

HISTORICAL INSTITUTIONAL ABUSE GRANT

SCHEME FOR SOCIAL SUPPORT

guidance notes FOR APPLICATIONS

**The deadline for receipt of applications is FRIDAY 12 NOVEMBER 2021. Applications received after this date will not be accepted. Organisations and groups are encouraged to submit their application as soon as possible.**

**(PLEASE NOTE THAT DUE TO THE CURRENT COVID-19 RESTRICTIONS, WE CAN ONLY ACCEPT ELECTRONIC APPLICATIONS)**

**DO NOT SEND HARDCOPY APPLICATIONS.**

**CONTENTS**

1. Introduction
2. Aims of the Grant
3. Funding available
4. Organisations that can apply
5. How to apply for funding
6. After we receive your application
7. Criteria against which applications will be judged
8. If your application has been successful
9. If your application has been unsuccessful
10. Appealing the decision
11. Conditions attached to funding
12. Monitoring & evaluation
13. Appendix A – the application form

## Introduction

In January 2012, arrangements were made to provide HIA victims and survivors with full access to professional support provided through the HIA Support Service and the ‘Lifeline’ crisis telephone service.

In 2014, a small grant scheme was established by The Office of the First Minister and Deputy First Minister (OFMDFM) to fund additional support service projects to victims and survivors of historical institutional abuse. Ministers have agreed to extend the Small Grant Scheme for one further year until March 2022.

During this period, TEO will consult the Commissioner for Survivors of Institutional Childhood Abuse and, through her, victims and survivors, on the longer-term way forward.

**Projects must be completed by 31 March 2022.**

This guidance explains what funding is available, what it can be used to fund and the type of organisations that can apply. It also tells you about the criteria against which your application will be judged and the conditions that will be placed on the funding if you are successful.

**Following the launch by the Victims and Survivors Service, in December 2020 of the HIA Support Service, groups are encouraged to contact VSS in the first instance to seek support and avoid any potential duplication of service provision.**

**Services available through VSS**

**Education & Training –** Numeracy & Literacy, vocational courses, GSCE, etc.

**Persistent Pain** – Physiotherapy, Chiropractor, Reflexology and Pain Consultations were appropriate.

**Social Isolation –** Hobby/ Leisure courses e.g. knitting or photography

**Social Isolation Aids –** Mobility Scooter, Life line pendent alarms, walking & mobility aids, hearing/ sight impairment aids e.g. large button phones etc.

**Disability Aids –** profiling beds, riser recliner chairs, hearing aids, essential non-cosmetic dental treatment and orthopaedic mattresses.

**Trauma Focused Physical Activity –** gym membership, golf, yoga, horsing riding etc.

**Psychological Therapies –** CBT, EMDER or Equine therapy

**Support and Services available via Wave Trauma Centre & Advice NI**

**Befriending –** check in calls, visits

**Psychological Therapies –** talking, art & music therapies

**Complementary therapies –** massage

**Social Support –** coffee mornings, group activities, men’s groups etc.

**Welfare support –** benefit checks, housing related issues etc.

**Personal & Professional Development –** mindfulness, trauma awareness and self-care courses.

**Health & Wellbeing Casework Support –** individualised support to access services including other community, charity and voluntary based organisations e.g. St Vincent de Paul, Extern, Department for Communities – discretionary support, Store House etc.

**Applications must be made on the attached form (Appendix A)**.

**When a funding grant is awarded, TEO’s letter of offer will set out the terms and conditions that govern it.**

## Aims of the grant

The aim of the grant scheme is to provide additional support services to victims and survivors of historical institutional abuse. The services which can be funded include, but are not limited to:

* befriending (an outreach service delivered by volunteers, offering support to isolated, vulnerable victims and survivors, including home visits, providing transport to hospital appointments or accompanying them on social activities);
* low level social interaction activities.
* hardship payments;
* mileage relating to group business (**to be paid at NICS Public Transport Rate, currently 25.7p per mile**); and
* subsistence allowance (**maximum of £5 per claim** to cover the purchase of Tea/Coffee, scone etc. **This does not cover purchase of meals**).

The detail of any conditions attached to such services, will be set out in successful applicants’ Letters of Offer and **must be adhered to.**

**Exclusions**

The following cannot be paid for using funds provided by the grant scheme (this list is not exhaustive):

* staffing and payroll costs;
* alcohol at any social gathering or outing;
* counselling;
* therapy
* Medical intervention, nursing or respite care; and
* disability aids, equipment or adaptations.

1. Funding available

We are advising groups that they may apply for funding up to a maximum of £10,000. Groups should note that any funding successfully applied for, **must be used by 31 March 2022**.

Any unspent funding remaining after 31 March 2022, may be required to be returned to the Department.

**The end of the funding period**

The funding will only extend for the period stated in the Letter of Offer.

1. Organisations that can apply

Only organisations and groups in Northern Ireland that exclusively support victims and survivors of historical institutional abuse are eligible to apply.

In addition, in order to be eligible to apply for this funding, your organisation must:

* be legally able to operate in Northern Ireland;
* be independent and have a constitution or set of rules defining their aims, objectives and operational procedures;
* established for charitable purposes (be registered with the Charities Commission for Northern Ireland and have a registered charity number, or be in the process of registering);
* have a suitable management structure and appropriate financial controls;
* have principles of operation which accord with legislation on employment, health and safety, racial, religious, age, political, sexual and disability discrimination for employees and volunteers; and
* demonstrate an understanding of and commitment to equal opportunities.
* demonstrate an understanding of and adherence to the requirements of the General Data Protection Regulation, which came into force on 25 May 2018.
* Ensure that all goods and services provided through the Small Grant Scheme are free at the point of supply

1. How to Apply for Funding

Applications must be made on the form attached.

Margins, formatting and box sizes in the application form must not be changed or resized and additional sheets will be rejected.

As part of the application process, you **will be required (at a later date)** to produce the following documentation for your organisation:

* A copy of the governing instrument of the organisation (constitution, rules or articles of association);
* A copy of the organisation’s most recent annual report, and where available the report for the previous year – the relevant year is 2020/21;
* Detail of planned support for 2021/22 financial year;
* A copy of the organisation’s most recent audited accounts, and where available the audited accounts for the previous year;
* A list of current committee members/trustees/directors indicating if they represent other organisations/groups or if they serve in an individual capacity, **including a list of signatories and a copy of respective signatures**;
* Details of any changes to the organisation’s management structure and the effective date of change;
* A copy of the organisation’s equal opportunities, health and safety, child protection policies and procedures;
* A copy of relevant insurance cover document(s);

**Please ensure your organisation holds copies of these documents, which will be requested at a later date. Failure to produce these documents may lead to any offer of funding being withdrawn.**

1. After we receive your application

We will acknowledge receipt of your application via email within 2 working days.

Applications will be considered against the criteria as detailed in section 7.

## Criteria against which applications will be judged

Your application must have practical outcomes in terms of providing additional support to victims and survivors of historical institutional abuse.

**The criteria are**:

* *The extent to which the project/support enables victims and survivors of abuse to maintain engagement with The Executive Office.*
* *The extent to which the support enables victims and survivors of abuse to support each other through low-level social support activity.*
* *The extent to which the project/support promotes an improvement in the lives of victims and survivors of abuse.*
* *The extent to which the project/support complements existing provision for victims and survivors of abuse.*

We will let you know as soon as possible whether your funding application has been successful. A list of all successful applicants will be published on TEO’s website.

1. If your application has been successful

If your application has been successful, a TEO member of staff will be assigned as your project manager. The project manager will contact you to confirm that your claim has been successful.

A **Letter of Offer** telling you how much money you have been awarded, how payment will be made, and the conditions attached to the funding will also be issued to you.

You must read the Letter of Offer carefully to ensure you are satisfied with the conditions.

If you have any concerns relating to the offer and the conditions, you should contact the project manager by e-mail at the address at the end of the form.

Once agreed, you will be required to sign an acceptance form saying that you are prepared to fulfil these conditions. The signed acceptance form should then be E-mailed to the address below

1. **If your application has not been successful**

If your application has not been successful, you will be informed in writing.

1. **Appealing the decision**

If you wish, you can contact us for feedback on your application. However, if you are still not satisfied with the outcome, you may appeal the decision, details of how to do this will be included in your letter. After this point, the decision is final.

**Any appeal of the award decision will be limited to a review of how the criteria was and no new information will be accepted.**

1. Conditions attached to funding

When a funding grant is awarded, TEO’s letter of offer will set out the terms and conditions that govern it. **You should read these terms and conditions carefully before sending us your signed form of acceptance.**

If difficulties arise in relation to a funded project, which may prevent its agreed objectives being met, these **must be brought to the attention of your project manager in TEO immediately.** Failure to do so may lead to withdrawal of funding.

Under the Audit (Northern Ireland) Order 1987, the Comptroller and Auditor General has the right to examine the economy, efficiency and effectiveness with which the recipient organisation has used its resources in discharging its functions.

1. Monitoring and evaluation

TEO will monitor and evaluate funded projects. **Arrangements for this will be agreed with organisations and will be proportionate to the level of funding, but may include:**

* meetings held between the organisation and your project manager/other TEO officials to discuss progress;
* submission of monitoring reports by organisations in a format set out by TEO. **Failure to submit reports may result in funding being suspended**; and
* completion of evaluation forms and possibly assessment by a consultant engaged by TEO.

**Please note that any uncertainty regarding eligibility of expenditure, must be clarified with HIA Implementation team before money is spent, as funding cannot be provided for spend that does not meet the criteria of the Small Grant Scheme.**

**Appendix A**

**HISTORICAL INSTITUTIONAL ABUSE SMALL GRANT SCHEME**

**FOR SOCIAL SUPPORT**

**Application for Funding 2021 - 2022**

Please read the **guidance notes** before you fill in this form. Please complete this form by hand in black ink or by word processing on your computer, using Arial font size no less than 10 point.

**QUESTIONS, FORMATTING, AND BOX SIZES IN THIS APPLICATION MUST NOT BE CHANGED OR RESIZED.**

**ELECTRONIC APPLICATIONS MUST BE RECEIVED AT THE ADDRESS BELOW NO LATER THAN FRIDAY 12 NOVEMBER 2021.**

**IT IS NOT POSSIBLE TO ACCEPT HARDCOPY APPLICATIONS AT THIS TIME DUE TO COVID-19 RESTRICTIONS**

Please answer each question in the box provided. No additional documentation will be considered. Please do not send any additional brochures or leaflets at this stage.

If an application is deemed incomplete it will be rejected.

**Please send your completed application form:**

***By email to:***

**hiaimplementationbranch@executiveoffice-ni.gov.uk**

**APPLICATION FOR FUNDING**

SUM OF FUNDING BEING APPLIED FOR

***(funding cannot be retrospective).***

|  |  |
| --- | --- |
| Year | Amount |
| 2021/2022 |  |

## 

## Section A About Your Organisation

## A.1 Contact Details

|  |  |
| --- | --- |
| **Name of organisation** |  |
| **Contact name**  **(Position in organisation)** |  |
| **Alternative contact name**  **(Position in organisation)** |  |
| **Telephone number (incl. code)** |  |
| **E-mail address** |  |
| **Website** |  |
| **Building** |  |
| **Address** |  |
|  |  |
|  |  |
| **Post Code** |  |

A.2 Please provide a short profile of your organisation as it relates to this application.

*You should include the aims and objectives of the organisation and indicate how these align with the aims of the funding scheme (para7 of guidance note).*

|  |
| --- |
|  |

Section B About Your Proposal

*Your answers to the following questions must show how your proposal meets the aims of the programme and the funding criteria set out in the guidance notes.*

**B.1 Tell us about your proposal**

|  |  |  |
| --- | --- | --- |
| What is the name of your project? |  | |
| When do you expect your project to happen? | Start date | End date |
| Who do you expect to benefit from your project? |  | |
| How many people do you expect to benefit from your project? |  | |

**B.2 Tell us about your proposal**

*Detail what you will do and how you will do it. If you will work in partnership with any other groups or organisations including those based outside Northern Ireland please include details here.*

**B.3 Eligibility Criteria**

Only organisations and groups in Northern Ireland that exclusively support victims and survivors of historical institutional\* abuse are eligible to apply.

In addition, in order to be eligible to apply for this funding, your organisation must:

* be legally able to operate in Northern Ireland;
* be independent and have a constitution or set of rules defining their aims, objectives and operational procedures;
* established for charitable purposes (be registered with the Charities Commission for Northern Ireland and have a registered charity number, or be in the process of registering);
* have a suitable management structure and appropriate financial controls;
* have principles of operation which accord with legislation on employment, health and safety, racial, religious, age, political, sexual and disability discrimination for employees and volunteers; and
* demonstrate an understanding of and commitment to equal opportunities.
* demonstrate an understanding of and adherence to the requirements of the General Data Protection Regulation, which came into force on 25 May 2018.

\**For the purposes of this Grant Scheme, “institution” means any body, society or organisation with responsibility for the care, health or welfare of children in Northern Ireland, other than a school (but including a training school or borstal) which, during the relevant period, provided residential accommodation and took decisions about and made provision for the day to day care of children. “Relevant period” means the period between 1922 and 1995 (both years inclusive).***B.4 Outline how your project meets the eligibility criteria, set out above, for this funding scheme (Supporting documentation will be requested by TEO at a later date.)**

|  |
| --- |
|  |

**B.5 Assessment Criteria**

In addition to the above eligibility criteria the following criteria will be applied in assessing your application:

• the extent to which the project/support enables victims and survivors of abuse to maintain engagement with The Executive Office.

• the extent to which the project/support enables victims and survivors of abuse to support each other through low level social support activity.

• the extent to which the project/support promotes an improvement in the lives of victims and survivors of abuse.

• the extent to which the project/support complements existing provision for victims and survivors of abuse.

**B.6 Outline how your project meets the assessment criteria, set out above, for this funding scheme**

|  |
| --- |
|  |

B.7 Outline evidence that your proposal addresses a specific support service need that is not already being met.

*Who will benefit from your work? Do they have a particular support service need? Include any qualitative or quantitative evidence you have of this need.*

|  |
| --- |
|  |

**B.8 Outline the main activities that will be undertaken to meet the objectives of your proposal, the outcome each of these activities will achieve and how you intend to measure progress in meeting these outcomes.** (These outcomes will form the basis of the letter of offer should TEO approve your application for funding and will be used to inform monitoring and evaluation of the project)

Output measures should be SMART, i.e. specific, measurable, achievable, and realistic and include timescales.

**Agreed Activity, Targets and Output Measures – Split by Quarter**

**(List each and every activity individually)**

|  |  |  |  |
| --- | --- | --- | --- |
| **QUARTER 1 (1 April – 30 June) 2021/22** | | | |
| **Activity Description** | **Target Date** | **Output Measure** | **Outcome** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **QUARTER 2 (1 July – 30 September) 2021/22** | | | |
| **Activity Description** | **Target Date** | **Output Measure** | **Outcome** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **QUARTER 3 (1 October – 31 December) 2021/22** | | | |
| **Activity Description** | **Target Date** | **Output Measure** | **Outcome** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **QUARTER 4 (1 January – 31 March) 2021/22** | | | |
| **Activity Description** | **Target Date** | **Output Measure** | **Outcome** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Section C Financial Information

**C.1 What management and financial controls will be in place to make sure**

**that these objectives are delivered on time and within budget?**

|  |
| --- |
|  |

**C.2 Is your organisation currently in receipt of, or has applied for, funding from any other source?**

Yes □ No □

**If Yes, please provide details below including the source, the amount and the purpose:**

|  |
| --- |
|  |

### FUNDING BEING SOUGHT

**C.3 Please give a full breakdown of the costs requested from TEO for**

**the period of funding.**

**April 2021 to 31 March 2022**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | |  |  | |  |
| **Support Costs Heading\***  **(\*fill in those that apply)** | | | | **Amount** |  |
| Rent | |  | |  | |
| Heat | |  | |  | |
| Electricity | |  | |  | |
| Maintenance | |  | |  | |
| Cleaning | |  | |  | |
| Postage | |  | |  | |
| Telephones | |  | |  | |
| Travel | |  | |  | |
| Training | |  | |  | |
| Publicity | |  | |  | |
| Audit/Accountancy | |  | |  | |
| Insurance | |  | |  | |
| Internet connections | |  | |  | |
|  | |  | |  | |
|  | |  | |  | |
|  | |  | |  | |
| **Total Support Costs** | |  | |  | |
|  |  | |  | |  |
| Other costs (please write in) |  | |  | |  |
|  | |  | |  |
|  | |  | |  |
| Total Other Costs | | |  | |  |
| Total amount sought from TEO (i.e. TOTAL Support +Total Other Costs) | | |  | | |
| **Final Total** | | | **£** | |  |

**C.4 For all applications please ensure your organisation has the following documentary evidence. YOU SHOULD CONFIRM BY TICKING THE BOXES BELOW (the documents are not required with the application, but will be requested at a later stage)**

Please indicate in the table below if you have submitted all requested documents.

|  |  |
| --- | --- |
| Documents required | Checklist |
| A copy of your governing instrument, constitution, rules or  articles of association |  |
| A copy of the minutes of your most recent AGM / EGM |  |
| Written confirmation of a registered Charity Number or commencement of registration |  |
| Last year’s annual report or if not available, the previous  year’s annual report |  |
| Copy of your Data protection policy to confirm GDPR compliance |  |
| Detail of planned activities for each quarter for 19/20 financial year |  |
| A list of current committee members / trustees / directors,  indicating if they represent other organisations / groups or if  they serve in an individual capacity |  |
| A list of signatories for the group |  |
| Copies of the organisation’s equal opportunities, health &  safety, child protection policies and procedures |  |
| Copy of relevant insurance cover document(s) |  |
| A copy of your organisational chart |  |
| A copy of your organisation’s most recent audited accounts,  or where not available, the audited accounts for the previous  year. |  |

## Section D Declaration

Please sign below (at least one of those signing must be an office bearer).

On behalf of the organisation, we confirm:

* the information on this form is correct;
* that we **exclusively** support victims and survivors of historical institutional\* abuse; and
* if this application is successful, we will comply with TEO requirements.

\**For the purposes of this Grant Scheme, “institution” means any body, society or organisation with responsibility for the care, health or welfare of children in Northern Ireland, other than a school (but including a training school or borstal) which, during the relevant period, provided residential accommodation and took decisions about and made provision for the day to day care of children. “Relevant period” means the period between 1922 and 1995 (both years inclusive).*

|  |  |
| --- | --- |
| Signed: | Signed: |
| Name (PRINT): | Name (PRINT): |
| Position: | Position: |
| Date: | Date: |

**PLEASE SUBMIT BY EMAIL by NO LATER THAN FRIDAY 12 NOVEMBER 2021.**

**Submitting Your Application**

Email your application to: [hiaimplementationbranch@executiveoffice-ni.gov.uk](mailto:hiasponsorshipbranch@executiveoffice-ni.gov.uk)

*BY NO LATER THAN FRIDAY 12 NOVEMBER 2021.*

**We are unable to accept faxed applications.**

**Applications to the scheme will be closed once the funding has been allocated. Organisations and groups are urged to submit their application as soon as possible.**