

The MOPAC Victims Fund

Application Guidelines

About the Fund

We are delighted to launch The MOPAC Victims Fund to benefit victims of crime across London.

London's Independent Review of Victims' Services, overseen by Baroness Newlove, identified that a large proportion of services for victims of crime are delivered by small voluntary, community and social enterprise (VCSE) organisations.

VCSE organisations working with victims will need to be very adaptable in the short to medium term so it is vital to ensure that there is enough support for the changes within the organisation.

The MOPAC Victims Fund seeks to improve cooperation and collaboration between services with the ultimate aim of providing end-to-end victim services that run seamlessly, led by the victim needs.

The aim of the Fund is to build the capacity and maximise the potential of voluntary, community and social enterprise organisations to help ensure the continued and improved provision of vital services to support victims of crime and help them cope and recover.

The following details the Fund criteria and tells you how to apply. The Fund is managed by The London Community Foundation on behalf of MOPAC and is open to proposals for work taking place in London only.

The deadline for applications is **5pm Friday 17th March 2017**

Fund Themes and Criteria

Grants of between £10,000 and £35,000 (with up to £5,000 of the grant award for capacity building such as in-house training, purchasing of software etc.) are available to individual organisations providing support to victims of crime to help them cope and recover from their experience. Partnerships of three or more organisations applying together can receive up to £100,000 – please note, partnership applications will need to be submitted by one lead applicant and we encourage larger organisations to partner with smaller groups in order to exchange learning.

Victims of crime are defined in the Code of Practice for Victims of Crime as: 'a person who has suffered harm, including physical, mental or emotional harm or economic loss which was directly caused by criminal conduct; or a close relative of a person whose death was directly caused by criminal conduct.'

Grants are available to cover any costs relating to work which helps victims of crime to cope and recover from their experience. This could include, but is not limited to:

- Practical support
- Emotional support
- Advocacy support
- Specialist support
- Counselling
- Restorative Justice

The objectives of the Fund align with the commitments stated within the Police and Crime Plan and include:

- VCSE capacity building for improved victims' services in line with MOPAC ambitions
- Targeting, but not limited to, organisations working with specific types of victims, for example, hate crime, VAWG, young people, restorative justice
- Clear and achievable outcomes with appropriate measurement
- VCSE support for developing partnerships/consortia with a view to deliver victims' services in line with MOPAC ambitions

Applicants must:

- Be delivering the work they are requesting funding for in London only, and be able to demonstrate that they aim to continue to deliver those services in London in the future. Organisations can be based anywhere in the UK.
- Either be currently delivering services to victims of crime, or be able to demonstrate a track record of having done so in previous years.

Who can apply?

We are able to accept applications from organisations with the following legal status:

- Constituted voluntary and community groups that have a minimum of 3 management committee members
- Registered charities
- Social enterprises
- Co-operatives
- Community interest companies
- Companies limited by guarantee without share capital
- Charitable incorporated organisations

We are unable to consider supporting the following:

- Local Authorities
- Any party political activities
- Purely commercial ventures (for profit)
- Spending that has already taken place (i.e. retrospective funding)
- Individual sponsorship
- Activities promoting religious belief
- Activities where people are excluded on the basis of religion, sexual orientation, gender (unless the issue being dealt with is gender-specific), ethnicity
- Statutory agencies in the criminal justice system, including the Metropolitan Police Service

Grant size

For individual organisations grants of between £10,000 and £35,000 are available including up to £5,000 for capacity building support. All applicants should consider what their organisation's capacity building needs are. The maximum grant available for individual organisations not applying for capacity building support is £30,000.

Partnerships of three or more organisations applying together can apply for up to £100,000 – note partnership applications will need to be submitted by one lead applicant, with supporting documents provided by the lead and partner organisations. Partnerships may be formal or informal and we encourage larger organisations to partner with smaller groups in order to exchange learning.

There is no limit on how many applications an organisation or partnership can submit, however, the Fund seeks to support a demographic and geographic spread of projects across London. If you intend to submit more than one application, you should carefully consider your organisation's resource and ability to successfully manage and deliver multiple projects.

Timetable for applications

Fund open for applications: Tuesday 10th January 2017- Friday 17th March

Application deadline: **5pm Friday 17th March 2017**

Please note, we need to receive all of your uploaded supporting documents by the deadline in order for your application to be "Complete". We regret we are unable to consider incomplete applications.

What happens after the Fund deadline?

Applications which best fit the MOPAC Victims Fund Programme themes will be shortlisted. Shortlisted applicants will then be telephoned by a Programme Manager from The London Community Foundation to gather any additional information needed about your project and/or organisation. Shortlisted applications will be presented to a MOPAC Victim Funds Panel which will make recommendations on grant awards.

Successful and unsuccessful applicants will be notified of the decision in writing by **31st May 2017**.

Projects can commence from 12th June 2017.

Timetable for spending the grant and monitoring

Unless otherwise specified, successful applicants will have up to 12 months from the offer date to spend any grant awarded, and a further 6 weeks after this date to submit your final monitoring. Grants cannot cover activities taking place before any grant is awarded – please refer to the dates above when planning your project start date. You will be asked for your project start and end dates in your application.

All expenditure must be complete by 12st June 2018.

An interim report will be expected at 6 months (December 2017) and a final report will be due after completion of the funding, no later than 27th July 2018.

How to apply

Applications are submitted through an online application form including all supporting documents.

If you have no access to the internet please call the office and ask to speak with the programme manager for the MOPAC victim's fund.

To apply for a grant please visit:

Please read the instructions carefully, tick to say you agree and have understood, enter your e-mail address and click on the "Send e-mail and continue"

Once you have done this you will be sent an e-mail with a link to your unique online application form. You should receive the email within a couple of minutes (please check your spam folder). If you do not

receive an email it may be that you have not entered your email correctly – please check the address before submitting.

To begin your application please click on the link within the email that you have received from us. There are help notes available as you go through the online application form and you can save your application at any point and come back to it to complete it at any time before the closing date. You must remember to press the save button before closing down your application.

When completing your budget section please outline all of the individual costs and how you calculated them.

At the end of the application you will be asked to upload the following supporting documents:

- Your governing document (e.g. your constitution or memorandum and articles)
- Annual accounts OR bank statement if you are a new group
- Safeguarding policies if working with young people under 18 or vulnerable adults
- Names and addresses of your management committee
- Partnership agreement or terms of reference (for organisations applying in partnership)

Please note that your application will not be considered complete without these.

Once you get to the end of the application form there will be a 'Submit' button. Once you press this it will automatically send your application through to the Foundation and this will be accepted as a completed application.

Please contact us if you would like help or are unable to complete an application online.

Application Deadline

The deadline for completed applications, including all supporting documents is:

5pm Friday 17th March 2017

Please note we are unable to consider applications that are submitted after the deadline or those that do not have the supporting documents included.

Due to volume of applications we receive, we cannot confirm receipt of applications over the telephone.

Some top tips for top applications:

- Draft your responses before completing the online form
- Make sure that every question has been answered in full (the online form will prompt you)
- Ensure your budget section has a clear breakdown of all the costs associated with your project

- Ask somebody to read through the application before sending, preferably someone who knows nothing about the project. This is a great way to pick up on any mistakes or lack of information and rectify it before submitting.

LIVING WAGE FRIENDLY FUNDER

The London Community Foundation is now a Living Wage Friendly Funder. This scheme, run by the Living Wage Foundation means that The London Community Foundation will actively encourage and support applications from organisations willing to pay staff the Living Wage (currently £9.75 in London), or higher. The London Community Foundation has been a Living Wage Employer for a number of years, and have decided to become a Friendly Funder in recognition of the hard work and commitment that the employees of the organisations we fund undertake.

These projects and organisations are a vital pillar of London's vibrant communities. Without the dedication and commitment of their employees, London would not be the great city it is. We believe passionately that, where possible, organisations should pay their staff at a level that they can live on, to ensure that the fantastic work of the Capital's community groups, charities and social enterprises can continue into the future. We hope that, eventually, all funders will sign up to the scheme and together we can work towards ending low pay in the community and voluntary sector in the UK.

While we are very proud of supporting the Living Wage, we do not want this to stop anyone applying for funding. If, for any reason, paying this level will not be possible for your organisation, please call and discuss the situation with us before making an application.

What does this mean for applicants?

If you are applying for funding any staff costs (this could include existing staff members, sessional workers, part time or full time posts, freelance workers) you should budget these at the Living Wage or above. We are sensitive to circumstances where organisations feel that taking up the Living Wage could cause difficulties, in these instances we suggest you call us on 020 7582 5117 to discuss your options before applying. This does not require employers to pay the Living Wage to apprentices or interns although we recommend it as best practice for employers who can afford to do so. Many accredited employers have chosen to extend the requirement to apprentices and interns.

Currently the Living Wage is £8.45 per hour outside London and £9.75 in London. You can learn more about The Living Wage by clicking here. (<http://www.livingwage.org.uk/what-living-wage>). You can find out more about The Living Wage Friendly Funder Scheme by clicking [here](#).

Below are some FAQs about the scheme that you may find helpful, but if you have any questions then do give us a call. **What is the Living Wage?**

The Living Wage is an hourly rate which is set independently and updated in November each year by The Living Wage Foundation. It is calculated according to the basic cost of living in the UK. The current Living Wage for the UK is £8.45 and the London Living Wage is £9.75.

How will paying the Living Wage affect posts?

Paying at least the living wage applies to all posts, including existing roles, new roles, sessional and freelance workers (it does not need to apply to apprentices but we encourage groups to pay a Living Wage) that are funded by one of our grants. If The London Community Foundation is part-funding posts, we will pay at least the Living Wage on the part we are funding. Further to this, if you feel you are unable to afford to pay a worker at Living Wage please do not hesitate to contact us to discuss the matter further.

Do we have to pay The Living Wage across the organisation or be an accredited Living Wage employer to apply?

You do not have to be an accredited Living Wage employer to apply for funding or pay a Living Wage to all of your staff to apply for this funding. We strongly encourage you to consider Living Wage Accreditation if you are in a position to do so. For more information about what this means, please call us, or speak directly to The Living Wage Foundation.

Need Help?

Please do not hesitate to contact The London Community Foundation Programmes Team:

- if you have any queries about your proposal prior to making an application
- if you need help with completing the form or
- if you have problems with providing the supporting documents.

Contact details are provided below.

You can also download resource packs on what to include in your governing document and safeguarding policy from The London Community Foundation's website at:

<http://www.londoncf.org.uk/grants/training-and-resources.aspx>

Contact Us

Rosie Tharp – Programme Manager

Rosie.Tharp@londoncf.org.uk Tel: 020 7582 5117

The London Community Foundation Programmes Team:

info@londoncf.org.uk Tel: 020 7582 5117 www.londoncf.org.uk

**The London
Community
Foundation**

M O P A C

MAYOR OF LONDON
OFFICE FOR POLICING AND CRIME

The London Community Foundation, Unit 7, Piano House, 9 Brighton Terrace, London SW9 8DJ
Registered Charity No. 1091263 and Company Ltd by Guarantee No. 4383269