

**FUNDED  
BY**

**COMIC  
RELIEF**



**NATIONAL  
EMERGENCIES  
TRUST**

 **THE CLOTHWORKERS'  
FOUNDATION**

 **Esmée  
Fairbairn  
FOUNDATION**

 **Race Council Cymru**  
Integration. Health. Security.  
Integratio Cymuned Cymdeustadau

**Bawso**  
Providing specialist services for BME communities

Comic



## COMIC RELIEF GLOBAL MAJORITY FUND – WALES

### APPLICATION GUIDANCE

A Partnership comprised of Race Council Cymru, Bawso and the Welsh Refugee Council will be overseeing and delivering funds through a new grants programme on behalf of Comic Relief (co funded by Clothworker's Foundation and Esmée Fairbairn Foundation) and National Emergencies Trust who are committed to making funds available to Black Asian and Minority Ethnic community organisations in Wales that are supporting higher risk individuals impacted by COVID-19 and the accompanying restrictions.

£254,400 is available to support Black Asian and Minority Ethnic led community organisations in Wales.

#### **Grant Size.**

You can apply for a small, medium, or large grant.

Small grants are up to £2,000.

Medium grants are from £2,001 to £10,000.

Large grants are from £10,001 to £20,000.

## Funding Period

Completion of projects by 31<sup>st</sup> March 2022.

## Purpose

The purposes for which grant applications will be made are expected to be very diverse as each will meet very particular organisational and support needs arising from the impact of COVID-19. Accordingly, there are no rigid criteria for what you can apply for beyond meeting the requirements made of your organisation and the needs of members of the Black Asian and Minority Ethnic community you support arising from the impact of COVID-19.

Priority will be given to the provision of services to members of Black Asian and Minority Ethnic communities who are at high risk. For example, those experiencing structural racism and racial inequality, those who are self isolating, those facing financial hardship and food poverty, those who require emotional support to overcome challenges to their mental health, those who are already subject to hostile environments, and those least able to cope with the persistent consequences of COVID-19.

Applications are particularly invited from Black Asian and Minority Ethnic led organisations supporting individuals facing domestic and other forms of abuse and violence, older people who for medical or other reasons must shield and are isolated, asylum seekers, refugees, and undocumented migrants, those who have no recourse to public funds, and families and single parents struggling to provide home schooling.

Project funding must in most part be for direct support to beneficiaries, but funding can also be provided for project co-ordination, basic volunteer expenses and equipment and remote working requirements.

The Global Majority Fund Partnership recognises that the impact of COVID-19 is continuing longer than anyone anticipated and that support for many months to come will need to be remote rather than provided through gatherings inside buildings or even outside. Applications need to take this into account.

Funds are available for revenue and capital costs. You can apply for one grant only and your project must be finalised, and the grant spent, and expenditure accounted for as soon as possible and by **March 31, 2022**.

## Who can apply?

You must be a Black Asian and Minority Ethnic -led organisation. This is defined as governed and managed by a majority of Trustees and staff from Black Asian and Minority Ethnic communities. You do not have to be a Registered Charity, but your purposes and activities must be charitable and legal, and you must have a written governing document such as a constitution or set of rules.

You will need to show that you have been active in the past and that you have recent records of Board or management group meetings.

You will need to show that you already have an active bank account in the name of your organization, and you will be required to provide copies of recent bank statements as well as financial procedures.

You will need to show that you have an up-to-date Equal Opportunities policy and the Safeguarding policies relevant to your activities.

### **We will not fund.**

- expenditure and costs already incurred.
- Activities which evangelise (the practice of preaching or spreading religious beliefs) or proselytise (the practice of trying to convert people to one's own belief or religious views).
- Organisations which adopt a partisan political stance or activities which are party political or advocate the use of violence to campaign or influence public opinion.
- One -off conferences and workshops.
- General appeals, individual and group sponsorship, marketing appeals, proposals for bursaries from individuals or proposals from individuals for the funding of study or attainment of qualifications.
- The delivery of services that can be regarded as normally government's responsibility.

### **How to apply.**

To apply you will need to complete a simple application form about your organisation and the project you wish us to fund. You can print out the application form and complete it by hand, scan it and e-mail it to us. Alternatively, you can fill in the application form, which is in Word format, and email it to us as an attachment.

The closing date for completed applications is 5pm on 23<sup>rd</sup> April 2021. We are unable to accept late applications.

Current and updated information and guidance on the GLOBAL MAJORITY FUND is available on the following websites <https://racecouncilcymru.org.uk/>

, <https://bawso.org.uk> , and <https://wrc.wales/>

If you need help on how to apply, please contact the Partnership Grants Team on [grantsteam@GMFundWales.co.uk](mailto:grantsteam@GMFundWales.co.uk) or telephone it on **0800 048 5770** at any time during working hours or leave a message at any time.

### **Deciding on your application.**

The Partnership Grants Team may contact you to discuss your application and will notify you in advance to arrange a convenient time. Grant applications will be considered as soon as is possible and all applicants will be notified by the week beginning **7<sup>th</sup> June 2021**.

<b>Fund opens</b>	<b>Monday 15<sup>th</sup> March 8:00am</b>
<b>Closing date for applications</b>	<b>Friday 23<sup>rd</sup> April 5:00pm</b>
<b>Webinar 1</b>	<b>Friday 26<sup>th</sup> March 3pm to 5:30pm</b>
<b>Webinar 2</b>	<b>Friday 9<sup>th</sup> April 11am to 12:30pm</b>
<b>Notification of outcome applicants</b>	<b>Week commencing 7<sup>th</sup> June 2021</b>

### **Registering for the Webinars**

To register for the Webinars simply send an email to [grantsteam@GMFundWales.co.uk](mailto:grantsteam@GMFundWales.co.uk) requesting to be registered for the webinar. The email should state the name, contact number, group/ charity being represented and the webinar you are registering to attend.

### **Support from the Majority Fund Partnership**

During the life of your grant the Partnership will provide ongoing package of support which includes:

- Discussing any queries regarding your grant during the funding period. We will keep you notified of any additional support we are able to offer including learning webinars and opportunities to connect with other Black Asian and Minority Ethnic organisations that are in receipt of a grant.
- Opportunities for grant recipients to share experiences and learning and to utilise information gathered on COVID 19 emergency planning measures.

If you are successful you will be required to sign a contract for the delivery of the agreed project and to provide progress reports together with evidence of expenditure.

### **Confidentiality**

All information provided that identifies your group in applying for a grant will be held in the strictest confidence by the Partnership and Comic Relief and will not be made available to any other party.

### **Guidance on completing the application.**

Question number	Question topic	Guidance
1. Your organisation		
1.1	Basic details	Please complete all questions.
1.2	Legal details	Please complete all questions. For legal status choose from the following options: Registered Charity, Non-registered Charity. Community Interest Company, Constituted non-profit group or Social Enterprise, or non-constituted group.
1.3	Board Member details	List the full name of each Board Member accompanied by their mobile number. Ensure that the list is exactly the same as is recorded with the Charity Commission or other registering body.
1.4	Board family connections	Please give the names of all Board members who are related. Also state whether at least 3 Board members are not related.
1.5	Bank Account details	You should have an active bank account to be eligible to apply for a grant. Please ensure that the details given are current and correct and attach a copy of your most recent bank statement showing the name of your organisation and address. And at least a month's transactions.
1.6	What does your organisation do?	Try to cover everything that you do but be brief. Give the number of existing full/part time staff if appropriate, and the number of volunteers. Maximum 250 words.
1.7	Where in Wales does your organisation work?	Be as specific as you can and identify where in Wales you are active.
1.8	How many years has your organisation been active in the community?	Give the number of years you have been working with Black Asian and Minority Ethnic communities ( <u>not</u> the year you were established)
1.9	How is your organisation Black Asian and Minority Ethnic led? ( <i>Evidence your answer with reference to your Board members, staff, and volunteers</i> )	Explain how your organisation is led by and for Black Asian and Minority Ethnic communities.
1.10	Does your governing body have at least 3	Answer Yes or No.

	members who are not related?	
1.11	Does the work for which you are seeking funding promote religious belief?	Answer Yes or No.
1.12	Does the work for which you are seeking funding have a Party Political nature?	Answer Yes or No.
<b>2. Your proposal</b>		
2.1	What has the impact of COVID-19 been on a) your organisation, and b) the people you help?	Funds will be approved for activities related to COVID-19 so it is important to state clearly what the impact of the virus has been on your organisation and on the people you help. Maximum 250 words
2.2	Describe your proposal and state its purpose and what you intend to achieve.	Your grant request must directly relate to challenges emerging from the COVID-19 crises. Please be very specific about how you will use the funding, what you intend to do, and how it will help to improve the situation of your beneficiaries. Remember that your project must be completed by March 31, 2022. Maximum 250 words.
<b>3. Your funding request</b>		
3.1	What is the full cost of your proposal?	Simply state the full cost of the proposal if it is more than you are applying to us for.
3.2	How much are you applying for from us?	Simply state the amount being requested from us.
3.3	How will you fund the difference? ( <i>if appropriate</i> )	If your project costs more than you are seeking funding from us, then explain where you are getting the difference from and whether other funds are anticipated or approved.
3.4	Provide details of what the grant will fund.	Be very specific about what the grant will fund. Provide detailed budget lines whether you are seeking revenue or capital funding or a combination of the two.  Make sure that you provide details of how these costs are arrived at or worked out. Ensure that you have added figures up correctly.  If you are applying for staff provide a breakdown of wages and show how these are arrived at.

		<p>Note that you can apply for a small, medium, or large grant: Small up to £2,000, Medium £2,001 to £10,000, and Large £10,001 to £20,000.</p> <p>Ensure that the size of the grant you are seeking matches the capacity of your organisation to deliver the project for which funding is being sought.</p> <p>Please be aware that if you are awarded a grant we may ask to see receipts.</p>
3.5	How many Black Asian and Minority Ethnic people will benefit from your proposal?	Provide an estimate. If possible, provide estimates of gender, age, and ethnicity. How have you worked out this number?
<b>4. Your finances</b>		
4.1	Organisational finances	Complete these questions.
4.2	Does your bank or building society account have at least 2 signatories or two online users who are not related?	Answer Yes or No
4.3	Attachments	Please attach a copy of your last year's Accounts or income and expenditure for the year (Management Accounts).
<b>5 Your policies</b>		
5.1	Does your organisation have an equality and Diversity policy?	State 'Yes' or 'No'. If Yes attach a copy to this application form.
5.2	Does your organisation have Safeguarding policies that cover all your activities?	State 'Yes' or 'No'. if Yes attach a copy to this application form.
<b>6 Declaration</b>		
6.1	References	Please provide the names and e-mail address of two individuals who are not on your Board and can provide a reference for your organisation's activities.
6.2	Attachments	Please ensure that you have attached all the necessary documents.
6.3	Sign your application	Ensure that the signatory to the application has the authority to sign. Ensure that you sign the application.

6.4		Confirm that the person applying and running the project will be in Wales through the project cycle.
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