Domestic Abuse Small Grant Fund Application Process & Key Areas of work

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# Application Process

Applications should be submitted using the online application form [**https://forms.gle/RdfZZA8bpmFKZYp18**](https://forms.gle/RdfZZA8bpmFKZYp18). If there are any accessibility issues regarding this, then Microsoft Word application forms can be provided where requested via [DASmallGrants@westsussex.gov.uk](mailto:DASmallGrants@westsussex.gov.uk)

Applications can only be made during the funding windows advertised by the commissioning team.

# Key Areas of work

## 2.1 Routes 1&2

The Key Areas (KA) below can be evidenced through proposed direct work with people who have experienced Domestic Abuse. If the bid is not for direct work with people who have experienced Domestic Abuse (e.g. support with central costs, training etc) then the impact can be shown by the increased capacity within the whole organisation under the appropriate KAs.

**There are 9 key areas (KAs). Each project within routes 1&2 MUST work towards the KA1, 2 and 3:**

**KA1** Providing opportunities for those who have experienced Domestic Abuse to seek support in a way that feels comfortable and safe regarding their specific identity/needs.

**KA 2** Providing a holistic support service to those who have experienced Domestic Abuse.

**KA 3** Providing advice that enables victims / survivors to access or sustain safe accommodation.

**Each project will also work towards one or more from KA4-9:**

**KA 4** Reducing isolation amongst those who have experienced Domestic Abuse.

**KA 5** Addressing mental/physical health issues for those who have experienced Domestic Abuse.

**KA 6** Addressing drug and/or alcohol support needs for those who have experienced Domestic Abuse.

**KA 7** Reducing the risk of Domestic Abuse Related Death or Serious Harm caused by Domestic Abuse.

**KA 8** Supporting those who have experienced Domestic Abuse to enter or re-renter education, training, and employment.

**KA 9** Supporting those who have experienced Domestic Abuse to reduce re-offending.

The KAs will be achieved by:

* Developing or maintaining and building on effective working relationships with other health, social care, and criminal justice services so individuals can engage with and fully benefit from a range of services.
* Empowering individuals to build on their experiences and existing assets and strengths.
* Encouraging individuals in the co-design of any services received.
* Working effectively with the West Sussex County Council Community Safety Domestic Abuse team to achieve high standards of organisational development with robust operating frameworks.

## 2.2 Route 3

The bids in route 3 **cannot be for direct work with people who have experienced Domestic Abuse as they are one off payments**. However there needs to be evidence of impact under at least one of the following key areas. Impact can be described by the increased capacity within the whole organisation under the appropriate KAs.

There are 3 key areas (KAs) for route 3. Each project within routes 3 MUST work towards at least one of the following:

**KA1** Increase group /organisation’s knowledge and awareness regarding Domestic Abuse.

**KA 2** Increasing community awareness of Domestic Abuse and support available to them.

**KA 3** Promoting information that enables victims/survivors to access or sustain safe accommodation.

# Integral aspects of bids- all routes

As well as working towards the KA above all projects shall have the following aspects integral to their delivery/project:

* + - Stigma reduction
    - Accessibility
    - Consistency
    - A suitable environment
    - Proactive connection with other local projects including those outside the Domestic Abuse landscape
    - Be trauma informed in their approach to working with victim-survivors
    - Proactive communication and promotion of project

# Outcomes- Routes 1&2

All services **delivering direct support to those who have experienced Domestic Abuse** will:

* be measured against 2 sets of Key Performance Indicators (KPIs): a standard set (see Appendix 1) and a set generated by the provider (see below for more detail).
  + construct at least 3 key performance indicators (KPIs) of their own design which are measurable and demonstrate how the project meets the key areas of work within their bids.
  + be expected to submit a minimum dataset that demonstrates how they meet their key areas of work (see Appendix 1 and 2).
  + Submit a quarterly narrative report to outline progress, a case study and commentary on the data submitted- a template will be provided.

If the bid is not for direct work to those who have experienced Domestic Abuse (e.g. support with central costs, training etc) or the KPIs are not suitable for a funded project, then the KPIs and minimum data set will be negotiated according to proposed use of the funds. This will allow for the impact of the work to be shown by the increased capacity within the whole organisation under the appropriate KAs.

# Referral pathways for direct work with individuals

* + Referrals/access into projects - Providers need to develop or show that they already have clear referral pathways and access points into their projects. They will identify a range of referral sources and clear eligibility criteria for referrers, alongside self-referrals/access routes.
  + Referrals onwards from projects - To develop a person-centred, holistic approach, providers must develop a clear pathway for onward referrals to external services. These services include, but are not limited to:
* Domestic and sexual violence services.
* Substance misuse treatment providers.
* Mental and physical health services.
* Children’s services/youth support.
* Services supporting those in contact with the Criminal Justice System.
* Other VCSE organisations.
* Other mutual aid groups and peer support projects.
* Education, Training and Employment Providers.
* Homelessness support services.

# Exit Strategies for direct work with individuals.

* + Providers must develop an effective exit plan for those using the service where relevant. This plan will be implemented collaboratively with each person.
  + This will allow people to exit services in a planned and beneficial manner.
  + Exit strategies will mean engagement with the services is time limited to avoid a person becoming dependent on the service; however, the period of engagement will be unique to the individual and will be flexible to reflect this.
  + Onward referrals will reflect the goals of the individual.
  + Methods for recording these strategies in the project will be demonstrated by the service provider.

# Service Level agreement.

## 8.1 Routes 1&2- for direct work with individuals

* + A contract between funder and provider will be developed.
  + These will be signed by both provider and funder before funding is released.
  + Providers are expected to attend quarterly meetings with funders to demonstrate progress made by their services. An outline of information required at these meetings is shown in Appendix 1- KPIs and Narrative reporting and a narrative template will be provided.
  + Providers are expected to become members and participants of providers forums/meetings (e.g. West Sussex DSVA Steering Group / VAWG Forum) to ensure that the service offers are collaborative and joined up. Frequency of meetings will be agreed by members but will not exceed bi-monthly meetings.
  + Providers are expected to play an active role in learning events to raise the profile of this area of work within the wider community throughout the year as guided by the Domestic Abuse team.

## 8.2 Route 3 or for projects with NO direct work with individuals

* Providers are expected to complete a simple evaluation regarding the spending of the funding and the impact after completion.
* Provide a finance breakdown of how the funding was spent.

# Performance management- for direct work with individuals

* + The KPIs and intake data for direct service delivery projects are outlined in Appendix 1&2.
  + KPIs for non-direct delivery projects will be agreed ahead of funds being released.
  + Providers are expected to demonstrate how the Key Areas outlined in Section 3 will be measured.
  + Contract management
    - Providers are expected to attend a quarterly meeting with funders to demonstrate progress made by their services.
    - These meetings will require providers to show funders how they are meeting the key areas and report on other relevant milestones.
    - An update on money spent each quarter to be provided.
    - A timetable for the submission of reports will be shared with the provider as part of the funding agreement.
* Additional Reporting Requirements: Providers will also be subject to other County Council reporting requirements i.e. Freedom of Information requests or additional reporting requests from DHLUC (now Ministry of Housing, Communities and Local Government). These will be outlined by the Domestic Abuse Team as appropriate.
* Annual Evaluation  
  + 1. Providers are required to participate in an annual evaluation of their project, led by the Domestic Abuse team.
    2. The timings and outline for this will be provided by the Domestic Abuse Team.

**If you have any questions, please contact**[**DASmallGrants@westsussex.gov.uk**](mailto:DASmallGrants@westsussex.gov.uk)