

Grant application process and form



SHOOSMITHS
F O U N D A T I O N

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Grant application process

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.

On an annual basis, the Shoosmiths Foundation may offer 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 build on the 2021 social mobility focus.

Applications must:

- Relate to the social mobility aim of the Shoosmiths Foundation.
- Be linked to a Shoosmiths location and relate to areas with lower social mobility prospects. Some examples include [the English indices of deprivation](#), [the long shadow of deprivation](#), [state of the nation 2021: social mobility and the pandemic](#) and [Scottish index of multiple deprivation 2020](#).
- Projects that help people into local employment or
- Projects that aim to address specific underrepresentation, for example, that directly make a link between socio-economic background/social mobility prospects, and another factor such as
 - Characteristics listed in the Equality Act 2010
 - Ex-military personnel
 - People with convictions
 - People experiencing homelessness
 - Long-term unemployed
 - Refugees*

*Please note this list is not exhaustive.

Projects outside of this scope will not be considered.

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 unrestricted funding requests.

Projects will be excluded which reference social mobility but do not meet the specifics outlined above, i.e., projects which are generally related to employment but do not specifically link to social mobility outcomes.

Application procedure

Only fully completed applications submitted via this 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 limit is 2,000 characters for each question unless stated otherwise.

The closing date for applications is 5pm, Friday, 24 June 2022.

If you have any queries about the form or application process, please contact us at shoosmithsfoundation@shoosmiths.co.uk

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.

Please email your completed application to:
shoosmithsfoundation@shoosmiths.co.uk

Useful links and contacts

[Shoosmiths Foundation website](#)

Our Corporate Responsibility: <https://www.shoosmiths.co.uk/our-responsibility/corporate-responsibility>

Information about social mobility at Shoosmiths:
<https://www.shoosmiths.co.uk/our-responsibility/diversity-and-inclusion/social-mobility-at-shoosmiths>

Email: shoosmithsfoundation@shoosmiths.co.uk



Grant application form

Section 1 – Organisation details and due diligence

Q1. About your organisation

Name of organisation	Provide details of any affiliation to a larger organisation	
Address of your organisation	Give details of connections with any Shoosmiths colleagues (e.g. trustee, volunteer, pro bono advice provision)	
Postcode	Where did you learn about this call for applications?	Shoosmiths website
Registered charity number		Shoosmiths employee
Website address		Funding newsletter/e-mail
How is your charity's mission described on your website?		Online search
		Word of mouth
		LinkedIn
When was your charity established?		Other (please specify)
	What has been the most important impact of your organisation's work in the past year?	

Q2. Main contact for this application

First Name	Position in organisation
Surname	Email address
	Telephone number

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 N/A
Where volunteers are being used as part of this project they will be deployed in line with best practice and meet legal requirements.	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

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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. Provide a link here to your most recent Annual Report and Accounts	Yes	No

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. (100 characters maximum)

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

Priority	Relevance	
Advances social mobility in line with the Shoosmiths social mobility action plan, through a particular focus on helping people into local employment	Yes	No
Is linked to a Shoosmiths location and relates to areas with lower social mobility prospects	Yes	No
Is a project that helps people into local employment	Yes	No
Is a project that supports particularly underrepresented groups	Yes	No



Q6. Describe the challenge that your project is designed to address. (2,000 characters maximum)

Q7. What are the project's key objectives? (2,000 characters maximum)

Q8. 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. (2,000 characters maximum)



Q9. What activities and methods will you use to achieve your objectives? How would the Shoosmiths grant be used to support this? (2,000 characters maximum)

Q10. When will the project start and be completed? (2,000 characters maximum)

Q11. What outcomes do you intend from this project? What would success at the end of the project look like? (2,000 characters maximum)



Q12. What pilot projects or recent achievements demonstrate a successful track record in the use of grant funding to support your activities? (2,000 characters maximum)

Q13. Explain how your project relates to a Shoosmiths location and how Shoosmiths can engage with your organisation and this project. (2,000 characters maximum)

Note: for this funding round we are only interested in applications which are linked to any of [Shoosmiths' locations](#) and meet the eligibility for grants criteria cited in the introduction section.



Section 3: Financial information and controls

Q14. 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 project 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
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
Total	£	£	£

Q15. What methods do you use to assess Value For Money in your activities? (2,000 characters maximum)



Q16. Describe how this project would be managed and overseen to ensure effective spend. (2,000 characters maximum)

Section 4: Measuring and reporting impact

Q17. What Key Performance Indicators will you use to measure progress during the project? (2,000 characters maximum)

Q18. How will you measure the project's longer-term impact on social mobility? (2,000 characters maximum)



Q19. What steps will you take to ensure that the project can continue beyond any grant awarded by the Shoosmiths Foundation? (2,000 characters maximum)

Q20. How will you report to the Shoosmiths Foundation about the project, including a detailed report on expenditure? Highlight examples of reporting that has worked well with other funders.
(2,000 characters maximum)

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