

Justice and Equality Fund Programme One – Advice and Support

Application: information to be provided

QUESTIONS	GUIDANCE & TIPS TO ANSWERING QUESTIONS
Basic Information	
Contact Information	<p>Provide basic organisation information and details of the lead contact for the grant proposal. Please note that the email address you provide should be for the main contact of the applicant organisation and will be used by Rosa to communicate with applicant. The contact provided should be an employee or long-term volunteer who is able to handle telephone and email enquiries from Rosa, should they arise.</p> <p>We also ask where you heard about the Justice and Equality Fund for marketing purposes.</p>
Eligibility	
Eligibility Questions	<p>Applicants that meet the following criteria are eligible for funding:</p> <ul style="list-style-type: none"> • You are a women’s sector organisation run both by and for women. Rosa defines ‘women’s sector organisations’ as those which have the principal 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 at Stage 2 • 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 applying has a national reach (<i>please note we will be looking to see how your organisation is able to genuinely reach across the nation(s) you cover</i>). • 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 beliefs • 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 • The work for which you are seeking funding is not work that is, or should be, provided by statutory organisations. • You are requesting funds primarily for revenue costs.

Your organisation

<p>Question: Please describe what your organisation (and any partners) does and how your group fits Rosa’s definition of a ‘women’s organisation’. (No more than 200 words)</p>	<p>Rosa defines ‘women’s sector organisations’ as those which are run by for and with women. This means your organisation should have the principal objective of working with women and girls and where the majority of the organisation’s beneficiaries are, and will always be, women and girls. As a women’s organisation your answer should clearly convey how your organisation seeks to advance gender equality/women’s rights. Be as specific as you can about:</p> <ul style="list-style-type: none"> a) what you exist to do/achieve (your aims), b) what you do (your activities) c) who it is for (your beneficiaries) <p>Within your answer we are keen to see how your organisation empowers women.</p> <p>If this is a partnership application you should also include some detail about what you partner(s).</p> <p>Please state if your group works with other beneficiaries as well as women and girls.</p>
<p>Question: Which of the following best describes the specific women you are most focused on helping (Tick all that 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 below.</p>
<p>Question: Who does your organisation work in partnership with or go to for advice – please detail up to three organisations and your relationship with these? (No more than 200 words)</p>	<p>We want to understand how connected your organisation is and the value you place on forming external relationships. You may also use this as an opportunity to provide additional detail about any partners directly related to the request</p>
<p>Question: How many years has your organisation been active in your community?</p>	<p>We want to know how long your organisation has been operational.</p>

<p>Question: How many full time and part time paid staff do you have in your organisation.</p>	<p>Please only provide details of paid staff. A full-time staff member usually works 35 hours or more each week.</p> <p>For example a staff member working 20 hours paid work and 15 hours voluntary work per week would be classified as part-time.</p>
<p>Question: How many regular volunteers do you have supporting your work?</p>	<p>A regular volunteer is someone who volunteers at least once a month. Please do not include trustees/ management committee members.</p>
<p>Question: Please state how many people sit on your governing body/board/management committee, state how many are women/girls then list all your board members.</p>	<p>Please only list those who are members of your governing body i.e. those that take overall responsibility for your organisation such as Trustees/Directors.</p>
<p>Grant Proposal</p>	
<p>Question: Is this grant proposal to be delivered in partnership with another organisation(s)?</p>	<p>See programme guidance and help text in the following question.</p>
<p>Question: How would you use a Justice and Equality Fund grant from Rosa and why is this money needed now? (No more than 400 words)</p>	<p>Please be very specific about the work you would like to fund, including:</p> <ul style="list-style-type: none"> a) what will happen, b) how you will reach women right across the nation(s) you are working in, c) what staffing will support this work, d) who will benefit, e) where the activity will take place, f) how it will be delivered, g) when/over what period and h) how frequently. <p>Please also ensure the role of any partner(s) in this work is clear. We expect you to have fully consulted partner(s) with regard to this proposal and that you have an agreed framework for partnership working on this project. We will also be looking to see that partnerships are stable. We are likely to contact you to discuss this further if you are shortlisted</p>
<p>Question: Please provide a 25-30 word sentence of your grant proposal outlined in your response to the previous question.</p>	<p>This summary will be the initial reference point for the grants panel and others reviewing applications. Please be as concise and specific as possible about what you are planning to do, for whom and where. Should you be successful in your application, it is this sentence that Rosa is likely to use to publicise the grant.</p>

<p>Question: Why do you want to take this approach to the work you are proposing? (No more than 100 words).</p>	<p>We want to understand the reasons why you decided to propose a particular course of action. You may wish to highlight any consultation work or research you have done (always provide sources of any research or statistics quoted). You may also wish to frame a response highlighting the wider context of your work.</p>
<p>Question: What do you expect to learn from this work and how will you know you have made a difference? (No more than 100 words).</p>	<p>We want to understand the difference you hope to make and the learning you hope to gain through this work. We also want to know how you will measure this.</p>
<p>Question: Please tell us about your organisation's track record in this field - you may also wish to highlight any partner organisation(s) track record. (No more than 100 words).</p>	<p>We want to learn about your organisation's achievements in this field and why you are best placed to deliver. You can also highlight the skills and experience of your organisation and/or those within your team</p>
<p>Grant Request</p>	
<p>State the total grant request</p>	<p>Grant requests must be between £25,000 and £200,000</p>
<p>We would like a detailed breakdown of how you would spend the grant. The total figure for this budget must be the same as the amount requested. The grant can be spent over a one to three year period which you should have stated within the description above. We expect your budget to cover mostly revenue costs which can be for new work or an extension of existing work. Please enter whole numbers only.</p> <p>Budget Line:</p> <ul style="list-style-type: none"> • Salary costs • Costs relating to volunteers • Costs relating to staff development • Other direct costs • General running costs • Any other costs (please explain) 	<p>Please use the comments section next to each area of cost to list the specific person, project or activity you will fund. Always show your working out e.g. Salary Costs: Project Coordinator @ £xx p/hr x 7 hrs p/wk x 104 wks + on cost @ £xx. Please use the cost calculator to check your total costs are the same as the total amount requested.</p> <p>Please note: Rosa is committed to supporting voluntary sector organisations pay the living wage. Grants made towards staff costs will be paid a minimum of a Living Wage where possible.</p>

Attachments

- 1. Please upload a signed copy of the governing document for your organisation**
- 2. 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 Treasurer)**
- 3. Please upload your organisation's budget for the current year**
- 4. Please upload a copy of a bank statement from within the last 3 months**
- 5. If your application is for work with children or vulnerable adults, please upload a copy of your safeguarding policy(ies)**

As part of the assessment process we will carry out a number of due diligence checks to assess the appropriateness of potential grant recipients. This includes assessment of financial stability and governance structures.

Please provide all of the requested information.

Your organisation's budget should detail sources of predicted and secured income as well as confirmed and anticipated expenditure. (See example below).

Rosa takes safeguarding very seriously and as such we expect **all** applicants are required to provide a robust safeguarding policy.

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

