

IRUK
Domestic Programmes
Grant Application Guidance Sheet



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Introduction

Islamic Relief's grant programme makes grants to organisations which meet our criteria of supporting initiatives **to empower and increase support for marginalised and vulnerable people and their communities within the UK.**

The projects we fund must promote one of the following themes:

- **Build resilience to poverty**
 - Prioritise programme delivery within disadvantaged and vulnerable communities
 - Incorporate sustainability within programme initiatives
 - Develop the capacity of local communities to address issues of poverty

- **Combating challenges faced by women**
 - Providing economic opportunities for women
 - Supporting survivors of domestic abuse
 - Developing the confidence and skills of women

- **Support refugee and asylum-seeking populations:**
 - Prioritise work which supports and promotes the rights of refugee communities
 - Engage in projects which empower refugee communities socially and financially

- **Promoting and facilitating the development of young people and their families:**
 - Engaging young people in positive activities
 - Encouraging youth leadership and confidence-building
 - Supporting disadvantaged BAMER populations

Our grant programme allows us to partner with organisations in the United Kingdom to further our aims in a collaborative approach. Our grant programme is designed to support organisations of different sizes through funding projects which are in line with the interests of Islamic Relief.

Details of previous funded projects can be found on our website:

<https://www.islamic-relief.org.uk/about-us/where-we-work/uk/>



Who can apply?

Applicants are welcomed from organisations such as: local community, self-help or voluntary groups and charities (including local branches of national charities) acting for the benefit of the local community. Although you do not have to be a registered charity to be eligible to apply for our grants, your work and the focus of your application must be for charitable purposes in the UK.

All organisations must as a basic requirement have a constitution and a bank account.

Grant amounts will vary from as little as £1,000 to over £100,000 depending on the project.

Exclusions:

To save you some time, there are some applications that we will not be able to fund and are listed below:

- Applications from overseas organisations
- Applications from individuals
- Applications to purchase buildings (we may consider a training facility or education room within the building which needs to be equipped or the refurbishment of a building)
- Applications from statutory bodies
- Endowment appeals



Application process

1. Stage 1

- Submit the Stage 1 application forms online
- Attach all the necessary documents online

2. **Initial sift:** We shall review the organisations policies, the project proposal and budget to ensure the eligible applications be shortlisted for the Partnership Appraisal Group. Applicants that are required to provide further documentation will be contacted
3. **Partnership Appraisal Group:** The proposal is submitted to the committee, who will assess the proposal and organisation against the themes and priorities. A final decision will be made on whether to continue with the application. Unsuccessful applicants will be contacted
4. **Stage 2:** This stage involves a compliance and screening process. Before we can form a partnership or transfer fund, we need to ensure that the organisation passes all due diligence requirements. We may ask you for further documents and policies
5. **Grant approved:** We will inform you if your application has been successful and will provide a grant deed (contract) to review. This will include details of the projects, duration, payment schedule and more. After both parties have signed, we will transfer the grant into the organisation's bank account
6. **Monitoring and reporting:** We will be in touch to discuss monitoring visits or to request to work closely with our media and communication team to promote the partnership. For interim or final reports, including narrative and financial, please see our guidance notes

Application support

We will try our best to support you with your application along the way. If at any point you require further guidance, please contact us via email at: UK.Progs@islamic-relief.org.uk.

On some occasions, we may contact you to gather some more information on your application and to offer support in order for you to meet our criteria. However please note that we receive a lot of applications and this may not always be possible.

Feedback

We will email you to update you on the progress of your application at each stage. As we receive more applications than we are able to fund, please bear in mind that your application may get turned down – even if you meet our criteria.

We consider all applications carefully but due to the large number of applications we receive, we are unable to provide individual feedback on each application.



Detailed guidance – Application Form

Stage 1:

ONLINE FORM - In this section we ask you for some basic organisational details

- **Legal status of organisation** – We need to know what type of organisation you are. Please select from the drop down list or click ‘Other’ and enter a comment to best describe your legal status
- We require your contact details so that we can contact you directly for all things related to your application / grant

Supporting documents:

- Completed **Application form A**
- Approved/audited accounts of last two years (if new, then a bank statement covering the last three months)
- Policy documents
 - Safeguarding policy
 - Data Protection / GDPR policy
 - Equality / Diversity / Inclusion policy
- Completed **Budget form B**
 - Please use our template which can be found on our website
 - Existing listed expenditure are there as examples – please edit/delete as appropriate

Policies:

- We ask if you have certain policies in place to give us an understanding of how your organisation works and the procedures you have in place
- Please ensure policies are up to-date. We strongly recommend reviewing the policies or checking our website for capacity building organisations who can support you if policies are not in place
 - Things we look for in a good **Data Protection / GDPR Policy**:
 - A privacy statement available on your website
 - What the procedure is in the event of a data breach
 - GDPR training of staff / volunteers
 - A Data Protection Lead / Officer
 - What the procedure is for subject access requests
 - Things we look for in a good **Safeguarding Policy**:
 - Up to date / reviewed
 - Designated Safeguarding Lead
 - Training for staff / volunteers
 - Clear reporting procedures
 - A Safeguarding incident register

(If you do not work with children or vulnerable / at risk adults you will not be penalised for not having a safeguarding policy)
 - Things we look for in a **Equality / Diversity / Inclusion policy**:
 - Commitment to equality and diversity
 - Demonstrate how those are in actions
 - Training for staff/volunteers
 - Dealing with complaints / suggestion / improvement



Part A: In this section we ask some further details to get a better understanding of the organisational structure

- **Capacity:** We'd like to know this to have a better understanding of how big/small your organisation is. This information is useful when looking at the project proposal section
- Please ensure policies are up to-date. We strongly recommend reviewing your policies or checking our website of capacity building organisation who can support if the policies are not in place
- If you do not work with children or vulnerable / at risk adults you will not be penalised for not having a safeguarding policy

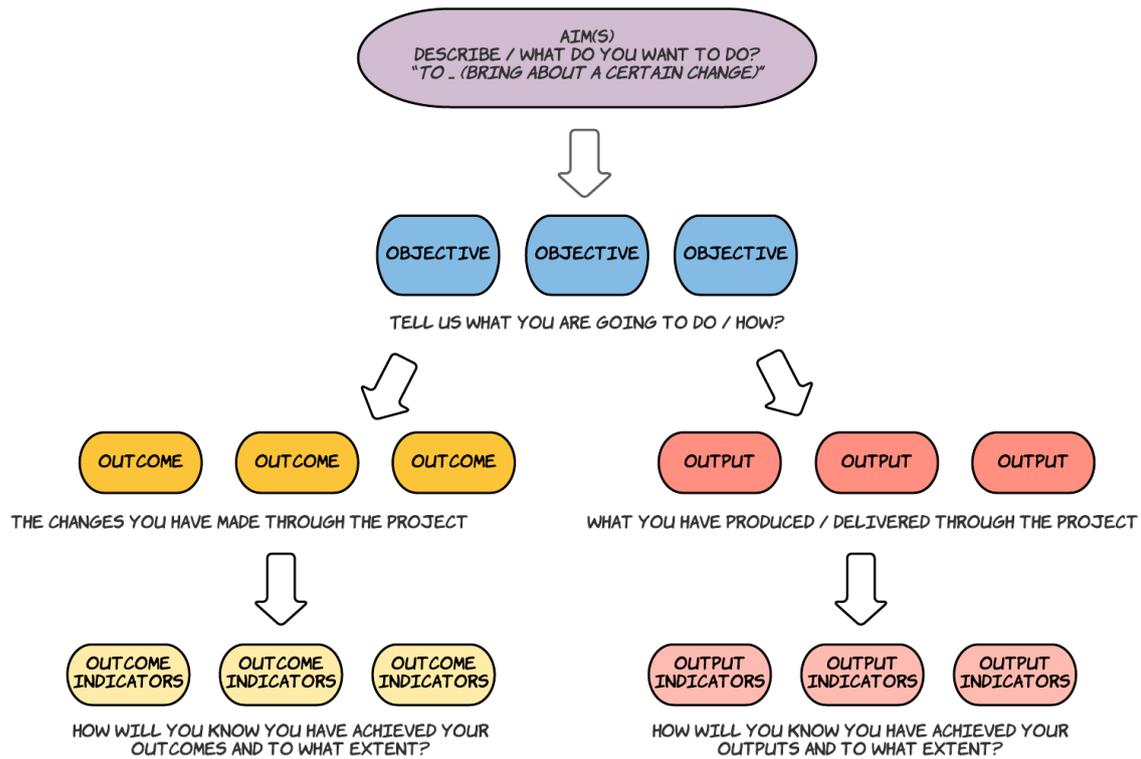
Part B: Now that we have some details about your organisations, it's time to tell us a bit more about the work you do

- **Background:** This section is a rough introduction to your work. Use this to tell us about: origins, mission statement, values, the practical difference you'd like to make and any relevant information about yourselves that you may want to tell us
- When assessing your application, we look to see if we are compatible in terms of values, missions and priorities
- You can use this section to tell us about anything that may not sit comfortably elsewhere

Part C: Project proposal

- **Project:** Start with the name of your project and which theme you would say it fits in with (*If you do not know what this is referring to, please see introduction of this guidance document*)
- **Outline:** The *when* and *who*. We want to know when you plan for this project to start and end. When we ask '*type of beneficiaries*', we are asking who you are supporting through this project e.g. refugees, Black, Asian and Minority Ethnic communities, young people, women etc.
- **Project summary:** Please list your aims, objectives, outcomes and outputs so that it's clear and concise and as SMART as possible
 - We've laid this out to make it clear and simple. Please use the theory of change model when completing this section





Theory of change model

- **What is the need and why?** A good answer to this question may refer to research, reports and news articles to support any points made. If you've done a consultation or needs assessment, please tell us in this section
- **Main activities:** Please explain the main activities that you will do in order to achieve the aims of the project. Provide a timeline of events and an engagement and marketing plan
- **Experience:** Tell us why you're best placed to deliver this project. Mention any awards or recognition you've received or about any experience you may have doing something similar in the past
- **Risks and contingency:** If you can, list any major risks and how you may adapt to these, for example: Covid-19. Has your project been affected by the pandemic? What measures have you taken to address this?

Conflicts of interest

This section gives you the opportunity to bring to our attention any potential conflicts of interest.

Please declare any circumstances in the past, present or in the foreseeable future to the best of your knowledge and belief that could place you or the people involved in the assessment process of the applications in a situation of a conflict of interests or otherwise call in to question your independence in the eyes of any party.

A pre-existing partnership with Islamic Relief would not normally be considered as an example of this, however a relation between any members involved in the assessment process where there may be a personal gain to any of the parties involved or the applicant having an unfair advantage / bias due to the relationship would be considered a conflict of interest.



Islamic Relief will endeavour to mitigate any conflicts of interest. However, we may also choose not to progress your application, depending on the nature of the circumstances.

Stage 2:

Upon approval by the Programme Appraisal Group, we will require you to complete this stage of the process for due diligence and compliance.

Please **complete application form C** and submit the following:

- Trustee / Directors / Senior employee information
- Your bank account details (the account that we will transfer funds to if successful)
- Organisation structure chart / organogram (please ensure this is up-to-date and dated)
- Certified copy of registration / incorporation



Monitoring and evaluation

If your application meets our criteria and you are successful, as part of your commitment to us we will ask that you monitor and evaluate the progress of your project and periodically send us reports.

We will supply templates to make this easier for you. The dates for which reports are due will be agreed upon at the start of the project. With the report, we will require evidence that the activity has taken place. Please ensure that documents such as attendee registers, monitoring forms, pictures and videos are kept in order to be later submitted and reviewed.

With permission we may use pictures and videos for Islamic Relief publications including website and social media.

We will provide a template for case studies, please try your utmost to submit this with the reports.

The financial report will need to include evidence of all the expenditure incurred throughout the project. Please ensure all receipts and invoices are kept and provided with the report.

If we have any concerns with the progress of your project, we will liaise with you to see how we can assist and if any action needs to be taken.

We reserve the right to withhold any subsequent payments if we receive poor and/or no monitoring and financial reports.

Budget and finance

Before any funds are released to partnership organisations, the financial interim / final reports need to be evaluated. The process from reporting to final payment may take up to one month.

Partners are required to keep and provide an auditable record of documentation in support of all transactions and purchases. Please therefore provide 100% of all invoices/receipts/payslips.

Receipts or invoices must be obtained to support every item of expenditure and if the purchase contains any charges for VAT, a suitable VAT receipt or invoice should be obtained. Quotations will not be accepted.

Please reference all invoices to budget lines on the Interim/Final reports provided by Islamic Relief, which can be found in the funding agreement.

For any event that involve a gathering of people, some form of list of attendees will be required, along with photographic evidence of the event. Adherence to the above will help ensure that your funds are transferred as swiftly as possible.

