

## **THE SHROPSHIRE EQUALITIES FORUM**

### **DIVERSITY & EQUALITY AWARDS – INFORMATION FOR APPLICANTS**

It is expected that applicants will discuss the project, before submission, with their local Community Regeneration Officer.

They can be contacted through the Community Working Team Support Assistant on

**0845 6789000**

Please ask for

Central area - Kim Russon

Southern - Joyce Brisbane

Northern - Sue Thomas/Faye Giles

Or you can contact them through the Shropshire Council website on

[communityworking@shropshire.gov.uk](mailto:communityworking@shropshire.gov.uk)

#### **1. What is the Equalities Forum?**

The Equalities Forum is part of the Shropshire Partnership. The Shropshire Partnership brings together councils, public bodies, business and voluntary bodies in the County, who work together to improve the quality of life for all. The Equalities Forum brings together and provides a voice for Shropshire's diverse minority communities. The Forum brings people together to deliver a common work programme.

#### **2. What are the Equalities Awards?**

A budget for the awards is agreed every year by the Shropshire Partnership's Management Group from monies administered by Shropshire's local authorities. The aim is to provide small awards to help with the following activities:

- Developing opportunities for training about diversity and equality issues
- Providing support for small local festivals and events to celebrate diversity and equality
- Providing resources to help minority communities and groups to develop initiatives around Diversity and Equality.

#### **3. What else does the Equalities Forum do?**

The Equalities Forum meets regularly and is open to people from Shropshire's minority communities. It works on issues such as to reducing discrimination and hate crime across Shropshire and working with victims. It is also working to improve communications across different communities (e.g. access to translation services) and to support further development of the Forum.

#### **4. What support is available?**

Small awards of up to £1000 are available per group or organisation in any one year

#### **5. Who can apply for an award?**

Any minority group or community-based organisation operating within Shropshire can apply for an award. Where possible, groups and organisations should be able to show evidence of their aims and activities such as an annual report, constitution or other information. However, groups and organisations do not have to be registered charities or have other formal arrangements. The Forum wishes to encourage new and smaller organisations to apply for support.

#### **6. How can I apply for an award?**

To apply for an award you need to contact the Shropshire Partnership via the details below.

You will need to fill in an **application form** either by hand or by obtaining and returning an email copy. We have made the application form as simple as possible. The application form asks for the following basic information:

- The name of your group or organisation
- The main contact person for your project and their contact details
- What the project is going to cost and the amount requested from the Forum
- Is anybody else contributing towards the project?
- What the funding is required for – what the project will do
- Who will be accountable for the funding
- Bank details if available (for payment)
- Some evidence of why the project (or your group/organisation) is needed
- The geographical area in which the project will operate
- The planned start and end dates for the project
- How you will know that the project has been successful and how local people will benefit.
- Any other information you wish to enclose

#### **7. How award decisions will be made**

Within your application pack you will be informed of the next closing date and meeting date for the appraisal panel. When you submit your completed application form we will check it to see that the necessary information is there. Your application will then be considered by appraisers from the Forum membership. Initial queries will be raised and sent to you for an opportunity to respond before the appraisal panel date. You may be invited to attend if necessary. The panel will help as much as they can. They may need to ask you questions to gain additional information about your project.

After you have left, the panel will reach a decision about your application and contact you with the result. The decision will be reported to the next meeting of the Equalities Forum. If you are not happy with the decision you can discuss it with the Chair of the appraisal panel. If you are still unhappy the decision will be referred to the next full meeting of the Equalities Forum.

After the award is made you will be asked to provide progress reports every 3 months (if appropriate) and a final report including photographs once the project has finished. We will need to monitor expenditure and ask for evidence of your spend with your final report (i.e. receipts and invoices) This is so that we can account for the funds awarded and ensure that the local authorities continue to provide money and resources for work on diversity and equality in Shropshire.