

Hate Crime Awareness Fund 2025

Guidance for Applicants

Grants of £500 & £750 for Salford-based VCSE organisations and Hate Crime Reporting Centres to deliver projects to raise awareness:

- **of what hate crime is**
- **of how to report hate crime**
- **of support available for victims**

Who can apply?

This fund is only open to organisations that meet the eligibility criteria below:

• Constituted as a voluntary, community or social enterprise (VCSE) organisation or a Hate Crime Reporting centre.	
• Full members of Salford CVS only	
• Based in Salford OR have a strong track record of delivery in Salford	
• With an organisational Bank account with 2 signatories who are not related to each other	
• Fully up to date with grant reporting to Salford CVS	
• Submitting a fully completed application by 12:00 noon on Monday 25th November 2024	

Dates to remember

• Closing date for applications	12.00pm (midday) on Monday 25 th Nov
• Decisions to be made by	Mid-December
• Delivery period	Hate Crime Awareness Week (3 rd – 9 th February 2025) OR throughout the month of February 2025

Hate Crime Awareness Fund

Guidance for Applicants – October 2024

Section 1 – About the fund

What is the Hate Crime Awareness Fund?

This fund will be awarding grants of up to £500 to support organisations to deliver activities during Greater Manchester Hate Crime Awareness Week (3rd – 9th February 2025) **OR** up to £750 for activity throughout the month of February 2025. The aim of the fund is to increase people's understanding of hate crime, how and why hate crime incidents should be reported through Hate Crime Reporting Centres, and to promote the services available for victims of hate crime.

Hate crime is an offence (physical or verbal) that is targeted at a person based on their:

- **race or ethnicity**
- **disability**
- **religion or belief**
- **sexual orientation**
- **gender identity (transgender)**
- **subculture (e.g. punks or goths)**

Salford's Community Safety Partnership understands that for the public to have the confidence to report hate crime, they need to know the reports will be taken seriously and dealt with accordingly. The partnership has worked hard to increase reporting of hate crime by working with Hate Crime Reporting Centres and wider community organisations. This fund aims to boost community confidence by providing small grants for organisations to run fun, engaging and informative community activities in and around Hate Crime Awareness Week 2025.

Fund priorities

Hate crime has profound negative impacts for victims and communities. Hate crime causes tensions to arise in communities and increases the possibility of further incidents of hate crime. It is essential that people in Salford understand what hate crime is and have the confidence to report it to ensure safe and positive communities for all. **This fund is looking to support projects for people who may be more at risk based on the protected characteristics above.**

For people to report incidents of hate crime effectively they need to be aware of their local Hate Crime Reporting Centres. We therefore expect all funded groups to promote or link up with a centre. This could be hosting an event at a centre, creating flyers or posters with details of your local centre, including questions in a quiz about the centres – however you feel it is best to inform people. A list of Hate Crime Reporting Centres in Salford can be found [at this link](#).

All funded groups will need to ensure that their projects are **promoted wider than their usual networks** to encourage attendance from the wider community. Hate crime affects everyone and it will take the whole community to help tackle it.

All projects must:

- Raise awareness of hate crime amongst people more at risk of hate crime based on the protected characteristics on page 2 of these guidance notes.
- Aim to reach out to people beyond their existing membership to engage the wider community.
- Educate attendees on what hate crime is, how it is reported, where to report it and the services available* to support victims of hate crime.
- Deliver all activities in Salford, for the benefit of Salford residents (unless there is a specific reason that this is not possible i.e. the facilities are not available in Salford).

*Support for victims of hate crime ([Greater Manchester Victims Services](#) & the 'Other Organisations' featured [at this link](#)).

Additional requirements

- Activities will be promoted via Salford City Council's Community Cohesion Working Group and Community Safety Partnership.

Who can apply?

This fund is open to VCSE sector organisations and Hate Crime Reporting Centres. Organisations that meet the criteria below are eligible to apply:

- Voluntary, community and social enterprise (VCSE) sector organisation
- Full member of Salford CVS at the time of application. To apply for membership please visit: www.salfordcvs.co.uk/membership-0

- Hate Crime Reporting Centres who are not a VCSE organisation would need to link up with a local VCSE organisation.
- Based or have a strong track record of delivering in Salford
- have an organisational Bank account with 2 signatories who are not related to each other
- Fully up to date with grant reporting to Salford CVS

What policies / other documentation are required?

All organisations will be expected to have the following policies in place at the time of application:

- a) Health and Safety policy
- b) Equality/Diversity (statement/policy)
- c) Risk assessments
- d) Public Liability Insurance (cost can be included in budget)
- e) Safeguarding Children policy (if applicable)
- f) Safeguarding Adults policy (if applicable)
- g) Volunteering policy (if applicable)

What support is available to applicants?

Support with your project

If you would like a member of Salford City Council's Cohesion & Hate Crime Team to support and/or promote your project please make contact with the team via denee.cassidy@salford.gov.uk or lucy.wright@salford.gov.uk or community.safety@salford.gov.uk. Please note that 4 weeks' notice is required if you would like a member of the team to attend an event.

Greater Manchester Police may be available to assist with your project activity. Contact details for your local Police Community Support Officer (PCSO) will be shared with grant recipients at the point of award.

Support with your application

If you have any questions or concerns about completing the application form, or you would like to discuss your project proposal with a member of the Grants Team, please contact Klaudia Miskis, Grants Officer at grants@salfordcvs.co.uk or

phone 0161 787 7795. The Grants Team are also available to provide a pre-application read-through and feedback.

Wider development support

Salford CVS can also offer practical support to VCSE organisations with developing policies, accessing volunteers, and accessing wider funding. For further information, visit our website at:

www.salfordcvs.co.uk/development-support

See our online Safeguarding in Salford resources:

www.salfordcvs.co.uk/safeguarding-salford

You can also contact our Development Team by phone 0161 787 7795 or email at:

office@salfordcvs.co.uk

How to apply

Please read this guidance in full to ensure your application meets the criteria. To apply, submit a completed application form in advance of the application deadline.

Please complete the application form and submit it by email to grants@salfordcvs.co.uk in WORD format. Alternatively, it can be posted to: Salford CVS, The Old Town Hall, 5 Irwell Place, Eccles, M30 0FN

When is the closing date for applications?

The fund will close to applications at **12:00 noon on Monday 25th November 2024.**

How will applications be assessed?

On receipt of applications, Salford CVS will undertake a number of eligibility checks. A panel consisting of representatives from Greater Manchester Police, Salford CVS, Salford Council and a member of Salford's Youth Council will independently score all applications that are eligible.

The assessment panel will then meet to agree the awards and provide feedback to unsuccessful applicants.

When will we hear the outcome?

All applicants will be informed by email by mid-January 2025.

Unsuccessful applicants will be provided with a summary of feedback from the assessment panel.

If successful, when will we receive the grant?

On receipt of an offer letter from Salford CVS, organisations will need to complete and return an 'Acceptance of Grant Form' together with an invoice for the full grant amount.

For organisations that have not received a grant from Salford CVS before (or changed bank account since their last award) we will also require proof of bank details. This can take the form of a scan or photo of a bank statement or paying-in slip.

On receipt of these documents Salford CVS will issue the grant by bank transfer within 5-10 working days. The full grant amount will be paid upfront in line with the '[Principles of Good Grant Making](#).'

How long will we have to spend the grant?

All organisations receiving a grant will have to the end of February 2025 to spend the grant.

How will our project be evaluated by Salford CVS?

Successful applications will be asked to record and report back on what they've delivered and achieved that includes details of:

- Number of people with protected characteristics who are now aware of hate crime (i.e. people who identify with communities targeted by hate crime)
- Number of people beyond your existing membership who have been informed about **hate crime**
- How you linked in with / promoted [Hate Crime Reporting Centres](#)
- Photos, quotes, videos, stories/mini case studies of your event(s)

In practical terms, this will mean providing feedback to Salford CVS in the shape of a simple report form when your project is complete. We may also select your

project for a monitoring visit (in person or remotely) to help us understand how you are getting on, for quality assurance and to see if you're in need of support.

As guardians of public money, Salford CVS requires all funded organisations to keep receipts for all project spend after your project completes. Salford CVS undertakes spot-audits every year and you may be asked to provide evidence of your spending.

With your help in providing simple feedback, we can demonstrate how grants and investments can make a real difference to the wellbeing of local people. This is important in helping us report back to our funders and wider partners and helps secure investment in our sector over the years to come.

Any further questions?

Please contact the Grants Team by phone 0161 787 7795 or email at: grants@salfordcvs.co.uk

Section 2 - Completing Application Form

Contact Information

Question a) – Please give the name of the lead contact for this application / project. They will be the primary point of contact for all matters relating to this application and any successful project award.

Question b) – Please give a secondary contact. They will only be contacted if we have difficulty reaching the lead contact.

About your organisation

Question 1) – Please give the full name of your organisation. This should match the account name on your organisational bank account.

Question 2) – Please give the registered address of your organisation. If you don't have a registered address as such, please provide the address of your Chair.

Question 3) – Please give your organisation's turnover for the last full financial year.

Question 4) – Please tell us how your organisation is constituted; examples are provided below:

- Unincorporated Association or Community Group
- Company Limited by Guarantee
- Registered Charity
- Charitable Incorporated Organisation
- Community Interest Company
- Community Benefit Society
- Cooperative Society
- Other (give details)

Please note:

- All organisations must be not-for-private-profit
- Companies Limited by Guarantee must have an 'asset lock' to prevent the transfer of assets to individuals
- Some charities might also be a company limited by guarantee
- If you are a Hate Crime Reporting Centre, please let us know how the VCSE organisation you are linking with is constituted.

Question 5) – Please give your organisation number (i.e. registered with the Charity Commission or Companies House). Please note that Unincorporated Organisations / Community Groups will not have an Organisation Number.

Questions 6) – Please provide links to your organisation's website and social media accounts (if applicable)

Questions 7-8) – We are keen to support all staffed organisations that pay a minimum wage of at least **£12.00 per hour** as set by the Living Wage Foundation. We also actively encourage organisations to become an accredited [Living Wage Employer](#). If you don't employ staff, please tick the 'not applicable' box (N/A).

For your information, please see below for the annual Living Wage Employer accreditation fees (January 2024) for VCSE organisations (before VAT):

- 0 - 10 employees: £69
- 11 - 50 employees: £120
- 51 - 250 employees: £240
- 251+ employees: £480



This includes regular third party contractor staff.

Question 9) – If your organisation pays all staff at the real living wage rate of £12 or more, but is not accredited as a Living Wage Employer, you can request support from Salford CVS to meet your first year's accreditation fees.

Question 10) – We expect all organisations to have relevant policies in place at the time of application. Please note that Public Liability Insurance costs can form an element of your bid. If you need advice or support on developing policies, please see the 'What support is available to applicants?' section above.

If applicable to your project, you will need to submit copies of the following documents along with your application:

- Safeguarding Adults Policy
- Safeguarding Children Policy

About the project

Question 11) - Please give your project a memorable name. This helps us identify your project should your application be successful.

Question 12) – Please tell us when you plan to deliver your project, either A) during the week of Greater Manchester Hate Crime Awareness Week 3rd – 9th February 2025 **OR** B) throughout the month of February 2025.

Question 13) – You might find it useful to think of this section of the answer as an advert for your activity. Please use simple language to explain the type of activity you are planning. Your response should clearly indicate details such as what activities you will be delivering, when, the frequency and length of activities (if you are not running a one-off event), where it will take place, and details on whether

you are going to be delivering your project with another VCSE organisation or Hate Crime Reporting Centre.

There is a particular need for projects to either link with or promote Hate Crime Reporting Centres, please also tell us in this answer how you plan to do this for example your activity may take place in one of the centres, or you may have posters at your venue with details of the different centres.

Question 14) – Please explain how your project will increase people's understanding of hate crime, how to report hate crime and services available for victims of hate crime. Please use simple language to explain the practical ways you will do this. *e.g. we will create a quiz about hate crime and talk through the answers as a group during our coffee morning event.*

Question 15) – Please describe in simple language who this project is for. What do they have in common? Perhaps they belong to the same ethnic background or community, perhaps they believe in the same religion or identify as the same gender. This grant is available to organisations supporting people who may be more at risk of hate crime based on the protected characteristics mentioned in section 1 of this guidance.

Question 16) – Statistics tell us that some communities fall victim to hate crime more than others; however, anyone can be a victim. It is essential that everyone understands hate crime and how to report it in order to prevent incidents from happening. Please tell us how you plan to engage people from outside your usual network. *e.g. We will drop leaflets at 5 community venues in our neighbourhood.*

Question 17) – Please estimate the number of people who will be able to attend or interact with your activity/ies. Be realistic – we are interested in organisations delivering good projects with a manageable number of beneficiaries.

Question 18) - Please give your best estimate for the number of people you don't usually engage with that you will target. Be realistic – we are interested in organisations delivering good projects with a manageable number of beneficiaries.

About the money

Question 19) – Please give an overview of what your project will cost by describing each item and breaking down your calculation so we can see how you've arrived at the cost for each item. See some examples below.

Example 1

Acceptable: Venue hire – 5hrs/wk @ £30ph x 4 weeks = £600

Not acceptable: Venue hire – £600

Example 2

Acceptable: Refreshments @ £2.50 pp x 15 people x 4 events = £150

Not acceptable: Refreshments = £150

Please enclose

If applicable to your project, please confirm you have enclosed your Adult Safeguarding Policy and/or Child Safeguarding Policy.

Declaration

Please confirm that you have read the [Terms and Conditions](#) of this grant by giving the name and role of the lead applicant within your organisation.