

# Southwest Women’s Spark Project Application Guidance Criteria 2022-23

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## Introduction

We were delighted to announce in November 2021 that we were successful in securing almost £900,000 in funding from the Tampon Tax Fund to deliver a large partnership project that aims to prevent women with multiple disadvantages being affected by domestic violence and abuse.

The project, known as the **Southwest Women's Spark Project**, is being delivered across the counties of Devon, Cornwall and Dorset. It involves a unique partnership of 7 organisations including the Women's Centre Cornwall, Exeter CoLab, the NSPCC, The Zone, Plymouth City Council, BCHA and the Eddystone Trust.

The Southwest Women's Spark Project aims to prevent women with multiple disadvantages being affected by violence and abuse; ultimately achieving a better-quality of life. Read more [here...](#)

An important component of the Spark project is a grant giving panel to administer £100,000 to organisations across Devon, Cornwall and Dorset who are working to prevent women with multiple disadvantages being affected by domestic violence and abuse.

**We are now open for grant applications from third sector organisations for the £100,000 funding. Funding is available in three bands:**

- Up to £5,000
- Up to £10,000
- Up to £20,000

**The closing date for applications for funding is midnight on Sunday 27 February 2022.**

Applications are welcomed from individual organisations or partnership projects with an identified lead organisation.

### Notes:

- This fund is open to charitable, benevolent and philanthropic organisations from across the counties of Devon, Cornwall and Dorset.
- Grants may be for up to 12-month projects.
- All activities must be concluded, and funds spent by 31st March 2023.
- The value of the grant requested must not represent more than 50% of the applicant organisation's, or partnership collective, annual income for that financial year; and

- Applications must include details of arrangements for safeguarding children and vulnerable adults as part of their planned activities.
- Successful applicants will be informed by mid-March 2022. We expect individual grant agreements to be finalised with successful applicants within 5 days of receiving notification of their award and funds to be transferred by 31 March 2022.

### **Application details:**

- The deadline for applications is midnight on Sunday 27 February 2022.
- All applicants should answer every question on the application form.
- Applications must be completed online.
- Applications will phase out after 30 minutes of inactivity, therefore it is highly recommended that applications are made in word first and then pasted across.
- All applications received by the closing date will be assessed following the closing date.
- Any applications received after the closing date will not be assessed.
- All available information and guidance relating to this round of funding is contained within this document and the application form; and
- As the application process is competitive, the Trevi and Southwest Women's Spark Project team is not able to answer individual questions or respond to requests for support in completing the application.

### **Assessment process**

After you submit your application, you will be sent to a landing page to say that we have received it.

Our Grant Making Panel then use a consistent and standardised process to decide which applications will progress forward to full consideration with particular reference made to whether the application is:

- Is in line with the themes set out in the guidance.
- Is within budget.
- Is delivered by eligible organisations as set out in this guidance.

The Spark grant making panel, in their assessment, will work through the application against a set of criteria including evidence of need, geographical spread, demonstration of monitoring and evaluating, and value for money. This is not an exhaustive list. We may contact you for additional information during this period.

A short list of applications will then be considered by the Grant Making Panel who will collectively make the final decision. The Grant Making Panel includes representatives from the project partnership organisations, trustees, and women with lived experience.

Once the final decisions have been made, you will be informed of the decision by email and a list of successful applications will be published on [www.trevi.org.uk](http://www.trevi.org.uk) and sent to the regions' media outlets.

## Criteria for categories of funding

Overall, this round of grant funding aims to support projects that improve the lives of vulnerable and disadvantaged women and girls across the counties of Devon, Cornwall and Dorset.

Applicants are invited to focus project activities on one of two categories:

- Ending Violence Against Women and Girls.
- General Programme (for which we have identified a number of sub-themes).

### 1) Ending Violence Against Women and Girls (VAWG)

Under this category we will consider applications from organisations that support women and girls affected by or at risk of violence or abuse. This includes domestic abuse, sexual violence, so-called 'honour-based' abuse, stalking, and prostitution and sex work. We also encourage project applications from partnerships that cover multiple crime types. Projects should include early intervention and prevention of VAWG crimes, as well as victims' services. Victims' services should be focussed on women and girls as these are the beneficiaries of the funding. However, support may be provided for their children if this is required to enable women and girls to receive the services they need.

**Compulsory criteria** - all proposals to this category will be assessed against the following criteria:

1. Proposals must provide additional activity not currently within mainstream provision. This can be through:

- Providing new services not currently commissioned locally or nationally.
- New approaches to existing services already provided.
- Improving understanding and responses to violence and abuse of women and girls, such as through research or capability-building projects; and
- Responding to new challenges, such as those posed through new technology.

2. Bids must demonstrate how they align with and support the delivery of the [Strategy to end VAWG](#), in particular one of the following:

- Preventing violence and abuse, supporting professionals to identify the earliest signs of abuse, and prevent abusive behaviour from becoming entrenched, as well as through encouraging victims to come forward and seek help.
- Provision of services, through keeping victims safe and providing the right support at the right time, including through effective responses to perpetrators; and
- Partnership working, to ensure that services are flexible and responsive to the victim's experience, through close working between specialist support organisations and making the links to wider vulnerability, including child sexual abuse and exploitation, substance misuse, or gang exploitation.

To note, within this category, we will particularly favour proposals that:

- Address the needs of women with multiple disadvantages and complex needs where mainstream provision is not always appropriate.
- Consider the needs of, and encourage engagement with, a diverse range of victims, including hard to reach groups such as Black, Asian, Minority and Ethnic groups, LGBTQI+, women with disabilities, or women with no recourse to public funds.
- Develop tools that have the potential to be rolled out nationally, where a gap has been identified; and
- Provide specialist services that are not commissioned locally due to low density of users, but where the service would benefit women across a wider cross-Local Authority area.
- Demonstrate the project need is led by the communities they serve.

## 2) General Programme

Under this category we will consider applications for projects that will improve the lives of vulnerable, disadvantaged or underrepresented women and girls. As an indication, projects may be focused in one or more of the following areas:

- Alcohol and drug abuse
- Black, Asian, Minority and Ethnic groups services
- Consequences of Covid-19 for disadvantaged women and girls
- Education and employment
- Engaging excluded and vulnerable women and girls through sport

- Female offenders
- Gender equality
- Improving digital skills and knowledge
- LGBTQI+ specific services
- Tackling loneliness
- Mental health
- Multiple complex needs
- Older women
- Period poverty
- Women and girls with disabilities; and
- Women and girls with learning disabilities.

Please note: this is not an exhaustive list and proposals that evidence a clear need for, and offer activities to address other issues affecting vulnerable or underrepresented women and girls in the United Kingdom will be considered.

Given the nature of the general programme it is not possible to further define the criteria. The emphasis is on applicants to:

- Evidence a clear need for project activities and can demonstrate they are led by the communities they serve.
- Explain how project activities are a suitable mechanism for overcoming the issues identified.
- Offer a good level and number of outputs and outcomes.
- Highlight how the applicant will increase their impact through the use of technology; and
- Outline the long-term sustainability of project activities, demonstrating that the impact of the project will last beyond the funding.

All applications, regardless of the category applied for, will be assessed against the following criteria:

**Need:** Applications must provide evidence of a clear need for the project activities, and demonstrate how the specific project activities are a suitable mechanism for overcoming the issues identified.

**Ability to Deliver:** Applications must demonstrate the applicant's capability and capacity to deliver the project, including through evidence of sufficient specialist expertise as well as through outlining a clear project plan.

**Evaluation:** Applications must provide plans for robust evaluation of the project, including the level and number of outputs and outcomes to be measured.

We particularly invite applicants to consider how your project will demonstrate that you have achieved the fund's aim to improve the quality of life for disadvantaged women and girls. For example, how the project can measure the following outcomes for women and girls:

- safety and security
- move towards employment and therefore financial independence
- find friendship and support from peers
- manage their mental health.

**Partnership:** We are particularly interested in proposals that involve partnership working – particularly for those bidding up to £20,000.

## **Sustainability**

Bids must outline the long-term sustainability of project activities, demonstrating that the impact of the project will last beyond this funding. This could be for example to:

- Upskill existing staff, improve functions such as IT, marketing or fundraising, or to employ a business development expert to develop an improved operating and strategic model.
- Access support to build strategic thinking within their organisation.
- Build capacity - training, leadership programmes, transformative digital investments.
- Improve impact assessment.
- Improve internal systems, processes and policies, most commonly in marketing, finance and IT; and
- Access support to improve the financial position of their organisation, particularly to develop new funding streams and/or diversify income.

Any activities included in the bid for funding must be additional to current business development activity your organisation is undertaking and may not be used for core funding. This part of the application form will also be assessed.

## **Guidance for Applicants**

### **Who is running the fund?**

Trevi is running the fund with the Spark Grant Making Panel which includes representatives from the project partnership organisations, Trevi trustees and women with lived experience.

### **Who can apply to the fund?**

This fund is open to individual, and partnerships of, charitable, benevolent and philanthropic organisations from across the counties of Devon, Cornwall and Dorset, that propose clear projects that fit the criteria for the relevant category of funding.

### **How much funding will be given?**

Funding is available in three bands:

- a) Up to £5,000
- b) Up to £10,000
- c) Up to £20,000

We cannot fund capital projects or items of capital expenditure which exceed the lead organisation's capital de minimis.

The amount of grant a grant recipient, or partnership, receives per financial year should not exceed 50% of that financial year's annual collective turnover/income.

We will fund up until 31st March 2023. Applicants will be informed whether or not they have been successful in mid-March 2022. We expect individual grant agreements will be finalised with successful applicants and funds paid across by 31 March 2022.

### **What is meant by “we cannot fund capital projects or items of capital expenditure which exceed the lead organisation's capital de minimis”?**

This is the value of 'capital spend' which is below the de minimis amount agreed which can be charged to revenue. These will be low value items which will not be included on the balance sheet to be depreciated each year.

### **How many categories can an applicant apply for?**

An applicant can apply under one main category, either Ending Violence Against Women and Girls or the General Programme. If applicants select the general programme category, they can then select one or more of the sub-themes.

If the project addresses more than one of the main categories the applicant should consider the main focus of their project and select the category most relevant to this.

### **How many grants can an applicant apply for?**

If applicants would like us to consider more than one project, they are welcome to submit more than one application. They must submit a separate, stand-alone application for each project. However, an applicant will only receive grant funding for one project.

### **User involvement**

All applicants will have to demonstrate how user involvement is built into their work. This means that the users (or potential users) of a service or project must be involved in an appropriate way at all stages. The aim should be to give women and girls more choice and control, both individually and collectively, and to ensure that the organisation working with them operates in a way that best meets their needs.

### **Equal opportunities and diversity**

All applicants will be expected to show how their project activities are inclusive and operate within an equal opportunities and diversity framework.

### **Safeguarding**

All applicants will need to ensure that an up-to-date copy of their safeguarding policy exists which will be requested before the Grant Agreement is sent to successful applicants.

### **Payment model**

If the applicant's application is successful, their formal grant offer letter will set out the total amount of grant we will pay.

Payments will be made upfront. Grantees will be expected to keep all receipts and evidence of spend related to their project.

### **Monitoring, Evaluation and Learning**

We are committed to ensuring that funded work is appropriately monitored and evaluated and that lessons learnt, and examples of good practice are made widely available; evaluation and sharing of good practice should be built into every application.

Applicants will be expected to list anticipated outputs and outcomes, and to explain the data collection and monitoring systems that will be put in place to enable these to be evidenced and for projects to be properly evaluated.

Applicants will also be required to attend regular learning sessions to share and disseminate learning from their projects.

### **Risk Management and Assurance Approach**

We expect applicants to set out any risks relating to their project implementation and progress and how they plan to mitigate those risks. This will not form part of the application assessment however we expect applicants to have given this element thorough consideration.

### **Exclusions**

We will not fund:

- Academic research - We will not fund academic or desk-based research projects. However, applications for action research, including pilot projects to test new ideas, are welcomed (please note: funding for any follow-on work is not guaranteed).
- Appeals.
- Campaigning and awareness raising.
- Capital projects - we cannot fund capital projects or items of capital expenditure which exceed the lead organisation's capital de minimis (see above explanation).
- Applications will be considered for projects that are genuine new developments of previously funded projects provided there are new outcomes and there is a proven need for the proposed service. Any new applications will be processed through the application process.
- Core costs - other than for those that can be evidenced as directly related to the project outlined in the application.
- Debts or loans.
- Fees for professional fundraisers.
- Individuals.
- Organisations that are mainly fundraising bodies.
- Party political organisations.
- Projects outside our funding priorities.
- Promotion of religious beliefs.
- Rapid response to emergency situations.
- Retrospective funding.
- Schools, colleges and hospitals.
- Services run by statutory or public authorities - we will not support work that is a statutory duty. However, we welcome applications for projects working in

partnership with statutory organisations and those involving both the voluntary and public sectors, provided they are led by a voluntary organisation.

- Vehicles; and
- Advocacy and lobbying.

## **Completing your application form**

### **Word count**

There is no word count on each question – please be mindful that we expect to receive a lot of applications and so please only include what is relevant in order to answer the question fully.

### **Section 1 – Contact details**

- Please include the main contact who is responsible for completing this form and who has authorisation to submit the form
- The main contact will be the person who we contact should we have any further questions, and to notify of the application assessment decision.

### **Section 2 - Organisation Details**

- Please complete the organisation's details fully. If this is a partnership bid, this should be the main lead organisation
- Please select the correct organisation entity type and if a registered charity, please make sure you include your registered charity number so that it is easy for us to find your organisation on the charity commission website.
- As part of our eligibility checking, we may request a copy of your governance documents; this will be either your articles of association or constitution. It is important that we can see how your organisation is governed.
- With regards to the number of volunteers, please do not include trustee numbers in this figure.
- We are interested in only a brief description of your organisation: what is your vision, mission and aims.
- When was your organisation established? If you do not know the exact date, then the nearest estimate will do.
- What makes your organisation unique? What is it that makes you stand out from other organisations? What difference is it that you make? Have you won any awards recently? If your organisation is regulated e.g. by CQC or Ofsted, what is your current rating? Have you received any recent media attention or support from high profile dignitaries? What is your unique selling point?

### Section 3 - Project

This section asks applicants to provide an overview of their project. They are required to:

- Identify the project by name
- Select which category the project falls under (either the preventing violence or general programme- if selecting the general programme, also selecting the subcategory(ies) it relates to)
- Describing the purpose of the grant. This is the section where we expect details on the problem the project is trying to solve, the inputs required and activities that you plan to carry out in order to solve the problem. We recognise this is the section that will contain a higher word count than other sections. Although there is no word count, we would expect an average word count to be between 500-1000 words.
- Main post code where the project will be carried out.
- The people who will benefit from this project – we want to hear about your proposed beneficiaries, the challenges they face and how you know that. Here we are keen to understand what consultation you have done with existing or potential beneficiaries.
- The number of women and girls who will benefit from the project. This figure is important as it gives us an idea of the cost per beneficiary.
- Protected characteristics – obviously your project must be focused on supporting women and girls, however please also select any other protected characteristics that will benefit as a result of your project.
- We also want to know whether your project will be specifically targeting service users by socioeconomic group or level of deprivation – please select the relevant option.
- Project start and end date. Note that this funding must be spent by 31 March 2023.
- Outcomes – we want to know what are the anticipated outcomes that the project will make – i.e. what is the difference that your project will make to the lives of women and girls? Be clear in your outcomes and make sure they are in line back to the aims of the funding.
- Measurement of outcomes. How do you propose to measure the difference that you are making? What monitoring and evaluation will be carried out. Please give details on how you plan to evidence the difference made.

- Partnership working. Please name the partners you plan to work with and their planned contribution. This section is particularly important if you are applying for >£15,000.
- Please outline any risks to the project and how you plan to mitigate those risks. This does not need to be detailed, just a top-level list and the mitigation plans will be sufficient.

#### **Section 4 - Finances**

This section asks the applicant to set out the:

- Banding they are applying within
- Total cost of the project.
- Amount of funding being requested.
- If the project is being funded by other sources, please outline the breakdown of funding and the corresponding names of funders/ funding sources
- Please note that we cannot fund capital projects or items of capital expenditure which exceed the lead organisation's capital de minimis.
- Full costing required to complete the project.

#### **Section 5 – Summary Section**

- Please select if you have the right safeguarding policies in place – note that we will request a copy if you are successful in your application.
- Please select if you have the right equalities and diversity policies in place – note that we will request a copy if you are successful in your application.
- Please tell us if you have a connection with someone in one of the partnership agencies who may be involved in making a decision about the Spark funding and if so, please state their full name.
- Please record your full bank details including bank name (e.g. Natwest), account name, sort code and account number. Note, if successful we will also request a copy of a bank statement from the last 3 months. We will not accept a transaction report.
- Please upload a copy of your most recent set of annual accounts at this section if they are not available on the charity commission.
- Please select the relevant consent button – you can check out our privacy notice at the end of the application form.
- Please also make sure that you let us know whether you have the authority to submit this application.

### The Assessment Process

Applications will be assessed on their individual merits according to the following:

- Evidence of need for the project.
- Overall clarity of application – how easy it is for us to understand what the applicant is proposing and how well this addresses the issues outlined.
- Fit with the funding criteria for the relevant category or categories of funding.
- Fit with government or local authority strategies and services relevant within the regions and/or Devolved Administrations in which the project will be delivered.
- Ability to deliver - including suitability of timescales, capacity and capability.
- The line of sight between project outcomes and the ultimate aims of the funding.
- Suitability of monitoring, evaluation and learning mechanisms.
- Sustainability.
- Value for money – we will consider both the reach, cost per beneficiary and the depth of difference made per project.

An organisation will also need to pass our due diligence checks which ensure:

- The grant award does not exceed 50% of their annual income or collective annual income if applying as a formal consortium.
- They are registered with the Charity Commission and / or Companies House website and have filed all required returns.
- If they have been funded by other funders and have a good track record of managing projects.
- They are not already receiving funding for this project from Government, meaning their project is funded twice.
- Trustees are not related and there is no indication of fraud.
- We are satisfied they have a proportionate Risk Register in place.
- We are satisfied they have a suitable policies in place.

Please note: in the event that an organisation's last financial year end was more than 6 months prior to submitting their application, we may request further accounting information at a later date as part of the due diligence process.

Applicants will not be contacted for clarification or further information regarding their submitted application form. It is their responsibility to ensure their application is concise, fully completed and that they supply all necessary supporting documentation. Note, that where the level of funding they have requested cannot be met, a lesser amount may be offered. In this case, they will be invited to consider a lesser amount and submit a summary of activities, outputs, outcomes and budget, realigned to fit the revised funding on offer, for consideration. If contacted under these circumstances, please note that the time frame for providing an initial response may be very short.

### **When making decisions**

- We will give equal consideration to all applications that meet our criteria.
- We will be open and accountable in our procedures; and
- All staff will be required to declare conflicts of interest. If there is a conflict of interest, they will not be involved in the assessment process or the decision to award a grant.

### **If offered a grant**

Our standard terms and conditions apply to every grant we award.

The grant offer letter will set out any additional conditions that apply specifically to an organisation's grant. The letter will also set out what the grant is for and the proposed payment date. Once we have awarded a grant, we will ask for regular financial and performance monitoring reports and a final project report at the end of the funding term.

Please note:

- Grant funds will not be paid until we have received written acceptance from an organisation of the terms and conditions attached to their grant offer letter.
- Organisations must acknowledge they have received our grant in their annual report and accounts covering the period of the project.
- If there is any breach of the terms and conditions, or an organisation ceases to operate before the grant has been spent, grant monies may have to be repaid.
- At the end of the funded period, Trevi and the Spark project does not have a commitment to provide any further funding for the project; and
- Anyone found to be acting dishonestly in making an application for funding or spending the grant will be reported to the police and may be liable for prosecution.

If applicants have any questions or complaints about the application process, please contact the Spark team at [spark@trevi.org.uk](mailto:spark@trevi.org.uk) in the first instance.