



Home Office

HATE CRIME COMMUNITY PROJECTS FUND

Guidance for Applicants

October 2018



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This publication is available at <https://www.gov.uk/guidance/preventing-hate-crime-funding-for-community-projects>

Any enquiries regarding this publication should be sent to us at hatecrimeprojects@homeoffice.gov.uk

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An introduction to Hate Crime Community Projects Fund

Hate crimes are any criminal offence that is motivated by hostility on the grounds of race (ethnicity or nationality), religion, disability, sexual orientation and transgender identity. Hate crimes target an intrinsic part of the victim's identity and research has shown that the psychological harm they can cause can be more severe than crimes not motivated by hate. Hate crimes also have an impact on communities that identify with the victim; this can leave many communities feeling alienated and living in fear.

The Government's commitment to tackling all hate crime is underpinned by robust legislation, which protects communities from hostility, violence and bigotry. [The UK Government's Hate Crime Action Plan](#) sets out the cross-Government strategy to tackling hate crime, and we have recently published a refresh of this plan which outlines progress made as well as what we will do over the next two years of the action plan.

We are pleased to announce the launch of the third year of the Home Office Hate Crime Community Project Fund (HCCPF), one of the key actions included in the action plan.

The purpose of the fund is to work with affected communities to develop a range of pilot projects to tackle hate crime and show what works. We fund projects that support the delivery of the five key aims of the UK Government's Hate Crime Action Plan.

The five key aims are:

1. Preventing hate crime – by challenging the beliefs and attitudes that can underlie such crimes
2. Responding to hate crime in our communities – reducing the number of hate crime incidents.
3. Increasing the reporting of hate crime – while there has been an increase in all recorded hate crime, we know that hate crime is still significantly under-reported.
4. Improving support for the victims of hate crime – this is crucial for increasing victims' confidence to report incidents and enabling them to feel confident that the criminal justice system understands their needs.
5. Building our understanding of hate crime – if we understand the drivers of hate crime we can effectively combat all forms of hate crime.

We are looking for projects that work with people who are vulnerable to hate crime. Community organisations are often best placed to identify:

- the issues affecting communities;
- how they can be addressed;
- what a desired outcome from an intervention may look like; and
- what the desired impact would be.

It is the knowledge, expertise and insight of these community organisations that the HCCPF is seeking to capitalise on.

The refresh of the hate crime action plan reiterates our commitment to protecting victims and this fund will support the delivery of projects which aim to have a positive impact on victims or those who may be vulnerable to hate crime. The projects may serve as a model for future action. We would be particularly interested in projects targeting specific points of hate crime incidents, such as public transport, online or the night-time economy. However, this will not affect the assessment of applications and does not preclude any other types of projects from applying.

The Home Office is seeking to fund projects up to £75,000 each during 2019/20. We expect to fund up to 8 projects, but the Home Office reserves the right to vary the number of projects we fund.

This fund is open to applicants from England and Wales.

What this guide provides

This guide provides an overview of the types of projects we are hoping to fund and the eligibility criteria that needs to be met in order for bids to be considered. It also offers advice on how your application should be completed, how it will be assessed and how grant support is awarded. We encourage all applicants to review this guidance before submitting an application.

Before you submit

Before submitting an application, please check basic eligibility. There are a number of eligibility criteria you must meet for your application to be considered.

In Britain, each one of us is free to live the life we choose thanks to shared values that underpin our society: values that include democracy, free speech, mutual respect and opportunity for all. Public money will not be provided to organisations that do not support such values.

Groups eligible to apply

- Any registered English or Welsh Charities
- Charitable Incorporated Organisation in England or Wales
- Companies limited by guarantee
- Not for Profit Registered Community Interest Companies
- Constituted Community and Voluntary Community Sector Groups
- 3rd Sector/Public Sector Partnerships providing the lead organisation bidding for funding is not public sector or local government body
- Groups who have applied previously whether they have been successful or unsuccessful in securing funding.

What is ineligible?

- Groups which have been established for less than 12 months are **not** eligible to apply
- Individuals or sole traders are **not** eligible
- We will **not** award grants to fund trips abroad or to fund capital costs, including vehicle and building work
- We will **not** award grants for projects to set up reporting phone lines/websites/apps
- This fund **excludes** Scotland and Ireland

Useful information

- All successful applicants will have to complete their projects and submit all invoices for the project by **31 March 2020**.
- Successful applicants will be expected to provide a copy of their equal opportunities policy. Where proposals or organisations linked to proposals are separate and single services “i.e. services targeted at one particular characteristic”, then the applicant

must show how they meet the Equality Act 2010, schedule 7, subsection 26 or 27 or 28 or 29 or 30.

- Successful applicants will be required to provide access to project information and/or data as requested by the Home Office and work in accordance with the General Data Protection Regulation (GDPR). For more information on how we process and protect your information and your rights in relation to this please see the Privacy Information Notice.
- Projects are expected to complete an evaluation, which must be made publicly available, as part of their funding agreement. The Home Office will provide up to two days of evaluation advisory support for successful projects.

What we are looking for

We are looking for motivated and creative community groups working collaboratively to develop projects that help to tackle hate crime and issues associated with hate crime. Your project development must involve stakeholders who are affected by, are past or potential perpetrators of hate crime, or those who support victims or perpetrators of hate crime.

You should be able to demonstrate a good record of developing and/or delivering projects, aimed (though not exclusively) at one or more of the following:

- supporting victims of hate crime;
- providing advocacy to groups affected by hate crime;
- promoting community cohesion;
- working with children and young people to prevent discriminatory attitudes and behaviour that could lead to hate crime;
- empowering and supporting children and young people to challenge discriminatory attitudes and behaviour that could lead to hate crime;
- countering hate narratives online using social media;
- developing positive social narratives for young people;
- engaging young people and adults in the positive use of social media;
- increasing awareness of hate crime and how to report it through a range of social media;
- supporting new and emerging communities;
- tackling disadvantage and inequalities;
- raising awareness of hate crime and encouraging target groups who under-report to come forward e.g. gypsy and traveler communities, disabled people; and
- tackling the harm and impact on the wider community caused by hate crime.

All projects delivered have to demonstrate that in identifying the project, they have engaged with victims, those who perceive themselves as being in danger or perpetrators, and those at risk of perpetrating hate crime, and that they have been an integral part of the development of the project.

Section 1 – About your Organisation and your partners

In section 1 (questions 1.1 to 1.14) of the application form, we ask for some information about your organisation. If your application is successful we may ask for references.

Please give details of the lead organisation (organisation that will receive funding for the project) and include:

- your organisation's objectives or mission statement;
- governing documents (constitution or set of rules);
- equal opportunities policy;
- charitable or legal status;
- VAT status;
- annual income and expenditure;
- percentage of funding from public sources; and
- staffing and volunteer levels.

Please note if successful we may ask you to provide your accounts for the last 12 months.

If you are working as part of a partnership, please also attach a signed letter from each partner organisation to demonstrate their agreement with the proposed project. Please use the template provided at **Annex B**.

Section 2 - Project details

The information you provide for questions 2.3 to 2.10 will be evaluated and assessed against the assessment matrix (section 5).

Q 2.1 Amount of funding

Funding is available up to £75,000 per project. Please state how much funding you require.

Q2.2 Name of your Project/Programme

Please give your programme a name so we can refer to it. Keep it short and punchy.

Q2.3A – 2.3D What does your project involve?

Applicants should demonstrate a clear link between the **problem** to be resolved, the **activity** to be undertaken to fix the problem and how it will be **delivered**. The how and the why are both important.

Q2.3A - describe any evidence you have gathered. Examples of evidence can include:

- national and local statistics;
- evidence from consultations;
- feedback from community groups or service users; or
- recent research publications.

Ensure any consultation or research you have done is relevant and less than 2 years old.

Q2.3B – the activities should be clearly defined and logically linked together. When thinking about what you're planning to do, it's worth using words such as:

- *provide;*
- *run;*
- *organise;*
- *produce; or*
- *develop.*

Q2.3C - please state the way you will deliver the activities such as:

- *using networks;*
- *sharing resources;*
- *drawing on skills/knowledge of partners; or*

- *engaging other stakeholder groups e.g. frontline services, other community groups.*

Q2.3D - You should clearly explain how and why you expect your activities to help you achieve your aims. When describing the aims of the project, consider using words like:

- *encourage;*
- *improve;*
- *increase; or*
- *reduce.*

Q2.4 Please outline the key project milestones you intend to deliver and expected dates for these.

Please complete the table outlining:

- the activities or ‘milestones’ you have planned; and
- when you expect these milestones to be met.

Your milestones will need to be clear, realistic, distinct from one another, have clear timescales and span the course of the projects lifetime. Please ensure milestones clearly link back to activities outlined in Q2.3B.

Some examples of ‘good’ and ‘bad’ milestones are provided in the table below.

‘GOOD’ MILESTONES	‘BAD’ MILESTONES
Employing a manager for the project	Recruitment
Completion of promotional materials	Ongoing project delivery
Holding a community engagement event	Ongoing data collection and analysis
Recruitment of 10 community champions	

Q2.5 Tell us how your project and/or organisational aims are aligned to one or more of the five themes of the UK Government’s Hate Crime Action Plan (please note the aims are not weighted and are valued equally)

Set out clearly which of the theme(s) in the cross-government hate crime action plan your project most closely aligns to. Please see page 2 of this guidance for the five themes.

Q2.6 Please tell us which hate crime strand(s) your project pertains to

There are five hate crime strands:

- race;
- religion;
- disability;
- sexual orientation; and
- transgender identity.

Please indicate which of these will be the focus of your project.

Q2.7 Tell us who the proposed project is aimed at - (potential) victims, perpetrators, or those who support victims/perpetrators of hate crime - and how you will engage and involve them in its development and/or delivery?

You must set out clearly who this engagement will be with and how it will take place. If you have already made initial contact with proposed groups please state this here, and outline at what points during the lifecycle of the project you will involve them.

Q2.8 Please provide a recent example of a project you have delivered in the last two years where you have worked with communities to improve outcomes for beneficiaries (successful applicants may be requested to provide additional evidence).

Please provide details of:

- name of the project;
- aims of the project;
- project beneficiaries;
- total cost of the project;
- whether or not the project was delivered on time and on budget;
- outcomes of the project; and
- how the outcomes of the project were evaluated.

Q2.9 Monitoring and Evaluation

Q2.9 focus on how you will demonstrate the success of the project. Please refer to **Annex A** which provides detailed guidance on how to complete Q2.9.

Given the importance of using the HCCPF to share evidence of what works in tackling hate crime, evaluation is important to us and will be assessed as part of the initial sift.

Those who are successful will need to develop a more formal evaluation plan, showing what benefits the project will have and how this can be measured, including:

- finalised logic model;
- evaluation activity plan (outputs, outcomes, evaluation tools);
- an evaluation timetable; and
- any particular issues or risks

A toolkit will be provided with guidance on tools and methods (including using comparison groups). This will be followed up with up to two days of advisory support from an evaluation expert to help you further refine your proposals should you need it.

Successful projects will be expected to complete monitoring and evaluation throughout, and report quarterly on evaluation and activity, as well as provide a final report including project narrative, evaluation and finances.

Templates for the above reports will be provided to successful projects. This will include details on delivery of project outputs and a summary of activities.

Project Budget

Q2.10 How much will your project cost and how much would you like from us?

In this section, it is important to set out in detail exactly how you plan to use the funding and how you have worked out the costs. This will help us to assess whether or not the forecast project costs are proportionate, realistic and provide value for money.

You can provide estimates but please ensure they are as accurate as possible.

- Include the cost of everything you'll need for your project, even if you're not asking us to fund it.
- Revenue costs include things like training, salaries, travel, running costs, venue hire, and volunteer expenses.
- Include how much it will cost to deliver the monitoring and evaluation of the project.

Further details on what and how you can claim funding is available at **section 6** of this guidance.

Q2.11 In which local authority area(s) will your project be delivered? (This question is not weighted)

Please provide geographical details of your project or tell us if it is online.

Section 4 - Consent

In this section, we ask for some additional details on your organisation. We also ask you to sign a declaration and a statement of values.

Section 5 - Due Diligence and Assessment matrix

Due diligence - Organisation applying:

- Is it recognised as acceptable by the Home Office?
- Are partners recognised as acceptable by the Home Office?
- Do the organisations have a good track record?
- Has the organisation supplied details to show it is administratively accountable?

Assessment Matrix

All projects will be scored initially on the following questions:

Q2.3A - D – Summary of project

Q2.9 Logic Model

Those with a high score in these sections will be scored on the remainder of the application form. Those scoring highly overall will be considered for funding. Any application scoring below 5 in any question will not be taken forward. In the event of too many projects being high scoring and not enough funding available, officers will make the final assessment.

Assessment score

Grant Assessment Notes	
0	Failed to provide confidence that the project will meet the requirements. An unacceptable response with serious reservations.
2	A poor response with reservations. The response lacks convincing detail with risk that the project will not be successful in meeting all the requirements.
5	Meets the requirements – the response generally meets the requirements but lacks sufficient detail to warrant a higher mark.
7	A good response that meets the requirements with good supporting evidence. Demonstrates good understanding.
10	An excellent comprehensive response that exceeds the requirements. Indicates an excellent response with detailed supporting evidence and no weaknesses resulting in a high level of confidence.

Assessment criteria

		Weighting %
Aims Q2.5	Applicants should demonstrate how their proposed project is aligned to one or more of the five themes of the Cross-Government Hate Crime Action Plan.	10
Engage and involve Q2.6, Q2.7	Applicants should clearly identify who the proposed project beneficiaries will be and how they will engage and involve them in the development and/or delivery of the project.	15
Delivery (plans) Q2.3, 2.4	Applicants should demonstrate a clear logical link between the problem to be resolved, the activity to be undertaken to address the problem and how it will be delivered. Account will be taken of any supporting evidence.	30
	Applicants must provide clear project milestones demonstrating what will be delivered and when.	10
Logic Model Q2.9	Applicants should provide a clear logic model.	20
Budget and management Q2.8, Q2.10	Applicants should provide a recent example of a project they have delivered in the last two years where they have worked with communities to improve outcomes for beneficiaries	5
	The budget for the proposed projects should be clearly stated and proportionate to the work proposed.	10
Q2.11	Is the project being delivered in a recognisable Local Authority Area? Yes/No	0

Section 6 - About the grant and Assessment

Grants of up to £75,000 are available for projects under the HCCPF.

Payments

Invoices will be paid in arrears. Organisations will be expected to cover their monthly costs and apply to Home Office in arrears. All claims must be supported by evidence of defrayment.

Successful applicants will have to submit **all** invoices for the project **by 31 March 2020**.

Overheads

Overheads (rent/rates/gas electric etc) incurred in the delivery of the project activity may be claimed as eligible expenditure. Overheads must be agreed as part of the application process on the following basis.

- 1) Average monthly costs must be demonstrated over the 3 months prior to applications
- 2) Rates will be claimed on a proportionate basis, i.e. if you have 10 staff and 2 are delivering a HCCP project you can claim 20% of the average monthly costs as overheads in claims.
- 3) Overheads agreed in this way do not need to have evidence provided in support of the claim.

Day rates

Where you are using volunteer time you can include supplementary day rates to cover costs including travel and subsistence. You must agree the day rate at the time of the application and evidence will need to be supplied that the day rate has been issued to the volunteer (i.e. sheet signed by the volunteer acknowledging receipt of the payment along with bank statement/ withdrawal receipt evidencing the amount paid). You should provide evidence on how you are calculating the day rate and day rates must not exceed £15.

We can pay for the following revenue costs:

- Salaries of project workers, including any extra costs such as pensions, National Insurance and redundancy costs, if applicable, for the project
- Salaries of management staff who only supervise project staff, including any extra costs such as pensions and National Insurance for the project
- Recruitment of staff who will work on the project
- Expenses of project staff and volunteers, including; travel, accommodation, phone bills and stationery
- Rent, heating, lighting, maintenance and insurance for office space and buildings only used for this

We will not fund:

- Individuals and sole traders
- Profit-making organisations.
- Organisations in poor financial health or who have demonstrated poor management of grants
- Projects delivering reporting phone lines/websites/apps
- Capital costs
- Please note that claims cannot include VAT

Project Timeline

19 October 2018 - Application window opens

7 December 2018 - Application window closes at 23:59

10 December 2018 – 1 February 2019 - Bid review period

Week commencing 4 February 2019 - Successful applicants notified

1 April 2019 – Projects Commence

31 March 2020 – Projects completed, final report (narrative, financial and evaluation), and final invoices submitted

Please note that projects will be expected to report on a quarterly basis on project delivery, finances and evaluation plans.

Bid review

Bids will be reviewed by an expert panel who have experience of reviewing bid applications, project monitoring and evaluation.

Appeals

If unsuccessful there is no appeal process.

Annex A - Evaluation Guidance

This evaluation guidance should be used to support your answer to Q2.9 in the application form. Your answer to this question should demonstrate how you plan to monitor activities and success in reaching the intended outcomes of your project.

Why is monitoring and evaluation important?

A key aim of the HCCPF programme is to build understanding about 'what works' in tackling hate crime in communities through funding demonstration projects. Projects need to be able to produce evidence of the effectiveness of their activity to support this learning objective.

In addition to supporting the aims of the HCCPF, good monitoring and evaluation will directly help funded organisations reach their goals through:

- being able to monitor progress and identify problems during implementation;
- better understanding of the project's impact, and potential areas to improve;
- being able to prove any impacts of the project to potential future funders; and
- encouraging adoption of successful approaches by others.

Evaluation does not need to take up a lot of your time or resources, and can often be built into a project plan in a way that makes it easier to deliver your project well.

Project evaluation – your responsibilities

Applicant's response to question Q2.9 are part of the HCCPF funding criteria, and successful applicants are expected to complete their own evaluation, following the steps outlined in the process map overleaf. If you do not feel confident delivering monitoring and evaluation without help, involving an external evaluation expert at a University, for example, might be a good option to help you.

Evaluation support – what we will provide

Successful projects will need to develop a more formal evaluation plan, showing what benefits the project will have and how this can be measured. This will include:

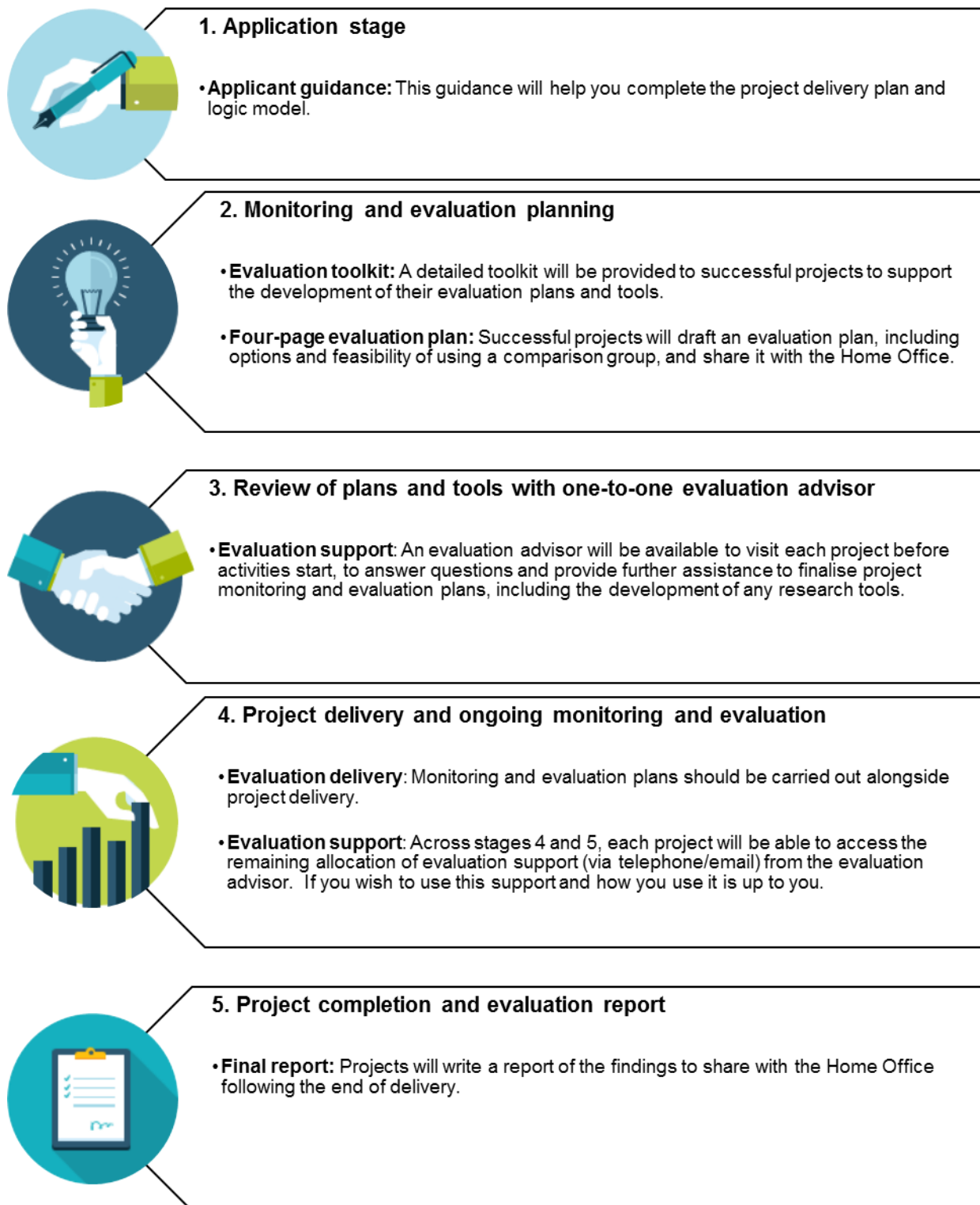
- your finalised logic model;
- evaluation activity plan (outputs, outcomes, evaluation tools);
- an evaluation timetable; and
- any particular issues or risks.

The Home Office will also provide some support to successful applicants. This will be:

- an evaluation toolkit designed for HCCPF projects; and
- up to two days of evaluation advice provided by an evaluation advisor.

The process map overleaf indicates when and how this support will be available at each stage.

Evaluation Process map



Q2.9: How to complete a Logic Model

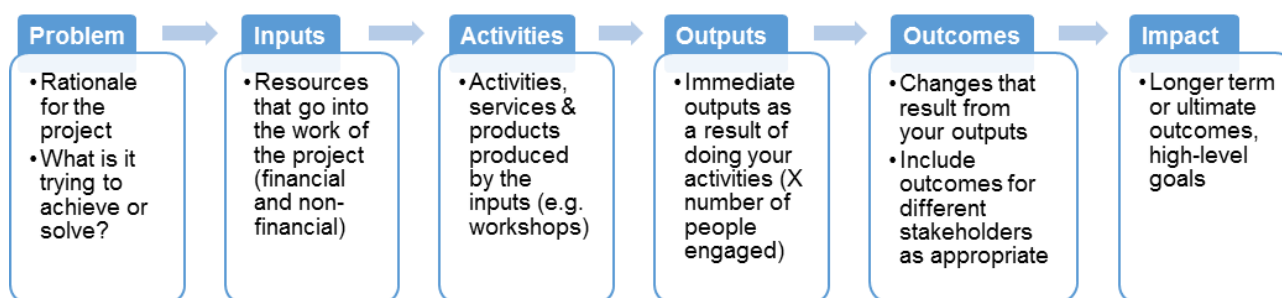
The logic model should build on the responses you have already given in Q2.3A-2.3D.

What is a logic model?

A logic model is a simple visual diagram that explains what the project will deliver and how it will produce the outcomes and impacts you hope to achieve, for example, changes in people's awareness, knowledge, attitudes or behaviours. A good logic model should provide a **clear and logical explanation** of how the project activities will lead to the success of the project.

What are the steps to develop a logic model?

The key sections of a logic model are summarised in the figure below followed by further detail on each component:



- **Problem and rationale:** Please provide an explanation of the problem that the project is trying to address and why there is a need for the proposed project, including specific reference to the chosen target group and/or geography if relevant. This should be linked to the problem you identified in your response to Q2.3. Make sure your explanation of the problems you are trying to address is simple and clear.
- **Inputs:** The inputs are the resources put into the project which lead to the delivery of the planned activities. You should consider including:
 - **Financial inputs:** sources and amounts of funding that will be used to deliver the project (please clearly distinguish between HCCPF funding and other sources);
 - **Non-financial inputs:** examples could include staff or volunteer time, other organisations/partnerships involved, facilities, specific skills, or existing tools that will be used.
- **Activities:** Set out what you plan to deliver. Make sure your activities are clear, distinct from one another and covers the full range of activities you plan to deliver. Where possible please provide indicative figures, e.g. number of workshops. Examples include:

- research to inform the development of project materials;
- promotion of services/events;
- recruitment of participants; or
- running of workshops or courses with participants.

Where relevant include details such as specific characteristics of the participants you are aiming to recruit.

- **Outputs:** Please note here what will happen as a direct result of your project activities. Keep it simple. Outputs are often things that can be counted, such as:
 - number of people directly engaged;
 - number of online users engaged (e.g. toolkit downloads);
 - number of staff trained;
 - number of workshops/events held; or
 - number of organisations involved.

Please include three to five outputs including realistic (numeric) targets. There may be some outputs important to the project that are not easily measurable. For those you are not sure of, please provide some indication or ideas to help assess your application. If you are successful, you can return to these with support for the evaluation advisor.

- **Outcomes (short/medium term):** Outcomes are the changes you would expect to see if your project is successful. Keep it simple and focus on the most important outcomes of your project. In total, you should have around 3-5 anticipated outcomes. Outcomes should be grouped into themes and will differ depending on who your project is aimed at (see table overleaf for examples to help you). Please note you are not expected to include outcomes from all groupings, and should focus on those most relevant to your project.
 - **Knowledge outcomes:** These are about improving understanding of the issue you are trying to tackle. For example, raising awareness of how and where to report hate crime.
 - **Attitudinal outcomes:** Projects may seek to change the attitudes or beliefs of the individuals that they engage with. For example, increasing victim confidence in the criminal justice system to act on reports of hate crime.
 - **Behavioural outcomes:** These are about trying to influence or change what people do. For example, increasing social mixing.
 - **Well-being outcomes:** These are about trying to improve individual level wellbeing. For example, improving (potential) victim's resilience to the harms caused by hate crime.
 - **Systems changes:** These are outcomes that focus on trying to improve the way that public and other services tackle hate crime issues. For example, improving the skills of front-line staff to support victims of hate crime.

Example outcomes

PROJECTS WORKING WITH (POTENTIAL) VICTIMS OF HATE CRIME	PROJECTS WORKING WITH (POTENTIAL) PERPETRATORS OF HATE CRIME
Knowledge outcomes	
<ul style="list-style-type: none"> - Understanding of nature of hate crime (i.e. what is hate crime, how does hate crime differ from non-hate crime) - Awareness of hate crime prevalence (i.e. how often it takes place in my community) - Understanding of how to report hate crime (i.e. where to go, who to speak to, what will happen next) 	<ul style="list-style-type: none"> - Understanding of nature of hate crime (i.e. what is hate crime, how does hate crime differ from non-hate crime) - Awareness of hate crime prevalence (i.e. how often it takes place in my community) - Knowledge about other communities / cultures
Attitudinal outcomes	
<ul style="list-style-type: none"> - Willingness and confidence to report hate crime - Trust that the system will produce a fair justice outcome - Willingness to seek help/support - Trust that the system will provide high-quality and appropriate support - Fear of (re)victimisation - Fear of reprisal 	<ul style="list-style-type: none"> - Empathy for others - Acceptance/endorsement of multiculturalism - Prejudice to groups different to them - Perception of other groups as threat
Behavioural outcomes	
<ul style="list-style-type: none"> - Seeking help/support - Reporting hate crime (i.e. have you reported the incident / are you planning to report the incident?) 	<ul style="list-style-type: none"> - Interaction with people from other communities - Aggressive or violent behaviour to resolve conflict - Committing hate crime
Wellbeing outcomes	
<ul style="list-style-type: none"> - Harms/consequences of hate crime for victims - Resilience to harms associated with hate crimes (e.g. if the project aims to teach victims ways to cope with the effects on everyday life) 	<ul style="list-style-type: none"> - Supporting potential perpetrators to tackle underlying factors such as feelings of guilt, shame and social exclusion
System changes	
<ul style="list-style-type: none"> - Improving the skills of front-line staff to support victims of hate crime - More accessible/appropriate support for victims of hate crime 	<ul style="list-style-type: none"> - Improving the skills of front-line staff to identify acts of hate crime and manage the situation with perpetrators - Improve understanding of the motivations behind hate crime and how to confront these

- **Impacts (longer-term):** Please set out the wider impacts your project intends to contribute to. Impacts are likely to take longer to materialise and may not be achieved during the lifespan of your project. When completing the logic model, the impacts you are trying to achieve should link to problems you identified in Q2.3. For example, if one of your problems/issues identified is around poor support for victims of hate crime, then your aim is for an improved experience of reporting and support for victims.

Please note that if you are successful, you will be required to produce an evaluation plan which will include fuller development of both outputs and outcome measurements.

Annex B - Organisation Agreement Letter

[Insert organisation
and address]

Hate Crime Community Projects Fund
The Home Office
2 Marsham Street, 5th Floor Fry
London, SW1P 4DF

[Insert date]

Dear Sirs

[Insert name of project]

I am writing to you on behalf of [insert organisation name], to confirm that we agree to the above proposed project, as set out in the HCCPF application. I also confirm we are content with the description of our organisation, our skills and experience, and the role we will play in the project.

Kind Regards

[insert name]

On behalf of [insert organisation]

