

**Strategic Funding Programme
for Legal Projects**

Unique Reference Number:

____ / ____

Region/Country _____

(For office use only)

**Equality and
Human Rights
Commission**

equalityhumanrights.com

Strategic Funding Programme for Legal Projects 2009–12

Application Form

Please read the guidance notes carefully when completing this application form.

The Equality and Human Rights Commission is very pleased that your organisation is considering an application for the Strategic Funding for Legal Projects.

We try to make the assessment process as easy as possible, but sometimes we may use terminology that different organisations interpret in different ways. An explanation of these terms can be found in Appendix 1, which is attached to the guidance notes.

Accessibility requirements for communication

We generally communicate with organisations that have submitted an application by email and/or post using font size 14. If you are happy with these arrangements, please tick the box here:

If these communication arrangements do not meet your accessibility needs, please get in touch with us to discuss how we can help by telephone on **0203 117 0343** or via email at legalprojects@equalityhumanrights.com.

IMPORTANT: We strongly advise that you read the guidance notes before completing this proposal form.

This application form is only for organisations that are applying for Equality and Human Rights Commission Strategic Funding for Legal Projects.

Part 1: Your organisation

1. Contact details

.....
1a. Name of your organisation/delivery body:
.....
.....

1b. Full postal address of your organisation/delivery body:
.....
.....
.....

Telephone number:

Mobile number:

Fax number:

Email address:

Website address:
.....

1c. Main contact person

Title (for example, Mr, Ms, Mrs, Miss, Prof, Dr):
.....

Name:

Position in organisation:
.....

Full postal address (if different to those given in 1a):
.....
.....
.....

Telephone number:

Mobile number:

Fax number:

Email address:
.....

2. About the application

Please confirm whether your organisation has applied:

1. solely, or
2. as a lead applicant, or
3. as part of a consortium

for the Equality and Human Rights Commission Strategic Funding Programme for the following two priorities:

Priority	Sole or lead	Consortium member
1. Guidance, advice and advocacy services; infrastructure development and capacity building		
2. Good relations		

Please note: If you have submitted an application for the Strategic Funding Programme as a sole or lead applicant, you **cannot** apply for legal funding in the same capacity, but you may apply as a consortium member.

3. Single or consortium bid

3a. Please identify under which category your application for legal funding falls (tick one box only):

- Single organisation bid
- Consortium (partnership) bid

3b. If your application is a partnership bid, please list all of the groups or organisations that are in the consortium using the table below:

Name of partner organisation	Legal status – unincorporated association, company limited by guarantee, etc
1	
2	
3	
4	
5	
6	

Please note: Insert in the table as many rows as you require to match the number of organisations in your consortium.

Are **all** the partner organisations not-for-profit organisations Yes No

3c. Please provide a copy of the partnership/consortium agreement signed by all the organisations.

Tick to confirm that you have included a copy of your consortium/partnership agreement

4. Legal status of the delivery organisation (the lead applicant in consortia applications) – please complete all boxes

4a. Legal status	Registration/ incorporation number	Date of registration (or founding)
Charity		
Community interest company (not for profit, with asset lock)		
Company limited by guarantee (not for profit)		
Unincorporated group, already existing or under development		

If your organisation is not one of the above, please state what type of organisation it is, that is, community benefit society (for example, industrial and provident society, registered friendly society, co-operative society), company limited by shares etc, and include your registration details.

.....

.....

.....

4b. Please provide copies of the relevant certificates.

Tick to confirm that you have included copies of all relevant certificates

5. Financial information

- 5a.** What was your total income during 2008/09? £

 How much of this income was unrestricted income? £

- 5b.** Please provide your latest signed and approved and audited accounts (if you are a new organisation, you should submit a letter from your bank with your account details and any statements you have).
 Tick here to confirm that you have enclosed them
- 5c.** If you are applying for more than £50,000, or more than one year’s funding, please submit a business plan for the project, and tick here to confirm that a business plan is being submitted.
- 5d.** Please give your organisation’s banking details.

Bank name:

Account name:

Account number:

Sort code:

Bank address:

6. The management committee/board of trustees

In total, how many members are there on your management committee, board of trustees or equivalent structure?

Please give an equality profile of your management committee, board of trustees or equivalent structure using the following table:

6a. Sex. How many of the committee members are:	No.
Male	
Female	
Transgender	
6b. Age. How many of the committee members are:	
0–24	
25–44	
45–64	
65 or over	
6c. Ethnicity. How many of the committee members are:	
White	
Asian	
Black	
Mixed or multiple background	
Any other background	

6d. Sexual orientation. How many of the committee members are:	No.
Heterosexual or straight	
Gay or lesbian	
Bisexual	
Other	
6e. Disabled. How many of the committee members are:	
Disabled	
Non-disabled	
6f. Religion or belief. How many of the committee members:	
Have a religious affiliation	
Have no religious affiliation	

8. Area of benefit

8a. Is your project local, regional or national? (tick one box only)

Local

Regional

National

8b. Please describe precisely the area of benefit of your proposed project.

8c. Is the area described in (b) the same or wider than described in your organisation's governing legal instrument (set out in Section 4 above).

The same

Wider

If wider, please explain, especially if you are not part of a consortium bid.

8d. Please tick which of the following equality enactment strands your project(s) will cover (if you are covering all, please tick ‘all strands’ only):

Strand	Casework	Awareness raising	Second tier
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Religion and belief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ALL STRANDS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please note: The Commission expects all projects to cover human rights issues.

9c. How will your project satisfy the need/demand you identified above?

9d. Please describe services/projects of a similar nature to your proposed project that currently exist within your proposed area of benefit.

9e. Additionality – please explain how your project will add to and complement these other similar services/projects.

10. Your organisation's role and involvement of others

10a. Briefly describe your organisation's **main role and general work.**

10b. Please explain how you involve local communities and/or stakeholders in your work.

11. Equality monitoring data – the people you serve

11a. What is the total number of people (beneficiaries) who have benefited from your work over the last 12 months?

.....

11b. Please break down this total into the following categories:

Sex. How many of these beneficiaries were:

	No.
Male	
Female	
Transgender	

Age. How many of these beneficiaries were:

	No.
0–24	
25–44	
45–64	
65 or over	

Ethnicity. How many of these beneficiaries were:

White	No.
English	
Scottish	
Welsh	
British	

White	No.
Northern Irish	
Irish	
Gypsy or Traveller	
Any other white background	

Asian	No.
Indian	
Pakistani	
Bangladeshi	

Asian	No.
Chinese	
Asian British, Asian English, Asian Scottish, or Asian Welsh	
Any other Asian background	

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Black	No.
African	
Caribbean	

Black	No.
Black British, Black English, Black Scottish, or Black Welsh	
Any other black background	

Mixed or multiple background	No.
White and Black Caribbean	
White and Black African	

Mixed or multiple background	No.
White and Asian	
Any other mixed/multiple background	

Any other background	No.
Arab	

Any other background	No.
Any other background	

Disabled. How many of these beneficiaries had the following conditions which have lasted, or are expected to last, a year:

	No.
Deafness or severe hearing impairment	
Blindness or severe vision impairment	
A physical disability (a condition that substantially limits one or more basic physical activities such as walking, climbing stairs, lifting or carrying)	
A substantial learning disability (for example, Down's syndrome)	
A serious learning difficulty (for example, dyslexia or dyspraxia)	
A serious mental health condition (for example, depression or schizophrenia)	
A chronic illness (such as cancer, HIV, diabetes, heart disease or epilepsy)	
Another disability	

Part 2: Your project

1. Funding – legal casework

Are you applying for funding for:

Years	Amount
One year	£
Two years	£
Three years	£
Total	£

2. Priorities – legal casework

Which of these Equality and Human Rights Commission priorities for advice, casework and representation do you consider your project would fall under and explain briefly how it would do that:

2a. Satisfying unmet advice, casework and representation needs.

2b. Providing advice/representation to the individuals and groups that may have difficulties in accessing available services.

2c. Providing specialist employment tribunal or court representation over a wide area.

2d. Providing other highly specialist advice/representation which is not readily available elsewhere.

2e. Delivering advice and representation in novel and innovative ways.

3. Funding – equality and human rights awareness raising

Funding for rights awareness raising will usually be for a maximum period of 12 months from the beginning of the financial year. This first cycle funding is, however, for one year and an additional six months from October 2009 to 31 March 2011. On the next page, please state which period you would like your project to be considered for:

Years	Amount
One year up to 30 September 2010	£
An additional six months to 31 March 2011	£
Total	£

4. Priorities – equality and human rights awareness raising

Which of these Equality and Human Rights Commission priorities for equality and human rights awareness raising do you consider your project would fall under and explain briefly how it does that:

4a. Raising the awareness and knowledge of the new provisions of the Equality Bill/Law at national, country or regional level.

4b. Raising the awareness and understanding of human rights and duties (including international conventions and other instruments) at national, country or regional level.

4c. Wider awareness and understanding of the United Nations Convention of the Rights of People with Disabilities (UNCRPD), including the Optional Protocol; enabling disabled people and their organisations and legal practitioners and advisers to be better placed to use the Convention.

4d. Developing equality and human rights and duties awareness raising materials at national or country level and supporting the Equality and Human Rights Commission funded organisations undertaking such work.

4e. Undertaking equality and human rights awareness targeted at specific equality groups that are in special need for such targeted approach.

5a. Previous legal advice, casework and representation experience

i) Please give brief details of the type and volume of equality and human rights casework that you have carried out during the last two years.

ii) If you have not carried out casework, please explain what other casework you have undertaken during the last two years.

iii) If you have undertaken neither of the above types of work before, please tick this box and add what other work you have undertaken previously which might assist you in carrying out this project effectively.

5b. Previous experience in equality and human rights awareness raising work

- i) Please give brief details of the type and volume of equality and human rights awareness work that you have carried out during the last two years.

- ii) If you have not carried out such work before, please explain what other public education of legal rights you have undertaken during the last two years.

- iii) If you have undertaken neither of the above types of work before, please tick this box and add what other work you have undertaken previously which might assist you in carrying out this project effectively.

6a. Capability to deliver advice, casework and representation

Please explain your organisation's capability to deliver the outcomes and outputs that you set out below in Section 11.

6b. Capability to deliver equality and human rights awareness

Please explain your organisation's capability to deliver the outcomes and outputs that you set out below in Section 11.

8. Second-tier advice or support

This is funding for **national, country or regional projects** that may provide second-tier advice or support to organisations funded by the Equality and Human Rights Commission to undertake equality and human rights casework or awareness raising. If you are applying for this outcome, please explain here:

8a. Your previous experience in the provision of such advice or support.

8b. Your capability to deliver such work.

8c. How you are going to work effectively with the organisations.

9. Project management

Describe how you will manage the project so that work is delivered to a high standard and within the agreed timescales.

Consortium bids only – How will you manage and co-ordinate the effort of each organisation in the consortium or partnership to ensure that the project outcomes are achieved?

(Please attach copies of any agreed terms of reference etc that confirm the existence of the partnership and clarify respective roles of members, including procedure for resolving any disputes.)

10. Quality assurance

10a. Casework (England and Wales)

- i) Please tell us whether your organisation has obtained or applied for the Community Legal Service (CLS) Quality Mark accreditation.

Date obtained:

Number:

.....

Level and subject:

.....

Applied for: (tick)

Date applied for:

.....

- ii) If you have neither obtained nor applied for the CLS Quality Mark, tick this box:

- iii) If you have obtained any other quality assurance accreditation **or are a project in Scotland**, please state here the details of any other quality assurance accreditation.

.....

.....

- iv) If you are a project in Scotland and have no quality assurance accreditation, please provide specific details of how quality assurance will be guaranteed in your project, including how all work (including general advice, file management and the quality of representation) will be assessed and client satisfaction surveys undertaken.

.....

.....

- 10b.** If you are applying for awareness-raising work and do not undertake casework (or are applying for funding for second-tier support only), please let us know what quality assurance accreditation (if any) you have obtained or are working towards.

.....

.....

.....

11. Your proposed work

11a. Your outcomes and objectives – please state here the Equality and Human Rights Commission prescribed outcomes and list:

- i. the objectives you plan to achieve by the **end of Year 1**
- ii. for each objective, the **relevant outputs**
- iii. for each output, the timescale within which it will be achieved
- iv. the risk it involves
- v. the action to be taken to mitigate the risk.

(Please add to rows for objectives and outputs if necessary.)

MAIN CASEWORK OUTCOME 1: To provide an effective legal advice, casework and representation service on the equality and human rights enactments to persons living in or visiting *(the area of benefit)*

Funding sought for this outcome

£

Objective 1:			
Outputs	Timescale	Risk (likelihood and impact)	Mitigating action

Objective 2:			
Outputs	Timescale	Risk (likelihood and impact)	Mitigating action

Objective 3:			
Outputs	Timescale	Risk (likelihood and impact)	Mitigating action

Objective 4:			
Outputs	Timescale	Risk (likelihood and impact)	Mitigating action

Objective 5:			
Outputs	Timescale	Risk (likelihood and impact)	Mitigating action

Objective 6:			
Outputs	Timescale	Risk (likelihood and impact)	Mitigating action

MAIN AWARENESS RAISING OUTCOME 2: To promote wider understanding and awareness of equality and human rights within *(the area of benefit)*

Funding sought for this outcome

£

Objective 1:			
Outputs	Timescale	Risk (likelihood and impact)	Mitigating action

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Objective 2:			
Outputs	Timescale	Risk (likelihood and impact)	Mitigating action

Objective 3:			
Outputs	Timescale	Risk (likelihood and impact)	Mitigating action

SECOND-TIER ADVICE AND SUPPORT OUTCOME 3:
 To provide (second-tier) advice or support to advisers undertaking equality and human rights casework and/or rights awareness raising advisers in the (wider) area of *(the area of benefit)*

Funding sought for this outcome

£

Objective 1:			
Outputs	Timescale	Risk (likelihood and impact)	Mitigating action

Objective 2:			
Outputs	Timescale	Risk (likelihood and impact)	Mitigating action

Objective 3:			
Outputs	Timescale	Risk (likelihood and impact)	Mitigating action

11b. Please set out below any objectives and their relevant outputs which will be different in Years 2 and/or 3. (Please add to rows for objectives and outputs if necessary.)

Outcome: To reproduce the relevant outcome

Objective 1:			
Outputs	Timescale	Risk (likelihood and impact)	Mitigating action

Outcome: To reproduce the relevant outcome

Objective 2:			
Outputs	Timescale	Risk (likelihood and impact)	Mitigating action

12. Resources required for effective delivery of the proposed project

Part 1 – Staff requirements

12a. Will you need to recruit new/additional staff if you are successful with your application? Yes No

12b. If you answered yes to the above, how many staff will you need to recruit in the first year of your project? (Please indicate full-time or part-time.)

12c. Will you advertise these new posts externally? Yes No

12d. Fill out the table below to illustrate the contribution of each member of staff, including new and existing staff, that will be needed on the project, and how they will fit into the management structure:

Position	Hours per week	Estimated total hours per month on the Equality and Human Rights Commission-funded project	Gross monthly salary (£)	Managed by?

(Please note: Please submit a copy of your organisational structure – this should list all positions in the organisation including the positions that will be created through this project. You should indicate whether the positions are currently filled or vacant. Please also submit job descriptions in respect of each position, existing or new, that will be engaged in the delivery of the proposed project.)

Please list any items of **capital expenditure** that you wish to purchase using Equality and Human Rights Commission funding:

Description of cost (and year to be purchased)	Cost (£)	Amount requested £
Total (should match the sum in the table above)		

* **Accessibility costs.** Please detail the expenditure you would need to incur in order to make the project activities more accessible (for example, through the provision of reasonable adjustments such as making project documentation available in Braille or large print, hire of accessible premises, transport costs, etc).

Description of cost (and year of expenditure)	Cost (£)	Amount requested £
Total (should match the sum in the table above)		

13. Monitoring and evaluation

If your project is offered Equality and Human Rights Commission funding, you will be expected to provide qualitative and quantitative information to demonstrate how you will measure progress against your chosen outcome(s).

Please explain how you will:

13a. ensure that monitoring information (including data) is collected consistently so that this can be reported back to the Equality and Human Rights Commission.

13b. effectively monitor and evaluate the project.

16. Data protection and Freedom of Information

You should note that the names of organisations funded by the Equality and Human Rights Commission, and the amounts they receive, are a matter of public record. This information will be in our annual report. Furthermore, applicants should be aware that on request under the Freedom of Information Act 2000, the Equality and Human Rights Commission is required to provide information about its business, including responses to enquiries in relation to the Equality and Human Rights Commission funding arrangements and applications for funding. In response to any requests, the Equality and Human Rights Commission will be mindful not to breach any provisions contained in the Data Protection Act 1999.

The Equality and Human Rights Commission will use the information you provide on the application form (and during the life of the grant, if awarded) to administer and analyse applications and funding applications. We may give copies of some or all of this information to organisations and individuals that we consult when assessing applications and monitoring projects. These organisations and individuals may include external assessors, accountants, and other organisations or groups involved in delivering the work. We may also share the information with government departments, organisations providing matching funding, non-departmental public bodies, and other organisations and individuals with a legitimate interest in grant applications made to the Equality and Human Rights Commission.

To help us meet the needs of voluntary and community organisations, we may use the information you provide for our own research, reporting and promotional purposes. We may also send you more information about our work and grant programme.

We recognise the need to maintain the confidentiality of organisations working with vulnerable groups, and their contact details will not be made public in any way, except as required by law.

16a. If you do **NOT** want your organisation to take part in research, reporting or promotional work, tick this box

16b. If you do **NOT** want your organisation's contact details to appear on the Equality and Human Rights Commission website, tick this box

16c. If you do **NOT** want your organisation's contact details to be passed on to third parties (for example, other equality organisations or the media), tick this box

17. Signatures

(Chair, Secretary or Treasurer – NOT the main contact or any other officer)

Declaration

I confirm that the information provided in this application is true and that the management committee or other governing body has authorised this application (which is within the objectives of our constitutional document) and the proposed work described in it.

Name:

.....

Position:

.....

Signed:

Date:

.....

Checklist

Check this page before submitting your application

Have you:

- | | |
|--|--------------------------|
| Checked thoroughly that you meet the eligibility criteria? | <input type="checkbox"/> |
| Completed all the sections in Part 1 of the form? | <input type="checkbox"/> |
| Completed all the sections in Part 2 of the form? | <input type="checkbox"/> |
| Had the form signed by the correct signatory(/ies)? | <input type="checkbox"/> |
| Submitted TWO hard copies and ONE electronic copy? | <input type="checkbox"/> |
| Met the application deadline? | <input type="checkbox"/> |
| Attached all the supporting documents? | <input type="checkbox"/> |

Make sure that you put the name of your organisation at the top of any extra sheets or additional documents, and attach these firmly to your application form.

PLEASE NOTE that we will **NOT** be considering any application that does not meet all of the requirements stated above.

Submitting your completed application:

To apply for funding, you will need to submit:

- 1 x electronic copy of your proposal
- 2 x signed hard copies of your proposal

Hard copies should be submitted, by post or by hand, to:

Funding Unit

Equality and Human Rights Commission

3 More London Riverside, Tooley Street, London, SE1 2RG

You must also send an electronic copy by email, with the subject heading

‘Legal Projects + [name of your organisation]’ to:

legalprojects@equalityhumanrights.com

Please be aware that hard and electronic applications must be received by **5pm on 7 August 2009**. Applications arriving after this deadline will automatically be rejected.

Contact us

To contact the Legal Projects Funding Unit:

Write to us at: Equality and Human Rights Commission Legal Directorate,
3 More London Riverside, Tooley Street, London, SE1 2RG

You can also either call us on 0203 117 0343 or email:
legalprojects@equalityhumanrights.com

Alternatively you can get in touch with us via our website at:
www.equalityhumanrights.com or by contacting one of our helplines below.

If you require this publication in an alternative format and/or language please contact the relevant helpline to discuss your needs. All publications are available to download and order in a variety of formats from our website.

Helpline – England

Telephone: 0845 604 6610
Textphone: 0845 604 6620
Fax: 0845 604 6630

Helpline – Scotland

Telephone: 0845 604 5510
Textphone: 0845 604 5520
Fax: 0845 604 5530

Helpline – Wales

Telephone: 0845 604 8810
Textphone: 0845 604 8820
Fax: 0845 604 8830

9am–5pm Monday to Friday except Wednesday 9am–8pm.

For media enquiries:

Please call 0203 117 0255

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