

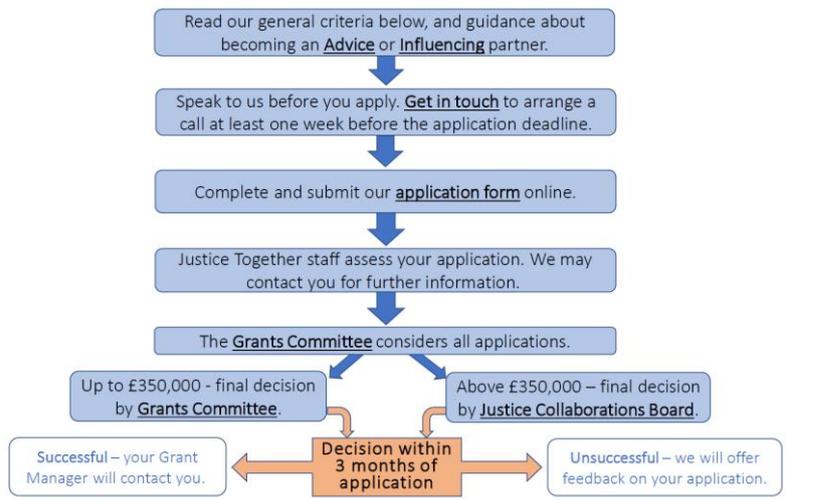
Advice and Representation grants: Application criteria and guidance

Become a grant partner

A core part of Justice Together will be the organisations that we fund, with whom we will work to achieve shared goals. To reflect our approach, we use the term 'grant partner'.

Partnership application process

The initiative is guided by our values and intends to be open and transparent with applicants and grant partners, striving to make the grants process as straightforward as possible.



Before applying, please read:

- our [strategy](#)
- this application criteria and guidance
- [frequently asked questions](#)

If you are interested in making an application:

1. [contact us](#) to arrange an initial phone call
2. complete an online [application form](#)

General criteria



We particularly welcome applications that demonstrate some of the following:

- Work that is led by and/or informed by people with lived experience of the immigration system, which is properly resourced, equitable and inclusive. We encourage funding applications from migrant-led organisations.
- Recruitment processes that encourage candidates with lived experience to apply to posts funded by the initiative.
- Anti-racism embedded in the organisation and the work. As anti-racism is very important to Justice Together, the Grants Committee will review organisations' approach to anti-racism in terms of their external work and internal structures and processes.
We define anti-racism as:
 - "an active and conscious effort to work against multidimensional aspects of racism." - *Robert J. Patterson, Professor of African American Studies at Georgetown University.*
- Partnership applications.
- Plans for sharing knowledge, learning and evidence to support and inform the wider immigration sector.
- Links between frontline advice and influencing work (locally or nationally).
- The skills and knowledge to undertake the proposed work including expertise by experience.

Advice grants guidance

We want to work with advice partners in every part of the UK to strengthen local capacity and co-ordination in delivering specialist immigration advice, as well to draw on case data to support regional and national influencing work.

We are interested in a wide range of approaches by different types of organisations towards achieving this change goal:

3. A more accessible, sustainable, collaborative, and coordinated sector to strengthen and increase access to immigration advice and legal provision.

Please see the [Advice and Representation grants](#) page on our website for details of where in the UK grants are available and our [grants timetable](#) for the next application deadlines.

We expect to fund grant partners for an initial 3-year grant period. We anticipate making grants in the range of £90,000 - £200,000 for individual applications and £200,000 - £500,000 for multiple organisation partnerships/collaborations. For each region the available budget is £500,000, therefore realistically we would only be able to fund one partnership application per region to a total of £500,000.

Please see the [Grant Partners](#) page on our website for descriptions of grants awarded in previous rounds.

See this map of [English regions](#) to understand the region boundaries we refer to on our open regions/countries.

What we will fund

1. Free or low-cost immigration legal advice and representation at OISC level 2 or above.



- We expect to fund mainly in areas of law that are out of scope of Legal Aid.
 - We want to fund advice across different areas of immigration law.
 - Where possible, we would like to increase or strengthen capacity.
2. Coordination between advice providers including referral pathways within a geographical area or issue.
- We would like to support new structures as well as strengthening existing co-ordination.
 - We would like to support collaborations and partnerships that improve and streamline a person's journey through the immigration system.
3. Where activities meet the [Justice Together goals](#), flexible core-type funding will be considered.

We particularly welcome applications from organisations that are led and/or informed by people with lived and learned experience of the UK immigration system.

We are interested in seeing applications that include both specialist advice and local influencing. We believe they go hand in hand. We recognise that not all applications will look the same: some will be exclusively specialist advice focused, some will include advice and local influencing, and some just local influencing. We want to hear from all the different ways this work comes together. With regard to choosing an application to submit: where the work proposed leans more towards advice, please fill out the advice application but include in your answers the activities you will be doing with regard to influencing, and vice versa. Read more about this in our [FAQs](#).

As part of advice applications, we would welcome:

- Partnership work including developing and testing new or existing co-ordination structures between community organisations, legal advice providers and other stakeholders in a geographical area.
- Alongside an application that increases specialist advice provision or referral pathways, we would welcome activities that improve organisational and individual understanding of racism and implementing structures to tackle systemic racism.
- Expansion to cover new and emerging populations in need, as well as geographic desert and drought areas.
- Developing and improving triage and referral systems within and between organisations.
- Promoting management capacity to build organisational resilience.
- Training and supervision for staff and/or organisations to become registered at OISC level 2 or 3.
- Promoting collective care strategies for front line workers.
- Developing organisational data recording and case management systems.

We welcome applications from any organisation that can offer immigration advice at OISC Level 2 or above. We can only fund work that is charitable, but applicants do **not** need to be registered charities. For private law firms, we will need confirmation that a grant does not contribute to profit.

In prioritising applications, we will consider the balance across different areas of immigration law, beneficiary groups and geographical locations.

Please also see our [general criteria](#) above.

What we will not fund



- Work that operates in isolation from other stakeholders within the area.
- Delivery of advice at OISC level 1.
- Replacing statutory funding, including Legal Aid (where available).
- Work that does not contribute to [Justice Together's change goals](#).
- Work whose main focus is around access to or provision of housing, healthcare, destitution, the right to work or challenges to the existence of detention, bail from detention or conditions in detention. We will consider applications that provide specialist legal advice in detention settings.
- Work that is not legally charitable including work for private benefit.

If you are interested in making an application, please [contact us](#) to arrange an initial phone call.

Please see our [grants timetable](#) for the next application deadlines.

We are in the process of simplifying our application form slightly and merging the advice and representation form with the influencing form. We will launch this on the 1st February 2022 for applicants to fill in. To assist with your planning, below is an example of the previous application form used, it won't be very different but there should be slightly less questions.

Application form guidance

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 questions and contact you with updates on your application

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. Advice and Representation

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](#) on our website and above.

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. Increasing OISC Level 2 capacity

Q: Short Summary of work you would like funded* (350 Characters)

E.g. A new OISC Level 2 post to increase capacity for advice in our organisation, including embedding advice in community settings through partnerships with local charities.

Q: Geographical Area of Impact*

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

E.g. North East

Q: If you are applying in a formal partnership, provide the name of the organisation(s) here (3500 Characters)

We encourage partnership applications, but it is not necessary to be working in a formal partnership. Please include here the names of organisations that will receive funds through this proposal. There is an opportunity below to mention other partnerships.

Communities

Q: Which communities are you working with? * (3500 Characters)

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
 - groups linked by nationality / ethnicity / language
 - age groups e.g. under 18s
 - other groups e.g. LGBTQ+ focused groups, or groups for people who are disabled
 - 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
- brief reference to your connection, if any, or history of collaborating with the community

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 you work would contribute to:

- **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? * (3500 Characters)

Please outline activities you plan to undertake with our funding. Feel free to provide your answer in bullet points.

In this section we want to hear about:

- what your planned activities are. e.g. OISC Level 2 recruitment, registration and supervision
- 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
- how your work will improve a person's journey through the immigration system

If you would like to also include local influencing in your planned work, please include those plans here.

Q: How many new posts would this funding support? *

Please tell us the full-time equivalent of paid roles.

Q: Tell us the main areas of Immigration law that this grant would fund * [pick all that apply]

- **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**

Please only choose here the areas that you are asking Justice Together to fund. There is a later question in the application form about all the areas of law that your organisation covers.

Q: What will your organisation bring to this planned work, including skills, experience and/or network? * (3500 Characters)

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? * (3500 Characters)

This is an opportunity for you to talk in more detail about your formal partnerships and also include information about informal partnerships and collaborations. Please feel free to use bullet points.

In this section we want to hear about any of the following:

- any plans to work with local grassroots/ community organisations
- how will you connect with these groups/ organisations, including, if relevant, how your formal partners will communicate, share learning and how your connections will improve a person's journey through the immigration system
- if you have formal partners, why do you think this partnership will be effective and what will those organisations bring to the partnership to improve access to justice in the region
- organisations from any sector that you will refer service users to, or take referrals from
- national networks that you are part of or plan to join and work with
- any groups are that you will engage or cooperate with informally (outside of any formal partnerships listed above)

Q: How will your work involve people who have lived experience of the UK immigration system? * (3500 Characters)

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
- how you will reach/prioritise people with lived experience in your recruitment outreach and plans
- any future actionable plans you wish to implement

Please note: we also plan to support applicants with this

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.



Please tell us the total amount you are requesting over the grant period. For example, if you would like £30,000 a year for 3 years, please enter £90,000 in this field.

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.

Yes/ No

Your Organisation

Contact Details:

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

Name of 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. If you have part-time staff, please add up the total days per week. For example, if you have 3 staff who work 2.5 days/week, please enter 1.5 here.

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

Please do not include pro bono capacity or occasional volunteers. 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.

If you are applying in a formal partnership, this section only needs to be filled out by the lead organisation.

Organisational summary - tell us about the work your organisation does and the communities you support. * (3500 Characters)

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? *

Please only tick the areas where you provide legal advice. This question is to help us understand your organisation. Your application is not more likely to be successful if you choose more categories.

- **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
- NRP/Change of conditions
- Private and family life
- Refugee family reunification
- Trafficking/Modern Slavery

Please note here, we are interested in the whole organisation, even if this work will not be funded by Justice Together.

Q: Do you have a Legal Aid contract in immigration? *

This is to help understand provision of immigration advice across the UK. You do not need to have a Legal Aid contract to apply for advice funding from Justice Together.

Q: How do your board and staff reflect the communities that you support, including lived experience of the UK immigration system? * (3500 Characters)

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 of the UK immigration system
- any plans to include this, if not currently

Q: What have you done so far to become an anti-racist organisation internally, and in the work you do externally? What do you plan to do next, and what support (if any) do you need to implement this? * (3500 characters)

In this section we encourage applicants to be as open and honest as possible: it may be that you have not done anything yet, but have plans to do so.

You may include the following:

- How anti-racism is core to your organisation and/or its purpose
- Any surveys, information gathering or working groups that you have implemented internally
- Any external groups you are engaged with
- Any training provided to staff, senior leadership and/or Trustees
- Any consultants engaged and for what purpose
- How anti-racism is part of your strategic decision-making



- Any action plans - please focus on concrete steps and actions you have taken or will do, including any benchmarks
- Particular steps and actions you have taken or intend to take to in your recruitment for Justice Together positions and others at your organisation

Q: Describe how your organisation currently makes use of data and evidence? * (3500 Characters)

There is no preferred answer here, but we are interested in learning about how developed your organisation is in how they collect and use data and evidence. If we make a grant, we may be able to offer support in this if you need it.

Examples in this section include how and why your organisation collects data such as:

- to give monitoring to funders
- using a dashboard to track our work
- to provide to partner academics or data analysts
- collecting feedback forms from people who use our service to improve the way we deliver our service
- to monitor what the impact of government policy has on the people we support

Q: Does your organisation hold any quality marks or accreditations?

- Advice Quality Standard
- Lexcel
- Law Society accreditation
- Money Advice Service Quality Framework
- OISC Level 1
- OISC Level 2
- OISC Level 3
- PQASSO
- Specialist Quality Mark
- Other – please specify

Q: Name of any trustee or employee who is related or connected to a Governor/Trustee 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; please 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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