

**Female Genital Mutilation (FGM) Community Engagement Initiative 2014 –
Guidance Note**

Guidance note for bids of £2,000 to £10,000 for community engagement projects

1. What is the FGM Community Engagement Initiative?
 - a. The Home Office is launching an FGM Community Engagement Tender. Any Voluntary Sector Organisations are welcome to apply.
 - b. We are seeking to procure community engagement services from Voluntary Sector Organisations with the objective that these services will:
 - **Raise awareness about socio-cultural, ethnic-legal, sexual health and clinical implications of FGM.**
 - **Strengthen the voice of communities speaking out against FGM.**
 - **Create new opportunities to talk about FGM.**
 - c. Organisations can submit bids of between £2,000 and £10,000. The tender will be open for submissions from 6 February to 6 March 2014 and you are advised to ensure applications are submitted by **5pm on 6 March 2014.**
2. Eligibility Criteria
 - a. The tender is open to all Voluntary Sector Organisations. Preference will be given to frontline organisations who have a track record of working with communities affected by FGM, or supporting communities and/or victims of FGM.
 - b. The Home Office welcomes **joint bids** from organisations who wish to work together in order to achieve a greater impact.
 - c. Bids need to demonstrate that the services they will provide will:
 - **Raise awareness about socio-cultural, ethnic-legal, sexual health and clinical implications of FGM.**
 - **Strengthen the voice of communities speaking out against FGM.**
 - **Create new opportunities to talk about FGM.**

d. It is imperative:

- **That the service is delivered by March 2015.**

3. Guidance for completing the form

- a. All sections of the application form must be completed. The word limit is specified on the application form next to each question (where a word limit is relevant).
- b. When answering questions 13-16 of the application form you should consider the following:

(Question 13) Raise awareness about socio-cultural, ethnic-legal, sexual health and clinical implications

- ❖ How will the project raise awareness of all aspects of FGM?
- ❖ How do you know the method used to raise awareness of FGM will be successful?
- ❖ What resources will be used to raise awareness of all aspects of FGM?

(Question 14) Strengthen the voice of communities speaking out against FGM

- ❖ How will your project achieve this?
- ❖ Is there any evidence (press release, comments of support, other organisations following your lead, etc) to show that your project will be effective in strengthening the voice of communities? Please note, any evidence will improve your answer to this question.

(Question 15) Create new opportunities to talk about FGM

- ❖ What new opportunities will be developed to help communities talk about FGM?
- ❖ How will you know the new opportunities will be effective?
- ❖ Who (which specific section(s) of the community) will benefit from new opportunities to talk about FGM?
- ❖ What impact will this have on the aim to eradicate FGM?

(Question 16) Evaluating the success of your project

- ❖ What evidence will you gather to demonstrate that your project has been successful?
- ❖ How will you measure the benefit of having undertaken the project?
- ❖ What resources will be used to continue raising awareness of FGM in the future?

4. Funding within the financial year 2014-15

- a. Please provide a detailed account (with supporting evidence if available) of how exactly you propose to spend the money.
- b. Please provide a detailed costing to show how the money will be spent by March 2015.
- c. Tenders will only be issued for new services. A bid cannot be developed for an existing programme of work.
- d. Please provide us with details of the proposed community engagement work, including:
 - How many people will be involved
 - Whether it is a joint enterprise
 - Which community it is aimed at
 - Geographical cover.
 - What are the specific aims of the project
 - Time frame

5. What the money can be spent on

- a. If successful, the funding can only be spent on the activities outlined in the bid and must adhere to the terms and conditions of the grant agreement.

6. What the money cannot be spent on

- a. The money cannot be spent on:
 - Activities promoting a religious faith or belief; acquisition of religious objects; the cost of supporting religious personnel.
 - Any party political activity.
 - Public money will not be provided to organisations that do not support the values of democracy, human rights, equality before the law, and participation in society. This includes extremist groups.

This is not an exhaustive list.

- b. The money awarded from this fund may not be used to purchase capital items, including expenditure on assets such as buildings or equipment.

7. Tender Distribution

- a. The tender will be awarded in April 2014.
- b. It will take up to four weeks from the closing date for you to receive a decision.

- c. You should not undertake any activity which is dependent on funding from the FGM Community Engagement Initiative until you have received confirmation that your application was successful and have returned signed copies of the grant agreement, together with any other documents required.
- d. We are unable to release any funds prior to the date of the grant agreement.
- e. Payments will be made in arrears on a one-off basis only.

8. Timeline for the Fund:

ACTION	DATE
Fund opens for applications	6 February 2014
Deadline for applications	6 March 2014
Panel Assessment	Mid March 2014
Notification of decision from panel	End March/beginning April 2014
Grant Agreement and supporting documents sent out by the Home Office	Early April 2014
All Grant Agreements returned	30 April 2014
Projects begin	From May 2014
Payments made (in arrears)	By March 2015
End of Year Monitoring Form	April 2015
Full Report	August 2015

9. Who makes the final decision on Tender?

- a. Recommendations about who will successfully be commissioned to deliver community engagement work will be made by a cross-governmental panel and representatives from the Home Office finance department. Applicants will be assessed on their ability to meet the eligibility criteria. There will not be an appeal panel and the decision of the panel will be final.

10. What do you need to do in order to be considered for the tender?

- b. Complete an application form (mandatory) and return it no later than 5pm on 6 March 2014.

11. Submitting your application

- a. All applications must be submitted to FGMEnquiries@homeoffice.gsi.gov.uk.
- b. We will not accept faxed copies or postal applications. Applications will be acknowledged by email within two working days of receipt.
- c. **It is the responsibility of the applicant to ensure they receive an acknowledgement within two working days and contact the Home Office directly if an acknowledgment has not been received.**

12. Letting you know the outcome of your application

- a. We will notify you by email whether you have been successful or not by 30 March.

13. What happens if you are successful in the tender

- a. We will write to you offering you a contract for the activity you have outlined, setting out the detailed terms and conditions in an accompanying grant agreement. We will also request copies of any further documentation required.
- b. Successful applicants will be asked to provide a year-end monitoring form and an end of year project report. Full details of reporting requirements will be provided with the terms and conditions.

14. Data Protection Act

- a. The Home Office will use the information you give us during the assessment of your application and the life of your award (if successful) to administer and analyse the bids, and for our own learning purposes. Information included in your application will be retained by us on a dedicated FGM Community Engagement Initiative spreadsheet. We may give some or all of this information to financial representatives in the Home Office when assessing applications, administering the process, monitoring awards and evaluating funding processes and impacts.
- b. Your contact details (organisational contact, telephone number, website, email address, etc) may be shared with delivery partners and/or the Home Office, but will not be shared with other third parties. The information may also be used for us to contact you by letter, fax, telephone or email.
- c. We may share information with organisations and individuals with a legitimate interest in the FGM Community Engagement Initiative. We have a duty to protect public funds and for that reason we may also share information (in line with the Freedom of Information Act) with government departments,

organisations providing matched funding, or for the prevention or detection of crime.

15. Equality Statement

- a. The FGM Community Engagement Initiative is compliant with the Equality Act 2010 and due regard has been given to the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations.