

**The London
Community
Foundation**

MOPAC | **MAYOR OF LONDON**
OFFICE FOR POLICING AND CRIME

MOPAC Victims Fund

Fund Guidelines October 2018

Fund guidelines

About the Fund

We are pleased to launch The MOPAC Victims Fund 2019/20 to benefit victims of crime across London. A large proportion of services for victims of crime are delivered by small voluntary, community and social enterprise (VCSE) organisations. The MOPAC Victims Fund is a small grants fund that seeks to improve cooperation and collaboration between services, with the ultimate aim of providing end-to-end victim services that run seamlessly and are led by the victim's needs.

The Fund will build the capacity and maximise the potential of VCSE organisations to support the continued and improved provision of vital services that help victims of crime to cope and recover.

Since 2015, the Victims Fund has awarded over £3.5 million, including multi-year projects some of which will continue into 2019/20.

The total funding available for 2019/20 is £290,725¹

¹ The Victims Fund has awarded c£870,000 per year. Of the 2019/20 allocation, £580,000 is already allocated to multi-year projects

About MOPAC

The Mayor's Office for Policing and Crime (MOPAC) provides the democratic oversight of policing in London. MOPAC, on behalf of the Mayor, is responsible for setting the overall strategic direction for policing and safety, which is set out in his [Police and Crime Plan](#). The Plan reflects the Mayor's manifesto and priorities for making London a safer city for all:

- A better police service for London;
- A better criminal justice service for London;
- Keeping children and young people safe;
- Tackling violence against women and girls; and
- Standing together against hatred, intolerance and extremism.

To support the delivery of this Plan, MOPAC agrees the budget for the Metropolitan Police Service, oversees police performance in the capital and commissions a wide range of services to prevent crime and support victims.

About The London Community Foundation

We believe in a strong and vibrant London, in which everyone has the chance to thrive, regardless of who they are or where they're from. We offer a lifeline to Londoners who are suffering multiple disadvantages including inequality, exclusion and discrimination. We identify change makers in the community, and champion grassroots initiatives, taking a community development approach to grant-making. In doing so, we support those best placed to make an impact locally. To date, we have invested over £70 million of philanthropic support into more than 10,000 charitable projects across the capital.

Why we exist

London drives the UK economy, but many Londoners feel increasingly left behind. Poverty, crime, depression and isolation are all too common. Our aim is to help build better connected, stronger and more resilient communities. We believe that the answers to the problems facing communities exist in the communities themselves and we exist to catalyse change at community level. We use our knowledge and expertise to tackle the most pressing issues facing Londoners today. Together with our supporters, we create aspirational, confident and empowered communities, whose residents have the opportunity to transform their lives for the better.

Our reach

Thanks to the generosity of our supporters, we have invested over £15 million into charitable projects across the capital during the last three years, improving the lives of over 300,000 Londoners. We support a wide range of charities and community groups across London, enabling a number of different organisations and projects to achieve impact. We specialise in finding and funding smaller organisations that do not attract mass public support, or who are at an early stage in their development.

Funding Available

Grants of between £10,000 and £35,000, over one year², are available to individual organisations providing support to victims of crime to help them cope and recover from their experience. Partnerships of two or more organisations applying together can receive up to £70,000.

Criteria

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.'

Applicants must:

- Be delivering the work they are requesting funding for in London 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.

Grants are available to cover any costs relating to support work for victims of crime. This could include, but is not limited to:

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

Please note that, where applications include work with offenders who are also victims, there needs to be a clear focus on the victimisation of the beneficiaries i.e. the work must include support to help beneficiaries cope and recover from their experience of victimisation rather than solely addressing the offending behaviour.

Applications can include capacity building costs e.g. governance training for trustees and staff. Although there is no limit to the amount that can be requested for capacity building, the application assessment process will examine how applicants will ensure that there is a balance between capacity building and service provision.

² The next London Mayoral election takes place in 2020. As such, financial year 2019/20 is the final year for which funds are committed to the Victims Fund.

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, or those who have experienced violence in multiple forms
- 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 should clearly link their proposal to the Police and Crime Plan 2017-2021 which is available on the MOPAC website.

Who can apply?

We will 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
- Co-operatives
- Community interest companies
- Companies limited by guarantee without share capital
- Charitable incorporated organisations

Income threshold

There is no income threshold for the Fund. However organisations with an annual income of less than £500,000 may be prioritised. If you are a larger organisation we strongly recommend that you consider an application in partnership with smaller organisations. Given that the Fund is heavily oversubscribed, individual applications from organisations with an annual income of over £500,000 are unlikely to be shortlisted.

We are unable to consider applications from, or that support, the following:

- **Organisations currently receiving funds from the MOPAC Victims Fund**
- 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

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- 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. All applicants should consider what their organisation's capacity building needs are and include related costs in the application.

Partnerships of two or more organisations can apply for up to £70,000. Partnership applications must be submitted by one lead applicant, with supporting documents provided by the lead and partner organisation. Partnerships may be formal or informal and we encourage larger organisations to partner with smaller groups in order to build capacity and exchange learning. Partnership applications can include costs for partnership development and capacity building.

The application assessment process will examine how applicants will ensure that there is a balance between partnership development, capacity building and service provision.

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 resources and ability to successfully manage and deliver multiple projects.

Timetable for applications

The Fund will open for applications on 25 October 2018 for 10 weeks. The application deadline is midday on 4 January 2019.

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 may be telephoned by a Programme Manager from The London Community Foundation to gather any additional information needed about the project and/or the 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 28th February 2019. Project delivery can commence from 1 April 2019.

Timetable for spending the grant and monitoring

Applicants can apply for one-year grants only. Grants cannot cover activities taking place before any grant is awarded. Funding must be spent in the financial year 2019/20. You must identify your project start and end dates in your application.

An interim report on project activity and progress towards outcomes will be expected at six months (October 2019) and an end of year/ final report will be due no later than April 2020. Returns will include standard MOJ Performance Framework measures. Guidance will be available on these measures.

How to apply

Applications, including all supporting documents, are submitted through an online application form. 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 click the link for the [online application form](#).

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.

If you have previously applied for a grant from The London Community Foundation online you only need to submit your most recent accounts, any amended/ updated documents and a partnership agreement if relevant.

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.

The deadline for completed applications, including all supporting documents is midday on 4 January 2019. 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 £10.55 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 £10.55 in London.

You can find out more about The Living Wage Friendly Funder Scheme by clicking here: (<http://www.livingwage.org.uk/aboutfriendlyfunders>)

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 the basic cost of living in the UK. The current Living Wage for the UK is £9.00 and the London Living Wage is £10.55. **Please note this is different to the national living wage announced in the government's 2016 budget.**

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.

Monitoring and evaluation

Groups in receipt of a grant will be required to complete an interim report on project activity and progress towards outcomes in October 2019. An end of year/final report will be due no later than April 2020. The report should outline how the grant was spent and highlight the benefits for beneficiaries, participants and the wider community.

You will be provided with a link to the online monitoring form if you are awarded a grant. Monitoring for this programme will also include a Ministry of Justice (MOJ) Performance Framework report. Guidance will be available on these measures.

Monitoring and evaluating the projects funded by our grants enables your group and us to better understand the impact of the grant. For this programme, it is important for you to be able to measure and demonstrate the changes that have occurred for victims and your organization as a result of the funding. The London Community Foundation and MOPAC may wish to conduct monitoring and evaluation visits to funded groups.

Further information and tips on monitoring your work can be found via The Charities Evaluation Services Website: <https://www.ncvo.org.uk/practical-support/consultancy/ncvo-charities-evaluation-services>

Need help?

Please do not hesitate to contact us if you would like to discuss your proposal prior to making an application, if you need help with completing the form or providing the supporting documents:

The London Community Foundation: info@londoncf.org.uk / 020 7582 5117

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://londoncf.org.uk/apply/resources>.

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