

Hints and Tips for Smile Together Bidders

We have put together a list of points that you might find useful. Not everything applies to every bid. Please feel free to ring Carol on 0203 228 2441 if there is anything else you need to know.

Remember, there should be a mental health connection to your bid!

For everybody

Check we have got your bid

We will acknowledge receipt of your bid, so if we do not respond we may not have got it. It is usually safest to make your submission by e-mail. If you don't get a response, please contact us to find out what has happened. If we do not get a bid we cannot consider it!

Ask and involve those who will benefit

Bids are always more successful if the people who will benefit are involved right from the beginning. We would prefer people to send in their own bids, with help if necessary.

Exclusions

We have now excluded the purchase of IT equipment (computers) for use in SLaM. This is managed via the ICT department and what looks like a simple computer purchase involves licenses and service agreements. Such a project will waste your time and fail in the end.

We are also excluding personal holidays because such bids are invariably unsuccessful.

Don't be greedy

We are working with a smaller budget so we will not be able to give so many grants. As a result we are asking groups not to put in lots of bids – why not just put in one or two really good ones?

Individual bidders – don't ask for more money than you need, it cuts down the amount of funding available to others.

Time

Please consider how much of your time a project will take to run, and how you will fit it into your schedule. If you are expecting other people to do most of the work, check with them too.

What does your manager think?

Staff should confirm that their managers know about the project and agree to make time and space available for it.

Space

If you are ordering equipment or other items, consider where they will be stored. This is particularly important if it needs to be in a user-accessible or secure area.

Consider too whether there might be any restrictions on the use of the equipment – for instance training for the people using it, safety equipment such as cycle helmets, or a requirement for supervision. Have you included this in your project?

Permission to use area

If you are planning a project in a public space, make sure the authorities are not going to have any objections.

Service user payments

If you are a staff member organising a project, the best way to pay service users who are in receipt of benefits is via the Service User Involvement Register. They will manage all issues relating to taxation and to making payments at a level which will not affect the benefits. Please contact them to find out what rate you will have to pay for the activity you have in mind.

Avoiding disputes on the day

If you are organising an event, let people know in advance what is paid for and what they will have to contribute to. This will help prevent unpleasant surprises and unwelcome comments afterwards.

Contingency and changes

Things do not always run smoothly – a key service user could get ill, a staff member might leave, or somebody else could let you down. Have you thought about what you might do if something goes wrong?

If you need to make changes to your bid after it has been approved, please contact Carol.

The Bids team are always willing to be flexible, but we cannot find more money and you must run your project within the bids period, i.e. by the end of September 2019.

If you are moving on mid-bid, please make sure you hand the bid over to somebody else who can (and is willing to) manage it and, again, let Carol know.

Feedback

We need your feedback, and photos are always welcomed.

A report form will be provided.

Thinking ahead

How might you keep this project running once your Bid money has run out?

For instance, if you are asking for a series of sport coaching sessions, is there a local league or club that would welcome new members so that people can keep on playing? Or if you want to buy a big piece of equipment, is there a local budget that can cover future upkeep? Innovative ideas are always welcome.

Can we help with publicity?

Events can be publicised through the Members Bulletin and SLaM e-News (for staff). Contact

carol.stevenson@slam.nhs.uk for the Members Bulletin and communications@slam.nhs.uk for the SLaM e-News.

For non-staff bidders:

Spending the money

You will need to keep receipts for all your Smile Together expenditure to send to the Smile Together team.

Please remember to keep **all** your receipts (or copies) because we need them. Money for which there are no receipts will need to be repaid.

Taxation obligations

You are required to declare any money which is paid to you for services or expertise to the tax authorities and to the benefits authorities.

Insurance

You are advised to make sure you have insurance to cover your activities, especially if you are running a course or activity to which groups of people are invited. Established groups will have their own insurance, but please check your planned activity will be covered.

For staff bidders

Claiming your money

Please send your receipts together with your bid number to finance@maudsleycharity.org

We will not be letting you have money before you spend it.

And finally – what you can do for us

The Smile Together scheme is run by the governors of South London and Maudsley NHS Foundation Trust (SLaM) and financed by the Maudsley Charity. Please acknowledge the source of the funding on any publications for your project. We can supply a logo.

We would also be grateful if you could spread the word about SLaM membership and we can let you have membership leaflets.

If you need more help, please contact Carol on 0203 228 2441 or carol.stevenson@slam.nhs.uk