

# Grant application process and form

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## Background

Thank you for your interest in working with the Shoosmiths Foundation.

The Shoosmiths Foundation is a grant making body launched in June 2021 working to help address societal issues, to empower sustainable change, and to improve the lives of the people and the environment in the UK.

The Foundation builds on Shoosmiths' long-standing community investment programme which continues to support local charity partners through staff fundraising and firm donations, staff volunteering and provision of legal advice pro bono legal advice.

The Shoosmiths Foundation offers grants in the following categories to:

- advance social mobility in the legal sector, and across the UK, in line with the Shoosmiths social mobility action plan. Particular focus on charitable organisations which share our belief that 'talent can come from anywhere', and which align their interventions with local socio-economic analysis and need;
- advance a carbon net zero UK; and
- advance access to justice in the UK.

## Eligibility for Grants

Grants are available for UK registered charities undertaking work in the UK.

This application round will advance access to justice within the UK with funding of between £25k and £50k provided to the successful charity applicant. Eligible applications will progress either of the following:

- sustaining or improving community access to specialist legal advice
- leveraging organisation's and/or educational institutions pro bono programmes to increase access to justice.

Applications must:

- be able to report measurable improvements in access to justice, including the social impact of the actions taken through the delivery of the project.
- be local to one or more **Shoosmiths UK location/s** and within the location/s relate to areas with lower social mobility prospects. Some examples include **the English indices of deprivation, the long shadow of deprivation, BITC's state of the nation 2021: social mobility and the pandemic** and **Scottish index of multiple deprivation**.
- projects must address underrepresentation and support intersectionality more broadly. For example, these would be projects that not only support access to justice prospects but also address other factor(s) of underrepresentation such as\*:
  - Characteristics listed in the Equality Act 2010
  - Ex-military personnel
  - People with convictions
  - People experiencing homelessness
  - Long-term unemployed
  - Refugees
  - Care-experienced individuals

\*Please note this list is not exhaustive.

- We welcome applications from UK registered small charities (with an annual income less than £1 million).
- **Out of scope projects that will not be considered:**
  - projects that are more generically access to justice focused, This funding round aims to address systemic and structural issues regarding access to justice, projects that seek to fund specific legal cases will not be considered.
  - projects that do not impact communities in Shoosmiths' UK locations
  - projects that cannot measure the social impact that Shoosmiths funding would achieve if part of a larger funded project.

Funding is at the discretion of the Shoosmiths Foundation Grants Committee.

## Restrictions

Please refer to the Shoosmiths Community Investment Policy for exclusions. See [here](#).

Funding is not available for individuals.

Applications are restricted to one application per charity.

Applications must relate to a specific project.

Applications are not permitted for the direct funding of legal cases.

Applications are not permitted for unrestricted funding requests.

## Application procedure

Only fully completed applications submitted via the online Shoosmiths Foundation application form will be considered. The questions in the application form allow the Shoosmiths Foundation Grants Committee to decide which projects to fund so please complete the form fully but succinctly within the word limits provided. The maximum character limit is stipulated for each question, and as long as you clearly answer each question you would not be expected to use the maximum character count.

The closing date for applications is **4pm Friday 18th April 2024** OR sooner once we have received sufficient suitable applications. Early applications are therefore encouraged.

If you have any queries about the form, application process, or require this document in an alternative format, please contact us at [shoosmithsfoundation@shoosmiths.com](mailto:shoosmithsfoundation@shoosmiths.com)

All applications will be carefully considered but due to the expected high volume of applications it may not be possible to provide you with feedback on your application.

# Section 1: Organisation details and due diligence

## Q1. About your organisation

Name of organisation

Address of your organisation

Postcode

Registered charity number

Website address

What is the purpose of your charity?

When was your charity established?

Please provide details of any affiliation to a larger organisation

Please give details of connections with any Shoosmiths colleagues (e.g. trustee, volunteer, pro bono advice provision)

Where did you learn about this call for applications?

## Q2. Main contact for this application

First name

Surname

Pronouns

Position in organisation

Email address

Telephone no.

### Q3. Due Diligence and Governance

I can confirm that:

The Management Committee/Board of Trustees are fully aware of the contents of this funding application, and I am authorised to submit this application on their behalf.	YES	NO
I am applying on behalf of a charity that has been registered with the Charity Commission, OSCR Scottish Charity Regulator or the Charity Commission for Northern Ireland for a minimum of one year and whose Trustees Report and Financial Accounts have been filed on time.	YES	NO
The organisation has a legally compliant Safeguarding Adults Policy and/or Safeguarding Children's Policy.	YES	NO
Where volunteers are being used as part of this project they will be deployed in line with best practice and meet legal requirements.	NA	YES NO
Where employed staff are being deployed for use on this project, relevant employment policies and procedures are up to date and meet legal requirements.	YES	NO
The organisation complies with all aspects of the General Data Protection Regulations.	YES	NO
The organisation has assessed the impact of the proposed project; it will not disadvantage any particular group and will promote equality.	YES	NO
All environment, health and safety policies and procedures are up to date and that relevant risk assessments have been carried out.	YES	NO
The organisation reviews its business operations and supply chain for evidence of any instances of slavery, forced labour or human trafficking and takes appropriate action if found.	YES	NO
The organisation has prepared annual accounts for the previous financial year and that its financial policies and procedures reflect good practice.	YES	NO
Provide a link here to your most recent Annual Report and Accounts.		

If you answered "No" to any of the questions above, please explain below how the Shoosmiths Foundation Grants Committee can be assured of the quality/safety/integrity of your work.

Name, email address and telephone number of person authorised to submit this application:

Date of application

The Shoosmiths Foundation Grants Committee may seek verification and evidence of the above responses and may withdraw funding if the requirements set out in this section are not met.

## Section 2: Your Project

Q4. Give your project a short title (50 words maximum)

Q5. Confirm how your application fulfils the criteria for this grant round:

Priority	Relevance	
Advances access to justice within the UK	YES	NO
Is linked to a Shoosmiths location/s and relates to areas with lower social mobility prospects.	YES	NO
Sustains or improve community access to specialist legal advice.	YES	NO
Leverages organisation's pro bono programmes to increase access to justice.	YES	NO
Leverages educational institutions pro bono programmes to increase access to justice.	YES	NO
Addresses underrepresentation and supports intersectionality more broadly.	YES	NO

Q6. Describe the access to justice challenge that your project is designed to address. (250 words maximum)

Q7. What are the project's key objectives? (250 words maximum)

**Q8. Explain how your project relates to a Shoosmiths UK location/s and how Shoosmiths colleagues can engage with your organisation and this project over and above a financial donation. (250 words maximum)**

**Note:** for this funding round we are only interested in applications which are linked to any of Shoosmiths' UK locations and relate to areas with lower social mobility prospects.

**Q9. Who will be the principal beneficiaries of this project and how will you identify them?**

Highlight if you will be working with specific, more marginalised, or underrepresented groups. Please also indicate the estimated number of people who will benefit from the project. (500 words maximum)

**Q10. What activities and methods will you use to achieve your objectives? How would the Shoosmiths grant be used to support this? (500 words maximum)**

Q11. When will the project start and be completed? (250 words maximum)

Q12. What outcomes do you intend from this project? What would success at the end of the project look like? (500 words maximum)

Q13. Describe how this project will be managed and overseen to ensure effectiveness . (500 words maximum)

Q14. What pilot projects or recent achievements demonstrate a successful track record in the use of grant funding to support your access to justice focused activities? (250 words maximum)



## Section 3: Financial information and controls

Q15. Project financial information (When entering figures in the tables below, do not include a £ or any commas, thank you.)

How much grant funding (in GBP) are you applying for from the Shoosmiths Foundation? £

How much additional funding (in GBP) do you need to secure for the project over and above what is being asked of the Shoosmiths Foundation? £

TOTAL FUNDING £

Is the project dependent on securing the additional funding to progress? YES NO

How is any difference (in funding required) to be raised? Please include details of any statutory funding allocated to the project.

Is this an existing project, expansion of an existing project or a new project?

Provide a breakdown of expenditure to explain what the Shoosmiths Foundation grant funding will pay for (split by year if appropriate). (When entering figures in the tables below, do not include a £ or any commas, thank you.)

Item	Year 1	Year 2	Year 3
<hr/>			
<hr/>			
TOTAL			
[Flags where the totals of years 1 to 3 do not tally to the grant applied for]			

## Section 4: Measuring and reporting impact

Q16. What Key Performance Indicators will you use to measure progress during the project?  
(500 words maximum)

Q17. How will you measure the project's longer-term impact on advancing access to justice in the UK? (500 words maximum)

Q18: Have you had any independent or third-party impact assessments undertaken?  
If yes, please enclose or provide hyperlink to outcome

YES NO

Q19. What steps will you take to ensure that the project can continue beyond any grant awarded by the Shoosmiths Foundation? (500 words maximum)

Q20: How will you report to the Shoosmiths Foundation about the project, including a detailed report on expenditure AND a one year on Impact Report which will be published on the Shoosmiths Foundation website? Highlight examples of reporting that have worked well with other funders. (500 words maximum)

Thank you very much for your interest in applying to the Shoosmiths Foundation.



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