



THE UK FUND FOR
WOMEN AND GIRLS

imkaan

COVID 19 Emergency Fund for BME Women's Organisations

Application Guidance

Rosa (the UK fund for women and girls) and Imkaan (a membership organisation dedicated to addressing violence against BME women and girls) have collaborated to create a Covid 19 emergency fund specifically for BME women's organisations that **address violence against Black and minoritised women and girls i.e. women and girls which are defined in policy terms as Black and 'Minority Ethnic' (BME).**

We know that BME women's services who are on the frontline supporting women and children, are severely impacted by the lack of resources to meet current demand. BME services have also experienced exceptionally high demand during this period as they are supporting multiple intersectional need (this means the overlapping and varied experience of discrimination that BME women face based on factors such as race, class and gender). This fund aims to provide financial and non-financial support to help meet the direct and immediate needs of specialist organisations run by for and with BME women/girls.

Rosa will manage the process of making grants and Imkaan will support the grant-making and provide a package of ongoing support to grantees throughout the life of the grant.

Please note that this is a closed fund which means that applications can only be made by organisations that have been specifically invited to apply.

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Registered Charity No: 1124856; Company Limited by Guarantee No: 6598018

Emergency Grants

These grants aim to help meet the immediate and direct needs arising from the Covid 19 crisis for BME women's organisations addressing violence against women and girls (VAWG).

It is important to remember that this is an 'emergency response fund' and not a 'sustainability fund'. We do however recognise that organisations will be reflecting on how they can adapt to continue their work in the longer term. Rosa and Imkaan will continue collaborating to think about longer term sustainability for BME women's organisations addressing VAWG.

There are some very basic eligibility criteria to meet, and there are two types of grants available through this fund. You will need to decide which grant is most appropriate for you to apply for (applicants cannot apply for both grants).

1) Grants for BME women led refuge providers

Refuge providers must be led by BME women which specialise in ending violence against women and girls (VAWG) and where VAWG forms the main purpose of the organisation.

Grant size: Up to £35,000

Funding period: Up to 12 months

Aim: To provide support primarily for small and medium sized BME women led refuge providers to help cover costs directly associated with providing increased or adapted services during this period. We encourage organisations to consider what it will take to run your refuge service when considering what to apply for.

Examples could include: purchase of IT and other digital equipment to support reshaped services during this period, costs already incurred as a direct result of the Covid-19 crisis to support women and children, cost of clinical supervision for staff, operating costs associated with refuges, core costs, increased expenses, sundry and related costs, additional costs associated with service delivery in these times.

2) Grants for BME women led organisations providing ending VAWG services

Ending VAWG work could be a service within a BME led women's organisation where other services are also delivered. Critical to providing ending VAWG services, whether in whole or in part, the organisation is BME led and provides women-only safe space to service users to access support.

Grant size: Up to £20,000

Funding period: Up to 12 months

Aim: To provide support primarily for small and medium sized BME women led organisations, to help cover costs directly associated with providing ending VAWG services during this period.

Examples could include: *therapeutic support (individual and group), individual support, welfare and advocacy support. Other types of support costs will, of course, be considered.*

Retrospective costs: we will consider applications to recover costs that have already been incurred as a direct result of the Covid 19 crisis, for example costs of additional IT or PPE (personal protective equipment).

Small and medium sized organisations: We will prioritise funding for small and medium sized organisations i.e. those with an annual income of around £500K or less. We realise that organisations can sometimes experience unusual 'spikes' in income which may take them significantly above this funding level. However, we will look at applicant's income over the last three years to make a more accurate assessment.

How much can I apply for?

- Grants of up to £35,000 are available for a period of up to 12 months for BME women led refuge providers.
- Grants of up to £20,000 are available for a period of up to 12 months for BME women led organisations providing ending VAWG services.

Who can apply?

If you meet **all** of the following requirements, you can apply for a grant:

- Your organisation is non-profitable and run predominantly by, for and with BME women and/or girls. You do not have to be a registered charity, but your activities must be charitable, legal and for the benefit of BME women.
- You have a written governing document, e.g. 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 2 unrelated signatories.
- You have been active for at least one year and can produce annual accounts for a whole year.

- You have an appropriate safeguarding policy in place (every organisation that delivers charitable activities has a duty to safeguard volunteers, staff members, participants and donors).

What cannot be funded?

We are unable to fund the following types of activities:

- profit-making work
- party political activity
- activities promoting religious beliefs
- work outside the UK
- applications from individuals
- overseas travel
- interest payments on loans
- academic research
- building purchase and improvements

How to apply

To apply, please complete our brief [online application form](#) outlining how you will use the funding. The **closing date** for completed applications is **5pm on Monday 22nd June 2020** and we are unable to accept late applications.

Rosa and Imkaan will jointly host a **'How to Apply' webinar** to help applicants develop their applications. This will take place on **Wednesday 10th June 2020 at 1pm – please register to attend [here](#)**.

We urge you to contact us if you have any queries about submitting an application. The best way to contact us at this time is to send an email to info@rosauk.org. Please insert 'C19 BME Grant' as your email subject and provide your organisation, contact name and contact number if you would like to speak to someone.

Once you have read this guidance click and select 'new applicant?' to start your application. If you have applied previously to Rosa, please use your existing login details to log in and start a new application.

If you start your online application, but are unable to complete all the required information, don't worry. You can simply save your form and come back to it at a later date. To access your form again, use this link then log in using your email address and the password you created.

If you forget your password you can create a new one by clicking on 'Forgot Password?' and following the instructions.

Decision making

Applications will undergo basic eligibility checks before being shortlisted. Applications will be shortlisted based on:

- Passing the eligibility checks.
- Demonstrating a clear financial need (we will look at your size and unrestricted reserves).
- Demonstrating that the applicant organisation is still viable and delivering services during this crisis.
- Good fit with the aims and objectives of the fund.

Applications that pass the shortlisting process will then be fully assessed and we may call you to discuss your application.

Application timetable

Fund opens	Week commencing Monday 1 st June 2020
Closing date for applications	5pm on Monday 22 nd June
We may call you to discuss your application (we will notify you in advance to arrange a time)	24 th June – 10 th July
Notifications to applicants not shortlisted	Week commencing 29 th June
Notification of outcome for all other applicants	Week commencing 27 th July

Please note you will have up to 12 months to spend the grant award.

If you are successful

Our aim is to release the grant payment in full shortly after we receive your signed grant agreement. You will need to complete a short interim report to tell us how you are getting on and an end of grant monitoring form to tell us how the grant helped.

Support from Imkaan

During the life of your grant Imkaan will provide an ongoing package of support which includes:

- Advice and support on sustainability and capacity issues with a view to long term strategic planning for organisations.
- Bespoke support tailored to the needs of the organisation regarding capacity and sustainability issues especially during the period of this crisis.
- Opportunities for grant recipients to share experiences and learning and to utilise information gathered into COVID 19 emergency planning measures.
- Opportunity for networking with other members and the sector more broadly.
- Training opportunities focusing on specialist VAWG delivered to organisations.

To find out more about Imkaan and their work across the UK in areas of policy, advocacy, research and sustainability support please visit www.imkaan.org.uk. During this crisis, Imkaan are developing specialist resources to support their membership which can be found on Imkaan's website in the members' areas.

Support from Rosa

Rosa will be here to discuss any queries regarding your grant during the funding period. We will also keep you notified of any additional support we are able to offer including our ongoing learning webinar and opportunities to connect to other women's organisations. To find out more about Rosa's response through the crisis and beyond, please follow us on Twitter and sign up to our newsletter.

Application form questions

In this section you will find 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
Eligibility Questions	<p>Applicants that meet the following criteria are eligible for funding:</p> <ul style="list-style-type: none">• You are a BME 'led by and for' women's organisation. This means your organisation is run by and for black and/or minoritised women and girls i.e. women and girls which are defined in policy terms as Black and 'Minority Ethnic' (BME).• You are a charitable organisation - your organisation need not be a registered charity, but your purposes and 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.• You have been active for at least one year and can produce annual accounts for a whole year.• 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.

<p>Contact Information</p>	<p>Provide basic organisation information and details of the lead contact for the application.</p>
<p>Organisation Type</p>	<p>Rosa supports not-for-profit organisations run by, for and with women. There are several different types of not-for-profit organisations in the UK, each with different legal structures. Please choose your organisation type from drop down list:</p> <ul style="list-style-type: none"> • Registered charity • Community interest company • Not for profit company limited by guarantee • Unregistered charity/voluntary organisation • Charitable incorporated organisation/Scottish charitable incorporated organisation • Industrial and provident community benefit society • Other - please state
<p>What does your organisation do? (150 words max)</p>	<p>Please briefly tell us about your organisation's purpose and current work. Please include the year your organisation formed.</p>
<p>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 • Migrant, refugees, and seeking asylum • LGBT+ • BME 	<p>We aim to address the critical needs of women and girls that miss out most. We therefore welcome proposals from organisations that support people facing intersecting disadvantages.</p> <p>If the women you work with are not listed here please select other and specify the women you support using the form.</p>

<ul style="list-style-type: none"> • Elderly • Disabled • Survivors of gender violence • From low income backgrounds • Other (please specify) 	
<ul style="list-style-type: none"> • Amount requested 	<ul style="list-style-type: none"> • Grants of up to £35,000 are available for a period of up to 12 months for BME women led refuge providers. • Grants of up to £20,000 are available for a period of up to 12 months for BME women led organisations providing ending VAWG services. <p>We are keen to ensure organisations do not depend too heavily on one funding source therefore we do not expect the grant request to exceed more than a third of your organisation’s annual income. However we will review this on a case by case basis.</p>
<p>Please tell us why you need this funding now and how it will be used? (200 words max.)</p>	<p>Your grant request must directly relate to challenges emerging from the Covid-19 crisis. Please be very specific about how you will use the funding and how it will help to improve the situation for the women/girls you work with.</p> <p>Where required, core costs for organisations will be supported meaning costs related to the day to day running of your organisation, such as staff salaries, staff training, office costs and other general running costs.</p>

<p>Please tell us how many months you need the funding for.</p>	<p>There is a maximum period of 12 months from August 2020 to spend the grant.</p>
<p>Budget</p>	<p>Please use the budget lines below to outline, as clearly as possible, how you will spend the grant. The total figure for the budget must be the same as the amount requested. Only enter numbers into the cost field and do not use commas or pounds. Do not apply any rounding. Please use the comments section next to each budget line to describe the costs the grant will help to fund.</p> <p><u>Budget Lines:</u></p> <p>Direct staff costs <i>Please tell us where you need funding towards a specific role and where possible show your working out e.g. £9,235 = 1 Support worker, 2 days per week x 16 weeks inc on costs.</i></p> <p><i>Please note: Rosa and Imkaan are committed to supporting organisations to pay the living wage. We try to ensure that grants made towards staff costs are paid at a minimum of a Living Wage where possible.</i></p> <p>Volunteer costs</p> <p>General running costs <i>These may include rent, utility costs, insurances and any other costs related to the day to day running of your organisation.</i></p> <p>Other costs (please explain)</p>

Please tell us how many women and girls you anticipate will benefit from this grant?	Please estimate how many women and girls will benefit from this grant.
Please tell us how you are considering safeguarding in the context of Covid-19? (100 words max)	Please tell us how you are considering safeguarding in the context of Covid-19. We are aware that this is a very difficult time and we are only looking to ensure that organisation has considered the impact of Covid 19 on safeguarding.
Please tell us how you have maintained your operations during this crisis period? (100 words max.)	Please briefly tell us what your organisation has done to continue its operations through the challenges caused by coronavirus. Please tell us if it has been necessary for your organisation to furlough staff and pause, or scale back, certain areas of work.
Last financial year end date.	Please tell us the end date for your organisation's last complete financial year. Your financial year must be a 12 month period but may be different to the calendar year.
Total income for the last financial year.	Please tell us your organisation's total income for the last complete financial year.
Total expenditure for the last financial year.	Please tell us your organisation's total expenditure for the last complete financial year.
Restricted reserves at last financial year end.	Please tell us the total amount of restricted funds your organisation had at the end of the last complete financial year. Restricted reserves are funds that your organisation may hold at the end of the year which must be spent in a particular way.
Unrestricted reserves at last financial year end.	Please tell us the total amount of unrestricted funds your organisation had at the end of the last complete financial year. Unrestricted reserves are funds that are available for the purposes of the organisation to be spent in agreement with the management committee.

<p>Please tell us if there is anything of note regarding your organisation’s most recent financial accounts.</p>	<p>This question is optional. If there is anything in your most recent financial accounts you want to highlight then please tell us here. This may include information around surplus/deficits or your reserves.</p>
<p>What other non-financial support do you need right now?</p>	<p>Both Imkaan and Rosa will work to provide additional support for grantees. It would be helpful to hear from you about what non-financial support your organisation needs so we can ensure that our Covid-19 response is targeted and relevant to the current needs of the sector.</p>
<p>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 yes.</p> <p>Imkaan is a member organisation supporting frontline BME women’s organisations in England, Scotland and Wales. We would like to afford organisations with the opportunity to join our vast network. If you would like to discuss possible membership and other support with Imkaan please select yes.</p>
<p>Attachments required:</p> <ul style="list-style-type: none"> Please upload your signed annual accounts for the last three financial years including your most recent financial year (if you have been in operation for that period). If your most recent accounts are not yet ready please provide draft or management accounts signed by your Chair or CEO. 	<p>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 finances and governance structures.</p> <p>Please provide all of the requested documents.</p> <p>Please note that if any of these accounts are available to view on the Charity Commission website you do not need to attach to this application. However you will need to attach a note which makes it clear which accounts can be viewed online.</p>

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- **Please upload a copy of a bank statement from within the last 3 months.**
 - **Please upload a copy of the governing document for your organisation.**
 - **Please upload your organisation's safeguarding policy(s). Please use a zip file to submit more than one document.**

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