



Guidance for Applicants 2024

About Bath Women's Fund

Bath Women's Fund brings together local women who want to support and celebrate women's philanthropy in Bath and the surrounding area. Members contribute £25 per month and decide together how and where to give away these pooled funds. Our giving circle was launched in Autumn 2018 and has 65 members at the start of 2024.

We are committed to promoting equal opportunities and to valuing diversity regardless of age, gender, race, ethnic origin, nationality, religion/belief, culture, language, disability, learning difficulty, sexual orientation, marital status, economic status, health status, or any other discriminatory grounds. Bath Women's Fund is inclusive: grants will be made to support all women, including trans women and gender non-conforming women.

Our Grant-making

Like other giving circles, part of our role is to encourage women to get involved with philanthropy. Members are involved in the grant making process: they select the theme, review applications, learn about the organisations applying, provide mentoring support to applicants, and vote on who receives the main grant. This means that a presentation to our members is a vital part of our grant making process (for the final three organisations selected after the full application stage) as this is a great way for our members to engage with the tough decisions involved in choosing who to give our funds to.

We know presenting is not for everyone and we don't want it to be a barrier to applying to us. Presenters can be anyone who can speak knowledgeably and passionately about your work (e.g. a volunteer, Trustee or project worker) and does not have to be the same person who completes the application form. We are happy for people with lived experience to present but we do not want them to share their personal experience of why they needed your charity's help. We want to make sure the focus is on the project/request and what it will do and not who can tell the 'best' story. We don't want to disadvantage any charity where it is not possible or appropriate to have a service user speak. We also don't want to put people in the position of feeling that they need to ask someone with lived experience to share their personal story. We will meet any access needs that presenters may have.

We provide presenters with a mentor to help with the presentations and to make this process as friendly as possible. The mentor can share the stories of service users where it is not appropriate or possible for them to do so themselves. These presentations are a valuable way for our members to learn about your work and gives them the opportunity to ask questions. So please make sure you are comfortable with the prospect of an in-person presentation and knowing there will be a member vote before you go ahead with your Expression of Interest.

For more information about giving circles: <https://whatisagivingcircle.com/2/>

Grant-making theme for 2024

Bath Women's Fund members have chosen the following theme for our grant making in 2024:

Increasing the resilience of women and/or girls facing barriers such as health issues, mental health difficulties, poverty, or addiction.

We have suggested some barriers, but these are not the only ones. In the application forms you can tell us about the barriers the women and/or girls you support face. Under this theme we expect to fund work that builds lasting resilience rather than short-term change.

Funding available

In 2023 we received 24 Expressions of Interest and invited seven groups to complete a full application form before shortlisting the final three. We awarded one main grant of £15,000 to Black Families Education Support Group and two smaller grants of £4,000 to Make a Move and Sporting Family Change. We will be awarding the same amounts in 2024.

Funding criteria

We are inviting Expressions of Interest from organisations that meet the following criteria:

Organisations must have:

- ✓ a charitable purpose
- ✓ a constitution or governing document appropriate to your legal entity. For CICs this must include an asset lock.
- ✓ a board of at least three unconnected trustees, or a management committee with at least three unconnected members, or for a CIC, three unconnected Directors, with no one being a Person of Significant Control.
(By unconnected we mean not related by blood, marriage or civil partnership, in a long-term relationship or living together at the same address)
- ✓ a bank account in the name of the organisation with at least two signatories who are not related to one another. If your organisation is struggling to set-up a bank account, consider talking to your local credit union about creating a bank account for your group: <https://www.findyourcreditunion.co.uk/>
- ✓ all relevant policies (e.g. safeguarding), procedures and insurances in place
- ✓ a track record of working in Bath and the surrounding area (specifically Bath & North East Somerset) with local knowledge and connections.

We want to fund:

- ✓ work/projects that fit within the chosen theme: **Increasing the resilience of women and/or girls facing barriers such as health issues, mental health difficulties, poverty, or addiction.**
- ✓ projects/services that take place in Bath and the surrounding area;
- ✓ organisations that can demonstrate the need for their project/service;
- ✓ projects/services that will make a positive difference to the women and/or girls supported;
- ✓ projects/services designed to meet the specific needs of women and/or girls and actively targeting them (rather than women and girls just happening to be the main users of a service);

- ✓ organisations that involve women and/or girls in the development of the project/service;
- ✓ organisations that actively incorporate diverse views within their decision-making;
- ✓ organisations that involve women and/or girls in the leadership of their organisation.

Please note:

- priority will be given to organisations with an annual income of £500k or less; larger organisations may apply but will need to demonstrate that the funds will be used for something that could not otherwise be delivered;
- priority will be given to organisations based in Bath and the surrounding area; those based elsewhere with a track record of working in Bath and the surrounding area may apply;
- we will consider partnerships, but the lead applicant must have a track record of working in Bath and the surrounding area, with local knowledge and connections;
- we will consider requests for core costs. You will need to explain which costs the £15,000 would be contributing towards so that it is clear to our members what tangible difference any grant will make to women and/or girls;
- we are happy to receive applications from organisations that have applied to Bath Women's Fund in previous years; (apart from those who received a grant award in 2022 or 2023 who we have contacted directly about this);
- we are keen to receive applications supporting specific groups of women and girls (Disabled, LGBT+, migrants or refugees, communities experiencing racial inequity) who have been under-represented in previous years and those supporting women and girls living in more rural areas of Bath & North East Somerset.
- we will not be funding work which is a statutory responsibility;
- we will not cover retrospective costs;
- we will not fund party political activity nor the promotion of religion;
- we expect most of the grant to be spent within 12 months.

How to apply

Step 1: Complete and submit our Expression of Interest **online form by 5 p.m. Tuesday 20th February.**
The link to the form is: <https://forms.office.com/r/jUdjSTzsHU> or use this QR code:



A text version of the form is attached as an appendix to this guidance for your reference.

Step 2: Members of Bath Women's Fund will review all Expressions of Interests received against the priorities of the fund and will invite a small number of organisations to complete a more detailed application form. We will contact all applicants in mid-March 2024 to let them know whether or not they have been invited to complete a full application form.

Step 3: shortlisted organisations will be invited to complete a full application form **by 5 p.m. Monday 22nd April 2024.**

Step 4: Members of Bath Women's Fund will consider all application forms, with input from women with relevant experience. We will invite three organisations to present their work to our members at an in-person event in June 2024. We will tell you more about this if you are selected and will connect you with a member of the Bath Women's Fund who will support you with your presentation. We will also ask these three organisations to provide a one-page, written summary for members who cannot attend the event. This summary can include links to your website and social media, where members can learn more about your work. We will contact all applicants in early May to let them know whether or not they have been invited to present to our members.

In the unlikely situation that a serious issue arises e.g. an organisation is at risk of closure or there is a serious concern raised about safeguarding practice, we may ask an organisation to withdraw from the final three.

Step 5: At the event in June 2024, our members will vote for the organisation to be awarded a £15,000 grant. The other two organisations will each receive a grant of £4,000.

Step 6: The £15,000 grant recipient will be asked to provide a one-page written report on their progress when their project ends or after 12 months and will be asked to present their achievements to our members at the 2024 awards event. The £4,000 grant recipients will also be asked to share a short grant report and are welcome to come to the awards event.

Feedback: We will provide feedback to applicants who are not successful at Step 2 and Step 4. We welcome feedback from all organisations involved in this process.

If you have any questions about completing the form, please contact Emma Beeston on emma@emmabeeston.co.uk

APPENDIX: Bath Women’s Fund Expression of Interest Form 2024

Grant-making theme: **Increasing the resilience of women and/or girls facing barriers such as health issues, mental health difficulties, poverty, or addiction.**

Main contact for this application	
Name	
Position in organisation	
Phone number	
Email address	

Organisation Details	
Name of organisation	
Organisation address	
Phone number	
Email address	
Website	

About your organisation	
What was your organisation’s income in the last financial year?	£
What is your organisation’s expected income in this financial year?	£
Does your organisation have:	
A charitable purpose	Yes/No
A constitution / governing document	Yes/No
At least 3 unconnected Trustees, management committee members, or Directors	Yes/No
A bank account in the name of the organisation with at least 2 signatories who are not related to each other	Yes/No
All relevant policies (e.g. safeguarding, insurances) in place	Yes/No
Has your organisation experienced any serious incidents e.g. fraud, safeguarding incidents in the past 3 years? (See https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity#what-to-report for guidance on what counts as a serious incident.)	Yes/No If yes, we will arrange a conversation to learn more.
How do you incorporate diverse views within your organisation and services? (don’t forget intersections across groups e.g. black, disabled women; we are also interested beyond protected characteristics e.g. living on a low income or in a rural area).	Up to 200 words
Tell us how women and/or girls are involved in the leadership of your organisation.	Up to 200 words

Continues ...

About your project/service	
Where will the project/service be delivered?	
How long have you worked in Bath and the surrounding area?	No. of years
How many women and/or girls will directly benefit from this project/service?	No.
Please describe the women and/or girls you will be supporting with this project/service: what are the barriers these women and/or girls face?	Up to 200 words
What do you plan to do with the £15,000 grant?	Up to 200 words
How will this project/service increase the resilience of the women and/or girls involved?	Up to 200 words
Have you sought the views of women and/or girls in developing this project/service?	Yes/No
Will you be delivering this project/service in partnership with another organisation(s)?	Yes/No

APPENDIX: Bath Women’s Fund Grant-making – how it works

Bath Women’s Fund: Grant-making 2024

<p>Launch 2024 grant programme</p>	<p>Groups complete EOI forms</p>	<p>Initial shortlisting</p>
<ul style="list-style-type: none"> – Grants Group (made up of BWF member volunteers) revises the process and all the documents to reflect the feedback from 2023 and the theme voted for by BWF members. – Update the website. – Promote the funding available. – Encourage BWF members to spread the word and ask relevant groups to apply. 	<ul style="list-style-type: none"> – Groups read the criteria and guidance and, if they think they are a good fit, complete and send in their Expression of Interest (EOI) form by the deadline. 	<ul style="list-style-type: none"> – BWF members who volunteer to review EOIs read the EOI forms and review these against the criteria. – Grants Group meets and (with the input from the volunteer reviewers) decides on a shortlist of groups. – Successful groups are invited to complete a full application form. – Unsuccessful groups are notified of the decision and given feedback.
<p>Groups complete full application form</p>	<p>Selecting final 3</p>	<p>Grant awards evening</p>
<ul style="list-style-type: none"> – Groups are asked to complete a full application form to provide more details about their work and what they would do with a grant from BWF. 	<ul style="list-style-type: none"> – A group of women with lived experience review the full application forms and share their views. – Grants Group meets and (with the input from the women with lived experience) decides on the final 3 groups. – Final 3 groups are matched with a mentor, a BWF member volunteer who supports them with their presentation. – Unsuccessful groups are notified of the decision and given feedback. 	<ul style="list-style-type: none"> – Final 3 provide a written summary of their request to share with BWF members. – Final 3 present at the awards evening (alongside the group awarded the main grant in 2023). – Members vote to decide which will receive the main grant of £15k. The other 2 receive grants of £4k. – Grant payments made. <p>Then feedback is gathered, and the process starts again ...</p>