

**The London
Community
Foundation**

M O P A C

MAYOR OF LONDON
OFFICE FOR POLICING AND CRIME

MOPAC
Victims Fund

Fund Guidelines November 2020

Fund guidelines

About the Fund

We are pleased to launch The MOPAC Victims Fund 2021/22 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 circa £3.8 million, including multi-year projects.

The total funding available for 2021/22 is £1,015,000.

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.

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

To date we have raised over £100 million to support London's grassroots organisations. In 2019/20 we committed nearly £8.4 million in just under 600 grants to charitable projects across the capital. Since April 2020, LCF has awarded over £9 million in grants in response to the COVID-19 pandemic. We support a wide range of charities and community groups across London, enabling numerous 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 £20,000 and £50,000, over one year, are available to individual organisations providing support to victims of crime to help them cope and recover from their experience.

Applications from partnerships of two or more organisations, with one lead applicant, can receive up to £80,000.

Grants will be paid in two instalments over a 12-month period.

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.'

Please note that VAWG projects are not within scope for this fund, however child sexual abuse/sexual exploitation services (unless the project is specifically for girls), and specialist services supporting male victims of domestic abuse/sexual violence are eligible to apply to the Victims Fund. VAWG projects should apply to the MOPAC VAWG Grassroots Fund, for more information on this fund please see page 11 of this document.

Applicants must:

- Be delivering the work they are requesting funding for in London and be able to demonstrate a track record of delivery and impact in London. 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.
- Provide specialist support (or enhance existing support) to victims from specific localities/backgrounds that other victim services do not reach or reach as well.
- Provide specialist support (or enhance existing support) to victims of crime in line with the [Police and Crime Plan 2017/2021](#) priorities, and the associated strategy such as the Knife Crime Strategy. Applicants will need to demonstrate how their grant application and proposed service delivery directly supports the strategy and plan above.

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

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.

LCF expects to see a balance of, and consideration for, project/service delivery costs, core costs/capacity building. The allocation to core costs and capacity building should not exceed 50%. Core costs can include day-to-day running costs such as office overheads, bills, rent, insurance, systems, training and salaries. The application assessment process will examine how applicants will ensure that there is a balance between core costs/capacity building and service provision.

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 and crimes against young people (excluding VAWG). Applications for projects supporting victims of other types of crime will also be considered.
- 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](#).

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 unrelated members responsible for the governance of the organisation; trustees / directors / management committee, as appropriate
- Registered charities
- Community Interest Companies (CIC) Limited by Guarantee
- Charitable Companies (Limited by Guarantee)
- Charitable Incorporated Organisations (CIO)

Applicants will need to have the following in place to apply:

- a minimum of 3 un-related Management Committee members
- a governing document (e.g. a constitution or set of rules)
- a bank account in the name of the group, with at least 2 unrelated signatories
- a record of income and expenditure or set of accounts (or bank statement if you are a new group)
- a safeguarding policy
- the relevant insurance in place, including public liability where required (you can include this in your budget as necessary)

Income threshold

There is no income threshold for the Fund. However, organisations with an annual income of less than £500,000 will 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.

Please note that if an organisation plans to apply for a grant that is more than 50% of their annual income, the applicant should first discuss this with LCF before making an application.

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

- Applications from Local Authorities or any activity that is a statutory requirement
- Any party-political activity
- Purely commercial ventures (for profit)
- Spending that has already taken place (i.e. retrospective funding)
- Community Interest Companies (CICs) limited by shares
- Individual sponsorship / individuals or projects run by individuals as opposed to an organisation
- 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
- Organisations whose current liabilities have exceeded their current assets at the last two balance sheet dates
- Organisations where trustees are paid, unless evidence of approval is provided from the Charity Commission and/or this arrangement is referenced in the governing document
- Organisations with 2 years of concurrent late returns to the Charity Commission / Companies House for the last two years
- Organisations with fewer than 3 unrelated members responsible for the governance of the organisation; trustees / directors / management committee, as appropriate
- Applications from organisations with overdue or incomplete monitoring on a previous grant from The London Community Foundation from any of its programmes. If you know you have outstanding monitoring on a previous grant, please contact The London Community Foundation to resolve this

If you have any queries relating to eligibility or fit with this fund, please contact Victoria Napier on Victoria.Napier@londoncf.org.uk / 020 7582 5117

Grant size

For individual organisations grants of between £20,000 and £50,000 are available. All applicants should consider what their organisation's core costs and capacity building needs are and include related costs in the application (up to 50%).

Partnerships of two or more organisations can apply for up to £80,000. In order to qualify as a partnership, applicants must have a formal partnership agreement in place prior to application submission. Partnership applications must be submitted by one lead applicant, with all required supporting documents for all partner organisations provided by the lead. 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/core costs and service provision.

An organisation, either applying individually or in partnership, can only submit one application for funding.

Note that an organisation cannot receive funds from both the VAWG Grassroots Fund and the Victims Fund for the same beneficiary group. However, organisations can apply for both funds with different projects and different beneficiary groups if the respective projects meet the criteria for each fund.

Timetable for applications

The Fund will open for applications on 18 November 2020 for 7.5 weeks. The application deadline is midday on 11 January 2021.

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. Please allow enough time to submit your application before the deadline. Once your application is submitted you will receive a confirmation email.

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 15 March 2021. Project delivery can commence from 1 April 2021 and must start no later than June 2021. Funding is for 12 months and projects must end by 30 June 2022.

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 2021/22. 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 by September 2021 and an end of year / final report will be due following your project end date by July 2022. 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. 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 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
- A completed copy of the Financial Position template (this template is provided by LCF and can be downloaded from the [Fund home page](#))
- 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.

The deadline for completed applications, including all supporting documents is midday on 11 January 2021. 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 Funder

The London Community Foundation is a Living Wage 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 £10.85 per hour in London), or higher.

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.

You can find out more about The Living Wage Funder Scheme by clicking here:

<https://www.livingwage.org.uk/living-wage-funders>

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 September 2021. An end of year/final report will be due after your project end date, to be received no later than July 2022. 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. The MoJ Performance Framework is subject to change but at a minimum includes the following data:

- Number of victims referred by crime type
- Number of victims supported by crime type
- The Mental or Additional Needs of victims who are supported by the service
- Number of victims who reported their crime to the police
- Number of victims who report being better able to recover and cope with aspects of every day life
- Average number of victims on waiting list
- Average length of time spent on waiting list

- Number eligible victims who could not be contacted
- Number of eligible victims who disengaged/declined service after first contact
- Demographics (age, gender, sexual orientation, ethnicity, disability) of the engaged users by crime type

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 organisation 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>

MOPAC VAWG Grassroots Fund

LCF is launching the Mayor's Violence Against Women and Girls (VAWG) Grassroots Fund. This Fund is managed in partnership with The Social Innovation Partnership (TSIP). This £3m Fund will help support existing VAWG-specialist grassroots organisations operating across London's diverse communities so they can better meet the needs of their users experiencing VAWG. The fund will offer two-year grant funding to specialist, grassroots ending VAWG organisations.

Please note:

- A minimum of 60% of funding will be prioritised for grassroots, specialist organisations for which:
 - Ending VAWG is their organisation's priority
 - Provide services for BME women
 - Can demonstrate they are led by BME women
- A maximum of 40% will be for specialist grassroots community organisations who provide ending VAWG services for other minoritised groups such as disabled women, LGBTQ+ women, women with no recourse to public funds (NRPF) and women involved in prostitution

For further details on the **VAWG Grassroots Fund**, visit the [Fund home page](#) or contact the Programme Manager for the fund: VAWGGrassrootsFund@londoncf.org.uk / 020 3982 8803

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