

Strategic funding programme for legal projects 2009 to 2012

How to ask us for money for your legal project



This guide will help you fill in the
application form to ask us for money

Easy read



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About us

Equality and
Human Rights
Commission

equalityhumanrights.com

We are called the **Equality and Human Rights Commission**.

We work to make sure everyone gets treated in a good and fair way.

About this guide



This guide is about how your group can ask us for some **money** to do its work.

We can give money to some groups to help them do their work.



The money we give to groups is called **funding**.

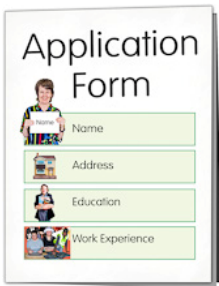
Your group can ask us for some money for its **legal** work.



Legal work is work to do with the **law**. For example, legal work may be

- helping people go to court
- giving people advice about the law.

How your group can ask us for money



Application Form

Name

Address

Education

Work Experience

- Your group has to fill in a **form** called an application form to ask us for some money.
- The form comes with this guide.



- We will look at what your group writes on the form. Then we will decide if we should give your group some money.

Things your group needs to check before you ask us for money. Your group can work together to check this.

- Your group needs to check it is the right sort of group to get money from us.



- Your group need to check it does the right sort of work to get money from us.

There is more information about these things starting on the next page.

Things to check first

1. Is your group the right sort of group to get money from us?

Here are the main things you need to know to ask for money from us.

- Your group must be one of these types of group
 - a charity (registered in the UK)
 - a charitable body
 - a not-for-profit group. Not-for-profit means any extra money the groups make is put back to be used for the work they do
 - a community interest group. A community interest group is a new type of company which is there to do work for the good of the local area.



- Your group must only do work in England, Wales or Scotland.



- In most cases, your group must show us it had less than £6.5 million to spend for the year 2007 and 2008. This money must be a type of money called **unrestricted income**.

- Your group must do work that is different to the work other groups called **public bodies** do.

- Your group can ask us for money on its own or as part of a bigger group.



- Your group can only ask us for money once. You can only ask us for money again if your group is part of a bigger group and someone else from that group asks us for money instead.



- Your group cannot ask us for more than £150,000 for every year your project work will last for.

2. Does your group work in the right way to get money from us?



Think about the work your group does.

Your group will have more chance of getting money from us if you can show us you do at least some of these things

- ✓ you make sure people from your local area can take part in your work

- ✓ you make sure you look at the work you do to see how you are getting on and if you need to change anything





- ✓ you have good information to show why you need to do the work you do. The information will help you check how well you are doing

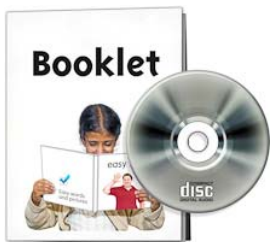
- ✓ you want to work together with other groups as well



- ✓ you have thought about how to carry on your work after any money we give you stops



- ✓ you have a plan that talks about how you will make sure you treat everyone in a good and fair way. The plan will be about things called equality and human rights.



- ✓ you will do the sort of work we want to do as well

- ✓ you will try to make it easy for everyone to take part in your work



- ✓ you will help people directly. For example, you will work with the people you are there to help.



3. Does your group do the right sort of work to get money from us?

Part of our work is to make sure people follow the **laws** about treating people in a good and fair way. (These are called **equality** and **human rights** laws.)

We want to give money to groups who can help people with these laws.

Here are the types of groups we want to give money to

1. Groups who give people advice about the law. Or who help people go to court if they think they have been treated in a bad way that is against the law.



Your group will have more chance of getting money from us if you do at least 1 of these things



✓ you help people who have not been helped before

✓ you help people who may find it hard to get help from other places



✓ you help people go to court or a type of court called an employment tribunal. You can give people in lots of areas this help

✓ you give people special advice or help they cannot get from other places



✓ you have thought of new ways of giving this help to more people.



2. Groups who help people know what the laws say and what their rights are.

Your group will have more chance of getting money from us if you do 1 or more of these things

✓ you will help people know what the new law (or bill) called the **Equality Bill** says



✓ you help people know about their **human rights**. (Human rights are rights that the law says everyone should have.)



- ✓ you help disabled people and other people know about a law that is there to help disabled people all over the world. The law is called the **United Nations Convention on the Rights of Persons with Disabilities**



- ✓ you make information to tell people about the laws and about their rights

- ✓ you give information to certain groups of people who need help to know about the laws and their rights.



3. Groups who are there to help other groups do this work

We may also give money to groups who do not do these types of work themselves. But they can help other groups to do this work.

For example, we may give your group some money if you can



- ✓ give good advice to these other groups to help them do their work
- ✓ help the other groups by making information for them to use. Or setting up meetings for them.

How to ask us for money



1. Fill in the application form with this booklet. Make sure you answer **all** the questions.

2. Send us **3** copies of the form

- **1** copy by **email** (please write **Legal Projects** in the subject line of the email. Then the name of your group)



The email address is
legalprojects@equalityhumanrights.com

- **2** copies by **post**. Make sure someone has signed them first.

The address is



Funding Unit
Equality and Human Rights Commission
3 More London Riverside
Tooley Street
London
SE1 2RG



3. You **must** send us the forms by **5pm on Friday 7 August 2009.**



4. You also need to send us some information with the form. There is a list of things to check on page 13 of this guide. You can use the list to check you are sending us all the information we need.



What happens next

We will look at the information you send us.

Then we will decide whether or not we will give you some money. The decision we make cannot be changed.



We will try our best to tell you what we have decided in the first week of October 2009.

If we decide to give you money

You will need to do some more work with us before you start your work. For example, you will have to make a final plan about the work you will do.



We will expect you to start work in October 2009.

If you have not started work by 1 January 2010 we may take the money away from you.

What to do if you need support to fill in the application form



We can give you some support. To get this support

Phone us on 0203 117 0343



Or **email** us at
legalprojects@equalityhumanrights.com



A list of things to check before you send us the application form

Please send us these things with your application form

A copy of a document called a **consortium or partnership agreement**

Copies of any documents called **certificates** you have to show what type of group you are

Your most recent **signed and audited accounts** (these are documents to show what your group has spent its money on)

If you are a new group, send us a letter from your bank with any bank statements you have. Make sure the bank account details are on the letter.

A document called a **business plan** (if you are asking us for more than £50,000. Or you want money for more than 1 year)

A copy of your **equality scheme** document if you have one

A copy of your **public liability insurance policy**

A copy of your **professional indemnity insurance policy** (if your group does casework or advice)

A copy of a document called **terms of reference** if you are asking for money on behalf of a bigger group you are part of

A copy of a document called your **organisational structure**. This will show us

- what jobs people in your group do or will do
- all new staff you want to get if you get money from us
- whether or not there are staff doing each job at the moment

Some documents called **job descriptions** for every person who will be doing the work you want money for

Other things to check

Have the right people signed the form?

Have you got 3 copies of the form to send us?

Have you written the name of your group on the top of any extra sheets of paper you use?