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## EQUIPPING SHELTERS PROGRAMME GRANT ADMINISTRATION AND REPORTING POLICY



**Housing Justice is the national voice of Christian action to prevent homelessness and bad housing. We believe that human dignity is challenged by the lack of a decent home, and aim to mobilise Christians united in their determination to work with and for homeless and badly housed people.**

**Housing Justice recognises the regulations of the Charity Commission (as set out in the Charities Act 2011), and is committed to upholding best practice with regard the requirements to the area of grant administration and reporting. This policy covers the charitable activities of Housing Justice, including its grant programme (in partnership with the GLA).**

## 1. Introduction

- 1.1 Equipping Shelters is a project run by Housing Justice and supported by the Mayor of London in 2018/19. The project aims to respond to rough sleeping homelessness in London by increasing the number of beds offered by community night shelter projects for the winter, and increase move on for guests.

Specifically, the project offers grassroots community groups funding and support to build, improve and extend truly grassroots responses to rough sleeping in their communities, in safe and effective ways. The majority of existing projects are led by faith groups, but grant funding is open to all organisations regardless of faith.

- 1.2 Funding for the project is provided by the Mayor of London and the project will contribute to a series of measures in London to address rough sleeping. Partnership bids are encouraged. All bids must be from projects working or seeking to work in at least one London Borough, have the engagement of the local authority they project propose to work in, and be able to demonstrate outcomes.
- 1.3 The total budget for the Equipping Shelters Grant Programme in 2018/19 is £250,000. Grants awarded to projects will range from £1,000 to £15,000. However, in exceptional cases a small number of grants in excess of £15,000 will be considered if they make a substantial contribution to the overall objective of increasing bed spaces.
- 1.4 The projects funded from the Equipping Shelters grant programme must spend their funds in year with project outcomes completing by 1st April 2019.
- 1.5 Regretfully, Housing Justice is not able to give feedback on applications which have not been successful.

## 2. Background

- 2.1 London has seen a dramatic increase in rough sleeping over recent years. A total of 7,484 people were seen rough sleeping in London during 2017/18, compared with 3,472 in 2008/09. Of these people, 4,456 were new rough sleepers, who had never been seen rough sleeping in London prior to April 2017.
- 2.2 Church and Community Night Shelters play an increasingly important role in providing emergency accommodation in the capital. In 2012/13, there were 23 shelter projects providing 1439 guests with accommodation. At the end of the 2017/18 winter season there were 39 night shelters run by church and community groups in London, accommodating an estimated 2,100 rough sleepers.
- 2.3 Housing Justice is a registered charity working with faith and community groups to co-ordinate grassroots responses to homelessness across the country. The Housing Justice Church and Community Night Shelter Network comprises of 110 projects across England and Wales, accommodating approximately 6,000 rough sleepers through the course of a winter season. The Housing Justice Quality Mark\*, the recognised kite mark for best practice for night shelter projects, it assess projects on a range of measures and provides advice on how to improve the service. More than 30 projects have been accredited Excellent or Safe practice since 2014.

- 2.4 The Mayor of London has committed to tackling homelessness and in particular has noted that the rise in rough sleeping in recent years is a growing source of shame that we have a 'moral imperative' to stop. As set out in his Draft London Housing Strategy, the Mayor's central aim is to ensure there is a route off the streets for every single rough sleeper in London. The Mayor has responsibility for funding and commissioning a range of pan-London rough sleeping services.
- 2.5 The Mayor has made available a sum of money to improve night shelter coverage and capacity from funding awarded to the GLA from a central government initiative to tackle rough sleeping.

Equipping Shelters presents a major opportunity to develop new community based projects and strengthen existing ones to provide sustainable routes off the street and to complement (but not duplicate) existing commissioned services.

### 3. Priorities

Projects for which grant funding is being sought should be expected to achieve at least one of the following outcomes:

- increase number of beds
- increase length of opening
- increase/improve casework
- increase move-on
- increase/improve other service offers (debt advice, health clinic, email for help etc.).

### 4. How to Bid

- 4.1 Application is via the application form, downloaded from the Housing Justice website [www.housingjustice.org.uk](http://www.housingjustice.org.uk). Existing or potential projects seeking to apply are encouraged to contact Housing Justice for a preliminary conversation with a member of the London Catalyst team about your potential project on 020 3544 8094. The team will be able to discuss the guidelines in detail. Completed applications are sent to the email address [grants@housingjustice.org.uk](mailto:grants@housingjustice.org.uk). Without a completed form, bids cannot be considered.
- 4.2 Partnership bids are welcome, but Housing Justice requires one organisation to be the named lead. The lead organisation must be a registered charity.
- 4.3 Applications open at 9am on Monday 3rd September 2018. Applications will be assessed monthly, within one month of the application being submitted.
- 4.4 Applications will remain open until February, but projects are encouraged to apply early as a high volume of applications is anticipated and funding must be spent by the end of the financial year 2018/19 (31st March 2019).
- 4.5 Organisations may make multiple applications per round, but the total amount sought by an organisation will be a consideration in the decision-making process.

**4.6** Projects seeking grand funding should:

- operate or be seeking to operate within Greater London
- Have a lead organisation registered as a charity
- have the engagement of the Local Authority in which they operate
- have, or be working towards, Housing Justice Quality Mark accreditation
- meet basic criteria around probity, equality legislation, health and safety, etc.
- be able to demonstrate outcomes.

**4.7** Capital/Equipment costs considered (e.g. camp beds and premises costs) will be considered as will funding roles within organisations e.g. co-ordinators or caseworkers.

**4.8** Rent deposit and/or rent in advance proposals will be considered, and projects are encouraged to bid for pots which they can then draw down on for their own “move on” funds for their shelter.

## **5. Assessment criteria**

**5.1** Decisions will be made by a panel based on the extent to which proposals meet the following criteria:

| Assessment Area                        | Scoring Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Weighting |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Project proposal is London based       | Pass/Fail                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |
| Lead organisation registered charity   | Pass/Fail                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |
| Engagement of local authority          | Pass/Fail                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |
| HJ QM accredited or willing to explore | Pass/Fail                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |
| Project proposal                       | 25 outstanding: proposes a significant increase in bed spaces or move on in an innovative, robust and collaborative way to a clearly identified need<br><br>16 good: good increase in bed spaces or move on, fairly innovative and robust and identifies need<br><br>9 meets requirements: moderate increase in bed spaces or move on, some innovation, fairly robust and identifies need<br><br>4 poor: little increase in bed spaces or move on, duplicates existing projects/services and/or does not identify need<br><br>0 unacceptable: insufficient information and/or duplicates existing projects and/or does not identify need | 35%       |
| Continued...                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |

| Assessment Area             | Scoring Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Weighting |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Outcomes                    | <p><b>25 outstanding:</b> excellent and realistic proposed objectives, outcomes, outputs and clear method for measurement and timeline</p> <p><b>16 good:</b> good and realistic proposed objectives, outcomes, outputs and clear method for measurement and timeline</p> <p><b>9 meets requirements:</b> good/fair and realistic proposed objectives, outcomes, outputs but method for measurement and timeline needs clarification</p> <p><b>4 poor:</b> does not identify clear objectives, outputs and outcomes</p> <p><b>0 unacceptable:</b> insufficient information/does not show understanding of objectives and outputs</p> | 35%       |
| Value for Money             | <p><b>25 outstanding:</b> match funding secured and excellent demonstration of value for money</p> <p><b>16 good:</b> identifies possible match funding and demonstrates good value for money</p> <p><b>9 meets requirements:</b> identifies value for money</p> <p><b>4 poor:</b> does not identify value for money</p> <p><b>0 unacceptable:</b> insufficient information/does not show understanding of value for money</p>                                                                                                                                                                                                       | 20%       |
| Track record and experience | <p><b>25 outstanding:</b> excellent and highly relevant track record and experience</p> <p><b>16 good:</b> good, relevant track record and experience</p> <p><b>9 meets requirements:</b> fair, relevant track record and experience</p> <p><b>4 poor:</b> lack of relevant track record and experience</p> <p><b>0 unacceptable:</b> insufficient information</p>                                                                                                                                                                                                                                                                   | 10%       |
| Sustainability              | <p><b>25 outstanding:</b> good options for future delivery, with a robust plan</p> <p><b>16 good:</b> good option(s) for future delivery but no robust plan</p> <p><b>9 meets requirements:</b> reasonable option(s) for future delivery but no robust plan</p> <p><b>4 poor:</b> poor option(s) for future delivery</p> <p><b>0 unacceptable:</b> insufficient information</p>                                                                                                                                                                                                                                                      | 10%       |

- 5.2. The minimum acceptable amount of grant per application is £1,000.
- 5.3. The maximum acceptable amount of grant per application is £15,000, however bids in excess of £15,000 will be considered on their merits and may be awarded if they make a significant contribution to the increase of bed spaces in the capital.
- 5.4. Housing Justice may contact applicants to clarify points within the application.

## 6. Agreement and Project monitoring

- 6.1 Organisations will be required to enter into a standard form of grant agreement with Housing Justice for the delivery of outcomes funded by the Equipping Shelters grants project.

Organisations will be required to provide a full audit of the expenditure attached to the grant award, and receipts and records of transactions attached.

Organisations will be required to identify any concerns or challenges to achieving outcomes attached to the grant award to the trustees at any early stage, and consultation to occur as to how the challenges are to be managed to the trustees' satisfaction.

The trustees of Housing Justice are committed to reporting suspicious activities to the relevant authorities, including the police if a crime is suspected.

Housing Justice's effective and credible monitoring can take the form of formal reporting; verbal recording; self-certification; supervision and or evaluative partner visits.

- 6.2 Housing Justice Catalyst Workers will visit the project at least once following the payment of grant.
- 6.3 Organisations awarded grant funding will be required to input to the Housing Justice Church and Community Night Shelter Impact Reporting tool and fill out regular monitoring forms. A member of the Housing Justice London Catalyst team will be available to support projects where necessary.
- 6.4 Case studies and qualitative data may be requested from time to time to demonstrate the project outcomes.

In the event of a grant recipient failing to meet application's objectives and deliverables, Housing Justice is committed to responding with proportionate balance. It is understood unexpected things happen, and there may be some innovation or minor project changes, and in this instance, the recipients are to have an opportunity to engage and work with the trustees to realign missteps. It is at the discretion of the trustees, and on a case-by-case basis whether funding objectives are open to modification.

In the unlikely event of actions taking place, which distort the ethos of the grant programme or the wider operation of Housing Justice, the trustees reserve the right to request the funds to be returned. In the event of fraud or criminal activity, the trustees will contact the police.

## 7. Payment of Grant

- 7.1. Housing Justice will pay organisations of grant-funded projects quarterly in advance.
- 7.2. Payment of the grant is to the lead organisation only, who must have a UK bank account.
- 7.3. Organisations should place not reliance whatsoever on financial support from Housing Justice until formally notified in writing and both your authorised signatories and those of Housing Justice have signed the grant agreement.

### Funding Exclusions

- Funds provided through this programme should not replace or unnecessarily duplicate existing funding. Where a grant is sought to replace another source of funding which is coming to an end, Housing Justice must be satisfied that the original funding stream would have ended regardless of receipt of grant via this programme.



**Sources:**

Charity Commission, 2014, Conflicts of interest: a guide for charity trustees (CC29).

Charity Commission, 2016, Charity reporting and accounting: the essentials November (CC15d).

Charity Commission, 2016, Guidance Charities and risk management (CC26)

Charity Commission, 2016, Chapter 2: Due diligence, monitoring and verifying the end use of charitable funds in Compliance toolkit: Protecting Charities from Harm

Charity Commission, 2016, Chapter 3: Fraud and financial crime in Compliance toolkit: Protecting Charities from Harm

Saffery Champness, 2015, Guidance for grant making charities on SORPs 2015

Association of Charitable Foundations, 2008, Tackling External Grant Fraud: a guide to help charitable trusts and foundations deter and detect fraud

Firth. L., 2017, Developing decision making processes and tools.



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