A picture containing text, clipart

Description automatically generated

**Guidance Notes and Application Form**

**10 January 2022**

**Margin to Centre[[1]](#footnote-1) – A Fund for Black and Minoritised Women and Girls’ Sector**

**Introduction**

Imkaan has been funded by the Tampon Tax Fund to make onward grants to frontline Black and minoritised women and girls’ organisations committed to ending violence against women and girls (VAWG).

We launch Framework 4 of our onward grant programme called Margin to Centre – A Fund for Black and Minoritised Women and Girls’ Sector.

Prior to Framework 4, Imkaan developed and delivered 3 successful frameworks allocating close to £1 million to the sector. We are proud to launch our next framework to continue the work to sustain the sector through an equitable resourcing strategy.

Margin to Centre recognises the impact of structural inequalities in the funding sector that disproportionately impact Black and minoritised women and girls’ organisations.

Margin to Centre is designed to build sustainability within the sector and re-dress unequal power and transactional dynamics by creating equality within funding systems and cultures.

Margin to Centre elevates the transformative social justice approach through awareness of the resourcing needs of Black and minoritised women and girls.

Margin to Centre does not require Black and minoritised women and girls to evidence the case for their existence. Margin to Centre recognises that they exist.

This funding is for organisations that deliver activities in England and Scotland.

In this document you will find the following information:

|  |  |
| --- | --- |
| **Section** | **Page** |
| About Imkaan | 2 |
| What is this funding for? | 2 |
| Eligibility Criteria | 3 |
| How much can you apply for? | 5 |
| Application Process and Key Dates | 6 |
| Support From Imkaan | 7 |
| Monitoring and Evaluation | 7 |
| Application Form | 9 |

**About Imkaan**

**Imkaan is a UK-based, Black feminist organisation. We are the only national umbrella women’s organisation dedicated to addressing violence against Black and minoritised women and girls i.e. women and girls which are defined in policy terms as Black and ‘Minority Ethnic’ (BME).**

Imkaan uses the term 'black' in the political sense, to encompass all women whose herstorys originate from Africa, Asia, the Caribbean and Latin America, including the indigenous peoples of Australasia, the Americas and the islands of the Atlantic Indian and Pacific Oceans.These organisations may also be referred to as BME in policy and governing documents, they serve Black and minoritised women and girls’ populations and are led by the groups they serve. This is sometimes referred to as the ‘by and for’ sector.

The organisation holds over two decades of experience of working around issues such as domestic violence, forced marriage and ‘honour-based’ violence. We work at local, national and international level, and in partnership with a range of organisations, to improve policy and practice responses to Black and minoritised women and girls.

Imkaan works with its members to represent the expertise and perspectives of frontline, specialist and dedicated Black and minoritised women’s organisations that work to prevent and respond to violence against women and girls.

**What is the funding for?**

The overall aim of the fund is to support organisations’ sustainability, increasing their resilience to deliver existing services and/or new projects. We are interested in supporting small organisations and projects not previously funded, and supporting work with Black and minoritised women and girls.

To support organisations, that would usually not apply for funding, we encourage partnership applications.

**Eligibility Criteria**

**1. Project eligibility criteria**

The funding can be used for the following:

* To meet the immediate and direct needs of delivering frontline support services for your organisation.
* To cover the core costs of running and managing BME services, including refuge services.
* To expand existing services given the cumulative effective on need.
* To develop and expand services to meet longer term needs.
* Up to 10% of your funding request can be for IT costs.
* 10-25% of your grant request must be for sustainability activities; see specific criteria below.
* The funding may not be used for retrospective costs.

**2. Sustainability criteria**

The main aim of the fund is to provide sustainability support for organisations, enabling them to build resilience, quality services and effectively support staff, volunteers and service users. The fund can support a new project idea that relates to sustainability or expand existing sustainability activities.

Please consider how your organisation’s sustainability will be strengthened in relation to one or more of the following areas below. We have provided examples of activities that could be funded under each of the areas, however we fully expect organisations to apply for what best meets their sustainability needs:

* **Safety:** This could relate to safety in terms of strengthening safeguarding, health & safety etc. policies, new/refresher training for staff or volunteers, knowledge development and dissemination within the organisation.
* **Security:** Potential activities could include a review of policies and security procedures, training, new security systems at refuges, cybersecurity developments to support women, staff and volunteers.
* **Independence:** This relates to the sustainability of your organisation as a by and for specialist and could include strengthening the Board, a review of funding strategies and planning for the future, capacity building to enable attendance at senior level sector meetings/events/conferences.
* **Peer support:** Activities within the organisation or across organisations would be considered, including partnership developments, sharing advice and guidance, learning sets, accessing support on funding bids and accessing new funds.
* **Mental health**: Support to staff and volunteers to enable improved mental health outcomes. Could include clinical supervision for all staff, facilitated awaydays, learning from other organisations about effective mental health support for staff.

**3. Organisation Eligibility Criteria**

You do not have to be a member of Imkaan to apply to this fund. You must be a specialist by and for ending VAWG organisation. This means you must be a BME organisation (see full criteria below). In addition, your organisation must meet all the eligibility criteria below:

* Non-profitable and run by and for BME women and/or girls.
* Registered charity, CIC or some other form of non profit-making company
* Written governing document that covers your primary purpose of:
  + ending VAWG
  + specifies that you serve a BME community. By BME we mean a community that encompasses all women whose herstorys originate from Africa, Asia, the Caribbean and Latin America, including the indigenous peoples of Australasia, the Americas and the islands of the Atlantic Indian and Pacific Oceans.
* Board comprised of BME women.
* Governing body with at least three unrelated members.
* Organisation works under the ‘by and for’ model. The ‘by and for’ model offers women and children a uniquely empowering experience, as the users of the service are able to see themselves reflected in the staffing, management and governance structures.
* Organisation has a UK-based bank or building society account in the name of the organisation.
* The bank or building society account has at least two unrelated signatories.
* The organisation has been active for at least one year and can produce annual accounts for a whole year.
* The organisation has an appropriate safeguarding policy and an equality policy in place and your policy covers your primary aim of ending VAWG.

You cannot apply to this grant if you:

* Undertake profit-making work
* Undertake party political activity
* Undertake activities promoting religious beliefs
* Work outside the UK
* Apply as an individual
* If the work involves overseas travel
* If the funds you seek are for interest payments on loans
* Are involved in academic research
* For building purchase and improvements

If you have any questions about your eligibility to apply, please attend the Fund information webinar on 10 January (see below) and we will discuss your specific project with you.

**How much can you apply for?**

Grants up to £50,000 are available. We have developed funding ranges within which you can apply and have broadly allocated the number of grants we expect to make within each range.

We appreciate that organisations in our sector are under-funded, however please be realistic about the funding you require for your project or activity so that we can support as many organisations as possible.

In the application form, please request funding within one of the ranges below:

|  |  |
| --- | --- |
| **Funding Range** | **Potential number of grants to be awarded** |
| Up to £15,000 | Five |
| From £15,001 to £25,000 | 14 |
| From £25,0001 to 35,000 | 12 |
| From £35,001 - £50,000 | Four |

Please ensure that your grant request is no more than 50% of your organisation’s total annual income.

**What you can apply for**

* Staff and volunteer costs to deliver frontline services
* Service user costs including training and education
* Core costs for posts including fundraising, Chief Executive, HR, Finance
* Up to 10% of the grant can be allocated to IT costs
* 10-25% of the grant must be allocated to sustainability activities

We cannot fund retrospective costs or capital building costs.

The funded project must be delivered between 1st April 2022 – 31st March 2023.

**Application process**

We aim to make the application process as easy as possible for you, so this is a single-stage process.

If you are applying as a partnership, each organisation is required to complete the Sections A and B of the application form and jointly complete section C, which is about your project. Your total grant request can be up to £50,000.

We want to work with you to enable you to submit an application that meets the criteria. Following the initial Fund launch webinar on 10 January 2022, we will be available by email, zoom and phone to discuss your project with you and to answer any questions you have about eligibility.

The process and timescale for applying for funding is:

|  |  |
| --- | --- |
| **Activity** | **Deadline** |
| Webinar to launch the Fund | **10 January 2022, 1-2pm** |
| Download Application Pack including guidance notes and application form from Imkaan’s website: [**www.imkaan.org.uk**](http://www.imkaan.org.uk) | **10 January 2022, 2pm** |
| Questions related to application process, project and organisation eligibility. Final date for questions | 3 February, 5pm |
| **Deadline for completed applications** | **7 February, 10am** |
| Application assessment. If we require any further information from you after you have submitted your application, we will contact you. | 8 - 18 February |
| Decision making | Week beginning 21 February |
| Grant decision letters issued | Week beginning 28 February |
| Grant contracts finalised and Quarter One grants issued | By mid-March |
| **Projects start** | **1st April 2022** |

**Submitting your completed application**

Once you have completed the application, please save it with your organisation’s name followed by F4 Margin to Centre Fund.

Please email your application, in Word format, by **7February, 10am** to: [**funding@imkaan.org.uk**](mailto:funding@imkaan.org.uk)

Please note, late applications will not be accepted.

**Support from Imkaan**

In addition to the webinar hosted by Imkaan on 10 January 2022, general questions about the Fund and the application process can be directed to [**funding@imkaan.org.uk**](mailto:funding@imkaan.org.uk)**.**

Once an award has been made, Imkaan will provide support as follows:

* Advice and guidance on sustainability and capacity.
* Exchange throughout the membership to discuss long-term sustainability issues.
* Bespoke support as needed.
* For members, ongoing network and membership support.

Any organisation successful to this fund can receive support from Imkaan whether or not they are members of Imkaan.

More information about Imkaan can be accessed at [www.imkaan.org.uk](http://www.imkaan.org.uk).

**Grant Contract, Monitoring and Evaluation**

Once decisions have been made, we will send you a decision letter and request copies of your organisation’s policies as well as any other documentation required prior to confirming the grant offer.

When we have confirmed all documentation, we will issue the grant contract which includes conditions of grant and quarterly monitoring requirements. Once you have signed and returned the contract, we will pay your first quarter grant up front.

Subsequent grant payments will be paid quarterly in advance of need, on receipt of completed quantative monitoring information and attendance at the quarterly qualitative information sharing events.

We will collect the following quantative data as part of core monitoring:

* Number of women and girls supported: Black minoritised and other intersectional categories by geographic area
* Type and nature of frontline support provided and case studies on outcomes for women and girls considering different intersectional needs
* Type and nature of sustainability activities delivered

**The quarterly sharing events to understand the qualitative impact of the funding will explore the following:**

* Where have there been sustainability improvements and how
* Where are there gaps in sustainability and why
* How has the funded project benefitted the organisation and women and girls using services?
* What aspect of your future plan will you prioritise?
* How has the overall development of your organisation been impacted?
* Long-term funding concerns
* Views about opportunities and potential funding
* Impact of this funding on your organisation

**Application Form**

**A Eligibility Checklist**

**Please note that if you do not pass all the eligibility questions, your application will not progress to full assessment. Please contact us if you have any questions about this section.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Eligibility Criteria about your organisation** | **Yes** | **No** |
| **1** | Based in England and/or Scotland and delivers its work in England and/or Scotland |  |  |
|  | Non-profitable and run by and for BME women and/or girls |  |  |
|  | A registered charity, CIC or some other form of non profit-making company |  |  |
|  | Written governing document that specifies your primary purpose of ending VAWG and serving a BME community, as identified above |  |  |
|  | Governing body with at least three unrelated members |  |  |
|  | Board is comprised of BME women |  |  |
|  | Works under the ‘by and for’ model |  |  |
|  | UK-based bank or building society account in the name of your organisation. |  |  |
|  | Bank or building society account has at least two unrelated signatories |  |  |
|  | Active for at least one year and can produce annual accounts for a whole year. |  |  |
|  | An appropriate safeguarding policy and an equality policy in place and your policy covers your primary aim of ending VAWG. |  |  |

**B About Your Organisation**

1. **Please provide the contact information for the person submitting this application.**

|  |  |
| --- | --- |
| Name |  |
| Job title (person completing this form) |  |
| Address of the Organisation |  |
| Contact telephone number |  |
| Contact email |  |
| Please confirm that you are authorised by your board to make this application. |  |

1. **Please provide information about your board and staff.**

|  |  |
| --- | --- |
| How many members do you have on your board? |  |
| How many members on your board are Black and minoritised women? |  |
| Do you have any men on your board? If yes, how many? |  |
| What is the FTE equivalent of staff you employ? |  |
| How many staff are Black and minoritised women? |  |
| Do you have any men in your employment? If yes, how many? |  |

1. **By and For**

|  |
| --- |
| Please tell us how you identify as a specialist by and for organisation for Black and minoritised women and girls? (200 words) |
|  |

1. **Please tick all that apply regarding your organisation type and provide the registration detail.**

|  |  |  |  |
| --- | --- | --- | --- |
| Type |  | Registration Number | Date of Registration |
| Registered Charity |  |  |  |
| Community interest company |  |  |  |
| Not for profit company limited by guarantee |  |  |  |
| Unregistered charity/voluntary organisation |  |  |  |
| Charitable incorporated organisation/Scottish charitable incorporated organisation |  |  |  |
| Industrial and provident community benefit society |  |  |  |
| Other - please state |  |  |  |

1. **Financial Information**

|  |  |
| --- | --- |
| When were your accounts last audited? |  |
| In your last audit, what was your income? |  |
| In your last audit, what was your expenditure? |  |
| In your last audit, how much did you have in restricted reserve? |  |
| How much of the reserve income was unrestricted? |  |
| Do you have management accounts for the current year? |  |
| What is your projected income? |  |
| What is your projected expenditure? |  |
| What is your projected level of reserve? |  |

1. **Please tick if you have the following policies and procedures in place.** If your application is successful, we will ask you to send us copies of your policies.

|  |  |
| --- | --- |
| Adult safeguarding policy (required) |  |
| Children safeguarding policy (required) |  |
| Equality policy (required) |  |
| Health and Safety policy (required) |  |
| Ending VAWG policy and procedure covering BME specialism (desired) |  |
| Service user involvement |  |
| COVID-19 Health and Safety procedure (desired) |  |
| Imkaan quality mark |  |

**7. Previous Grant Funding**

**Have you previously received grant funding from Imkaan: Yes / No**

|  |
| --- |
| If yes, please let us know how much the grant was for, what it was used for and outcomes that were achieved. (300 words) |
|  |

**C. Questions About Your Proposal**

When responding to questions 2 and 3, please refer to the Project and Sustainability Eligibility sections.

**1. How does your organisation address VAWG?**

|  |
| --- |
| What does you organisation do (Describe purpose and services delivered by your organisation)? (300 words) |
|  |

**2. Reason you need funding.**

|  |
| --- |
| Please tell us what this funding is for. Be specific as possible. If you are applying as a partnership, please explain how your partnership project will work. ( 500 words) |
|  |

**3. Sustainability Needs**

|  |
| --- |
| Please use this space to tell us about how your project meets at least of the sustainability criteria. (300 words) |
|  |

**4. Numbers Supported**

|  |
| --- |
| How many Black and minoritised women and girls will you be supporting with this fund? |
|  |

**5. Your Request and Budget**

|  |  |
| --- | --- |
| **Please specify how much you are applying for:** | £ |

**Please complete the budget for the grant request (this may not necessarily be the full project cost), adding rows as required.**

|  |  |  |
| --- | --- | --- |
| **Item** | **Amount Requested** | **Brief Note (If Necessary)** |
| Direct staffing costs (salaries, training and recruitment): | | |
|  |  |  |
|  |  |  |
|  |  |  |
| Volunteer costs: | | |
|  |  |  |
|  |  |  |
|  |  |  |
| General running costs: | | |
|  |  |  |
|  |  |  |
|  |  |  |
| Other costs including IT\* (explain): | | |
|  |  |  |
|  |  |  |
|  |  |  |
| **TOTAL** |  |  |

\* Please note that IT costs can only make up 10% of your grant request

**Please remember to highlight which costs are for sustainability activities; this must be 10-25% of your grant request.**

Once completed, please submit your application to Imkaan by the deadline.

1. We use the term from Hooks, B. 2012. Feminist Theory from Margin to Centre to name Imkaan onward grant activities. The term and theory recognise the necessity of movement for Black and minoritised women and girls subjected to the ‘margins’ due to structural inequality and racism. [↑](#footnote-ref-1)