



Investing in the future of Black and minoritised-led women's and girls' organisations

Application Guidance

Introduction

Rosa's Rise Fund provides organisational development funding for Black and minoritised-led women's and girls' organisations.

Through this fund, we are offering **two-year grants of up to £40,000 to Black and minoritised-led women's and girls' organisations in the UK** which have been established for **three years or more**, and which have an **average income of less than £100,000 per year**.

The funding is for organisational development work relating to areas such as strategy, governance, leadership, alliances and partnerships, funding, demonstrating impact and systems and processes.

This funding is available to specialist Black and minoritised-led women's and girls' organisations working across all four of Rosa's areas of work. These are leadership and representation, safety, health and wellbeing and economic justice.

With the funding we have raised to date, we expect to be able to support between 25 and 30 organisations across the UK.

The deadline for applications is **5.00pm on Monday 10th January**. Grants will be paid in July 2022 and will last for 2 years.

Once you have read this guidance, please attend one of our How to Apply webinars for more information or send queries to grants@rosauk.org.

Rosa UK, 4th Floor, United House, North Road, London N7 9DP
Registered Charity No: 1124856; Company Limited by Guarantee No: 6598018

Please note that the Rosa office will be closed after Thursday 23rd December, reopening on Tuesday 4th January meaning **we will be unable to answer queries during this period**. We will respond to any emails we receive during this period by close of business on Wednesday 5th January.

A note on language: At Rosa we understand that terminology to group people together is problematic and can take away from the different lived experiences of individuals and groups that fall into such broad categories. Throughout this guidance we have used the term Black and minoritised. By this we mean women who are defined in a policy context as Black and ‘Minority Ethnic’ (BME). In doing so we recognise this is still problematic and that there are very particular / specific types of discrimination and oppression experienced by women and girls under these very broad umbrella terms.

Background to the Fund

We know that organisations led by and for Black and minoritised women and girls have incredible knowledge and expertise, providing tailored and culturally sensitive support for women and girls with a range of complex issues. Throughout the pandemic, these specialist organisations have continued to meet the immediate and long-term needs of women and girls in times of crisis. We also know that Black and minoritised-led organisations face significant and systemic barriers to funding and often exist on very limited funds.

In Autumn 2020, we spent time talking to organisations we funded across our two Covid 19 emergency funding programmes, focusing on those led by and for Black and minoritised women and girls. The findings from these conversations were highlighted in our [Covid 19 Response Report](#). Across the UK, Black and minoritised-led women’s and girls’ organisations told us that they are facing a funding cliff edge, that demand has increased and that in the context of responding to the Covid crisis, it has been impossible to find the time to address longer term strategic planning and sustainability. Many Black and minoritised-led organisations now face uncertain futures.

Based on these findings and our wider work, we have fundraised for and developed the Rise Fund to specifically resource organisations led by and for Black and minoritised women and girls. The fund was developed through a collaborative process that actively included Black and minoritised women.

What we want to achieve with this funding

With this funding we want to enable Black and minoritised-led women’s and girls’ organisations to be in a stronger position to survive, thrive and grow into the future.

By this, we mean that your organisation will be able to report **one or more** of these changes:

- a clearer strategy
- more effective governance
- more effective leadership

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- stronger alliances with other women’s organisations
- more able to attract funding from other sources
- more able to demonstrate the impact of your work
- more effective systems and processes

Examples of the types of activities we will fund against each of these outcomes are provided later in this guidance.

Who can apply?

This fund is for **Black and minoritised-led women’s organisations** which have been **established for at least three years** and which have an average annual **income of less than £100,000**.

In order to apply, your organisation must meet **all** the following eligibility criteria.

- Be not-for-profit and run predominantly by and for Black and minoritised women and girls. By this, we mean:
 - Your organisation must have the principal objective of working with and for Black and minoritised women and/or girls.
 - The majority of your organisation’s beneficiaries are, and will always be, Black and minoritised women and/or girls.
 - At least 75% of your organisation’s senior management team and trustees/governing body are Black and minoritised women and girls.
 - Your organisation does not have to be a registered charity, but their activities must be charitable, legal and for the benefit of Black and minoritised women and/or girls.
- Have an average income over the last three years of less than £100,000 (assessed by calculating the average income of your organisation, taking figures from the last three years of your organisation’s annual accounts.)
- Have been active for at least three years and can produce annual accounts for three full years.
- Have unrestricted reserves of 6 months expenditure or less.
- Have a written governing document, e.g. a constitution or set of rules.
- Have a governing body with at least 3 unrelated members.
- Have a UK-based bank or building society account in the name of the organisation, with at least 2 unrelated signatories.
- Have an appropriate safeguarding policy in place (every organisation that delivers charitable activities has a duty to safeguard volunteers, staff members, participants and donors).

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We particularly welcome proposals from organisations that:

- are ‘user-led’. By this we mean organisations that are created from and connected to the communities they serve and which design their services based on direct, lived experience.
- work with and for especially marginalised Black and minoritised women and girls e.g. those with no recourse to public funds, refugee and asylum seekers, women experiencing homelessness, women and girls using drugs and alcohol, women and girls who have been trafficked, those with a disability, older women, LGBT+ women and girls.
- operate in less economically resilient communities within the UK.

How much can you apply for?

You can apply for a grant of up to **£40,000** over a **two-year period** from **1st July 2022 to 30th June 2024**. You can apply for between £5,000 and £20,000 per year. One-year applications will not be accepted as we want to fund organisations on a longer-term basis.

We want to make sure organisations can manage their grant, so we recommend that you do not apply for more than a third of your average annual income over the last three years in each of the grant years. For example, if your average income over the last three years was £30,000, we would not recommend that you apply for more than £10,000 each year (£20,000 in total).

What sort of work will Rosa fund?

We will fund organisational development work that will support your organisation to survive, thrive and grow into the future.

We know that developing an organisation takes time and resource, so through this programme **we are funding extra capacity** in organisations, rather than supporting existing costs.

Strengthening an organisation requires ‘thinking’ and ‘development’ time and this is often best done by the people leading your organisation. We will therefore **backfill senior staff positions** in order to provide resource for this and/or **pay for additional senior staff time**.

Although our focus is on providing extra capacity, we encourage applicants to ask for a contribution to their general running costs through the grant, as we understand how important this is to an organisation’s financial security. **15% of your grant can be for general running costs**. For example, if you are requesting £40,000 in total, £6,000 of this can be for general running costs.

The table below sets out the types of changes we want to see, as well as examples of the type of work we will fund.

The change we want to see	Examples of work we will fund
<i>When we are assessing your application, we want to see that our grant will help you make one or more of the changes listed below.</i>	<i>Here are some of the types of work we can fund (it is not an exhaustive list). It isn't our intention to direct you to apply for these costs, but simply to give you an idea of the breadth of costs we can consider.</i>
Your organisation has more effective leadership	Bring in a consultant to work with senior leaders to develop how your organisation is led and managed. A consultant could do things like help review your leadership structures, mentor senior leaders, or organise and run team away days. You could also pay for leadership training for senior members of staff. You may also want to include costs for staff self-care and we recognise that this takes many different forms. We will consider a wide range of costs which enable staff to be well and to keep doing their jobs.
Your organisations has more effective governance	Review and strengthen your governance. A consultant could do things like undertake a governance review, conduct a board skills audit, or run training for the board and staff team.
Your organisation has a clearer strategy	Develop a business plan or plan a new service. You might want to bring in a consultant to help you do this, or you could backfill some of your Chief Executive's role to free up their time, so that they can step away from delivery of services and focus on developing your strategy.
Your organisation has stronger alliances with other women's organisations	Pay a membership fee, or subscription cost where this would enhance your work and your reach. You might want to visit organisations doing similar work to you to share learning, or backfill a senior staff member's time in order to give them the time to build partnerships.
Your organisation is more able to attract funding from other sources.	Develop a fundraising strategy, employ a fundraiser, or invest in staff training. Research how you could tap into new sources of funding such as Trusts and Foundations you haven't worked with before, crowd funding, community giving, or setting up a social enterprise.

Your organisation has a stronger voice within the women's movement.	Develop a communications or marketing strategy for your organisation. You could employ someone to develop and run your social media presence or train existing staff.
Your organisation is more able to demonstrate the impact of its work.	Improve how you collect and use information about your organisation's impact. You could design a monitoring system, a way of collecting feedback or purchase a database and input your data into it. You could also develop new ways of communicating your impact to stakeholders and potential funders such as case studies.
Your organisation has more effective systems and processes.	Design and implement a new I.T system, renew your I.T equipment, or develop new processes such as referral systems or financial controls. You could also train employees in new ways of working that will improve the way you deliver services.

We know that it can take time and resource to know what your organisation's development needs are, and for this reason, you may not feel you know what to apply for. In your application you need to tell us what work you would like to do and provide approximate costs in your budget, but **we will consider some costs for 'diagnosing' your specific organisational development needs**. For example, you might want to work with a consultant to assess your current accounting systems and to propose how they can be improved.

If your organisation is funded and you discover that the focus of your organisational development work needs to shift, **we will be open to discussing proposed changes to your grant**.

What cannot be funded?

We will not 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
- costs that your organisation has already incurred ('retrospective costs')

How to apply

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To apply, please complete our brief [online application form](#) by 5pm on Monday 10th January. We are unable to accept late applications.

Rosa will be hosting three **‘How to Apply’ webinars** to help applicants develop their applications. Please register using the links below:

Thursday 2nd December at 6.00pm

Tuesday 7th December at 3.00pm

Wednesday 15th December at 1.00pm

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 later. 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 encourage you to contact us if you have any queries about submitting an application or any problems you might have with accessibility. The best way to contact us is to send an email to grants@rosauk.org. Please use ‘Rise Fund’ as your email subject and provide your organisation name, contact name and contact number if you would like to speak to someone. We will do our very best to respond to your queries as soon as we can.

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How will decisions be made?

Stage 1

We will do basic eligibility checks before shortlisting. Applications will be shortlisted based on:

- Passing the eligibility checks.
- How well the proposal fits with the aim and priorities of the fund
- Need and opportunity for strengthening the organisation at this time
- Achieving a reasonable geographic spread of applications across the UK
- Achieving a reasonable spread of organisations working on a range of different issues

Assessments will be carried out by trained grants assessors who are Black and minoritised women.

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Stage 2

Applications that pass the shortlisting process will go through to the next stage, which will involve a pre-arranged call with your organisation to discuss your application. The assessments will be carried out by the same group of assessors.

Stage 3

We take a participatory approach to our work, and value the experiences of those closest to the work we are supporting. Therefore, applications will be considered by a grants decision making panel which is led by and comprised of Black and minoritised women with relevant expertise and understanding.

Application timetable

Fund opens	Tuesday 23 rd November
Closing date for applications	5pm Monday 10 th January
Notifications to applicants not shortlisted	By 31 st March
Prearranged call to discuss your application	April/May
Notification of outcome for all other applicants	By 31 st May

We recognise that this is a fairly long assessment process, but feel it is important to build in enough time to shortlist and assess applications, to speak to applicants and understand the context that their organisation is operating in, and to undertake the high-quality grant making that we are proud of at Rosa.

If you are successful

We look forward to building a relationship of trust and support with funded organisations and we will be here to discuss any queries regarding your grant during the funding period. We are open to discussing proposed changes to your grant, recognising that circumstances change.

Grant payments and reporting

We will pay the first 50% of your grant up front in July 2022, after we receive your signed grant agreement. We will then pay the second 50% of your grant in July 2023, once we have received a short Interim report telling us how you are getting on.

We understand how challenging reporting on grants can be, therefore we will ensure that the monitoring of this fund is light touch to prevent adding additional burden to organisations. We will also provide guidance material and be available for any queries to take you through our simple reporting process.

There will be a simple end of grant report form to complete which will capture how funding has been used and the extent to which it helped.

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Relationships and additional support

We actively invest in building relationships with women’s organisations. Throughout the life of your grant, we’ll be in touch to schedule in catch up support calls (video calls where possible) to hear about how you are getting on, to draw out stories we might be able to share, to understand how we might be able to further support you and to keep you informed of other opportunities.

Alongside provision of grant funding, Rosa will provide support that will be tailored in collaboration with the organisations we fund.

To find out more about Rosa’s work you can follow us on Twitter and sign up to our newsletter.

If you are not successful

We understand the need for funding of this kind is very high and that we are highly likely to receive more applications than we can support. This means that unfortunately there will be some very disappointed applicants. As far as possible we want to be able to offer some support to all applicants, so we will host a webinar which will talk through some of the main reasons we couldn’t support applications and provide useful information about other resources available.

Application form questions

APPLICATION QUESTIONS	GUIDANCE
Contact Information	Provide basic organisation information and details of the lead contact for the application.
Where did you hear about the Rise Fund?	Please tell us how you found out about the programme. You can choose from the following options: <ul style="list-style-type: none">• Press• Twitter• Facebook• Rosa Newsletter• Organisation• Word of Mouth• Directly from Rosa• Other

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APPLICATION QUESTIONS	GUIDANCE
<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>Eligibility Questions</p>	<p>Applicants that meet the following criteria are eligible for funding:</p> <ul style="list-style-type: none"> • You must be not-for-profit and run predominantly by and for Black and minoritised women and girls. By this, we mean: <ul style="list-style-type: none"> ○ Your organisation must have the principal objective of working with and for Black and minoritised women and/or girls. ○ The majority of your organisation’s beneficiaries are, and will always be, Black and minoritised women and/or girls. ○ At least 75% of your organisation’s senior management team and trustees/governing body are Black and minoritised women and girls. ○ Your organisation does not have to be a registered charity, but their activities must be charitable, legal and for the benefit of Black and minoritised women and/or girls. • You have an average income over the last three years of less than £100,000 (assessed by calculating the average income of your organisation, taking figures from the last three years of your organisation’s annual accounts.) • You must have been active for at least three years and be able to produce annual accounts for three full years. • You must have unrestricted reserves of 6 months expenditure or less. • You must have a written governing document, e.g. a constitution or set of rules. • You must have a governing body with at least 3 unrelated members. • You must have a UK-based bank or building society account in the name of the organisation, with at least 2 unrelated signatories.

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APPLICATION QUESTIONS	GUIDANCE
	<ul style="list-style-type: none"> • You must have an appropriate safeguarding policy in place. • The work you want us to fund must take place in the UK. • The work you want us to fund must not have a party-political nature. • The you want us to fund must not promote religious belief.
Organisation Type	<p>This fund will support not-for-profit organisations run by, for and with Black and minoritised women and girls. There are several different types of not-for-profit organisations in the UK, each with different legal structures. Please choose your organisation type from the drop-down list:</p> <ul style="list-style-type: none"> • Registered charity • Community interest company • Not for profit company limited by guarantee • Unregistered charity/not for profit organisation • Charitable incorporated organisation/Scottish charitable incorporated organisation • Industrial and provident community benefit society • Other - please state
Please tell us how you are set up (150 words max)	<ul style="list-style-type: none"> • How many people sit on your governing body (e.g. trustees or directors)? How many are Black and minoritised women/girls? • How many paid staff do you have? How many are Black and minoritised women/girls? • How many unpaid workers/volunteers do you have (excluding your governing body)? How many are Black and minoritised women/girls? • Is there anything else you'd like to tell us about the way your organisation is set up?
Please tell us when your organisation started	Please enter the date when your organisation started

APPLICATION QUESTIONS	GUIDANCE
<p>Please tell us a bit about your organisation (250 words max)</p>	<p>Please briefly tell us about your organisation’s history, purpose and work.</p> <p>You can split your response into sections by telling us:</p> <ul style="list-style-type: none"> a) how and why your organisation was set up b) what you are trying to achieve (your aims) c) what you do (your activities) d) where your work takes place (geographic location and reach, and the characteristics of the area you work in) e) who it is for (your beneficiaries)
<p>Which of Rosa’s four 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>We recognise that many women’s and girls’ organisations work across these areas of work. Please select the one that most closely fits.</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-month 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>

APPLICATION QUESTIONS	GUIDANCE
<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>In order to be eligible for this fund, you must not have more than 6 months of expenditure in your unrestricted reserves.</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>	<ul style="list-style-type: none"> • Year 1 request (period July 2022 – July 2023) • Year 2 request (period July 2023 – July 2024) • Total request (Year 1 plus Year 2) <p>We want to make sure organisations can manage their grant, so we recommend that you do not apply for more than a third of your average annual income over the last three years in each of the grant years. For example, if your average income over the last three years was £30,000, we would not recommend that you apply for more than £10,000 each year (£20,000 in total).</p>

APPLICATION QUESTIONS	GUIDANCE
<p>Please tell us why you need this funding now (150 words max)</p>	<p>Please tell us what your organisation needs in order to develop. This should relate to one or more of the areas below:</p> <ul style="list-style-type: none"> • Strategy • Governance • Leadership • Alliances and partnerships • Funding • Demonstrating impact • Systems and processes. <p>Briefly tell us how you know this (e.g. your staff or Trustees have identified a need, feedback from funders, advice from other organisations or consultants)</p>
<p>Please tell us how you will use the funding (150 words max)</p>	<p>Tell us what you will do with this funding in each year. For example, if you plan on recruiting a consultant for strategic development, tell us how you will do this. If you would like to set up an IT system, tell us how you would do this.</p>
<p>Please tell us how your organisation will change as a result of this funding (150 words max)</p>	<p>Tell us how this funding will help you meet the need you identified above. You will need to show us that this grant will help your organisation achieve one or more of these changes:</p> <ul style="list-style-type: none"> • a clearer strategy • more effective governance • more effective leadership • stronger alliances with other women’s organisations • more able to attract funding from other sources • more able to demonstrate the impact of your work • more effective systems and processes
<p>Please confirm the start and end date for the grant</p>	<p>We can only accept requests for two-year funding, beginning in July 2022 at the earliest and ending by July 2024 at the latest.</p>

APPLICATION QUESTIONS	GUIDANCE
<p>Budget</p>	<p>Please use the budget items 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 total amount requested. Only enter numbers into the cost field and do not use commas or pounds. Do not 'round up' or 'round down' any amounts. Please use the comments section next to each budget item to describe the costs the grant will help to fund.</p> <p><u>Budget items:</u></p> <p>Direct staff costs - This might include a new staff post or backfilling a senior member of staff. <i>Please tell us where you need funding towards a specific role and where possible show how you have worked out the cost.</i></p> <p><i>Please note: Rosa is committed to supporting organisations to pay the Living Wage. We try to ensure that grants made towards staff costs are paid at least the Living Wage where possible.</i></p> <p>Associated staff costs - This might include management, training, travel or support for staff.</p> <p>Volunteer costs - This might include training, travel, subsistence, equipment, volunteer support.</p> <p>Other Direct Costs - This includes any other costs directly associated to the work you are delivering. For example, consultancy fees, new systems or membership fees.</p> <p>General running costs – This might include rent, utility costs, insurances and any other costs related to the day to day running of your organisation. Up to 15% of your total request can be general running costs. Please use the comments box to tell us which of your general running costs you are including here, but you do not need to show us how it has been calculated.</p>

APPLICATION QUESTIONS	GUIDANCE
<p>What other non-financial support do you need right now?</p>	<p>Rosa will work to provide additional support for the organisations we fund. It would be helpful to hear from you about what non-financial support your organisation needs so we can ensure our support is targeted and relevant to the current needs of the sector.</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. • Please upload your 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(ies). 	<p>As part of the assessment process, we will carry out due diligence checks. This includes assessment of finances and governance structures.</p> <p>Please provide all 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> <p>Your bank statement should show your account name and number as well as recent transactions and account balance.</p> <p>Please use a zip file to submit more than one document.</p>