



RACE EQUALITY AND INFRASTRUCTURE FLEXIBLE FUND

Guidance Document

Please read this document carefully before you start work on your application for funding and ensure:

- your organisation is eligible to apply
- your activity is in line with the aims of the fund
- you understand what is required from each question
- you send in all of the required documents with your application

Please note: your application may not be assessed if we do not have your supporting documents

If you have any queries, please contact enquiries@voice4change-england.co.uk

Purpose of the Fund

In partnership with Comic Relief, Voice4Change England (V4CE) has created the 'Race Equality and Infrastructure Flexible Fund' which aims to improve infrastructure provision at both a local and regional level across 5 regions in England, supporting Black and Minoritised Ethnic (BME) organisations to develop and to address race inequality whilst advancing V4CE's strategic aims:

Strategic Aim 1: To provide leadership and resources to increase BME Sector involvement and representation in key decision making and policy forums

Strategic Aim 2: To increase awareness and respect of BME Sector role, activities, impact, and added value

Strategic Aim 3: To strengthen the BME Sector and race equality through direct infrastructure service delivery, advocacy and improving infrastructure provision through partnership and collaboration

Strategic Aim 4: To increase opportunities for BME organisations to develop resources and sustainability through enterprise, creativity and sector led grant making

Strategic Aim 5: To harness the BME voice through partnership, research, and consultation, to ensure the BME perspective is heard in issues that shape society

Grants of up to £50,000 are available for 1 year for BME infrastructure organisations. The fund will support core costs only for infrastructure /capacity building services. We will only fund organisations to deliver infrastructure services and we will expect applicants to have the experience and track record of building capacity of BME frontline organisations.

V4CE plans to work in collaboration with successful applicants to enable better infrastructure and reach locally and regionally.

Key Dates

The Fund will open for applications on **Thursday 19th December 2024 at midday.**

The deadline for applications is **Friday 24th January at 5pm.**

You can expect to hear back regarding your application **by mid-February 2025.**

Shortlisted applicants will be invited to interview.

Grant awards will commence from the **1st of March 2025 and must end by the 28th of February 2026.**

Applications submitted after the deadline cannot be considered.

How to apply?

Applications can be made online [via our application portal.](#)

Who can apply?

Eligible organisations are those that are BME-led infrastructure organisations* (more than 50% of the trustees/board or senior staff must be from BME groups) with 80% of

beneficiaries from one or more BME groups. All applicants must have a minimum of three people on the governing body.

*For the purpose of this fund, we are using the following definition:

An infrastructure organisation plays a crucial role in ensuring the sustainability and effectiveness of the third sector by supporting the work of other organisations through the provision of essential services and resources that enable smaller charities, non-profits and community groups to operate effectively. This can include:

- **Capacity building:** Offering training, advice, and support to help other organisations improve their operations and efficiency.
- **Networking and collaboration:** Facilitating connections between organisations to foster partnerships and shared resources.
- **Advocacy:** Representing the interests of the third sector to policymakers and funders.
- **Resource provision:** Providing access to funding, equipment, and other essential resources.
- **Community development:** Supporting the development of vibrant and inclusive communities.
- **Information and campaigning:** Provision of policy briefings and information; engagement of organisations in consultations and campaigns

Proposed services must include capacity building and may or may not include the other elements. We would like applicants to say how their infrastructure services or planned infrastructure service will help address race inequalities experienced by their users.

Organisations **must** be based in one of the following regions in England:

- East of England
- East Midlands
- North East
- South East
- Yorkshire and the Humber

The organisational structure must be one of the following:

- Registered charities such as registered charities, registered charities and companies limited by guarantee, charitable incorporated organisations
- Companies limited by guarantee that have charitable objects
- Community Interest Companies (CICs) that are limited by guarantee and have a minimum of three Directors

- Community Benefit Societies (for example, formerly registered as Industrial and Provident Societies) also with clear charitable purpose
- Incorporated faith community organisations (if the project activity is not deemed to be proselytising)

Partnership or consortium bids are welcome as long as all partners satisfy the eligibility criteria.

Organisations who have previously been successful in V4CE funding are eligible to apply to this fund, providing they meet the criteria outlined above.

Eligible costs - what the fund will pay for

Costs that are eligible are those that support essential organisational and administrative spending to be able to deliver infrastructure services.

The eligible costs could include salaries and associated cost for infrastructure and delivery. Examples of associated costs are:

- Management and administration
- HR and payroll
- General office expenses
- Accountancy and audit
- Communications and outreach
- Monitoring, evaluation, and learning
- Governance, regulatory, and compliance costs
- We will consider funding for staff training as a group, not for an individual.
- The purchase of equipment will be considered on a case-by-case basis

Ineligible costs

We cannot fund:

- Mainstream infrastructure organisations (e.g. Councils for Voluntary Services (CVSs))
- Political activity e.g. party political campaigning / lobbying
- Non-charitable activities
- Individuals
- Grant-making bodies to make grants on our behalf

- Schools, Parent Teacher Associations (PTAs), universities, or other educational establishments
- Medical or academic research
- Churches or other religious bodies where the monies will be used for religious purposes
- Hospitals or primary healthcare providers
- Projects which have already taken place
- Statutory bodies, such as local authorities
- Charities established/registered outside the UK
- Festivals or events which last no longer than a few days
- Residential care services
- Residential facilities
- Salaried bonuses or dividends
- Major capital costs e.g. the purchase or repair of buildings

Guidance for Application Questions

Section 1 Organisation and contacts

Organisation name

Please insert the name of the organisation and any other name that it is more commonly known by in brackets.

Organisation website

Please provide a link to your organisation's website if you have one.

Organisation address including postcode

Give the full address including the postcode.

Which region is your organisation based in?

Please choose your region from the dropdown menu.

Any social media details

Please provide links to any social media you have, or the name of your social media handles and the platforms you use e.g. Facebook, X.

Main Contact Details

You must provide contact information for the main individual we will speak with if the proposal is successful in funding.

Senior Contact Details

You must provide the details of a senior contact who will be legally responsible for the funding for example the Chair or a member of the Board. Please state their role on the Board, for example, Trustee or Chair.

What date was your organisation established?

Please confirm the date your organisation was established. We only require the month and the year.

How many people are on your governing Board?

The word Board has been used but this question would apply to any governing body with a different name, for example, management committee.

Annual income

Please specify your annual income for 2023/2024.

Expenditure

Please specify your expenditure for 2023/2024.

Please enter the amount you have in unrestricted reserves

Unrestricted reserves refer to unspent funds with no conditions on how to spend

Please tell us how many months your organisation can cover from the reserves

Please provide us with how many months of reserves and the amount of the reserves

What is the structure of your organisation?

Please select the structure of your organisation from the list provided.

What proportion of staff, board, and volunteers are from BME groups?

We need to confirm that your organisation is led by BME individuals, i.e., more than 50% of your management committee or trustees or directors are from BME communities.

To get the percentage multiply the number of BME people by 100 and divide by the total number of staff, board or volunteers.

Will you be working in partnership with another organisation to deliver this proposal?

Please indicate 'Yes' or 'No'.

Please list all partner organisations, their structure and their role.

You only need to answer this question if you have selected 'Yes' to the previous question.

Section 2 Organisation work

Describe your organisation's aims and main activities

Provide a clear and concise overview of your organisation's main aims and the activities or services you deliver to meet these aims.

What are the main issues facing your BME users and how does your work address these?

Please provide specific examples to illustrate your points.

Please describe your experience and track record of building capacity of BME frontline organisations.

Please outline your experience of working with BME organisations, include specific example as well as any capacity building activities you undertaken and their impact.

Section 3 Service Users

What percentage of your service users are BME?

Please tell us how many services users you typically work within a year and what percentage of these are BME. To get the % multiply the BME number by 100 and divide by the total number.

What are the age ranges of people that you work with?

Please tell us about the ages of the people you work with.

Briefly describe your typical service users. (E.g., ethnic origin, nationality, gender, age, socio-economic profile, disability etc.).

Provide an outline of your typical service user.

Do you work with BME people with disabilities and if you do, please list the disabilities.

Please answer 'Yes' or 'No'. If yes, please specify the types of disability.

In which area(s) are your service users located?

Please specify where your service users are located.

Section 4 Benchmarks

Does your organisation have the following in place?

Please answer 'Yes' or 'No' for the following questions.

Section 5 Proposal

Please enter your proposed infrastructure project start and end dates

Please tell us your proposed infrastructure project dates. Projects may run for up to 1 year, with the earliest start date of 1st March 2025 and must end by the 28th of February 2026.

Tell us what you intend to do with this grant. What infrastructure needs do you wish to address and how will you deliver to meet needs? What capacity building can you deliver and how?

Identify the specific infrastructure gaps you will fill; outline your capacity building plans and how these will directly address identified needs.

How will this work help tackle race inequalities?

How does your work specifically address the root causes or consequences of race inequalities? How does your work contribute to a broader environment where race inequalities are less likely to exist?

How will your services be delivered (e.g. telephone, online, face to face, other)?

Please specify how your services will be delivered.

How will you ensure that this proposal can engage the most disadvantaged BME groups?

Please refer to the specific needs and challenges of the disadvantaged BME groups you work with and outline how you will address these.

What are the aims of your proposed work and how will these aims align with V4CE strategic aims?

Please refer to the strategic aims earlier in this document under the heading 'Purpose of the Fund'.

What are the outcomes that will happen as a result of your work under this grant?

What tangible results or achievements do you expect to accomplish with this funding? Please include measurable and specific outcomes and quantify these outcomes where possible.

Please provide a detailed project timeline, outlining key milestones and deliverables.

Please provide a detailed plan outlining the key stages, milestones, and deliverables of your project. This should include estimated timelines for each phase and the expected outcomes associated with them.

How will you measure progress, successful outcomes of your project and its impact on BME organisations and communities in your region?

How will you measure the effectiveness of this grant funding and assess its impact on BME communities in your region? Please describe the methods, tools, or indicators you will use to gather data and evaluate the outcomes.

What equipment do you intend to purchase, and why?

If you intend to acquire new equipment, please explain why it is essential for your organisation's success and how it will benefit your organisation in the long term. Clearly articulate the specific advantages and improvements that the equipment will enable.

Describe your organisation's plans for long-term sustainability beyond the grant period.

Beyond the duration of the grant, how does your organisation plan to maintain its sustainability? Please outline your strategies for ensuring that the benefits and outcomes achieved with this funding continue.

Section 6 Budget

Please provide a detailed budget breakdown. List all your costs on a separate line.

Examples have been given to show what we are looking for. The amount available to request is up to £50,000. Please only include a budget up to the value of the grant amount available. Please give the detail of your calculations to show how you arrived at your figure e.g. salary with on costs per hour x no of hours x no of weeks.

Section 7 Supporting Documentation

Supporting documents to be submitted: your most recent set of annual accounts, governing document/constitution, recent bank statement (last 3 months). New organisations need to provide estimated income and expenditure for the 2024/2025.

Please ensure you provide all of the supporting documentation outlined and include these when you submit your application. These are mandatory.

If you do not have any of the supporting documentation, please contact us via enquiries@voice4change-england.co.uk and tell us why.

Section 8 Declaration

Please complete the declaration of the application form, also note the requirements in the declaration that you will be required to keep to, if your organisation is awarded a grant.