



**THE UK FUND FOR
WOMEN AND GIRLS**

Rosa's Covid-19 Response Fund – Small Grants

Application Guidance

Rosa supports women's organisations to make the UK a fairer and safer place for women. This time of unprecedented crisis presents a challenge like no other for women's organisations and our collective journey towards gender equality. 'We know that existing inequalities mean that the impact of Covid-19 will hit women the hardest, especially women who are already vulnerable. Rosa is here to help women's organisations respond. We are working hard to share information, develop resources and provide responsive funding both in the short and longer term.

We know the situation is uncertain and we want to ensure our response is relevant. Our immediate action is to launch a fund to provide small grants. However we will be continually reviewing the landscape for women's organisations to plan longer term grant funding of larger amounts.

We are also going through a process of reviewing and adapting the wider development support we offer which includes mentoring, training and information webinars. More to follow!

Small Grants

This is our first stage of funding support in response to the Covid-19 crisis. We have been listening to the UK women's sector to understand more about how it has been impacted. We know that you need a broad range of support, we know that fundraising is a huge worry, we know that support for your staff/volunteers and the women you support is at the top of your priority list. We know that you are worried about the situation now and in the future and we know that you have been working hard to adapt. We also understand many of you are trying to increase the level of support you provide to respond to increased demand. We

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have always recognised that women's organisations across the UK work in hugely varied ways to help make the UK a fairer and safer place for women and girls. We want to help women's sector organisations through this crisis.

Programme Aims

This first stage response fund aims to provide quick and straightforward grants of up to £10,000 to specialist 'by, for and with' women's organisations across the UK. There are some very basic eligibility criteria, however based on what we now know, we think it is vitally important that this is an open call for UK women's organisations to apply for what they identify as a short term funding need that has arisen as a result of the Covid-19 crisis. We will support charitable women's organisations whose work fits under one or more of Rosa's four pillars (leadership and representation, safety, health and wellbeing and economic justice).

What sort of work will be supported?

Here are some examples of the types of costs we cover:

- Costs that enable you to meet the immediate needs of the women and girls you support.
- Costs that enable you to meet the immediate needs of your staff and volunteers.
- Costs that enable your organisation to adapt your work to continue to reach women and girls during this time. Costs already incurred as direct result of the Covid-19 crisis will also be considered.
- Costs to free up capacity to fundraise.
- Costs that support the short term survival of your organisation.
- Costs that support your organisation to better connect with the sector or with wider stakeholders.

This is by no means an exhaustive list and we are open to hearing what your short term funding needs are.

How much can I apply for?

Grants of between £1,000-£10,000 are available for a period of up to six months.

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 women. You do not have to be a registered charity, but your activities must be charitable, legal and for the benefit of 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).

Rosa particularly welcomes proposals from women's organisations that:

- Address the critical needs of women and girls that miss out the most, including: marginalised populations, BME women, LGBTQ+ women and girls, women and girls with disabilities, older women, homeless women, survivors of gender violence, women in prison and ex-offenders, and other underserved and disadvantaged groups of women.
- Operate in less economically resilient towns, cities and rural areas within the UK.

We anticipate a high number of applications to this fund, therefore we may decide to prioritise applications for funding. This may be smaller organisations that have less capacity to fundraise and organisations based outside of London due to the significant work of the London Community Response Fund.

What cannot be funded?

We are unable to fund the following types of activities:

- responsibilities of statutory agencies
- profit-making work

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

How to apply

To apply, please complete our brief [online application form](#) outlining how you will use the funding. Applications will be considered from **Friday 5th June** on a rolling basis. We will do our best to notify applicants of the decision within approximately **two weeks** of submitting an application. If we receive a very high volume of applications we will notify you if the response will be longer.

We are crowdfunding to support these grants and have a limited amount to award. If this fund becomes heavily oversubscribed, we may need to suspend applications.

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 'Covid 19 Small Grants' 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.

We are keen to ensure the application process is as simple and straightforward as possible. Therefore women's organisations that have received funding from Rosa since January 2018 will only need to provide limited information – you will be prompted in the application form where this is the case.

We are only able to accept one application per organisation and can't accept repeat applications.

If you are successful

We will write to you with a funding agreement which outlines the terms and conditions of the grant. A grant payment will be made shortly after we receive your signed agreement. At the end of your grant you will need to complete a short monitoring form to tell us how the grant helped.

We will keep you notified of any additional support we are able to offer including opportunities to connect to other women's organisations. To find out more about our response through the crisis and beyond, please sign up to our newsletter and follow us on Twitter.

Application form questions

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
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 organisation. Rosa defines ‘women’s 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.• 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.

Contact Information	Provide basic organisation information and details of the lead contact for the application.
Where did you hear about Rosa's Covid-19 Response Fund?	<p>Please tell us how you found out about the programme. You can choose from the following options:</p> <p>Press Twitter Facebook Rosa Newsletter Organisation Word of Mouth Other</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.	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.
Organisation Type	<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
Are you are a BME-led women's organisation?	Answer 'yes' if 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).

<p>Have you received grant funding from Rosa since January 2018?</p>	<p>Please select yes or no in answer to this question.</p>
<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 and where your work takes place.</p> <p><u>If your organisation has received funding from Rosa since January 2018 then you do not need to answer this question.</u></p>
<p>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>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 • LGBTQ+ • 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 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>
<p>Last financial year end date.</p>	<p>Please tell us the end date for your organisation’s last complete financial year. Your financial year must be a 12 months period but may be different to the calendar year.</p>
<p>Total income for the last financial year.</p>	<p>Please tell us your organisation’s total income for the last complete financial year.</p>
<p>Total expenditure for the last financial year.</p>	<p>Please tell us your organisation's total expenditure for the last complete financial year.</p>
<p>Restricted reserves at last financial year end.</p>	<p>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.</p>

<p>Unrestricted reserves at last financial year end.</p>	<p>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>
<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>Amount requested</p>	<p>Grants of between £1,000 and £10,000 are available for a period of up to six months.</p> <p>We are keen to ensure organisations do not depend too heavily on one funding source and will consider the size of the grant requested in relation to your organisation's total annual income.</p>
<p>Please tell us why you need this funding now and how it will be used? (250 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 your organisation and/or the women/girls you work with. If you are requesting funding towards new work please tell us about the skills and experience your organisation has to deliver this. Please note, costs already incurred as a direct result of the Covid-19 crisis will be considered.</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 you are considering safeguarding in the context of Covid-19? (100 words max.)</p>	<p>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 simply looking to ensure that organisations have considered the impact of Covid-19 on safeguarding.</p>
<p>Please tell us how you have maintained your operations during this crisis period? (100 words max.)</p>	<p>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.</p>
<p>Please tell us how many women and girls you anticipate will benefit from this grant?</p>	<p>Please estimate how many women and girls will benefit from this grant.</p>
<p>Budget</p>	<p>Please use the budget lines below to outline, as clearly as possible, how you will spend the grant. Costs already incurred as direct result of the Covid-19 crisis, such as upgraded IT software, will also be considered.</p> <p>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 specific role and where possible show your working out e.g. £9,235 = 1 Support worker, 2 days per week x 16 weeks including on costs (employer's national insurance and pension contributions where applicable).</i></p> <p>Associated staff costs <i>Indirect staff costs such as supervision, training and travel expenses.</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>
<p>What other non-financial support do you need right now?</p>	<p>Rosa is in the process of reviewing and adapting the wider development support we offer which includes mentoring, training and information webinars. Please tell us what other 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 women’s sector.</p>
<p>At the time of applying have you been awarded any other Covid-19 emergency grant funding?</p>	<p>Please select ‘yes’ or ‘no’ in answer to this question.</p>
<p>If ‘yes’ please tell us how much funding you have received?</p>	<p>Please tell us how much Covid-19 emergency grant funding your organisation has received in total.</p>
<p>If ‘yes’ please outline which funders have provided you with emergency grant funding?</p>	<p>Please tell us which funders have provided this funding.</p>

Attachments required:

- **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).**
- **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.**

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.

If you have not received funding from Rosa in the last two years please provide all of the requested documents.

If you have received Rosa funding since January 2018 please provide a bank statement and your organisation's safeguarding policy(s) only.

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