

VOICES FROM THE FRONTLINE

Application Guidance

In this section you will find all the questions from the online application form and guidance to help you answer these. You can save and return to the form at any time.

APPLICATION QUESTIONS	GUIDANCE
<p>Contact Information</p>	<p>Provide basic organisation information and details of the lead contact for the application.</p>
<p>Question: Select which of the four Rosa pillars most closely fits your area of work:</p> <ul style="list-style-type: none"> • Economic Justice • Health and wellbeing • Leadership and Representation • Safety 	<p>Your work must fit into one of Rosa’s four pillars. These pillars underpin the issues facing women and girls today. Read more about Rosa’s four pillars here.</p> <p>You may feel your work is relevant to more than one pillar, but please select the one that best fits your organisation’s work.</p>
<p>Question: Which of the following best describes the specific women you are most focused on helping (you can tick up to 3 that best apply).</p> <p>Women and girls that are:</p> <ul style="list-style-type: none"> • Homeless • Refugees and seeking asylum • LGBT • BME • Elderly • Disabled • Survivors of gender violence • From low income backgrounds • Other (please specify) 	<p>We aim to address the critical needs of women and girls that miss out most. We therefore welcome proposals from organisations that support disadvantaged groups.</p> <p>If the women you focus on helping is not listed here please select other and specify the women you support using the form.</p>
<p>Question: Where did you hear</p>	<p>Please tell us how you found out about the programme. You can</p>

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about Rosa's Voices from the Front Line programme?

choose from the following options:

- Press
- Twitter
- Facebook
- Rosa Newsletter
- Organisation
- Word of Mouth
- Other

Eligibility Questions

Applicants that meet the following criteria are eligible for funding:

- You are a women's sector organisation. Rosa defines 'women's sector organisations' as those which have a key objective of working with women and girls and where the majority of beneficiaries of the organisation as a whole are, and always will be, women and girls. We will review your organisation's constitution, website and management committee in light of this.
- You have been active for at least one year and can produce annual accounts for a whole year.
- You are a charitable organisation- your organisation need not be a registered charity, but your activities must be charitable and legal.
- You have a written governing document, such as a constitution or set of rules.
- You have a governing body with at least 3 unrelated members
- You have a UK- based bank or building society account in the name of your organisation
- Your bank or building society account has at least two unrelated signatories
- The work for which you are seeking funding has not already taken place
- The work for which you are seeking funding does not promote religious belief
- The work for which you are seeking funding will take place in the UK
- The work for which you are seeking funding does not have a party political nature
- You are not requesting funds to purchase or upgrade physical assets such as buildings or equipment

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<p>Question: Where there are others in your area submitting applications for similar work, we would like to share your contact and details of your grant proposal so that you can explore opportunities for partnership. May we do this? Yes/ No</p> <p>If you do not agree, please provide reasons (max 100 words)</p>	<p>In some cases, where organisations are delivering similar activities in close geographical areas, Rosa may suggest that applicants form a partnership to strengthen their proposal for funding and their overall local impact.</p> <p>If this is something you do not agree with, we are interested for future partnership work to understand why.</p>
<p>Question: Please list all your board members i.e. your Trustees/Directors/Management Committee and provide a short biography for key members.</p> <p>Question: Please state how many of those on your board are women and girls.</p>	<p>Please provide a brief one or two line biography for key members, particularly your Chair. We would like to know about the skill and experience of those governing your organisation.</p> <p>We are also interested in seeing what proportion of your board are women and girls and would expect this to be a clear majority. If this is not the case please provide a brief explanation.</p>
<p>Question: We would like to keep in contact with you through our newsletter where you will be advised of future funding and networking opportunities. If you would like to stay in touch please select yes.</p>	<p>Rosa champions initiatives that benefit women and girls in the UK. We would like to keep you up to date about future funding programmes and networking opportunities. If you are happy for us to stay in touch please select <u>yes</u>.</p>
<p>Video Upload</p> <p>Please attach a two minute video outlining your ambitions for use of the funding.</p>	<p><u>Please note this is an essential element of the application. Applications submitted without a video will not be considered.</u></p> <p>The film should feature the woman/women in your organisation who will benefit as a result of the project.</p> <p>We will not be awarding funding based on the quality of your video.</p>

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A video made on your 'phone will have the same chance of success as a polished, professional video as long as we can hear and see you. We are looking for applicants who demonstrate a good knowledge of the issue(s) they are hoping to address and a clear understanding of the way in which their organisation's advocacy strategy will lead to change.

Please ensure your video captures your passion for your work. We are seeking applicants with ambitious goals and strong focus.

Please focus your video on the following four questions:

- What do you want to change?
- Who has the power to make that change?
- How can you influence those with the power to change?
- How much are you asking for and how will you spend your grant?

Applicants will be shortlisted according to the clarity and credibility of their plans and to ensure a diversity of applications including across the following three areas:

- Geographical spread
- Rosa's four pillars: leadership and representation, safety, health and economic justice
- New and innovative or tried and tested approaches

Please remember that the video must be no longer than 2 minutes in total – **any footage after 2 minutes will be completely disregarded.**

Please note that there is a 25 MB upload limit. If your video exceeds this limit please upload your video to a hosting website and paste the link into the box provided on the form.

If you experience problems uploading your video please email info@rosauk.org for further guidance.

Attachments

As part of the assessment process we will carry out a number of due diligence checks to assess the appropriateness of potential

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- 1. Please upload your most recent annual signed report and accounts (if your most recent accounts are not yet ready please provide draft or management accounts signed by your Chair or CEO).**
- 2. Please upload a copy of a bank statement from within the last 3 months.**
- 3. Please upload a copy of the governing document for your organisation.**

grant recipients. This includes assessment of financial stability and governance structures.

Please provide all of the requested information.

Your bank statement should show your account name and number as well as recent transactions and account balance.

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Voices from the Front Line: Creating your Video

1. What should I include in my video?

We will not be awarding funding based on the quality of your video. A video made on your 'phone will have the same chance of success as a polished, professional video as long as we can hear and see you. We are looking for applicants who demonstrate a good knowledge of the issue(s) they are hoping to address and a clear understanding of the way in which your activities will lead to change.

Please ensure your video captures your passion for your work. We are seeking applicants with ambitious goals and strong focus. Please focus your **two minute** video on the following four questions:

- What do you want to change?
- Who has the power to make that change?
- How can you influence those with the power to change?
- How much are you asking for and how will you spend your grant?

Applicants will be shortlisted according to the **clarity and credibility** of their plans and to ensure a diversity of applications across the following three areas:

- Geographical spread
- Rosa's four priorities: leadership and representation, safety, health and economic justice
- New and innovative or tried and tested approaches

2. How can I shoot a video?

The application process is designed to be quick and easy, *please* don't waste resources on producing an amazing video, as applicants will not be judged on their technical excellence. However, it is important that our panel are able to hear and see you. You can submit footage filmed on a smart phone, webcam, or camera.

You may wish to consider the following tips to ensure a clear application:

- **Stability:** if you're filming on your 'phone you can prop it against a weighty object, such as a glass, rather than holding it in your hand where it will shake.
- **Angle** - try to film in landscape (lengthwise) as when you upload the video, you'll find that portrait mode leaves black bars on either side of the footage.
- **Lighting** – ensure the room you are filming in is well lit
- **Sound** - sound is a hard to correct after filming. The audio on a phone isn't great, so please ensure you film in a quiet space
- **Editing**- both Youtube and Vimeo have basic editing once you upload the footage, so you can trim that footage of you propping up your phone and turning it off at the end.

Once you have shot your video, you can either plug it in to your laptop and drag the footage directly from the phone to your computer or simply email it to yourself and download it.