



Home Office

Violence Against Women and Girls Service Transformation Fund

Application Guidance

January 2017



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Please ensure that you have read the VAWG Service Transformation Fund Prospectus and Application Guidance before filling in your application.

THIS DOCUMENT IS FOR GUIDANCE ONLY – FORMAL APPLICATIONS WILL BE MADE THROUGH AN ONLINE SYSTEM AND WILL DIFFER FROM THIS FORM.

1. Project Summary

1.1 Name of Project

1.2 Name of Senior Responsible Officer and lead organisation

- You must name a SRO from a PCC, local authority, or health commissioner (or Welsh local health board)

1.3 Contact Details

- Name, position in organisation, address, e-mail, telephone number

1.4 List of all partner organisations

- Proposals must incorporate partnership working and collaborative leadership. List all commissioners and specialist organisations that formally make up your proposal.

1.5 Grant requested Total, and per financial year (2017/18, 2018/19, 2019/20)

- You will include more detailed information on the budget template

1.6 Geographic area and approximate population size covered by proposal

- Applications must be in respect of a project based in England or Wales.

1.7 Type(s) of VAWG covered by proposal (list all that apply)

- e.g. domestic abuse/violence, sexual abuse/violence, so called 'honour-based' violence etc.

1.8 Stage(s) of intervention covered by proposal (list all that apply)

- e.g. prevention, perpetrator intervention, victim/survivor initial support, long

term victim/survivor support

1.9 Project outline (*maximum 250 words*)

- Summarise your project; what issue(s) are you trying to address and why, and how do you propose to do so.

1.10 Number of individuals supported by proposal

- Include how you have calculated this figure.

1.11 Any other central Government funds you have successfully bid into and are currently in receipt of

2. Outcomes

Describe how the outcomes of your proposal will contribute to the achievement of five of the seven strategic aims of the fund listed in the Prospectus, in line with the National Statement of Expectations. Project outcomes should be linked to local needs assessment evidence.

Maximum 500 words

- This section is about the outcomes of your proposal; what you intend to achieve.
 - It is likely that not all of the outcomes will be applicable to every proposal, so please focus on the five which most closely match yours.
- a) Victims, survivors and their families can access the right support at the right time.
 - b) Perpetrators and potential perpetrators of VAWG are prevented from (re)offending.
 - This could be through specific intervention projects or through more perpetrators being brought to justice.
 - c) Sufficient services exist for all demographics, and no one is turned away from

accessing critical support services appropriate to their situation.

- Victims and survivors should be able to access the services they need, regardless of their background, their location or their experience of VAWG.
- d) Fewer victims will reach crisis point and need associated specialist intervention.
- This could include early intervention victim support, perpetrator work, or preventing re-victimisation.
- e) The needs of victims and survivors with the most complex needs or experiencing multiple disadvantages are met.
- This could include those facing severe mental health problems, homelessness, drug/alcohol dependency and offending behaviour, or other isolated or disadvantaged groups such as BME or LGBT.
 - This is likely to be achieved through joined up services and effective partnership working with specialist organisations.
- f) Future interventions and commissioning decisions are informed by robust evidence.
- This will include local and specialist evidence as well as learning broader lessons.
 - Your monitoring, evaluation and sharing learning arrangements will be key to this.
 - You may also wish to say how your project could be sustained beyond 2020, or how it will contribute towards future commissioning decisions.
- g) There is increased awareness so that VAWG is seen as 'everybody's business', and everybody knows the contribution that they can make.
- Increasing public awareness and knowledge around VAWG, and of the support available to victims and survivors, is crucial to reducing its prevalence and ensuring that those affected by it are properly supported.

3. Essential Criteria

3.1 Partnership Working

Describe how you will incorporate multi-agency working and collaborative leadership with a range of effective local partners. Include reference to any partnership agreements.

Maximum 300 words

- Summarise the partnership arrangements that will be put in place including any formal, legal, decision-making or financial agreements. Partnership agreements will help to clarify roles and responsibilities.
- You might include shared facilities, services and information, and embedding a culture change for successful long term partnership working.
- Training for local organisations could also be included.
- Also think about how your project will join up with and enhance the services or activities run by other organisations, whether or not you are working in partnership with them.
- Provided the bid continues to deliver against its stated outcomes, the make-up of the partnership may be adjusted over the course of the funding period, for example to optimize effectiveness, value for money or to reflect changing circumstances.

3.2 Need and Additionality

Explain how you will provide a service for which there is a local requirement and which would not have been provided without this funding.

Maximum 300 words

- In particular, describe the difference your project will make and why you have chosen your particular delivery model and location.
- This should include innovating to meet new challenges, such as those arising through technology and the internet, and/or to respond more effectively to existing challenges. Innovating in your local area does not necessarily mean starting from scratch – you could be borrowing best practice from another area of the country, another area of the VAWG sector, or from another sector.
- Addressing new challenges such as online abuse or internet safety may require training and awareness raising.
- Where an element of the service is already receiving central or local government funding, please describe how the bid will provide a new service, or respond to new challenges not possible within existing commissioned services.

- Are you already receiving government/other funding for this proposal? This will not prejudice your application, and you can provide further information about other sources of funding in section 1.

3.3 Monitoring and Evaluation

Outline how you will effectively monitor and evaluate funded projects and services to ensure progress stays on track and to contribute towards the creation of a robust, global evidence base, and share best practice learning.

Maximum 300 words

- How will you monitor progress against achieving your outcomes? You may like to include key indicators of success against your outcomes (these may change as the project develops).
- What feedback will you gain from those you have supported and other stakeholders involved?
- What routine data will you collect on the people you support and how? This might include:
 - number of individuals referred
 - characteristics and support needs of those who engage
 - services to which individuals are referred and the number using these services
 - progress/ long term outcomes for individuals supported against their identified needs
 - progress/outcomes for their children (e.g. reductions in truanting, prevention of being taken into care)
 - number of prosecutions and convictions
- How will you share learning from your experiences to inform understanding of what works, value for money, and good practice? E.g. setting up and/or sharing through combined networks, social media, events.
- What shared learning materials will you produce? E.g. toolkits, anonymised case studies, videos.
- How will you evaluate success? E.g. through an independently accredited evaluation.
- How will you use the lessons learnt from your data collection to inform future commissioning beyond the life of the project?

- Include any previous experience you and your partners have of taking part in learning and evaluation.
- The level of monitoring and evaluation should be proportional to the size of grant requested.

4. Project Deliverables

Outline your key project deliverables, or outputs. Explain how they meet those outlined in the Prospectus, and how they link with your project aims and expected outcomes:

Maximum 500 words

- This section is about your outputs; what you will do, and how you will do it.
- a) Use a sustainable, multi-agency approach to:
- Understand the local area, making best use of available data and knowledge to assess the risks to and needs of victims, survivors and their families (including those of the local demography, BME individuals and those with complex needs) to formulate local strategies or help fulfil a national need;
 - This could be achieved through collaboration and information sharing, and is likely to require the specialised knowledge and data of the VAWG sector.
 - How will your project will consider the particular risks and vulnerabilities of the whole family?
 - How will your project work with, and take into account the diverse needs of less represented groups including BME, women with disabilities and the LGBT community?
 - Map local resources and funding streams, pool budgets to make best use of available resources;
 - Pooling budgets combines funds from different departments or organisations to tender for services and achieve shared outcomes. It can help to promote integrated services and enable organisations to develop and build on joint working. This is important because funding for VAWG services can often be fragmented, to the detriment of victim and survivor experiences.
 - Link into other programmes of support, unlock further VAWG-related investment, for example through match funding.
 - How will your project build on or link into other relevant work?

- Have you applied to, or do you plan to apply to, other funding sources to obtain support for this proposal?
- b) Be locally-led but provide access for a diverse range of victims and survivors. To include those from outside of the local area (collaborating across local authority and service boundaries as necessary), and ‘hard to reach’ groups where gaps in provision may occur, such as 16-18 year olds.
- How will you ensure that your services are available to those from outside of your area?
 - Will you need to provide transport links for geographically isolated communities?
- c) Increase local awareness of issues and engage and empower communities to seek, design and deliver solutions to prevent and address VAWG.
- This could be awareness among the community, including in schools, community spaces or local businesses, or among professionals in relevant fields. It’s vital that they know about the signs of VAWG, and what they can do about it.
 - The most recent crime survey for England and Wales reported that nearly half a million victims experiencing partner abuse in the past year sought medical assistance from health professionals. Many of these victims will not have reported the abuse to the police.
- d) Provide early intervention and support
- This could include VAWG victim/survivor or perpetrator work, and include services to prevent re-victimisation.
 - For perpetrators, interventions should be focused on victim safety, behaviour change, harm reduction and risk management. Services should meet the needs of perpetrators with complex needs e.g. drug/alcohol dependency, mental health issues, homelessness.
- e) Through joined-up services, provide access to integrated pathways of support, particularly for those with complex needs or facing multiple disadvantages
- Many individuals with complex needs who are experiencing VAWG may not be using VAWG services but may be in contact with other services.
 - Multiple disadvantages could include those facing severe mental health problems, homelessness, drug/alcohol dependency and offending behaviour. It could also include certain protected characteristics including BME or LGBT.
 - Some individuals may experience several types of VAWG (e.g. domestic abuse, sexual violence or forced marriage) in their lifetime – how are these services joined up?

- f) Meet users' needs throughout their journey, including long-term needs.
- This may be through direct provision of services e.g. counselling or focus groups, or through ensuring that strong links are made with available services so that the user is able to access consistent appropriate support.

5. Ability to Deliver

Set out the experience of your partnership in delivering similar projects and provide information on the team and resource allocated to the project.

Maximum 400 words

- How will you make sure you can deliver your project?
- What relevant skills, experience and expertise do you have? Are your partner organisations sufficiently qualified and/or specialist to deliver these services (e.g. are they accredited or members of umbrella organisations)? Do you have any training needs, and how will they be met?
- Explain the governance procedures in place for the project, and how the project fits within any relevant wider work.
- What are the key possible risks to the project and what are your contingency plans?
- You should include a clear description of the roles and responsibilities of each commissioner and partner organisation for the project, although ultimate responsibility (including for distributing funding) will lie with the lead commissioner.
- Your submitted project plan will also form part of the marking. This should be high level (one page) and show what you plan to achieve for each stage of the project.

6. Value for Money

Highlight how value for money is being achieved, taking into account cost and impact.

Maximum 300 words

- The Government is required to ensure that funding delivers value for money – this will include illustrating economy i.e. minimising costs, and efficiency i.e. the relationship between outputs and the resources used to produce them.
- Bids must demonstrate how they will provide additional outcomes over and above current provision. We are interested in high quality outcomes as well as efficient delivery.
- Proposals must set out the forecast outcomes in a way which allows us to determine their value. It is not the Government's intention in assessing value for money to favour low quality low cost services over high quality services, or generalist solutions over specialist. There are different ways you could do this, but they need to be quantifiable.
- How have you calculated your costs? e.g. quotes, estimates or previous experience.
- Also consider how this funding could leverage additional investment and provide economies of scale.
- The Government retains the right to reject a bid on the basis of insufficient information on value for money. We will reject bids which demonstrate poor value for money (costs exceed benefits).
- Your submitted budget template will also form part of the marking.

7. Scoring

Proposals will be given a score from 1-5 and weighted for each of the assessment criteria.

Score	Description
1	Poor response. Very little or no evidence of appropriate knowledge, skills, experience, quality of approach and resources (as applicable).
2	Unsatisfactory. Some evidence of appropriate knowledge, skills, experience, quality of approach and resources (as applicable). Meets some of the relevant requirements/considerations in this area, but with important omissions.

3	Satisfactory. Reasonable evidence of appropriate knowledge, skills, experience, quality of approach and resources (as applicable). Meets many but not all relevant requirements /considerations in this area.
4	Good. Good demonstration of knowledge, skills, experience, quality of approach (as applicable). Meets all relevant requirements /considerations in this area. Have confidence in their ability to deliver this aspect of the project.
5	Exceptional. Exceptional demonstration of knowledge, skills, experience, quality of approach and resources (as applicable). Meets or exceeds all relevant requirements /considerations in this area. Have confidence in their ability to deliver this aspect of the project to an exceptional standard.

1. Outcomes
2. Partnership working
3. Need and additionality
4. Monitoring, evaluation and shared learning
5. Project deliverables
6. Ability to deliver
7. Value for money

Bids must score a minimum mark of 3 for each of the essential criteria 2 (Partnership working), 3 (Need and additionality) and 4 (Monitoring, evaluation and shared learning) in order to proceed.

In making a final decision, we will take steps to ensure that an appropriate distribution of projects is funded geographically, by type of VAWG and by stage and type of intervention.

The Home Office reserves the right to accept proposals in part or in full.

The Home Office may seek to recover some or all of the grant if the Applicant(s) is performing unsatisfactorily or if the project ceases activity. The Home Office may not require all or part of the grant to be repaid where the reasons for unsatisfactory performance or early cessation of work is beyond the control of the Applicant(s) and reasonably unforeseen by the Applicant(s).

Please ensure that you have included the following Annexes:-

- A. A high level (one-page) Project Plan for the lifecycle of the project, showing what you plan to achieve for each stage of the project
- B. A completed budget template form

Please send any queries to:

VAWGFund@homeoffice.gsi.gov.uk

www.gov.uk/homeoffice

Useful Links

Home Office resources

VAWG Policy Home

<https://www.gov.uk/government/policies/violence-against-women-and-girls>

VAWG Service Transformation Fund Prospectus

<https://www.gov.uk/government/publications/violence-against-women-and-girls-service-transformation-fund>

VAWG National Statement of Expectations

<https://www.gov.uk/government/publications/violence-against-women-and-girls-national-statement-of-expectations>

VAWG Commissioning Toolkit

<https://www.gov.uk/government/publications/violence-against-women-and-girls-services-local-commissioning>

Victims Services Commissioning Framework

<https://www.gov.uk/government/publications/victims-services-commissioning-framework>

Other Recent Funds open to VAWG bids

Tampon Tax fund

<https://www.gov.uk/government/news/tampon-tax-fund-opens-for-new-bids>

DCLG Domestic Abuse Accommodation Services fund

<https://www.gov.uk/government/news/new-20-million-fund-now-open-to-help-victims-of-domestic-abuse>

Building A Stronger Britain Together fund

<https://www.gov.uk/guidance/building-a-stronger-britain-together>

Safeguarding VCS Fund

<https://www.gov.uk/government/news/government-backs-projects-to-help-safeguard-vulnerable-children>

Big Lottery fund

<https://www.biglotteryfund.org.uk/>

As part of your bid-making process, you may also find it helpful to look at commissioning guidance materials from specialist organisations and academics.

Frequently Raised Issues

Expression of Interest outcome

There is no 'outcome' as such for the EOI – it is an optional stage where applicants can set out and think about how their proposal will work ahead of formal application, and ask any clarification questions, and the Home Office can provide feedback on any particular issues if necessary. We will not be formally assessing or sifting expressions of interest, nor will we be providing comments in every case. It is not a requirement to submit an EOI prior to a formal bid, and it will not be considered when we assess bids.

Number of bids per organisation/ geographic area

Applicants may submit or form part of more than one bid, and we are not restricting applications per geographical area. However, as we will be taking steps to ensure an appropriate distribution of projects are funded geographically, by type of VAWG and by type and stage of intervention, we would expect most bids to be formed of wide ranging partnerships and joining up across service areas to avoid a number of smaller, similar bids being in direct competition with each other.

Consortium bids

Due to the collaborative nature of the fund, we strongly encourage consortium bids incorporating larger and smaller organisations, and expect that most bids will geographically cover at least one commissioning area, and a range of services. The complex nature of VAWG cannot be addressed by one agency alone, therefore funding is only available for local areas working in partnership with other organisations. This is likely to offer a number of benefits, strategically and financially. For grant paying purposes, a single SRO should be nominated from the lead body (PCC, local authority or health commissioner /Welsh local health board), working collaboratively and in partnership with specialist VAWG service providers.

Eligible applicants to the Fund

Applications need to name a Senior Responsible Owner from a commissioner (PCC, local authority or health commissioner) to lead the bid, so charities are not able to apply directly to this Fund on their own. However as the Fund requires partnership working between commissioners and specialist organisations, they can form part of one of more bids.

The Fund is designed to help promote better collaboration and joined-up approaches between commissioners, and with specialist and local organisations. Commissioners are in a good position to lead on this, and must incorporate multi-agency working and collaborative leadership with a range of effective local partners into their bids in order to be successful.

On top of the £80million committed by Government to help tackle VAWG, we recently launched the £15million Tampon Tax Fund. This is open to applications directly from women's charities and has a discrete category for bids that address Violence Against

Women and Girls. The deadline for applications to the Tampon Tax Fund is the 27th January.

Sustainability criteria

Funds awarded to an organisation must represent no more than 25% of their annual income, and organisations must have been in operation for at least six months. This is to aid the sustainability of organisations and minimise the risk that they become too reliant on the Fund for their continued existence. Small charities are still able to receive funds as part of the partnership, but the value of these should be relative to the size of the organisation (no more than 25% of their annual turnover).

Assessment criteria

Bids will be assessed against how well the proposal;

- is in line with the strategic aims of the Fund;
- incorporates multi-agency working and collaborative leadership with a range of effective local partners;
- provides a service for which there is a local requirement and which would not have been provided without this funding;
- effectively monitors and evaluates funded projects and services, and shares best practice learning;
- achieves other key deliverables outlined in the prospectus.

Assessment will also take into account evidence of ability to deliver intended outcomes, and value for money.

In making a final decision, we will take steps to ensure that an appropriate distribution of projects are funded; geographically, by type of VAWG, and by stage and type of intervention.

Favouring/disadvantaging certain parts of the VAWG sector

In developing the criteria and assessing bids for the VAWG Service Transformation Fund, we are focused on ensuring that all forms of VAWG are understood and supported by local commissioning.

The Fund criteria ensure that commissioners must form wide-ranging partnerships, including local specialist organisations, and bids should make use of specialist knowledge and data when forming local strategies.

When assessing bids, we will take steps to ensure that an appropriate distribution of projects are funded; geographically, by type of VAWG, and by stage and type of intervention.

Services for male victims and survivors

We know that these crimes are disproportionately gendered, which is why our approach is framed within a violence against women and girls strategy. However, we intend to benefit

all victims of these crimes, and so proposals supporting men's services will not be excluded from consideration.

Core services

The Fund is designed to encourage a transformation in VAWG services at a local level; although core services are likely to be out of scope in isolation, they may form part of proposals which are providing new services or approaches. Proposals may be innovating to meet new challenges, and/or responding more effectively to existing challenges. Innovating in a local area does not necessarily mean starting from scratch; it could mean borrowing best practice from another area of the country, another element of the VAWG sector, or from another sector.

The VAWG Service Transformation fund is one part of the Government's strategy to prevent and address these crimes. The Fund should be used to complement and add to existing services, rather than as a 'top-up' to fund core activity, which should be resourced from within existing budgets. This is to avoid local areas/charitable trusts ceasing funding for core services where there is an expectation that the Transformation Fund will plug the gap.

Services for under-13s

Proposals designed for under-13s are out of the scope of this Fund to distinguish from children's services funding, which is provided through alternative sources. Although the primary service user for bids should be over 13, this does not exclude services where under-13s may be catered for incidentally (such as children of the victim/survivor), associations with organisations which include under-13s' services as part of their offer, or proposals which provide indirect support (such as awareness raising) which by its nature will include, but is not specifically aimed at, under-13s.

Funding award timetable

We intend to notify successful applicants in March 2017 with grant agreements in place as early as possible in the 2017/18 financial year. Funding will be paid in arrears.

Funding time period

The fund will cover the period up until the end of the financial year 2019-2020. Bids should specify funding required for each financial year.

Independent Domestic Violence Advisor (IDVA)/ Independent Sexual Violence Advisor (ISVA)/ Multi-Agency Risk Assessment Conference (MARAC) funding

IDVA/ISVA/MARAC grant recipients were informed in July 2016 that after the current financial year this funding would cease to be provided centrally by the Home Office. Instead it will need be provided locally, via alternative funding streams, or to be part of a wider, coordinated local bid to funds such as the VAWG Service Transformation Fund. This Fund isn't a like for like replacement, and represents more funding than that which was previously provided for individual posts.

The Fund is not designed to simply replace IDVA/ISVA/MARAC funding; rather to encourage a transformation in VAWG services at a local level, supporting proposals which are providing new services or approaches (which IDVAs and ISVAs may be a part of).

Other sources of central Government funding available to projects tackling VAWG

The VAWG Service Transformation Fund should not be seen in isolation. We have pledged £80million in funding over three years to support the Government's commitment to tackling violence against women and girls. This will help to deliver our goal to ensure a secure future for national helplines, rape support centres, refuges and other critical services, whilst driving a major change across the board. The VAWG Service Transformation fund is just part of this commitment, and should be used to complement and add to existing services. It will help promote better collaboration and joint leadership, encourage new approaches incorporating early intervention, and establish and embed the best ways to help victims, survivors and their families. The recently announced £20million DCLG Domestic Abuse Fund also forms part of this wider support.

On top of the £80million committed by the Government to help tackle VAWG, there are also other sources of funding that support this agenda. From the Home Office, the Police Transformation Fund can provide support for programmes working to end VAWG, as can the 'Building A Stronger Britain Together' Fund. The £15million Tampon Tax Fund is open directly to charities, and this year includes a discrete category for charities that address violence against women and girls. Where applicants have submitted multiple bids to Government Funds they should provide details in their application of how the funding streams will interact so we can avoid duplicating funding.