

Justice Together Initiative Application Guidance

Influencing Grant

Below are all sections and questions from the application form with some additional guidance on how to complete it. You do not need to cover all the bullet points under each question, these are meant as a guide to help your thinking.

The purpose of this document is to support you in planning your application, however it is not the application form itself. Please submit your application using the online form [here](#).

All questions marked with an asterisk (*) are mandatory and must be completed in order to submit the application.

You

Your Details

This section is about the person completing the application form. We will use these contact details to ask any further questions and to notify you whether your application has been shortlisted.

First Name:*

Mobile Number:

Last Name:*

Email Address:*

Phone Number:

Job Title:*

Q: How did you first hear about us?*

This question is for our own internal monitoring and will not affect your grant assessment.

Your Proposal

Type of Grant

Q: What is the main kind of work you would like Justice Together to fund? *

Justice Together makes grants for Advice and Influencing. Please choose which you are applying for now, as this will tailor the questions in the rest of the form.

We recognise that many organisations will do a mix of both advice and influencing. If the proposed work you would like Justice Together to fund includes significant delivery of advice at OISC Level 2 or above, please choose 'Advice and Representation' here.

E.g. Influencing

Description

This section is about what you would like Justice Together to fund. In completing this section, you may find it helpful to consider our [general grant criteria](#).

Application Title: * (120 characters)

Please note: This is so we see at-a-glance what the funding is for, it does not need to be an exciting or catchy title.

E.g. Model of Strategic Litigation

Q: Short Summary of work you would like funded: * (50 Words)

E.g. Work with parliamentarians to raise awareness of young migrants coming into contact with the immigration system.

Q: Geographical Area of Impact: *

Please tell us the main geographical focus of the work you are proposing. Refer to the [website](#) to check region eligibility.

For local influencing, please select the region or devolved nation where your influencing activity will take place, even if potential impact and change could also affect other regions or the whole country. For national influencing, select United Kingdom or the relevant devolved nation where your influencing activity will take place.

E.g. North East

You will also be asked to select which boroughs or counties this work would cover.

Q: If you are applying in a formal partnership, provide the name of the organisation(s) here (1400 Characters/200 Words)

We encourage partnership applications, but it is not necessary to be working in a formal partnership. There is an opportunity below to mention other partnerships.

Communities**Q: Which communities are you working with? Tell us about their strengths and the challenges they face. * (2100 Characters/300 Words)**

We use the word 'communities' in its broadest sense and understand that a community can take different forms.

In this section we want to hear about:

- who the communities are that you will directly engage with. The following ideas may or may not fit your proposed way of working
 - nationality groups e.g. Romanian people
 - age groups e.g. under 18s
 - gender groups e.g. women
 - immigration status e.g. those affected by NRPF or EU pre-settled status
- your understanding of the strengths these communities have
- challenges that are specific to these communities and their location
- potential barriers that these communities face

Change Goals**Q: Which of the Justice Together change goals would your work contribute to? * [pick up to 2]**

Select from the below which JTI goals contribute to work:

- **A fair, timely and accessible immigration system**
- **A more sustainably resourced immigration advice and legal system**
- **A more accessible, sustainable, collaborative and co-ordinated sector to strengthen and increase access to immigration advice and legal provision**

Q: What do you plan to do to contribute to these change goals? * (2800 Characters/400 Words)

Please outline activities you plan to undertake with our funding.

In this section we want to hear about:

- what your planned activities are
- specific detail about how you will undertake the proposed activities
- an outline of the timeline
- how this proposed work will contribute to the change goal(s) selected above

Q: Why do you think this approach would be effective? * (2100 Characters/300 Words)

In this section we want to hear about:

- the thinking behind your planned approach
- any experience you have of using similar approaches
- why you think this approach will be effective for the organisations/people you wish to influence
- why you think this approach will be effective in the region/local area you will be working in

Q: What will your organisation bring to this planned work, including skills, experience and/or network? * (2800 Characters/400 Words)

Please tell us about the skills, experience and/or networks that are relevant to *this* application.

In this section we want to hear about:

- why your organisation and your formal partners are equipped to undertake the planned work
- what skills and resources your organisation and its people have that will be used in this planned work
- any relevant past/present work or projects that have given relevant experience
- any networks that you may belong to, whether they are formal or informal, that are related to this area of work

Working with others

Q: How will you work with others as part of this grant? * (2100 Characters/300 Words)

If you are a national organisation, how will you work with local grassroots community groups and/or frontline service delivery groups? If you are a grass roots/local community group how will you work with other organisations to feed into wider influencing work?

In this section we want to hear about:

- who the groups are that you will cooperate or work with (outside of any formal partnerships listed above)
- how will you connect with these groups/ organisations
- as a national org, any plans to work with local grassroot community/frontline service delivery groups
- what your cooperation will look like in practice

Q: How will your work involve people who have lived experience of the UK immigration system? * (2100 Characters/300 Words)

In this section we encourage applicants to include any of the following:

- plans to involve people with lived experience of the UK immigration system.
- how your planned work will interact with those who have gone through or are going through the UK immigration system
- examples of how you will work with these individuals or people at different stages of the planned activities
- a demonstrable commitment to lived experience leadership
- how you will reach/prioritise people with lived experience in your recruitment, outreach and plans

Please note: We also plan to support applicants with this.

Q: What opportunities do you see for influencing and who will you be targeting? * (2800 Characters/400 Words)

In this section we want to hear about:

- events, moments or opportunities that could be used for influencing , for example local elections, a notable anniversary or new draft legislation.
- individual groups, organisations or institutions that you will be targeting and the reason behind targeting them

Q: What information will you collect (and how) to know whether you have made a difference? * (2800 Characters/400 Words)

This is to start your thinking about the information you could collect or existing data sources that might be helpful. If we make a grant, we will offer support in refining this if you need it.

In this section we want to hear about:

- what kind of information will be collected e.g. data, anecdotal
- whether it is information that exists or that you will collect yourself
- reasoning behind this kind of information collected
- how this will be collected and used. detail on the methods you will use to collect or source it
- how this will help you inform on difference made

Funding Request

Q: How much are you requesting from Justice Together? * You will be asked to attach a full budget for the proposed work at the end of this form.

E.g. £45,000

Q: Duration (months) *

E.g. 36m

Q: Does this grant application allow for paying all contributors the Living Wage? * We expect staff or contractors supported through Justice Together funding to be paid at least a Living Wage.

Your Organisation

Contact Details:

This section is about the organisation which would hold the grant if the application is successful.

Name of the Organisation:*

Q: Provide here any other current or previous name(s) used for this organisation: Please include names previously used.

Address:*

City:*

County:*

Region:*

Email:

Phone Number:

Please provide general contact details if your organisation has them. If not, please leave blank.

Website:

Legal Status

Legal Status: *

Charity Number: *

Year of Formation: *

Number of Trustees: *

Number of Trustees with lived experience of immigration system: *

Average number of employees: * This should be the figure included in your latest accounts.

Q: Number of staff or volunteers delivering immigration advice. Enter the number of full time equivalent people at each of the following levels. *

Please enter 0 if you do not have any staff/volunteers in any of the categories.

OISC Level:*

Trainee Solicitor:*

Qualified Solicitor:*

Trainee Solicitor:*

Legal Executive:*

Barrister:*

Organisation Details

Background:

This section asks more detail about the organisation which would be the grant-holder if the application is successful.

Organisational summary - tell us about the work your organisation does and the communities you support. * (2800 Characters/400 Words)

In this section we want to hear about the overall picture of your organisation, including:

- background information about your organisation
- the kind of work your organisation does
- who you support, provide services to or work with
- the communities you serve

Q: If you do immigration casework, how many legal cases do you open per year?

Please note that this is for our baseline. You do not need to undertake casework to apply for funding.

E.g. 15

Q: What geographical area does the organisation cover? *

Please tell us here your organisation's main area of operation. If you mainly work in one region/nation, please choose this even if you occasionally do wider work.

E.g. North East

Q: Which boroughs or counties does your organisation cover?

If you only work in part of a region, please choose which local areas here. This is so we can track the initiative's reach within regions.

Q: What areas of law does your organisation practise? *

We are interested in the whole organisation, even if this work will not be funded by Justice Together.

- **Actions against public authorities**
- **Community Care**
- **Constitutional law**
- **Criminal law**
- **Data and digital rights**
- **Debt**
- **Discrimination**
- **Education**
- **Employment**
- **Family**
- **Housing**
- **Immigration**
- **Inquests**
- **Mental Health**
- **Prison law**
- **Public & administrative law**
- **Welfare Benefits**
- **Other**

If you selected Immigration law, which are the main areas of immigration law that your organisation practises?

- **Asylum and International Protection**
- **Detention, Deportation and Removal**
- **Domestic Violence - SET (DV)**
- **EU Settlement Scheme**
- **Indefinite Leave to Remain**
- **Nationality**
- **NRPF/Change of conditions**
- **Private and family life**
- **Refugee family reunification**
- **Trafficking/Modern Slavery**

Q: How do your board and staff reflect the communities that you support, including lived experience of the UK immigration system? * (2800 Characters/400 Words)

We are interested in diversity and geography as well as lived experience.

In this section we want to hear about (if it applies):

- how your staff and board reflect the communities you serve
- any with lived experience
- any plans to include this, if not currently

Q: Name of any trustee or employee who is related or connected to a Governor or employee of Justice Collaborations or The Legal Education Foundation (1400 Characters/200 Words)

Please answer this question if applicable. This does not stop you applying to Justice Together but means we can manage any conflicts of interest properly so the process is fair for all applicants.

Finances

Q: This section relates to your most recent annual accounts (either draft or signed off).

Latest Financial Year End *

Income in Latest Financial Year *

Expenditure in Latest Financial Year *

Unrestricted Reserves in Latest Financial Year *

Cash at end of Latest Financial Year *

Q: This section relates to your current financial year

Current Financial Year End *

Projected income for current financial year (committed) *

Projected income for current financial year (planned) *

Q: State the main sources of funding of your Organisation * (1400 Characters/200 Words)

In this section please include:

- the names of key funders and/or
- the main ways you generate income e.g. training, Legal Aid income

Q: Does your organisation pay the Living Wage? *

Yes/No

Q: Is your organisation accredited with the Living Wage Foundation? *

Yes/No

Your answer to these questions will not affect your chances of a successful application. But as a Living Wage Friendly Funder, we want to encourage others to pay the Living Wage and gain accreditation with the Living Wage Foundation.

Attachments

Please upload any additional files

- [project budget documents](#)
- [supplementary information documents \(optional\)](#)

Please ensure that you only use Supplementary Information documents to provide additional information; do not use them to provide information instead of, or as a continuation to, your answers entered in the body of the form.

Up to 5 documents can be attached in each section. We can accept these documents in any of the following formats: Microsoft Word, Microsoft Excel or PDF.

The maximum file size for upload is 5Mb, so if your document is very large you may need to break it into sections.

Contact us for more information: Enquiries@justice-collaborations.org.uk



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