

For us to fill in (do not fill this part in)

Unique reference number /

Region/Country

Equality and
Human Rights
Commission

equalityhumanrights.com

Form to fill in to ask us for money for your legal project



(Please read the guide that comes with this
form before you fill it in)

Easy read



Part 1 About your group

1. What is your group called?

What is your group's address and postcode?

What is your group's

Phone number

Mobile phone number

Fax number

Email address

Website address

Who is the main person we should contact?

Their title (For example, Mr, Ms, Mrs)

Their name

The job they do



Their address and postcode (if it is different to the one you have given us)



Phone number

Mobile phone number



Fax number

Email address



Website address



2. Has your group also asked us for money for these types of work?

- guidance, advice and advocacy services
- infrastructure development and capacity building
- good relations.

If it has, did your group ask us

- on your own
- as the main group on behalf of a bigger group
- as one member of a bigger group
(please tick 1 box).

If you have asked for this money as well, you cannot also ask us for money to do legal work.

But if you are part of a bigger group, you can get someone else in that group to ask us for the money.

3. Are you asking us for money for **legal work**

- on your own
- as part of a bigger group.

(please tick 1 box)





If you are asking us for money on behalf of a bigger group

Please tell us the name of the other groups. You can add more lines if you need to.


And please tell us the **legal status** of each group.

This is the sort of group it is. For example, some groups are called **charities**, some are called **companies limited by guarantee**.

Name of group	The group's legal status

Are all these groups **not-for-profit** groups? Not-for-profit means any extra money the groups make is put back to be used for the work they do. (Please tick 1 box)

Yes No



Please tick here to show you are sending us a copy of a document called a **partnership or consortium agreement**. This document should be signed by all the other groups who are part of your bigger group.



4. If you are the main group asking for money on behalf of a bigger group you are part of

What type of group are you? (please tick 1 box)

A charity

A community interest company (not-for-profit)

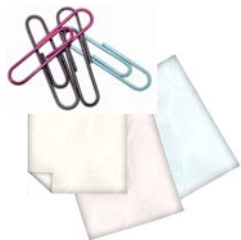
Company limited by guarantee

Unincorporated group

Other (please tell us what type of group you are)

What is your group's registration or incorporation number?

What date did your group register? (or start)



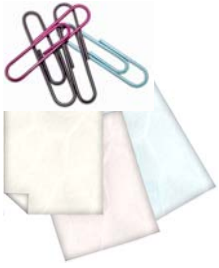
Please tick here to say you are sending us some documents called **certificates** to show the information you have told us above

5. Money

How much money did your group make in the year 2008 to 2009?

How much of this was a type of money called **unrestricted income**?





Please send us these documents with this form.
Please tick the boxes to show you are sending us them.

1. Your most recent signed and audited accounts

(These are documents to show how your group has spent its money)

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

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

What bank is your group with? What is the account name?

What is the account number? What is the sort code?

What is the address of your group's bank?



6. About the people in charge of your group



The people in charge of your group may be called a **management committee** or a **board of trustees** or something else. Please tell us about them.

How many of them are there?

How many of the people in charge of your group are

Male Female Transgender

(Transgender people are people who feel that the body they were born into is not right for them. They may want to change from being a man to a woman or the other way around.)

What ages are the people in charge?

How many are 24 years old or less

How many are between 25 and 44 years old

How many are between 45 and 64 years old

How many are over 65 years old

What cultures or backgrounds to the people in charge come from?

How many are White

How many are Asian

How many are Black

How many come from a mixed background

How many come from any other background

What is the sexual orientation of the people in charge?
(Sexual orientation is about who you are attracted to or may want a relationship with)

How many are straight

How many are gay or lesbian

How many are bisexual

How many are another sexual orientation

Are any of the people in charge disabled?

How many are disabled

How many are not disabled

Do any of the people in charge say they are religious in some way?

How many are religious in some way

How many are not religious

7. Insurance and other documents



Does your group have a document called an **equality scheme**? This will talk about how your group will make sure it treats everyone in a good and fair way. (please tick 1 box)

Yes No

About the **insurance** your group has



Public liability insurance cover. Please tell us the most amount of money you are insured for.

£



Professional indemnity insurance.

(only if your group gives people advice or does casework)

Please tell us how much the insurance is for. £



Please send us copies of these insurance documents.
Please tick here to show you are sending them.

8. Where does your group do its work?



Does your group do its work (please tick 1 box)

just in your local area

in a bigger area called a region

across the whole country

Please tell us exactly what areas of the country your group's project will work in to help people.

Is this area bigger than the area talked about in your group's legal documents?

The same bigger

If it is bigger, please tell us why (it is important to do this if your group is asking us for money on its own).



Which sort of work will your group's project help with

Is your group's work to do with (please tick 1 box)

- Age
- Race (this is to do with the backgrounds and cultures people come from)
- Disability
- People's sex (this is whether someone is a woman, a man or a transgender person)
- Pregnancy or maternity
- Gay, lesbian or bisexual people
- Religion and belief (things people believe in)
- People who change from being a man to a woman or the other way around
- All of these things

What sort of work will you be doing for this? (please tick the box or boxes that describe the work you will do)

- Casework (giving people advice and help to do with the law)
- Helping people know about the law and their rights
- Supporting other groups to do this work



9. Please tell us a little bit about the work your group wants money to do

How did your group find out that it needed to do this work?

How will your work help with this need?

Please tell us about any work like yours that is already happening in the areas your group wants to work in. If other work like yours is already happening, how will your group's work fit in with this?



10. The work your group does now

Please tell us about the main work your group does now

How do you make sure people in your local area and other groups can take part in your work?

11. About the people your group has helped



How many people has your group helped over the last year?

Please tell us a bit more about the people you have helped.

How many of the people were		How many of the people were	
Male		24 years old or less	
Female		25 to 44 years old	
Transgender		45 to 64 years old	
		65 years old or more	

What backgrounds or cultures were the people you helped from?

White people

How many of the people were			
English		Northern Irish	
Scottish		Irish	
Welsh		Gypsy or Traveller	
British		From any other white background	

Asian People

How many of the people were			
Indian		Chinese	
Pakistani		Asian British Asian English Asian Scottish or Asian Welsh	
Bangladeshi		From any other Asian background	

Black people

How many of the people were			
African		Black British Black English Black Scottish or Black Welsh	
Caribbean		From any other black background	

People from a mixed background

How many of the people were			
White and Black Caribbean		White and Asian	
White and Black African		From any other mixed background	

People from other backgrounds

How many of the people were			
Arab		From any other background	

Were any of the people you helped disabled?

How many of the people			
Could not hear or found it very hard to hear		Had a serious learning difficulty (for example, dyslexia or dyspraxia)	
Could not see or found it very hard to see		Had a serious mental health condition (for example, depression or schizophrenia)	
Had a disability to do with their body. (For example, they found it very hard to move around and do things)		Had a serious illness (like cancer, HIV, diabetes, heart disease or epilepsy)	
Had a learning disability (for example, Down's syndrome)		Had another disability	

People's religion and the things they believe in

How many of the people			
Were not religious		Jewish	
Christian		Muslim	
Buddhist		Sikh	
Hindu		Had another religion or belief	

About people's sexual orientation (this is about who people are attracted to and may want a relationship with)

How many of the people said they were			
Straight		Bisexual	
Gay or lesbian		Other	

If you cannot tell us any numbers of the different types of people you helped, please tell us why here

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Part 2 starts on the next page

Part 2 About your group's project (the work your group wants to do)



If your group will be doing casework

(Casework is when you give people advice or help to do with the law. You may also help people go to court.)

1. How long do you want money from us for and how much are you asking for?

Years	How much money
1 year	
2 years	
3 years	
Total amount of money	



2. Which of these things best describes your group's casework project? Please tick the box to tell us which one. Please also tell us a bit about why underneath



- You will help people who have not been helped before.

- You will help people who may find it hard to get help from other places.



- You will 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 will give people special advice or help they cannot get from other places.



- You have thought of new ways of giving this help to people.



3. If your group will be helping people know about the law and their rights

We will usually give groups money for this kind of work for up to 1 year. But this time we can give money for an extra 11 months from October 2009 to 31 March 2011.

How long do you want money from us for and how much are you asking for?



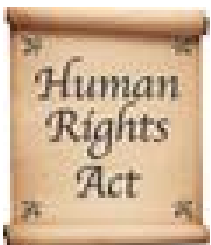
Year	How much money
1 year (up to 30 September 2010)	
An extra 6 months to 31 March 2011	



4. Which of these things best describes your group's project? Please tick the box to tell us which one. Please also tell us a bit about why underneath

- You will help people know what a 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.

The work your group has done before that is like the work you want money for now.



5a. Casework your group has done before

Has your group done casework in the last 2 years that is like the sort you want money for now? (Casework is when you give people advice or help to do with the law. You may also help people go to court.)



If you have, please tell us about what type of work you did and how much of it you did.

If your group has **not** done this type of casework, please tell us about other casework you have done in the last 2 years.

Please tick here if your group has **not** done any casework at all.

Please tell us what other work your group has done instead which might help you do the work you want to do now.



5b Work your group has done before to help people know about the law and about their rights

Has your group done work like the work you want money for now in the last 2 years?

If you have, please tell us about what type of work it was and how much of it you did.

If your group has **not** done this type of work before, please tell us how else your group has helped people know about the law and their rights in the last 2 years.

Please tick here if your group has **not** done any work like this before at all.

Please tell us what other work your group has done instead which might help you do the work you want to do now.



6. Please tell us about how your group is able to do the work you want to do. For example, have you got everything you need to do this work? Do your staff have the all the right skills?



7. Working with other groups

Please tell us how will you work with other groups which do casework or help people know about the law and their rights?





8. Will your group be giving second-tier advice or support? This is when your group supports other groups we have given money to. Your group will support them to do casework or to help people know about the law and their rights

We can give money to a few groups like this but not many.

If your group wants to do this type of work, please tell us what work you have done like this before.



Please tell us about how your group is able to do this work. For example, have you got everything you need to do this work? Do your staff have all the right skills?



Please tell us how you will work well with the other groups to do this work.



9. Making sure the work you do goes well

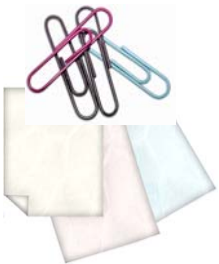


Please tell us how your group will manage the work you want to do so that it is good work and gets done when you say it will be done.



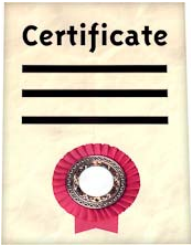
If you are asking us for money on behalf of a bigger group you are part of

How will you make sure the rest of the group does what it needs to do?



Please send us copies of any documents which tell us about the bigger group you are part of and how you work together. An example of a document you could send us is called the **terms of reference**.

10. Things to show your group is doing good work



If your group is doing casework in England or Wales

Has your group got or tried to get something called
Community Legal Service (CLS) Quality Mark Accreditation?

This is something your group can get to show it does good work to do with the law. Your group has to show it can meet some good standards of work first.

If your group has got this, please tell us

The date your group got it

The number

The level and subject

If your group has applied to get it, please tick here

Please tell us the date your group applied for it

Please tick here if your group has **not** got or applied to get the **Community Legal Service (CLS) Quality Mark Accreditation.**

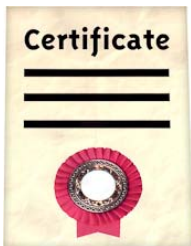
Please tell us about anything else your group has like this to show it does good casework.



If your group is doing casework in Scotland

Please tell us about anything your group has got like this to show it does good work and has met some high standards.

If your group does not have anything like this, please tell us how you will make sure your work is really good. And how you will find out what the people you help think of your work.



If your group is asking us for money for other types of work (not casework)

Please tell us about any standards you have met to show you do good work.

11. More about how you will do the work.

There is some information for you to fill in starting on the next page.

Please tell us



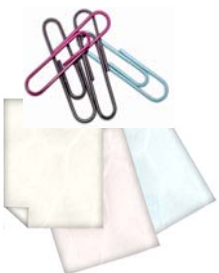
- ✓ the main things you want to happen by the end of year 1 of your work. These things are called **objectives**
- ✓ what you will actually do to make your work happen. For example, you may want to make some leaflets to give people. Or you may want to get a group of people to work together. The work you will actually do is called your **outputs**



- ✓ when you will do each piece of work by
- ✓ any problems you think could happen with each piece of work. Please tell us how likely you think these problems are to happen



- ✓ what you will do to stop the problems being big problems.



If there is not enough space for you to fill the information in, you can attach some other sheets of paper to this form. Please write the name of your group on each piece of paper you attach.

If your group wants to do casework (this is advice or help for people to do with the law)



How much money are you asking us for?

£



What is the first thing you want to happen (this is objective 1)

What actual work will you do to make this happen	When will you do this by?	Could there be any problems with this?	What you will do to stop the problems happening

What is objective 2

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What actual work will you do to make this happen	When will you do this by?	Could there be any problems with this?	What you will do to stop the problems happening

What is objective 3

--

What actual work will you do to make this happen	When will you do this by?	Could there be any problems with this?	What you will do to stop the problems happening

What is objective 4

--

What actual work will you do to make this happen	When will you do this by?	Could there be any problems with this?	What you will do to stop the problems happening

What is objective 5

--

What actual work will you do to make this happen	When will you do this by?	Could there be any problems with this?	What you will do to stop the problems happening

If your group wants to help people know about the law and their rights



How much money are you asking us for?

£



What is the first thing you want to happen (this is objective 1)

What actual work will you do to make this happen	When will you do this by?	Could there be any problems with this?	What you will do to stop the problems happening

What is objective 2

--

What actual work will you do to make this happen	When will you do this by?	Could there be any problems with this?	What you will do to stop the problems happening

What is objective 3

--

What actual work will you do to make this happen	When will you do this by?	Could there be any problems with this?	What you will do to stop the problems happening

If your group want to support other groups to do casework or to help people know about the law and their rights



How much money are you asking us for?

£



What is the first thing you want to happen (this is objective 1)

What actual work will you do to make this happen	When will you do this by?	Could there be any problems with this?	What you will do to stop the problems happening

What is objective 2

--

What actual work will you do to make this happen	When will you do this by?	Could there be any problems with this?	What you will do to stop the problems happening

What is objective 3

--

What actual work will you do to make this happen	When will you do this by?	Could there be any problems with this?	What you will do to stop the problems happening

Please tell us about anything different that will happen if your work carries on for another year or 2 years (you can use extra sheets of paper and attach them if you need to)

What is objective 1

What actual work will you do to make this happen	When will you do this by?	Could there be any problems with this?	What you will do to stop the problems happening

What is objective 2

What actual work will you do to make this happen	When will you do this by?	Could there be any problems with this?	What you will do to stop the problems happening

12. The people who will do the work (your staff)



Will you need to get extra staff if we give you money for the work? (please tick 1 box)

Yes No

If you will, how many new staff will you need in year 1 of your work?

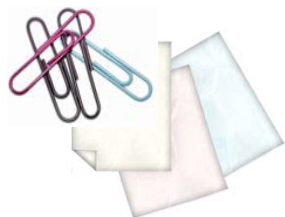
Will they work full time or part time?

Will you tell people outside your group about the new jobs in things like newspapers, magazines or on the internet? (please tick 1 box)

Yes No

Please tell us some information about the people who will do the work on the next page.

The job the staff will do	How many hours a week will they work?	How many hours do you think they will work every month on the work you are asking us for money for?	How much will they earn every month before tax?	Who will manage them?



Please send us with this form

- A document called an **organisational structure**. This shows what jobs people in your group do or will do if you get money from us. And whether or not there are people doing the jobs at the moment.
- **Job descriptions** for each of the jobs people will be doing if you get money from us.



How your group will spend the money for this work

Please tell us how much you will spend on each type of thing. Please tell us in pounds £

Do not tell us about costs for making your project easier for people to take part in yet

Things to spend money on	Casework				Helping people know about the law and their rights			Total cost of project	Total money you want from us	Other income – and where you will get the money from
	Year 1	Year 2	Year 3	Total	Year 1	6 months	Total			
Paying staff wages (and employer costs)										
Getting new staff										
Office costs. (Things like pens and paper)										
Project materials (things like books)										
Training										
Travel, places to stay and food and drink										

Keeping your website working (if it is not already part of your main website)										
Costs for professional and legal work										
Overheads (other costs. For example, fixing things or costs to do with your building)										
Capital expenditure (things like computers, desks and chairs)										
TOTAL cost of your work										



Please tell us how you have worked out what things will cost. For example, tell us how you have worked out what money called **overheads** you will need for the work. Please tell us in 150 words or less.

(Overheads are things like the cost of renting your building, keeping your building clean and fixing things if they are broken.)

Please tell us the total amount of money you are asking us for. Please include any money you will need to spend on making your work easier for people to take part in.

You cannot ask us for more than £150,000 for every year of your work.

Year 1	Year 2	Year 3	Total
£	£	£	£

13. Checking how well your work is going

If we give you money, we want you to show us how all the work you do is going.



Please tell us how your group will get together good information so you can check how well things are going. This information might be things like numbers of people or things people have told you.



Please tell us how you will check how well the work is going. And how you will find out if there is anything you need to change or do in a different way.



14. If your group wants to do casework

Please tell us how you will

- think about who each piece of casework could help before you do it. For example, will it help one person or lots of people now or in the future?
- keep a note of this information
- check to see how well the casework has worked.



15. Please tell us how you will carry on your work after any money we give you stops. Or how you will stop the work.



16. What we will do with the information you give us

If we give you money, the public will be able to see

- the name of your group
- how much money we gave you.

We will only use the information you give us to decide if we should give you any money. We may have to show the information to other groups who help us make our decision or who have something to do with this work.

We will keep the information you give us safe. We make sure we follow all the laws about keeping your information safe.

Tick this box if you do **not** want your group to be part of some of the work we do. For example, where we tell other people about the money we give to groups. Or where we write about it in some documents.

Tick this box if you do **not** want your group's contact details (things like phone number and email address) to be on our website.

Tick this box if you do **not** want us to tell other groups how to get in touch with you. For example, other groups who do work like us. Or people from the media (TV, newspapers or magazines)



Signing this form

Please get 1 of these people to sign their name below.

- the Chair of your group
- the Secretary of your group
- the Treasurer of your group.

When this person signs the form it means they agree that

- everything you have told us on this form is true
- the people in charge of your group have said it is ok to send us this form and are happy with everything in it.

Please now sign the form if you are the Chair, the Secretary or the Treasurer

Your name

Your job

Your signature

The date



This is the end of the form. There is a list of things to check on page 13 of the guide that comes with this form. Look at the list to check you are sending us all the right information with the form.

Thank you