivery of this project will tie in with mental health week on the 15th May 2023 and be delivered for the rest of the month of May.

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 £20,000 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:

* Milestones and outcomes are being achieved
* Any issues arising
* A final breakdown of how the funds were spent and the impact of the work undertaken

Continuation of the grant will be dependent on the reviews being satisfactory with special regard to service levels:

* meeting project deadlines.
* Attending meetings when requested

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 grant agreement owner. Any request shall be made in writing and state the reasons for the use.

1. Exit Strategy at the End of the grant

* The successful provider agrees to provide an end of grant meeting where an end of grant report will be presented that includes an evaluation of the impact the funding has had on mental health awareness amongst LGBTQ+ children and young people
* This meeting must take place within two (2) months prior to the end of the grant, but not in the final week of the grant.

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.