

WOMEN'S VOTE CENTENARY GRANTS SCHEME LARGE GRANT FUND ROUND 2 - GUIDANCE

Women's Vote Centenary Grants Scheme

Background

The Representation of the People Act in 1918 extended the vote to women for the first time in the United Kingdom. The Women's Vote Centenary Grants Scheme is one of a number of ways in which the 100 year anniversary is being marked across England.

Since the Representation of the People Act and the Parliament (Qualification of Women) Act came into effect in 1918, women have been voting and standing in elections. Following the 2017 General Election there are now 208 women MPs (32% of the House of Commons)¹. This is the highest number ever. However, if Parliament truly reflected the public it serves, we would expect 331 (or 51%) of all MPs to be women.

The election also saw 104 constituencies across the UK without any female candidates². This left approximately 7.5million British voters without an opportunity to vote for a woman candidate. The UK is currently 38th out of 193 countries worldwide and 11th in the European Union in terms of women's political representation³.

YouGov estimate that at the 2017 General Election, 57% of 18 to 19 year olds voted compared with 84% of those aged 70 and over⁴. Whilst this is the highest turnout of young people in 25 years, it remains unacceptably low; with young women from particular social backgrounds the least likely demographic to vote.

The Hansard Society found that those who claim to be least interested in and knowledgeable about politics are younger (those aged 18-34), women, BAME people, and those from less affluent and least educated groups. They also note a decline in the number of women who claim that they feel knowledgeable about politics⁵.

¹ 2017 results (HoC library):

<http://researchbriefings.parliament.uk/researchbriefing/Summary/CBP-7979>

² 2017: Women candidates by party and constituency: <http://www.bbc.co.uk/news/election-2017-40011733>

³ <http://archive.ipu.org/wmn-e/arc/classif011017.htm>

⁴ <https://yougov.co.uk/news/2017/06/13/how-britain-voted-2017-general-election/>

⁵ Audit of Political Engagement 14: The 2017 Report. Hansard Society.

Funding available

This is the second and final round of Large Grant funding.

In this Round, you can apply for between £2,000 and £65,000 out of a pot of around £500,000. We expect demand to be very high and will only be able to support the very best projects.

There are two application routes dependent on the amount you are requesting and you will need to select the appropriate application form. There is a form for applications from £2,000 to £20,000, and another form for applications between £20,001 and £65,000.

You can only submit one application for this round. You should choose which is the most appropriate route for your project. If you submit an application for both routes (under £20,000 and over £20,001), both applications will be rejected.

All projects must start by 16 July and finish by 31 December 2018.

We recommend you read this guidance carefully before beginning your application. You may also wish to look at the frequently asked questions accompanying this guidance, and the Model Application Forms.

Aim and objectives

The Large Grant Fund aims to leave a legacy for the Centenary through increasing young people's understanding of democracy and inspiring them to get involved, and through increasing women's participation in politics and civic life.

All projects must meet either or both the EDUCATE or PARTICIPATE objectives, though we expect most to meet only one. It must be clear who your project is aimed at, and we will expect applicants to show an understanding of their target demographic.

- **EDUCATE:** To increase young people's knowledge of UK democracy and its importance, and increase their democratic participation.

EDUCATE projects must be aimed at young people aged 16 to 30. We will expect to see a focus on women, women's issues and/or gender equality, although projects can include all young people. We also expect to see projects work with young people who are particularly disengaged from politics and civic life, which may include young people from lower socio-economic groups, young people who are BAME, LGBT and/or living with disabilities.

- **PARTICIPATE:** To aspire to achieve gender parity in local and national politics by the centenary of the Equal Franchise Act by 2028.

PARTICIPATE projects must be aimed at women aged 16 and over. We also expect to see projects work with those women who are particularly disengaged from politics and civic life, which may include women from lower socio-economic groups, women who are BAME, LGBT and/or living with disabilities.

We would encourage you to consider which of these objectives is the best fit with your project activity, rather than attempt to meet both. In our experience this is likely to result in a more focused project.

In addition, projects may optionally meet the CELEBRATE objective, but only as long as they are already meeting EDUCATE or PARTICIPATE.

- **CELEBRATE:** To increase national awareness and mark 100 years since women got the right to vote.

CELEBRATE is aimed at all people.

All projects might include elements that are open to the general public (such as exhibitions) as indirect beneficiaries, but all direct beneficiaries should be women and/or young people.

Project activities

All projects must start by 16 July and finish by 31 December 2018.

We are not prescribing what type of activity we want to fund during this Round, but have put together some examples of what we expect to see. This is not intended to be an exhaustive list.

- Projects that increase awareness of and encourage young people's or women's involvement in political and civic life by developing knowledge, leadership, skills and abilities through programmes of activity that bring people together face to face.
- Activities that bring together young people or women who are underrepresented or disengaged in politics or civic life with people who are inspiring, or who can offer support such as mentoring.

- Participatory events, talks and tours themed around the historical legacy of the centenary and/or issues affecting women's or young people's involvement in political and civic life.
- Theatre, music productions or exhibitions created by, aimed at and catered to women and/or young people, where there is a strong element of participation such as workshops. We would want to see these projects involve those women and/or young people who do not normally access cultural activities.

Where projects are part of an existing programme of activity, the project we are funding should be distinct and discrete. In exceptional cases, we will consider contributing towards a single larger project, but only if the Large Grant Fund is the majority funder.

Project location

We want to ensure a good geographic spread of projects across England. Given the limited amount of funding and the large volume of applications that we are expecting, it is therefore unlikely that more than one Large Grant Fund project will be funded in a particular area. You may wish to discuss your application with local stakeholders before submitting.

Eligibility - who can apply

Organisations eligible for funding:

- Voluntary and community organisations
 - Registered and unregistered charities and voluntary organisations
 - Social enterprises and other not for profit companies or ventures
 - Community benefit societies and co-operative societies
- Colleges and universities
- Parish and town councils
- Trade unions that meet the statutory definition of a trade union

Partnerships or consortia are able to apply for funding. One organisation within the partnership or consortia must be the lead and take on full responsibility for the project and the terms and conditions of the grant. The lead organisation must be an eligible applicant organisation. Special purpose vehicles are not able to apply.

Schools and local authorities (other than parish and town councils) may not apply for funding directly, but are strongly encouraged to be part of partnership or consortia bids.

Organisations that have already received funding from the Small Grant Fund are able to apply to the Large Grant Fund as long as it is for a different project.

Lead organisations that received funding from the Large Grant Fund in Round 1 may not re-apply, even if it is for a different project.

Partners in projects that received funding from the Large Grant Fund in Round 1 may apply, but we will take this into account, and it may affect whether or not we fund you. This is so that as many different organisations as possible across England can benefit from funding.

Organisations that were unsuccessful in applying to the Large Grant Fund in Round 1 may apply again to Round 2. Organisations re-applying are strongly advised to read this guidance carefully alongside any feedback you have been given.

Organisations (including local authorities) that have received funding from the Centenary Cities fund will not be able to apply for funding through this element of the Scheme as lead organisations, but may apply as part of a partnership or consortium bid.

We are unlikely to fund projects in the seven Centenary Cities areas (Bolton, Bristol, Leeds, Leicester, London, Manchester and Nottingham) unless they are distinct from and/or add significant value to what has already been funded. Please contact us to discuss your project if this applies.

We are very unlikely to award funding to projects offering similar activities in the same location(s) as those funded in Round 1 of the Large Grant Fund. Please see the website for the list of successful Round 1 projects.

Applicants should note that the Government is separately supporting projects specifically focused on the EDUCATE objective of the Centenary programme: to raise awareness of democracy, the story of suffrage and encourage democratic processes amongst young people aged 13 to 16. The projects will take place in formal and non-formal settings and include a schools resource, democracy ambassadors scheme with communication campaign and parliamentary pack for members and peers to discuss the importance of voices and votes with young people in their constituencies. To ensure that a diverse range of audiences and ideas benefit from funding, we will not fund similar projects aimed at 16 year olds through the Large Grant Fund.

Government will host the first annual National Democracy Week (2 to 7 July 2018) with the key ambition to increase the number of people who understand and participate in our democratic process. Organisations that are members of the

National Democracy Week Council are able to apply to the Large Grant Fund and will be assessed against the same criteria as other organisations.

Eligibility - costs

All projects must start by 16 July and finish by 31 December 2018 and all funds must be spent within this timeframe.

Applications must be for between £2,000 and £65,000. The Large Grant Fund must be the majority funder so the maximum total project cost of a project seeking the maximum grant of £65,000 should be less than £130,000.

Please consider your budget carefully and only apply for what you need to deliver your project, bearing in mind that all activity must be completed and costs incurred by 31 December 2018. Value for money will be considered as part of the assessment process.

You may include overhead costs as part of your application but these must not exceed 10% of the grant amount requested.

Overheads are the costs incurred by your organisation to run its operations and not the direct cost of project activities. Overhead costs might typically include a proportion of office rent, telephone expenses, accounting fees, salaries of your management or administration staff, etc.

You may include VAT in your budget if you can't recover it from HM Revenue and Customs.

The following costs are ineligible:

- Statutory activities – goods or services that the grant recipient has a statutory duty to provide
- Core or existing activities
- Costs that will or are already being funded from other public or private sector grants
- Activity outside of England
- Applications that are solely for staff costs
- Activity outside of England
- Activities or liabilities that happen or incur expenditure before we confirm grant funding
- Fundraising activities for your organisation or others
- Campaigns and wholly communications-based activities
- Contingency costs, loans, endowments or interest
- Overhead costs exceeding 10% of the total requested amount

- The acquisition or improvement of equipment or assets that have a lasting value beyond the activities we are funding
- Depreciation, amortisation or impairment of fixed assets owned by the grant recipient
- Activities that are chargeable (i.e. tickets) unless that is reinvested in the activities
- Recoverable VAT
- Research
- Political activity - activity that promotes the cause or beliefs of a political party
- Religious activity - activity that propagates a particular religion. We recognise and welcome the community work undertaken by religious organisations, so applications for activity open to all from such organisations are eligible
- Alcohol
- Interest payments (including service charge payments for finance leases)
- Gifts to individuals other than promotional items with a value of no more than £25 a year to any one individual
- Entertaining (entertaining for this purpose means anything that would be a taxable benefit to the person being entertained, according to current UK tax regulations)
- Statutory fines, criminal fines or penalties.

What makes a good project

Our assessment process will take account of the following criteria on what makes a good project. A good project:

- Very clearly meets either or both the EDUCATE and PARTICIPATE objectives
- Shows a clear link between project activities and the objective(s) it is aiming to meet
- Is clearly aimed at either young people, especially young women (EDUCATE) and/or women (PARTICIPATE) and engages with people who are disengaged from politics and civic life
- Demonstrates it can effectively reach its beneficiaries, has involved them in planning the project and has fully catered for their needs
- Offers good value for money
- Is well planned and requires minimal further work to start by mid July 2018 and provides assurance it can be fully delivered by the end of 2018
- Has access to relevant skills and experience to ensure successful delivery and, if being delivered by a partnership, shows how the partners can add value and work together

- Embeds monitoring and evaluation into the project and shares the learning with appropriate audiences
- Is easily identifiable as separate project and different to what your organisation is currently delivering.

You should note that funding is limited so we anticipate that this final round of the Large Grant Fund will be highly competitive. We are expecting to receive more good applications than we can fund, and will need to ensure a good geographic spread across England and a variety of activity types.

How to apply

There are two routes by which you can apply to the Large Grant Fund. Dependent on the amount you are requesting you will need to select the appropriate application form.

We have created a simplified application form for organisations applying for up to £20,000. The application form for organisations applying for £20,001 and over is similar but asks for more information. You can view PDF versions of both forms without beginning an online application.

You must select either:

Application form - for grants of between £2,000 and £20,000 (see form on website)
Application form - for grants of between £20,001 and £65,000 (see form on website)

All applications must be made online [here](#). You will need to register an account. This is quick and easy to do. Once your account is set up, you can complete and submit your application and keep up to date on its progress.

Please make sure to save your application as you progress through it. This will help you identify if you have not completed any questions. To review your progress at any stage return to the summary page.

Any applications that have been started but not fully completed and submitted on the portal by the deadline will not be accepted.

The deadline to submit your application is Thursday 17 May 2018 at 23.59 hours. Be sure to answer every question fully and include everything we have asked for.

We may contact you as part of our assessment of your application. It is important that you respond within the timescales we provide.

We will aim to let you know whether you have been successful by early July 2018.

Example key deliverables table

For applications between £20,001 and £65,000 only.

If you are applying for more than £20,000 you will need to complete a key project deliverables table in Section Four of the application form. We will use this information to assess how well planned your project is, and to help us better understand what it is you are going to do.

You should include the key deliverables along your project timeline such as key events or blocks of activity. The table below is intended as an example of what to include.

Key deliverable	Description (50 word limit)	Start date	End date
Start-up	Project mobilisation	16/07/18	01/08/18
Workshops	Series 10 workshops spread over three month period with mentoring for young people and sessional artists to create sculptures and art for exhibition	01/08/18	30/10/18
Communications and engagement activity	Communications and engagement activity to support advertising exhibition and reaching target groups	23/07/18	31/08/18
Exhibition launch and run	Opening of exhibition and ongoing run and engagement with target groups	05/11/18	30/11/18
Evaluation, sharing learning and project close	Project evaluation and sharing of learning with appropriate audiences	01/12/18	14/12/18

Payments and reporting

If your project is successful, we will start to make payments once your grant agreement is agreed and signed. We will agree a payment schedule with you, which will include a start up payment. The number and frequency of payments will depend on the amount of funding you are awarded and the length of your project.

At the end of your project, you will need to submit a final project report identifying the learning from your project and the impact it's had. Your final payment will be made once your final project report has been approved.

We will share templates with you if you are awarded funding.

Bank account requirements

You must have a bank account in the name of your organisation and the bank account must have at least two unrelated signatories. Please send an electronic copy of a recent bank statement (less than three months old) with your application.

Audit requirements

You should keep a record of what you have spent your grant on and evidence of expenditure (such as receipts) for seven years. We will audit a number of grants and may select your grant for an audit.

If you do not provide this information when asked for it then you may have to pay back your grant.

Contact us

You can contact us by emailing us at womensvotecentenaryfund@ecorys.com.

Before contacting us, we would encourage you to carefully read this guidance, the guidance in the application form itself and check the frequently asked questions.

We regret we are unable to advise on the suitability or strength of project ideas.