

Westminster Advice Grants Funding Programme 2024 – Application Guidance

- ✓ Please refer to the [programme prospectus](#) on the main webpage for full details on funding context, objectives, and eligibility criteria. It is essential that you read both the prospectus and the application guidance before applying.

- ✓ Please refer to [Appendix 1](#) at the bottom of this document for a copy of the application questions.

Table of Contents

1. What we are looking for	2
2. What you will need to provide as part of this application form:.....	2
3. What you will need to present after you have received a grant offer:.....	3
4. Important note on budgets and part funding.....	3
5. Please remember	3

1. What we are looking for

We are looking to fund organisations:

- whose work aligns with our Fairer Westminster goals
- who have a track record of delivering advice services to Westminster communities
- who are dedicated to strengthening the quality of the advice support so that they can be in the best position to serve local communities
- Who work with Global Majority (BAME communities) and other marginalised groups such as (but not limited to) those with disabilities, those with social or economic inequalities, those experiencing poverty
- Those who work closely with service users and those with lived experience of poverty to shape and improve their services

We are looking to fund organisations who are passionate about achieving at least one of the following outcomes for their service users:

- Access to information about advice services, benefits, and all means to support available to people experiencing poverty
- Ensuring applications for benefits and other means of financial support are completed and submitted accurately
- Support with information and advice about housing needs and homelessness
- Support and advice about debt reduction
- Staffing and volunteer recruitment, retention or skills are improved to strengthen the pool of advice workers across Westminster who represent our local communities and speak key languages of our local communities

2. What you will need to provide as part of this application form:

- 3-year cost breakdown for what you are applying for – please clarify if the same amount for the three years, or if the amount varies. A budget template is provided.
- Annual report or equivalent published in the past 12 months (only if not uploaded to Charity Commission or Companies House). This is so we can see a portfolio of your work – if you don't have an annual report, you can send us individual project reports produced for funders or trustees or a summary of the work your organisation has done in the past 12 months.
- Your last published annual accounts (only if not uploaded to Charity Commission or Companies House)
- Name and email of an existing or previous funding partner - this can be a council officer where applicable or an external funder.

3. What you will need to present after you have received a grant offer:

- Up-to-date safeguarding policy, general health and safety policy or risk register, and equalities policy for staff and volunteers
- Confirmation of DBS checks for staff if the organisation works with children or vulnerable adults
- Copy of your public liability insurance cover certificate
- Copy of your employee liability insurance where applicable (if your organisation has more than 5 employees)

NB If your organisation does not have any of these for any reason, you will be able to indicate at the end of the form and you should still submit an application. One Westminster is able to support organisations to develop policy and governance documents.

4. Important note on budgets and part funding

- All staff costs must be budgeted at the London Living Wage or above (currently £13.85/hour).
- Successful organisations will receive the amount they request, as detailed in the 3-year cost breakdowns submitted with the application. Therefore this programme will **not** offer part funding. This means that intentional and reasonable budgeting should be carried out. Please seek advice from One Westminster if there are costs you would like to include that you are not familiar with. This will help to ensure that they are as accurate as possible.

5. Please remember

You cannot apply to this fund if:

- You are not a charity, CIO or CIC
- You have never received grant-funding before
- You have never delivered a professional advice service before
- You have been working with Westminster communities for less than 12 months
- You or your organisation is under a criminal or safeguarding investigation

Appendix 1 – Advice Grants – Application Questions

- × Applications must not be submitted as a Word document unless there are exceptional accessibility reasons.
- ✓ Applicants should prepare and save their answers in a Word document before completing the online application. The online form cannot be saved mid-way and must be completed in one sitting.
- ✓ The application must be completed online via the website.

1. Organisation Details

- Organisation name
- Link to your organisation via Charity Commission or Companies House
- Name and email of an existing or previous funding partner: this can be a council officer where applicable or an external funder
- Organisation address including postcode
- Contact name of the person handling this application
- Contact number of the person handling this application
- Email of the person handling this application
- Link to your website and/or main social media platform
- Please select your organisational status and supply your registered organisation number where applicable:
Registered Charity _____
Community Interest Company _____
Charitable Incorporated Organisation _____
- Is your org led by any of the following groups? Please note that we consider an organisation to be 'led' by said groups if your management team or board has at least 75% of representation from people of said group and at least 50% of your paid staff team (if applicable) are representative of said group.

Global Majority (BAME) led
Female led
Disabled led
LGBTQ+ led
Led by a young adult (24 years or under)

None of the above
Prefer not to say
Other (please elaborate) _____

- Organisation aim
(50 words max)
- Is your organisation led in any way by people with lived experience of the charitable objectives relevant to your organisation?
No
Yes
If yes, please share how _____
- Tell us briefly how your organisation is run. We want to understand the structures, boards, roles or teams you have in place that are responsible for guiding decisions, planning, and delivery.
(150 words max)

2. Building a Fairer Westminster

The Council has committed to building a Fairer Westminster – this includes Fairer Communities, Fairer Housing, Fairer Economy, Fairer Environment and a Fairer Council. In line with these, please select which of the options listed below most reflects the main activities or services of your organisation (we understand there may be multiple - for this question, please just select one)

Fairer Communities

- Support Westminster's residents to reduce poverty, inequality or discrimination
- Help residents to remain active and reduce health inequalities
- Provide cultural and learning opportunities for residents
- Provide services to young people, older people, people with disabilities or any other cohort of vulnerable people

Fairer Housing

- Reduces homelessness or provides support for the homeless
- Provides additional housing support to residents over and above the support available through the Council

Fairer Economy

- Create local job opportunities for residents
- Support residents to upskill and acquire new qualifications
- Support residents to become more entrepreneurial or help them to secure good quality jobs.

Fairer Environment

- o Support Westminster to be safer, cleaner and greener
- o Provide access to high quality green spaces and services
- o Encourage active travel

Fairer Council

- o Information, advice and guidance services for residents or any activity that provides a service to the residents of Westminster

- How long has your organisation been working in Westminster with Westminster communities?
- Tell us about the type of work you do with Westminster residents, why you think this work is essential, and what impact it makes on people’s lives. Please reference any specific groups or communities that you work particularly closely. (300 words max)
- Tell us what percentage of your service users live or study in Westminster?

3. Details about your application for funding

- How much are you applying for from this fund? Please refer to the application guidance for a reminder of how much your organisation is eligible for.

Per year _____

Total for 3 years _____

Please submit a budget for the 3 years, indicating staff costs, and any organisational costs related to office space, management/supervision, volunteer costs, promotion

- What does this equate to in terms of a percentage of your annual expenditure? Please remember that organisation must not apply for more than 50% of the total value of their yearly expenditure.
- Select which of the following areas most reflects your intentions for using the funds. Please refer back to the application guidance for description of what each area could include.
 - o Same language advice workers for Somali, Bengali and Arabic speaking communities
 - o Apprenticeships or traineeships in advice work, supporting residents into employment and increasing the supply of trained and qualified advice workers from the local community
 - o Triage and/or extended casework
- Below are the key outcomes that this funding intends to enable. Not every grantee will achieve every outcome.

- Increased access to advice for residents with limited English, who speak the following languages: Arabic (in the south of Westminster), Bengali and Somali
- Traineeship and apprenticeship opportunities for residents to increase their skills in providing advice, and increase their employability in the advice sector
- Accessing the right level of support according to need, whether help with filling out applications or extended casework
- Increased income through successful benefits applications

4. Ambitions for your service

- Describe in detail how you would like to use this funding and tell us about the intended change or impact that this would have on the people you support. Remember to clearly link this back to the outcomes you have selected above. Please also include the numbers of people you would be able to support. (500 words)

(Consider the following prompts to prepare your answer: What would this funding enable you to do that you can't currently do? Or, what would it enable you to do better or more effectively? How would this directly or indirectly have a positive impact on the communities you work with?)

- Please indicate the staffing for this programme, including qualifications and any volunteer support that is or can be provided through your wider organisational support.

(We want to see evidence of your understanding of qualifications for advice; training or support for the individual staff members; additionality the organisation provides.)

- Briefly describe 3 clear milestones that you would like to achieve in the next 3 years. We want to understand your vision for the future of this advice service in your organisation. (200 words max.)