



## **SAFE SPACES SMALL GRANTS PROGRAMME 2021/22**

### **Safe Space Grants to support survivors of church-related abuse**

It is strongly advised that applicants read through all of the guidance before making an application.

#### **1. Rationale**

Safe Spaces is an independent support service providing a confidential, personal and safe space for anyone who has been abused by someone in the Church or as a result of their relationship with the Church of England, the Catholic Church in England and Wales or the Church in Wales.

The Safe Spaces initiative provides an independent helpline, advocacy and support services for adult victims/survivors of church-related abuse. The service is funded, by the charitable company 'Safe Spaces England and Wales' (SSEW), which was formed by the Archbishops' Council (Church of England) and the Catholic Church in England and Wales. The service is commissioned to provide support across England and Wales, however if you live outside of this area but have still experienced abuse related to the above Churches, Safe Spaces will endeavour to make grants available.

Although SSEW have funded the service, it is run independently by the charity Victim Support, who will make the selection of successful applicants, taking into account SSEW's reasonable requirements and comments. Any feedback given back to the funders will be limited to statistical and financial information; no personal data will be shared about clients.

A key part of this work is to listen to survivors of church-related abuse, and to recognise the effects that abuse can have on individuals. To further this aim, the Safe Spaces Small Grants Programme has been set up to fund new or existing self-help based initiatives that support survivors of church-related abuse, and which promote health and wellbeing.

It is envisioned that the grant making process will aim to enable a wide variety of applicants to be able to provide education and physical, psychological and spiritual wellbeing to victims and survivors. Applications are welcome from existing community groups and individuals who are applying for a grant to start a project which will benefit a community of victims and survivors.

## **2. Who and what are Safe Spaces Small Grants for?**

Applicants who wish to provide a peer support service to victims and survivors, can apply for the Safe Spaces Small grants programme. Peer support can be achieved by enabling applicants to carry out activities, which contribute to the promotion of educational, social, psychological and/or spiritual wellbeing. Grants will be accessible to existing groups or individuals wanting to form a group, who can complete the application process.

Grants of up to £5000 are available for local groups, organisations and individuals wanting to create a group, who are working to support, educate and/or advocate on behalf of individuals who have experienced church-related abuse. Existing support groups could be part of the Safe Spaces Development Network, independent support groups or larger not for profit organisations working to raise public awareness.

## **3. Who can apply?**

The Safe Spaces Small Grants Programme is designed to provide funds for applicants/groups/projects that support victims/survivors of church-related abuse.

We welcome applications from existing groups, as well as new applicants who can evidence that they are operating for exclusively charitable purposes, are properly

established and validly existing under the laws of England and Wales. This can be evidenced by a statement written by the applicant confirming the above. We also encourage applications from other secular organisations with a remit for challenging abuse and supporting victims of all kinds of abuse, to include work with victims of church related abuse.

Safe Spaces are unable to fund individual justice campaigns.

Applications can be accepted from charities that have an annual turnover of less than £150,000 per annum. Larger or national charities will normally not be considered under this scheme, except where they can evidence a strong case for supporting victims of church-related abuse, which happened in relation to the Church of England, Catholic Church in England and Wales or Church in Wales.

Funding cannot be granted to individuals. Funding can be given to applicants with a constitution and a bank account (not personal), who want to create a project benefitting a community of victims and survivors. If an applicant does not have a bank account, a reputable local community organisation (for example, a Voluntary Development Agency) willing to act as the accountable body for the funds can receive a payment on the applicants behalf. Safe Spaces can, where possible signpost applicants upon request to a local service that can aid in developing a constitution.

#### **4. Eligibility criteria**

The criteria for the assessment and allocation of small grants for the Safe Spaces Small Grants Programme are as follows.

All proposals are screened to ensure that:

- (i) They focus on supporting victim/survivors of church-related abuse (Safe Spaces are unable to fund individual justice campaigns)
- (ii) The applicant is eligible and has a basic constitution or will be signposted to an organisation who will help them to develop one.

- (iii) The proposed activities focus on promoting education, raising awareness and health (physical, psychological and spiritual well-being)

#### **4.1 What the Safe Spaces Small Grants Programme will fund**

The focus will be to provide grants of up to £5000 for local groups, organisations and individuals wanting to create a group, who are working to support, educate and/or advocate on behalf of individuals who have experienced church-related abuse. Examples of work/activities could include (but not limited to):

1. We encourage creative projects
2. Projects which reduce loneliness and isolation and which promote connectedness
3. Projects which promote peer support
4. Projects which help promote health (physical and emotional, well-being, independence, inclusion and choice)
5. Projects which promote healthy relationships

#### **4.2 What the Safe Spaces Small Grants Programme will not fund**

There are some activities that are not eligible for grant funding. The Safe Spaces Small Grants Programme does not make grants towards:

- a) General appeals/letters requesting donations
- b) Projects that solely provide legal advice.
- c) General running costs not associated with the funded project.
- d) Major capital costs (though small items of equipment will be considered i.e. the cost of a laptop not an office).
- e) Retrospective funding for projects that have already been completed.
- f) Materials that are designed to support political activity or a political party.
- g) Support applicants that do not have a basic constitution or a proposed constitution.

## 5. How to Apply

Before applying, applicants are strongly advised to look at the information in these guidance notes. Read through the criteria and guidance in detail and ensure you fit the eligibility criteria. You must not change any of the questions or alter any part of the form. If you do, we will not accept your application. If you are using a paper form please write clearly in black ink or type. You can find some prompts that will help you fill in the Application Form at the end of this document.

Please note that we have a word limit to allow applicants the space to give us the information necessary to explain the project and the need for funding to keep answers relevant, clear and succinct.

Once you have finalised your application form and collected together the additional required documents, send your completed application form to your Safe Spaces Grants Coordinator by email. Send your completed form to [safespacesgrants@victimsupport.org.uk](mailto:safespacesgrants@victimsupport.org.uk)

If for any reason you cannot email the application form in, your local voluntary development agency can support you in doing this, please provide an address in the application form so we can then respond to you by letter. See section 5.2.

### 5.1 Rationale for Supporting Documents required

To maximize the capacity of the Safe Spaces Small Grants Programme to allocate funds to bona fide applicants, the following documentation will be required:

**Constitution** - Applicants will be expected to provide a simple constitution which outlines the purpose of their applicants' activities. The purpose of this request is to introduce a mechanism of accountability for the individual group.

If necessary Safe Spaces will signpost applicants to agencies that can help them to form a basic constitution.

**Bank Account** – If the group is new and does not have a bank account in the name of the group, another established organisation can accept the money on its behalf (for example, local Voluntary Development Agencies), the details of which must be included in the application form. Funding cannot be granted to individuals.

**Safeguarding** - Safe Spaces Small Grants Programme takes the safety and wellbeing of people seriously and expects grant applicants to do likewise. For this reason, we expect any projects working with vulnerable adults to have the appropriate safeguarding policies in place, and we will ask to see them during the application process.

**References** – Safe Spaces Small Grants Programme request applicants to supply contact details for two referees who are willing to talk about their organisation/group.

**Confidentiality Statement** – A document conforming to data protection legislation, detailing what information will be held (if any) about any people engaging with the project.

## **5.2 Support for applications**

Safe Spaces recognises that this might be the first time that applicants have applied for external funding or developed a project. Applicants who need support in completing this application form are strongly advised to first read the Application Form Guidance in Section 15 of this document. Applicants can receive support from their local voluntary development agency to make an application, these agencies are located in every local authority so if you enter the term voluntary development agency in [insert your local authority], you should be able to find an appropriate service.

## **6. Deadline**

The deadline for Applications to the fund is **30th July 2021**.

## **7. The Decision-making Process**

Your application will be considered by the Grant Assessment Panel, who will carefully read and assess all the information that you have submitted. You will find out by email or letter if your application has been successful.

### **7.1 Grant Assessment Panel**

The Grant Assessment Panel will be made up of:

- a) A Safe Spaces representative
- b) A minimum of two survivors of church-related abuse
- c) A Safe Spaces note-taker (administration of agenda, minutes, etc.)

### **7.2 Scoring**

After initial screening, projects will be assessed using the following Grant Assessment Scoring Matrix, below:

**Safe Spaces Small Grants Programme Assessment Scoring Matrix**

	<b>Score Criteria</b>	<b>Weighting</b>
1	Assessors will be reviewing the quality of the proposed project, looking for clearly articulated benefits and defined beneficiaries. They will be looking at the importance and relevance of the issue and the strength of the idea. This might include the number and range of beneficiary, the degree of benefit, the vulnerability of the target group, any deprivation and/or inequality factors.	35%
2	Evidence of need / demand / research or consultation. Assessors will be looking for evidence that the project has been devised to meet a clear and quantified need or demand, and not just on individual preference. The application must clearly state geographical area covered.	15%
3	Assessors will be looking at the outcomes or outputs of the project, how you will measure success?	15%
4	Assessors will be looking for evidence of how the learning or benefits will be sustained among beneficiaries, and whether there is a clear exit strategy from the outset, with intended examples of how the project will conclude or the actions that will be taken to extend the project, i.e applications for further funding.  Time limited projects with evidence of longer-term benefits and a clear exit strategy will be considered favourably.	15%
5	Assessors will be taking into account not only the costs of the project: but also are they reasonable, are they realistic?	5%
6	Assessors will be looking for clear evidence of how the project will meet the needs of victims and survivors of church related abuse. examples of this work could include but are not limited to: <ul style="list-style-type: none"> <li>1. We encourage creative projects</li> <li>2. Projects which reduce loneliness and isolation and which promote connectedness</li> <li>3. Projects which promote peer support</li> <li>4. Projects which help promote health (physical and emotional, well-being, independence, inclusion and choice)</li> <li>5. Projects which promote healthy relationships</li> </ul>	15%

The following scoring should apply to all identified priorities of the Grant Programme:

Score	Meaning
3	<p><b>Response which exceeds criteria:</b></p> <ul style="list-style-type: none"> <li>a) Materially exceeding the criteria, through a creative or innovative response or where additional 'added value' areas have been identified clear evidence of ability to exceed the proposed criteria</li> </ul>
2	<p><b>Good response:</b></p> <ul style="list-style-type: none"> <li>a) meeting all aspects of the criteria</li> <li>b) comprehensive, clear proposal demonstrating a good understanding of the criteria</li> <li>a) clear evidence of ability to meet or deliver to the proposed criteria</li> </ul>
1	<p><b>Fair response as:</b></p> <ul style="list-style-type: none"> <li>a) meeting the majority but not all aspects of the criteria</li> <li>a) adequate evidence of ability to meet or deliver to the proposed criteria</li> </ul>
0	<p><b>Weak response:</b></p> <ul style="list-style-type: none"> <li>b) meeting certain aspects to a minimum extent but fails in others</li> <li>b) little evidence of ability to meet or deliver to the proposed criteria</li> </ul>
Feedback	<p>General feedback should be noted for each application scored – this may be used after notification of success/failure date, should a group ask for feedback about their application.</p>

## **8. Application outcome**

### **When you will hear if your application has been successful.**

We aim to make a decision on all grant applications within 30 days of the deadline for applications, which is the 30<sup>th</sup> July 2021. We will send you a conditional offer of funding form, which will ask you to complete and return to us within 10 working days. Grants should be claimed within one month of approval, and projects should aim to spend allocated monies by the 31st August 2022. We will also send you Safe Spaces Small Grant Programme Grant Agreement, which we will ask you to sign and return to us.

### **What will happen if your application is unsuccessful.**

Please note that we expect competition for funding to be high and that we may receive many more applications than we are able to fund, and so your application may not be successful. We will write to you to confirm this and offer you a brief explanation as to why this was so. If you are unsuccessful, it could be because of many reasons – don't assume your application is not good. Wherever possible and if requested, the Safe Spaces Grant Assessment Panel will strive to provide unsuccessful applicants with feedback to enable the group to apply for other funds elsewhere.

## **9. Safe Spaces Small Grants Programme Grant Agreement**

If you are awarded a grant, we will send you a Grant Agreement that will outline several conditions that you must agree to in order to receive payment. This is a legally binding agreement. This includes details about transferring funds, our grant evaluation process and publicity.

## **10. Allocation of funds**

Applicants will be expected to have their own bank account – it is anticipated that some applicants may not have a separate bank account, and if this is the case, the Safe Spaces Small Grants Programme will accept applications from applicants who nominate another agency who is willing to accept the grant on their behalf.

Examples of acceptable agencies that are eligible to accept grants include:

- a) Local Voluntary Development Agencies
- b) Charitable organisations with a similar remit
- c) Local community organisations such as community applicants, associations and places of worship

Monies will not be paid into the bank account of individuals.

## 11. Grant Process

The Grant Process table can be found below:

<b>The Grant Process Timetable</b>		
<b>Stage</b>	<b>Action</b>	<b>Date</b>
Notification of application process	Notification of the application process will be advertised on the Safe Spaces Website, in the Safe Spaces newsletter, distributed to the Safe Spaces development network and to Safe Spaces partners.	
Deadline for return of completed Applications	Application forms and supporting materials should be emailed. Applicants will be expected to have read and understood the Safe Spaces Small Grants Programme Guidance document.	
Screening of Applications	The grant assessors panel will screen all applications to ensure they fit the criteria of the fund and applicants have supplied all the relevant supporting materials – references, constitution (where possible), policies, etc. If there are minor omissions in the application form, the Safe Spaces Project Manager may use their discretion to contact the applicant and remind them to adhere to the application process including sending all the relevant supplementary material (identified on the application form checklist).	
Meeting of the Grant Assessors Panel	The Grant Assessors will meet to assess the applications using the Scoring Matrix	
Notification of Assessment Panels decision	Applicant to be informed of the outcome of their application within 30 days of the deadline. Using the standard successful/unsuccessful grant notification letters – applicants should be informed of the status of their application. Successful applicants to be sent a grant acceptance letter and Grant Agreement by email or post.	
Grants allocated to successful applicants	Grant monies transferred by BACS to successful applicants	
½ yearly monitoring report due	Monitoring form sent out and deadline set for return	
Final Monitoring and Evaluation due	Evaluation and monitoring Forms to be sent out – all monies should be spent by 31 August 2022, any unspent funds must be returned.	

## **12. Monitoring and Evaluation**

Safe Spaces Small Grants Programme will ask that applicants send a brief report at six months and the end of the grant year telling us about their progress and anecdotal stories about the success of the activities undertaken. Safe Spaces reserves the right to use this information to highlight stories and case studies used as part of our communications work. Additionally, if applicants find they are struggling to adhere to the conditions of the grant, we may also arrange speak to you on the phone to find out how you're getting on and whether you need any additional support.

The Safe Spaces Small Grants Programme expects successful applicants to work cooperatively with Safe Spaces, to enable collation and contribution to the evidence base of 'what works' in enabling projects that support survivors of church-related abuse to be financially resilient, and potentially attract further funding for the project post the pilot period.

## **13. Data Protection**

If applicants have applied for, or hold a grant with us then we reserve the right to use the information given to us during grant assessment and during the life of your grant (if awarded) to administer and analyse grants and for our own research purposes.

We may give copies of all or some of this information to individuals and organisations we consult when assessing applications, administering the programme, monitoring grants and evaluating funding processes and impacts. These organisations may include accountants, external evaluators and other organisations or applicants involved in delivering the project. We might use the data you provide for research purposes. We will not share personal details about beneficiaries with anyone without consent and their details will not be made public in any way, except as required by law.

If a group that has received funding from the Safe Space Small Grants Programme, provides false or inaccurate information in its application or at any point in the life of any funding awarded and fraud is identified, we will provide details to fraud

prevention agencies, to prevent fraud and money laundering.

## 14. Application Form guidance

The Safe Spaces Small Grants Programme recognises that not every group will have experience of filling funding applications. To help applicants we have included a set of prompts designed to explain what the Grant Assessment Panel might be looking for in the Application Form.

<b>Prompts for filling in the Safe Space Small Grants Programme Application Form</b> <i>Remember- the Grant Assessing Panel doesn't know your group, so don't assume they know what you do and how you do it. Be specific and don't play down what you do well!</i>	
Question	Prompt
<b>1. Name of Applicant:</b>	<i>If we need to talk to you about your application we need to know who has filled it in</i>
<b>2. Address :</b> <i>Please indicate if this is a personal or organisational address.</i>	<i>Remember to put your full address in here</i>
<b>3. Telephone number :</b>	<i>Mobile numbers are fine, just make sure it is the correct one</i>
<b>4. Email address:</b>	<i>if you are writing your e mail address in ink – make sure we can read it correctly</i>
<b>5. Are you a Constituted Group Y/N?</b>	<i>Generally, speaking we do not allocate funds to un-constituted groups. However, Safe Spaces can signpost you to a local organisation who can help you to develop one.</i>
<b>6. Bank Account details (Or details of organisation receiving funding on your behalf attach letter confirming this)</b>	<p><i>If your group does not have its own bank account another reputable agency can receive the money on your behalf –e.g. a church, VDA, other charitable organisation . You need their bank details and also a letter from them to say that they agree to accept the funding on your behalf</i></p> <p><b>Name of organisation:</b></p> <p><b>Account number:</b></p> <p><b>Sort code:</b></p>
<b>7. Geographical area</b>	<i>we need to know where your activities are based</i>

<b>8. Project /Activities Title:</b>	<i>Identify what you are going to call your activities e.g. Southwark Survivors Yoga Group</i>
<b>9. Project /Activities description:</b>	<i>Say what kind of activities that you want to run</i>
<b>10. The need for your project - how do you know your project is needed and why:</b>	<i>Tell us why you think that your project needs to run the activities you plan and how you know this?</i>
<b>11. Beneficiaries are the people that will be able to access your activities - Who are your target beneficiaries with this project and how many people do you expect to reach?</b>	<i>Who are the people in your group, how many are there and how many do you think will be involved in the activities</i>
<b>12. How will the people who are in your group benefit from what you want to do? (maximum word limit:150)</b>	<i>What will your group members get out of taking part in your group activities and how will you know how they have benefitted</i>
<b>13. Explain how will you address the key themes of this grants programme for Survivors of church-based abuse? See Guidance Document: (maximum word limit: 400)</b>	<i>Read the guidance notes fully and look at the themes set out in section4.1 Relate your activities to how they address the themes outlined in this section. Be specific.</i>
<b>14. How will your ensure your beneficiaries are safeguarded:</b>	<i>You need to have a Safeguarding policy. You can approach your local VDA to help you create one. It's not enough to have a bit of paper – you need to explain how you will actively engage in safeguarding vulnerable people</i>
<b>14. Project cost - What is the total cost of your project? Give a detailed budget for what you want to spend – itemise how you will spend the money</b>	<i>Don't Guess! Do some research and find out how much the activities will cost REALISTICALLY. The Panel is unlikely to look favourably on expenditure you haven't outlined here at the end of the grant</i>

<p><b>15. Sustainability- What happens to the project/activities at the end of the grant period?</b></p> <p>(maximum word limit: 250)</p>	<p><i>Do you think you will continue the group once funding has finished? Or is this is a self contained project.</i></p> <p><i>If you would like your group to be self-sustaining how do you intend to continue beyond the funding period?</i></p>
<p><b>16. Please submit the name of two referees who know your group and can comment on the activities you are proposing: see Reference Forms</b></p>	<p><i>Please submit two references, from people who know your group and support proposed project.</i></p>
<p><b>17. How will you ensure that your group members personal information is kept confidential</b></p>	<p><i>please attach your confidentiality statement</i></p>

### Declaration and Authorisation

I declare that the information supplied in this application is true and that any grant funding received from the Safe Spaces Small Grant Programme will be used for the purposes described in this application form.

<p>Name of person <i>Don't forget to sign</i></p>	<p>Date: <i>Don't forget to date</i></p>
<p>Position Member? <i>Treasurer? Secretary?</i></p>	<p>On behalf of: <i>the name of the group you are applying on behalf of</i></p>
<p><b>Application Checklist - Please ensure you submit all relevant Documents</b></p>	
<p><b>Constitution</b></p>	<p><i>A copy of your constitution or memorandum and articles of association – if you do not have a Constitution local Voluntary development Agencies in your area will be able to help you set one up. If you are a new group, the constitution should include a statement of purpose.</i></p>
<p><b>Project Budget</b></p>	<p><i>What you want to do, and how much it will cost</i></p>
<p><b>Bank Account details of agency receiving money on your behalf and letter from them confirming this</b></p>	<p><i>if you are a new group and do not have a bank account in the name of the group, another established organisation can accept the money on your behalf (for example, local Voluntary Development Agencies). And their banking details must be included in the application form.</i></p>
<p><b>Completed Reference Form</b></p>	<p><i>Two references from organisations / agencies who are happy to talk about your group and support your proposed activity. You need to get the reference form signed and dated by them.</i></p>

<b>Safeguarding Policy and Procedure</b>	<p><i>Safe Spaces Small Grants Programme takes the safety and wellbeing of people of all ages seriously and expects grant applicants to do likewise. For this reason, we expect any projects working with young people or vulnerable adults to have the appropriate safeguarding policies in place, and we will often ask to see them during the application process.</i></p>
<b>Confidentiality statement</b>	<p><i>A document conforming to data protection legislation, detailing what information will be held (if any) about any people engaging with the project.</i></p>