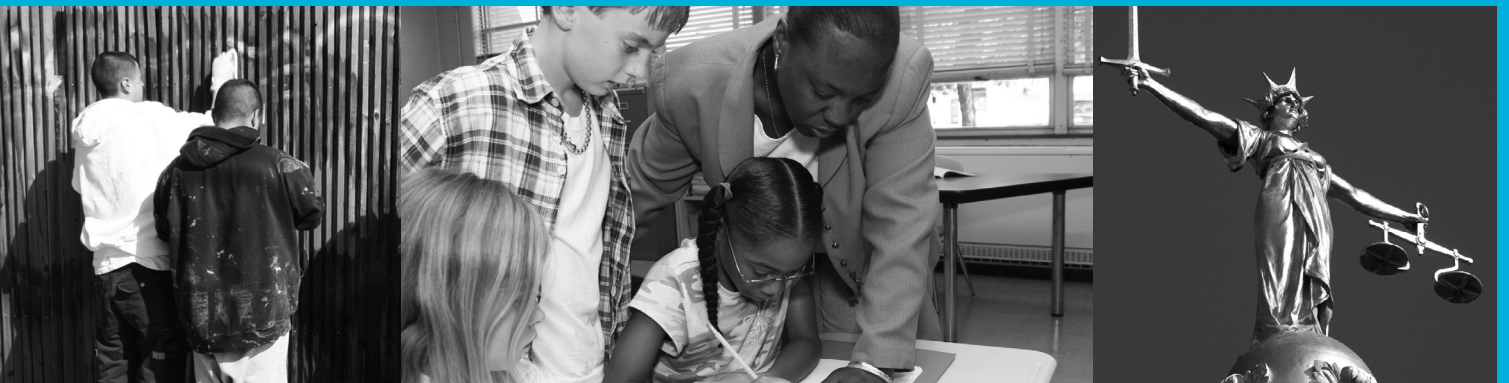


Equality and
Human Rights
Commission

equalityhumanrights.com

Strategic Funding Programme for Legal Projects 2009–12



Guidance notes for completing the
2009/10 application form

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1. Introduction

The Equality and Human Rights Commission (the Commission) is empowered to give financial assistance, under Section 17 of the Equality Act 2006, to organisations that promote equality and diversity, good relations and human rights, and those that work towards the elimination of discrimination.

The Commission undertook a wide consultation process on the grants programme and this was followed by four events in which the legal grants were discussed. There was broad support for the Commission's plan to align the funding programme with its strategic priorities for the next three years, which are:

- 1) Securing and implementing an effective legislative and regulatory framework for equality and human rights.
- 2) Ensuring a fairer Britain for all – reducing the gap in outcomes to secure fair life chances, access to services and dignified treatment.
- 3) Building a society without prejudice – promoting good relations and fostering a vibrant equality and human rights culture.
- 4) Promoting wider understanding and awareness of rights – delivering timely and accurate advice and guidance to individuals, advisers and employers alike.

- 5) Building an authoritative and responsive organisation.

The new strategic funding programme for legal projects reflects the above priorities, in particular, priority 4.

For further information on the Commission's three-year strategy and our wider work, see www.equalityhumanrights.com/funding

Our job is to break down inequality, build opportunity and support a civic society where fairness and the right of the individual to a life of dignity and respect is not merely an ideal but a fact.

2. Eligibility criteria and funding principles

To be eligible for Commission funding, all applicants must:

1. Be a UK-registered charity, charitable body, not-for-profit or community interest organisation (which may include properly constituted but unincorporated groups, industrial and provident society, registered friendly society, companies limited by guarantee, community interest companies, social enterprises, etc).
2. Deliver work exclusively in England, Wales or Scotland (not Northern Ireland, Channel Islands or the Isle of Man).
3. Have an unrestricted income of less than £6.5 million in the most recent year for which signed-off accounts are available (that is, 2007/08). The exception to this, in the case of strategic funding for legal projects, is that organisations with larger unrestricted income may apply for funding either as a lead organisation in respect of legal work at national or country level, or as a member of a consortium (partnership) bid in respect of legal work at regional level.
4. Propose work that does not fall under the statutory remit of public bodies, unless as part of a consortium/ partnership where the public/statutory body is a key partner and majority funder.
5. Submit the application form by the stated deadline and ensure that all questions in the application form are completed.
6. Be a lead party to one application only. (This means that you can be the lead applicant in relation to either a consortium bid OR a single organisation bid. In addition, you can be a member of other consortium (partnership) bids.)
7. Apply for funding as a **lead (or sole) applicant** under **only** one of the three strategic funding priority areas. (This means if you have applied as a sole applicant or as a lead applicant in a consortium (partnership) for the previously launched priority one or two funding, you will only be eligible to apply for priority three funding (legal) as a **member** of a consortium (partnership).)
8. Not request more than £150,000 per year from the Equality and Human Rights Commission. For example, if your project runs over a three-year period, you cannot apply for more than £450,000 from the Commission (even if the total cost of the project may be more).

The Commission will NOT consider funding:

1. Applications for work from bodies whose main purpose is to give funds to other charities, individuals or other organisations.
2. Certain capital projects, for example, the building and/or development of land and buildings which will result in a residual asset with ongoing liabilities accruing to the Commission.
3. Fundraising appeals, academic research (although action research bids are welcome) or bridge/replacement funding.
4. Statutory bodies or private companies that apply as single organisations or as lead applicants of a consortium (partnership) bid. (Although both may apply as members of a consortium (partnership) bid.)
2. Applications that demonstrate a commitment to learning and impact (on communities and on policy) in a way that will enable the Commission to see how information, research and evaluation is being used to develop and disseminate their work.
3. Applications that provide an evidence base to support need, such as baseline data against which the project can measure success and a strategy to disseminate learning.
4. Applications that demonstrate a commitment to partnership working.
5. Applications that demonstrate efforts to ensure sustainability of the funded project beyond the life of our funding.
6. Applications from organisations that have in place a robust equality and human rights strategy and associated action plan.

General priorities

The Commission will, in addition, prioritise bids from applicants based on the following principles, many of which reflect feedback received during the recent public funding consultation:

1. Applications that demonstrate a commitment to the ongoing involvement of local communities and stakeholders in their work.
7. Applications that have a specific national/regional/local reach which will help in the delivery of our strategic priorities, including local priorities.
8. Applicants that demonstrate a keen focus on accessibility issues.
9. Applications that are in line with, and are best placed to help deliver, our strategic priorities. For example, in certain situations, ‘front-line’

organisations – that is, organisations that work directly with and provide services to, on behalf of, or for individuals and communities – will be in a better position to deliver our priorities. (This does not preclude second- or third-tier organisations from applying but they would need to demonstrate how their work will be of direct benefit to disadvantaged people, or state how they are working with a ‘front-line’ organisation in partnership.)



We would not expect applications to comply with all of these principles, but your bid will stand a better chance of success if you can demonstrate how it would meet at least some of our priorities. **We appreciate that there will be different considerations required to deliver the various priority areas, depending on the type and scale of activity being proposed. We will take these into account as part of our assessment.**

3. Priority areas for funding

Introduction

Over the period 2009–12, the Commission’s Strategic Funding Programme will support work that underpins the Commission’s three-year strategy. The programme was launched in May 2009 and is focused initially on the following two priority areas:

1. Providing guidance, advice and advocacy services; infrastructure development and capacity building.
2. Promoting good relations.

The third priority, **strategic funding for legal projects**, is now being launched.

Strategic funding for legal projects

This funding will cover three related legal outcomes, of which the first is the main one attracting the largest part of the funding. These are:

1. The provision of legal advice, casework and representation to individuals about matters falling within the equality and human rights enactments. **This is referred to as casework in this guidance.**
2. The raising of the awareness and knowledge about equality and human rights. **This is referred to as rights awareness raising in this guidance.**
3. The support and second-tier advice to organisations undertaking the above two tasks. **This is referred to as second-tier support.**



4. Casework

What do we mean by legal advice, casework and representation?

The Commission is keen to fund organisations that can provide advice, case preparation and representation. There may also be a need in some areas for projects that provide essential legal advice, case preparation, help with settlements or specialist telephone legal advice.

Advice or casework dealing with individual members of the equality groups, such as immigration or social security casework, however, do not fall within the definition of casework that we can fund unless they involve cases raising issues that could be litigated under the equality and human rights legislation.



What do we envisage funding?

We will prioritise projects that are aiming to achieve one or more of the following:

- a) Satisfying unmet advice, casework and representation needs, for example, in geographical or subject areas where there is no current provision.
- b) Providing advice/representation to the individuals and groups that may have difficulties in accessing available services.
- c) Providing specialist employment tribunal or court representation over a wide area. This and the following priority area reflect our desire to see more individuals receiving legal representation at tribunals and courts.
- d) Providing other highly specialist advice/representation which is not readily available elsewhere.
- e) Delivering advice and representation in novel and innovative ways. This is, as pointed out in the consultation meetings, one way of reaching individuals and groups mentioned in (b) above.

5. Rights awareness raising

What do we mean by raising awareness of rights?

The Commission is committed to promoting and protecting the human rights of all and is working with others to ensure that the law works for individuals. A landmark Equality Bill which pulls together all the numerous laws dealing with equality is currently going through Parliament. There is, therefore, a need for projects that can raise the public's awareness and understanding of equality and human rights, and can provide guidance that enables individuals to understand and use their rights.

What do we envisage funding?

We will prioritise projects that are aiming to achieve one or more of the following:

- a) Raising awareness and knowledge of the new provisions of the Equality Bill/Law at national, country or regional level.
- b) Raising awareness and understanding of human rights and duties (including international conventions and other instruments) at national, country or regional level.
- c) Wider awareness and understanding of the United Nations Convention on the Rights of Persons 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.
- d) Developing equality and human rights and duties awareness raising materials at national or country level and supporting Equality and Human Rights Commission funded organisations undertaking such work.
- e) Undertaking equality and human rights awareness targeted as specific equality groups that are in special need for such a targeted approach.



6. Second-tier advice or support

What do we mean by second-tier advice or support?

We will be allocating almost all of our funding for legal projects to organisations which provide the above legal services directly to individuals and the public, but we will also consider funding a few organisations that can, in turn, extend specialist advice and/or support to legal projects. We would expect these second-tier organisations to be operating normally at national or country level (or possibly at regional level).

What do we envisage funding?

We will prioritise projects that are aiming to achieve one or more of the following:

- a) Providing specialist advice and briefings at a national or country level to all or some of the funded organisations, and, in particular, the less resourced ones.
- b) Providing, at national or country level, materials for use by the funded organisations in their equality and human rights work, arranging meetings/seminars for exchange of good practice and facilitating support for isolated advisers.
- c) Assisting legal projects, at national or country level, in the development and attainment of both appropriate quality standards and accredited qualifications in equality and human rights laws.



7. How to apply for funding

1. Please check very carefully that your organisation is eligible to apply for funding and that your proposed project fits with our strategic priorities set out in this guidance.
2. Ask yourself whether your project is an equality and human rights casework or awareness raising or second-tier legal advice/support project.
3. Fill in the application form while paying close attention to the glossary of terms (Appendix 1).
4. Submit all the following documents by **5pm on Friday 7 August 2009**:
 - i. An electronic copy of your proposal.
 - ii. Two hard copies of your proposal.
5. **Note: Any applications that are incomplete by the deadline – even if they have been partially received – will automatically be rejected.**

8. How to complete the application form for Strategic Funding for Legal Projects

Part 1 of the application form

1. Contact details

- 1a** State the name of the delivery organisation. This is either the sole applicant or the lead applicant in a consortium.
- Please refer to the glossary of terms for our definition of the delivery organisation.
-
- 1b** Please provide the full contact details of the delivery organisation.
-
- 1c** Give the contact details and name of the main contact person. This should be someone who is familiar with your organisation and its services and authorised to answer questions about your application and any aspect of your proposed project.

2. About the application

State whether you have applied for the Equality and Human Rights Commission Strategic Funding Programme launched in May 2009 as sole applicant or as a lead in a consortium bid or as a member of a consortium bid.

Tick the relevant box in the table if you have applied before. If, however, you have not applied before, please leave the table blank.

Note: If you have applied previously as a sole or lead applicant, then you cannot apply in a similar role again for legal projects funding, but you can apply as a member of a consortium.

3. Single or consortium bid

3a Tick the box to indicate whether your application is a sole application or a consortium (partnership) bid. Please also refer to the glossary of terms for a full definition of each.

3b

- State the name, as it appears in the constitutional document, of each organisation in the consortium (partnership) and briefly describe (under their name in the left column) what expertise they will bring to the proposed project.
- In the right column, please confirm the legal status of each partner organisation and add the relevant registration numbers.
- Confirm that all the organisations are not-for-profit organisations. *This is an eligibility criterion – a negative answer or a failure to answer the question would mean that your application is ineligible for funding.* Note: Statutory bodies may only apply as a member, but not lead applicant, of a consortium (partnership) bid.

3c Provide a copy of the consortium (partnership) agreement signed by all the parties.

We would expect the date of the formation of the consortium (partnership) and its purpose to be in the agreement. If they are not, set the details out in this section.

Tick the box to indicate that you have included a copy of your consortium (partnership) agreement.

4. Legal status of the delivery organisation

- 4a Indicate the legal status of your organisation. Tick all the boxes that apply and state your registration, reference or company number, as applicable. If none of the options apply to your organisation, or your organisation is unregistered, specify how you are constituted.
-
- 4b Please tick to confirm that you have enclosed copies of all the relevant certificates.

5. Financial information

- 5a
- State your total income
 - State how much of income was **unrestricted** income. *This is an eligibility criterion and the question must be answered.*
 - The information you provide in this section should be taken from your **latest audited accounts** (be it 2008/09 or 2007/08).
-
- 5b Tick to confirm that you have enclosed your latest signed, approved and audited accounts.
-
- 5c If you are applying for more than £50,000 or for more than one year's funding, tick the box to confirm that you have submitted your business plan for the project.
-
- 5d Tell us your organisation's bank account details. If you are applying as part of a consortium, give the lead body's banking details.

6. The management committee/board of trustees

- 6** Use the space provided to tell us how many individuals govern the overall running of your organisation – either as trustees or as members of a management committee/group.
-
- 6a** Use the space provided in the ‘No.’ (number) column to tell us how many people on your management committee are male and how many are female.
-
- 6b** Use the spaces provided in the ‘No.’ column to tell us how many people on your management committee come under each age group.
-
- 6c** Use the spaces provided in the ‘No.’ column to tell us how many people on your management committee come under each ethnic group.
-
- 6d** Use the spaces provided in the ‘No.’ column to tell us how many people on your management committee identify their sexual orientation.
-
- 6e** Use the space provided in the ‘No.’ column to tell us whether any member(s) of your committee identify themselves as disabled, and the nature of the disability.
-
- 6f** Use the space provided in the ‘No.’ column to tell us how many people on your management committee have a religious affiliation.

7. Organisational policies

- 7a** Indicate whether or not you have an Equal Opportunities Policy. By answering ‘yes’, this means that you have an active, documented policy in place.
-
- 7b** Indicate the amount of public liability insurance cover that you have.
-
- 7c** If you are an organisation involved in giving advice or carrying out casework, please indicate in the space provided the maximum liability insured.
- Tick the box to confirm that copies of the policies are enclosed.

8. Area of benefit

- 8a** State whether your proposed project is local, regional or national in scope by ticking only one of the boxes.
- To answer this question, it may help you to refer to our definitions of local, regional and national within the glossary of terms.
- If your answer requires further explanation, please use the space provided.
-
- 8b** Describe clearly the geographical area covered by your project. This is particularly important for projects covering local or regional organisations.
-
- 8c** Tick the relevant box to indicate whether the area of benefit covered by your application is the same or wider than the area mentioned in your governing legal instrument.
- Explain any differences between the two areas, if you are a sole applicant.
-
- 8d** Tick which of the eight equality enactment strands your project(s) will cover. If you are covering all strands, please tick the ‘all strands’ box.
- Note that a human rights approach to the project’s work is an integral requirement.

9. Your project and the need for the project

9a Explain very briefly the project for which you applying for Equality and Human Rights Commission funding – for example, *‘the project is a centre of excellence project at ABC Advice Centre to provide advice, casework and representation on all the equality enactments to individuals living or residing in the county/counties of XYZ ... ’*

9b Tell us how you know there is a need for the proposed project. In your answer, you should provide evidence, however informal, that illustrates that need, such as findings of surveys or reviews. Where possible, use any published data relating to your proposed area of benefit. Your answer should demonstrate a clear link between the need you have identified and your proposed project.

9c Describe how this project will satisfy the demand identified in 9b above. Indicate which equality group or groups will benefit, directly or indirectly, from the proposed project.

9d There may be other organisations (especially in casework) that deliver in your proposed area of benefit, services similar to the one(s) that you are proposing in your application. Please

- identify these organisations
 - explain why another service is required
 - explain how the proposed project links into the work of the existing providers
 - confirm what discussions, if any, you have had with existing providers to illustrate how the services will join up and work together.
-

9e Describe how your project will add to or complement the other existing services identified in 9d above.

10. Your organisation's role and involvement of others

- 10a Describe in one short sentence your organisation's **main role and general overall work**. For example, 'We are a Law Centre operating since xxx and provide advice and representation in the fields of welfare law, employment, housing, discrimination, etc.'
-
- 10b Explain how you involve local communities and/or stakeholders in your work, for example through representation in the management committee, public meetings, surveys of service users. Regional or national organisations may have other ways of involving their stakeholders in their work.

11. Equality monitoring data

- 11a State the total number of persons who benefited directly (beneficiaries) from **your work** (that is, the work you describe in 10a above) over the last 12 months (that is, up to 31 May 2009, but, if it is easier, please provide the figures for the financial year ending 31 March 2009). For an advice organisation, this will be all the persons who have been given advice.
-
- 11b Following the guidance above (at 6a to 6f), state the breakdown of the beneficiaries by sex, age, ethnicity, disability, religion or belief and sexual orientation.
-
- 11c If there are gaps in the data that you have provided, please explain. For example, if you have stated that a total of 695 beneficiaries benefited from **your work**, but cannot break this number down in all the equality areas, please say why you could not provide this data.

Part 2 of the application form

1. Funding – legal casework

- 1 If you are applying for funding for casework (see above for what we mean by casework), you may apply for annual funding for a period of up to three years. Indicate in the space provided the amount of funding you are applying for each year and confirm the number of years. Note the maximum funding limit of £150,000 for each year. Any such casework organisation must also note that if it applies for funding for other legal outcomes, such as awareness raising, the limit of £150,000 applies to the whole application.

2. Priorities – legal casework

- 2 In this section, identify which of the five listed Equality and Human Rights Commission priorities for casework your project would fall under. If more than one is relevant, indicate all that would apply.

- 2a-e For each relevant priority, briefly explain why that priority is relevant to your project and how your project meets the stated priority.

3. Funding – equality and human rights awareness raising

- 3 If you are applying for funding for awareness raising (see section 5 for what we mean by awareness raising), indicate in the space provided the amount of funding you are applying for. This funding is normally for one year only, but in this first round of funding we will consider funding up to 31 March 2011. *(As we are not currently funding any organisations for this work, please see the note below on the starting date for successful projects.)*

Note the maximum annual funding limit of £150,000 for each application.

4. Priorities – equality and human rights awareness raising

4 In this section, identify which of the five listed Equality and Human Rights Commission priorities for awareness raising your project would fall under. If more than one is relevant, indicate all that would apply.

4a-e For each relevant priority, briefly explain why that priority is relevant to your project and how your project meets the stated priority.

5a. Previous legal advice, casework and representation experience

5a i Explain the type and volume of the equality and human rights enactments advice, casework and representation that you have carried out over the past two years.

5a ii If you have not undertaken such casework previously (over the last two years), explain what other casework you may have undertaken.

5a iii If neither of the above situations apply to you, tick the box and explain any other previous work that might assist you in carrying out this project.

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

5b i Explain the type and volume of the equality and human rights awareness-raising work that you have carried out over the past two years which demonstrates that you have experience to deliver such work.

5b ii If you have not undertaken such work previously (over the last two years), explain what other public education of legal rights you may have undertaken.

5b iii If neither of the above situations applies to you, tick the box and explain any other previous work that might assist you in carrying out this project.

6a. Capability to deliver advice, casework and representation

6a Explain your organisation's capability to deliver the outcomes and outputs you have set out in Section 11. This covers planning, staffing and resources, and how you manage them all to ensure that the outcomes are achieved.

6b. Capability to deliver equality and human rights awareness

6b Explain your organisation's capability to deliver the outcomes and outputs you have set out in Section 11. This covers planning, staffing and resources, and how you manage them to ensure that the outcomes are achieved.

7. Partnership work with other organisations

7 Please explain how you are going to work with other organisations in your area of benefit which are undertaking equality and human rights casework and/or rights awareness raising.

You would have identified many, if not all, when examining the needs of the area (see Part 1, section 9).

8. Second-tier advice or support

- 8
- A limited amount of funding may be provided for a few **national, country or regional projects** that may provide second-tier advice or support to organisations funded by the Commission to undertake equality and human rights casework or awareness raising. This is aimed at assisting the first-tier organisations to deliver an effective and high-quality service to the clients/beneficiaries.
 - This funding will normally be for one year only, but, for this funding round, we shall consider funding up to 31 March 2011.
 - The Commission's **priorities in this outcome** area are set out in this guidance (see Section 6 above) and relate to national (Great Britain wide) or country-wide (one or two of the GB countries) advice or support for all or some (defined by type of organisation) funded projects.

8a-c

While addressing **how you meet the priorities for this type of work**, explain fully in these three sections:

- Your previous experience in the provision of second-tier advice or support.
- Your capability to deliver such work.
- How you are going to work effectively with the widely dispersed organisations.

Please see the guidance relating to similar questions relating to the other two outcomes, which might help in addressing the above questions and the priorities.

9. Project management

9

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

In particular, describe:

- How staff involved in the project are made fully aware of the outcomes, objectives and outputs of the project.
- How staff will report upon progress against their stated objectives, outcomes and indicators of success, etc.
- The management structure – in other words, how (and how often) paid staff, volunteers and the management committee (or steering group) meet to discuss the project and review progress against the set objectives.
- How project information (including data) will be recorded and presented so as to facilitate decision-making and review.

9

Consortium (partnership) bids will, in addition, need to explain how they will manage and co-ordinate the efforts of each organisation in the consortium or partnership to ensure that the project outcomes are achieved.

As requested also in Part 1, Section 3c of the application, ensure that copies of all the agreements and written arrangements/procedures between the partners are submitted with the application.

10. Quality assurance

- 10a i Indicate whether you have obtained the CLS Quality Mark accreditation, and, if so, the date and number of the certificate. Please also indicate the level (general, general help with casework or specialist help) and the subject(s).
- If you have applied for the CLS Quality Mark, tick the box and indicate the date. Please add any reference numbers and the current status of the application.
-
- 10a ii If you have neither obtained nor applied for the CLS Quality Mark, tick this box.
-
- 10a 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.
-
- 10a 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, ranging from general advice, through file management and the quality of representation, will be assessed, and client satisfaction surveys are undertaken.

11. Your proposed work

11a There are three pre-defined outcomes for legal projects funding set out in the application. **Subject to the maximum annual limit of funding of £150,000 per application, an organisation may apply for funding for one or more of the three pre-defined outcomes.**

11a Use the table provided to set out how your plan is to achieve the outcome for which you are applying for funding during the **first year**.

Complete the pre-defined outcome by adding further information relating to your project, such as:

- your area of benefit
- any specialist casework provision you are planning to make if you are not covering all the equality enactments
- any other variation to the pre-defined outcomes which still fall within the stated priorities.

Add in the box provided the total funding you require for each outcome.

11a For each outcome, set out in the table

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

-
- 11a You should ensure that your objectives and outputs are ‘SMART’: specific, measurable, attainable, realistic and time-bound.
- Objectives in casework may involve achieving the following within a set time (date) or period (year, six monthly, quarterly):
- Getting the project going.
 - Publicising the project/service.
 - Providing correct and timely advice.
 - Preparing cases.
 - Achieving suitable outcomes (for example, settlements) for clients.
 - Representing at tribunals and courts.
 - Maintaining quality standards.
 - Working with others and the Commission.
 - Monitoring and evaluating the work/service and outcomes.
-

- 11a For the columns under the objectives:
- Column 1 – Outputs**
- These are the **activities** you will carry out to achieve your outcome. In this column you need to state your outputs, making sure that they are quantifiable. For example:
- Under a casework objective of providing accurate and timely advice from 1 October 2009 to 30 September 2010, your outputs might be time/periods during which such advice is provided, how the advice is provided (telephone, email, in person, surgeries at other sites), the target numbers of the persons who will be advised.
 - Another casework objective of publicising the service may involve outputs relating to distributing xx number of leaflets, advertisements, radio interviews, outreach, etc.
 - An objective of case preparation will involve outputs of the number and type of cases to be prepared over the year.
 - The same (that is, numbers of cases) applies to outcomes relating to settlements or representation.

Column 2 – Timescale

This is the period over which each output will be delivered. In casework, other than outputs that may be achieved over a shorter period, this is likely to be the period of a year.

Column 3 – Risk

A risk is something that may prevent you achieving your outcome. There are many types of risk (such as financial, political, social or legal). Although some risks may be out of your control, there may be some steps your organisation can take to reduce their likelihood or their impact.

In this column you need to indicate:

- the risk that may prevent you achieving your outcome
- the probability of each risk (high, medium or low)
- the potential impact of each risk (high, medium or low).

Examples of risks in all legal projects could be loss of staff, poor take-up of the service, inability to deal with a huge demand, performance risks (and, in advice and casework, negligence), etc.

Column 4 – Mitigating action

In this column you need to tell us how you will limit the impact of the risks you have identified.

-
- 11a** In awareness raising, examples of objectives may involve achieving the following within a set time (date) or period (year, six monthly, quarterly):
- Getting the project going.
 - Preparing materials and guidance.
 - Publicity and using the media.
 - Awareness of the new Equality Bill/Act.
 - Putting across the right message about human rights.
 - Conferences, training, seminars and talks.

- Undertaking surveys to highlight rights.
 - Working with others and the Commission.
 - Monitoring and evaluating the work/service and outcomes.
-

11a Second-tier projects would need to define the objectives and outputs relating to their work, which will depend on whether the project is providing advice only or other support only and on the priority of the project. These should also be SMART (specific, measurable, attainable, realistic and time-bound) and must include working with the Commission and monitoring and evaluation.

11b Set out any objectives and their relevant outputs which will be different in Year 2 and/or Year 3.

If your objectives and outcomes for Year 2 (or the six months of Year 2 in non-casework projects) or Year 3 will remain the same as Year 1, please delete the additional tables in this section and confirm that you will be reviewing them thoroughly after each year to check whether any changes are necessary. These changes will need to be agreed by the Commission and may also be proposed by the Commission.

12. Resources required for effective delivery of the proposed project

Part 1 Insert here the details of your staffing requirements.

Please ensure that you submit:

- A copy of your organisational structure, including the positions that will be created through this project and indicating whether the positions are currently filled or vacant.
- Job descriptions in respect of each position, existing or new, that will be engaged in the delivery of the proposed project.

Part 2 Insert here your budget.

Insert at the bottom of this section the total amount that you are seeking from the Commission in Years 1, 2 and 3.

13. Monitoring and evaluation

13 Explain how you plan to measure progress towards your chosen objectives and outcomes and evaluate your achievements at the end of each year. Explain how you will generate both qualitative and quantitative information and data consistently and collate regularly for monitoring and reporting to the Equality and Human Rights Commission and your board/management committee.

Indicate also how you are going to obtain client satisfaction feedback, which will inform your monitoring and evaluation.

14. Monitoring and casework outcomes

14 Outcomes in casework are broadly categorised as client outcomes, advice outcomes and wider strategic outcomes. Explain how you will a) identify, b) record, and c) review these various outcomes.

15. Sustainability plan or exit strategy

15 Some project outputs need to be embedded into working practices and left to mature, while others need ongoing maintenance. If the former, you will need to consider how you can withdraw responsibly from the project by including an exit strategy in the overall project design. Some of the points that need to be considered when drawing up an exit strategy include:

- When will you reach the exit point and how will you know?
- What systems or infrastructure need to remain in place in the project area?
- How do you prevent a recurrence of the original problems?
- What are the handover processes?

Alternatively, you may find that a project output has the potential to continue on (or undergo further development) after the project ends if there is further investment. If so, you will need to come up with a sustainability plan that will help you to identify the necessary resources to maintain the delivery of those outputs.

16. Data protection and Freedom of Information

16 Read this section of the form carefully. It explains what we will do with the information you give us.

16a Tick the box if you do **not** want your organisation to take part in research, reporting or promotional work.

16b Tick the box if you do **not** want your organisation's contact details to appear on the Commission's website.

16c Tick the box if you do **not** want your organisation's contact details to be passed on to third parties such as other equality organisations, government departments or the media.

17. Signatures

17 This declaration must be signed by a member of your management committee or governing body. It confirms that the information provided in your application is correct, and that your committee or governing body is fully aware of the application being made on its behalf.

The signatory:

- should be the chair of the management committee/group (otherwise the secretary or treasurer)
- must not be the same person as the main contact or any other employee
- should be able to discuss your application and work in detail, if your main contact is not available.

Use the spaces provided to add the signatory's name and position in the organisation, and ensure that two hard copies of the completed application form are signed and dated.

9. What additional support will be available to applicants?

Legal Officers and Regional Advisers will be available to answer questions about the application process. Their contact details are listed in Appendix 2.

Every effort has been made to ensure that the funding process is accessible to as many individuals and groups as possible. Nevertheless, we recognise that some individuals may require additional support or assistance when applying for funding.

If you would like to discuss any reasonable adjustments or additional requirements with us, please call one of the contacts listed in Appendix 2.

10. How long will the process take?

The whole process will take three and half months from the date of the launch of the applications. We are planning to inform all applicants of the outcome of their applications during the first week of October 2009.

Once the final results are announced, successful applicants will need to agree with the Commission:

- A final project work plan.
- A final project budget and project payment plan.
- A start date for the project.

The decision made by the Commission's Funding Committee is final. This is because the committee will allocate all of the available funds.

Unsuccessful applicants may ask for feedback, which will be provided as soon as possible.

As the funding for legal projects is being offered for periods of up to three years, there are no other planned rounds of funding for legal projects in the near future. If any small amounts become available, the Commission may decide to target these either at the funded organisations or at specific projects identified by the Commission under the priorities set out in this guidance.

11. Successful applicants

Successful casework projects which are currently funded by the Commission shall have their new funding **with effect** from 1 October 2009. Other successful projects are also expected to start work in October 2009. If the work has not begun by 1 January 2010, the Commission may withdraw the funding offer.

Funding for more than a year (up to three years) is renewable on an annual basis, on satisfactory delivery of the work as evidenced in monitoring reports. This commitment is predicated on the Commission receiving adequate financial support from its sponsor department. In the unlikely event that we will not be able to continue funding a project, we will give due notice as early as possible, and do all we can to assist in securing replacement funding from alternative sources.

All successful applicants will be told of the conditions that will apply to the grant and the details of the reporting/monitoring requirements which will include submission of periodic returns and reports. The format of these returns and reports shall be sent out to them by the Commission.

Appendix 1: Glossary of terms

Throughout these guidance notes and the application form, the Commission uses certain terms (for example, ‘outcome’), which organisations interpret in different ways. For the purposes of filling in the application form, we would like you to use the following definitions:

Term	Definition
Proposed project	This refers to the project or the programme of activity for which you are applying to the Commission for funding.
Delivery body/ organisation	In the case of a single organisation bid there is only one applicant – the delivery organisation. In the case of a consortium (partnership) bid, the lead applicant will be referred to as the delivery organisation and will accept overall responsibility and be accountable for the delivery of all components of the proposed project, including: the co-ordination of information between other consortium members; the setting up of monitoring systems; payment arrangements between partner bodies, and monitoring and evaluation. The lead applicant will be held liable for all components of the proposed project under the terms and conditions of the funding from the Commission.
Sole (or single) organisation bid	This refers to a funding application where the proposed project will be delivered by a single organisation, which will incur all the ongoing costs.
Consortium (or partnership) bid	This refers to a funding application where the proposed project will be delivered by more than one organisation, and where there is an ongoing (sustained) cost for salaries, overheads and/or equipment that will be jointly incurred by more than one organisation under a joint responsibility agreement.
Lead organisation	This refers to the lead delivery organisation for a consortium (partnership) bid.
Area of benefit	This refers to the clearly defined area where the services of your project will be delivered. For lead organisations of consortium (partnership) bids, this will refer to the area covered by all the partners in the consortium (partnership).

Term	Definition
Accessibility	<p>The Commission uses the term ‘accessibility’ to describe the degree to which a service is made accessible to as many people as possible. For example, depending on the target group, the degree to which a service, such as casework or training events/seminars can be made accessible will depend on a range of factors including:</p> <ul style="list-style-type: none"> ■ The physical infrastructure and environment. For example, the availability of ramps, lifts, a flashing light for fire alarms, accessible toilets, wide door frames, in the building where the training will take place. Also how easily the building is accessed using transport, including public transport. ■ The availability of the information about the service or training materials in alternative formats, for example Braille, Easy Read, local community languages. ■ If required, interpretation services and other support services for meetings, for example, induction loops, palantypists, lip speakers, British Sign Language interpreters. ■ The availability of appropriate food and refreshments, for example, halal, kosher, vegetarian at events/seminars. ■ The availability of a quiet space for religious devotion. ■ The day of the week or indeed the time of day the session takes place. ■ Crèche facilities. ■ Travel and dependent care expenses. ■ If required, support workers – for example, for those with a learning disability or visual impairment. ■ Making your website accessible. <p>All of these factors are important and will need to be duly considered.</p>

Term	Definition
Beneficiary group	A beneficiary group refers to the group of individuals that benefits from the work you deliver.
Equality group	<p>An equality group refers to one of the groups covered by the equality legislation and defined in Section 10 of the Equality Act 2006. In other words, it is a group or class of persons who share a common attribute in respect of any of the following matters:</p> <ul style="list-style-type: none"> a) age b) disability c) gender d) proposed, commenced or completed reassignment of gender e) race f) religion or belief g) sexual orientation <p>A sub-group, for example, would refer to people living with a mental health condition (under disability) or new migrants or Gypsies and Travellers (under race).</p>
Local	In general, we use the word ‘local’ to refer to any work that is delivered at a specified location – a district/ borough/county/Scottish region or more than one.
Region (England only)	<p>We use the word ‘region’ to refer to one or more of the nine Government Office regions in England, for example, East of England, West Midlands, Yorkshire and Humber.</p> <p>Note: Definitions of what local and regional mean in the contexts of Wales and Scotland should be discussed with your local adviser.</p>
Country	<p>This refers to service that covers one or two of the three countries – England, Wales and Scotland.</p> <p>For example a project covering England and Wales may be described as one covering two countries. (See also national.)</p>

Term	Definition
National	<p>If the service covers one of three countries, it could be described as a national one covering that country, for example, National – Scotland.</p> <p>Projects covering all three countries can be described as National (Great Britain).</p>
Outcome (including prescribed outcome)	<p>An outcome sets out the desired change or impact on your service user or target group that will take place over the course of the project. The three outcomes for legal funding are prescribed in the application form but require completion.</p>
Objective	<p>An objective is the stage or milestone you are aiming to achieve which will lead to the realisation of your prescribed outcome.</p>
Outputs	<p>Outputs are the activities you undertake so that the objectives are achieved and the outcome realised.</p>
SMART	<p>The outcome statement, the objectives and the outputs must all be SMART – that is, specific, measurable, achievable, realistic and time-bound.</p>
Project costs – staff	<p>Staff project costs refer to all salary costs associated with the delivery of the proposed project.</p>
Project costs – other	<p>Other project costs refer to all other non-salary related revenue costs associated with the delivery of the proposed project. Eligible costs under this heading include: recruitment costs; travel; project materials; promotional activities; website upkeep, and legal fees that are directly attributable to the project (that is, would not be incurred otherwise).</p>
Overheads	<p>Overheads refer to costs such as rent, lease, maintenance, repair, office costs (photocopying, stationery, telephone, fax, postage), cleaning and utilities. The apportionment to this project must be based on reasonable and fair grounds.</p>

Term	Definition
Capital costs	<p>We may agree to make a contribution towards modest capital costs attributable to the proposed project – for example by funding equipment, such as a desktop computer or a laptop, which would facilitate the achievement of your outcome. Buildings, vehicles and other major purchases do not qualify as eligible costs.</p>
Accessibility costs	<p>An accessibility cost refers to any reasonable adjustment or accessibility requirement that is required to make the proposed project fully accessible to all groups. A reasonable adjustment or accessibility requirement might cover the costs of:</p> <ul style="list-style-type: none"><li data-bbox="432 981 1477 1025">■ Producing project materials in a foreign language or in Braille.<li data-bbox="432 1055 1134 1099">■ Providing additional capacity at a crèche.<li data-bbox="432 1128 1458 1263">■ Hiring a meeting room for an event that is accessible to disabled people, that is, with appropriate ramps, lifts, toilets, etc.<li data-bbox="432 1292 1318 1382">■ Providing transport or transport costs for isolated or vulnerable people. <p>(Please also refer to our definition of accessibility.)</p>

Appendix 2: Useful contacts

Legal Officers – all based at the Equality and Human Rights Commission Legal Directorate, 5th Floor, Arndale House, The Arndale Centre, Manchester, M4 3AQ

Officer	Telephone	Email
Sharon Healey	0161 829 8426	sharon.healey@equalityhumanrights.com
Margaret Hopson	0161 829 8429	margaret.hopson@equalityhumanrights.com
Fay Melbourne	0161 829 8416	fay.melbourne@equalityhumanrights.com
Suzanne Moores	0161 829 8435	suzanne.moores@equalityhumanrights.com

Wales and Scotland

Wales	Steve Bennett	Canolfan Lafan, 2 Glanrafon, Bangor, Gwynedd, LL57 1LH Telephone: 01248 360 581 Email: steve.bennett@equalityhumanrights.com
Scotland	Irene Henery	The Optima Building, 58 Robertson Street, Glasgow, G2 8DQ Telephone: 0141 228 5966 Email: irene.henery@equalityhumanrights.com

England – Regional Advisors		
London	Sarah Johansson	5th Floor, 151 Buckingham Palace Road, London, SW1W 9SZ Telephone: 0203 117 0402 Email: sarah.johansson@equalityhumanrights.com
East of England (Cambridge)	James Doubleday	2nd Floor, Eastbrook, Shaftesbury Road, Cambridge, CB2 2DF Telephone: 01223 372 565 Email: james.doubleday@equalityhumanrights.com
South East (Guildford)	Tina Molyneux	Bridge House, 1 Walnut Tree Close, Guildford, GU1 4GA Telephone: 01483 796 013 Email: tina.molyneux@equalityhumanrights.com
South West (Bristol)	Qaiser Razzak	Government Office South West, Rivergate, Temple Quay, Bristol, BS1 6EH Telephone: 0117 900 1765 Email: qaiser.razzak@equalityhumanrights.com
North West (Manchester)	Catherine Newton	3rd Floor, Arndale House, The Arndale Centre, Manchester, M4 3AQ Telephone: 0161 829 8759 Email: catherine.newton@equalityhumanrights.com

England – Regional Advisors (continued)		
North East (Newcastle)	Suzanne Devlin	Government Office For The North, 2nd Floor, Citygate, Gallowgate, Newcastle Upon Tyne, NE1 4WH Telephone: 0191 224 6701 Email: suzanne.devlin@equalityhumanrights.com
Yorkshire and Humber (Leeds)	Neil Martin	Government Office, 1st Floor, Lateral, 8 City Walk, Leeds, LS11 9AT Telephone: 0113 341 2694 Email: neil.martin@equalityhumanrights.com
East Midlands (Nottingham)	Patrick Devine	Government Office For East Midlands, The Belgrave Centre, Stanley Place, Talbot Street, Nottingham, NG1 5GG Telephone: 07854 219615 Email: patrick.devine@equalityhumanrights.com
West Midlands (Birmingham)	Zahid Nawaz	3rd Floor, Lancaster House, 67 Newhall Street, Birmingham, B3 1NA Telephone: 0121 234 7340 Mobile: 079473 57168 Email: zahid.nawaz@equalityhumanrights.com

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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