



'Raising awareness' Funding Policy – Last updated May 2019

Why implement this policy?

Members of IfJ are frequently being asked to:

- a. provide training on the role of an Intermediary to a variety of interested organisations within the justice system.
- b. contribute to justice system planning and development.
- c. participate in forums / discussion groups / strategic development with organisations associated with the justice system.
- d. participate in research.
- e. attend awareness raising events

2. IfJ has ring-fenced some funds to go towards supporting IfJ members when undertaking the work described above (#1). This programme will be reviewed at each trustee meeting to confirm or cease continuation.

- a. £ 3840 / pa has currently been allocated to this project
- b. The application cycle will be monthly & all applications received within the monthly time-frame will be scrutinised at the same time. Two applications per. month may be approved – if there are more than two successful applications in any month the Funding Scrutiny Panel will have the option to approve more applications if, with reference, to the Finance Committee – there are funds available.
- c. Each application will be anonymously presented to the Funding Scrutiny Panel
- d. Each successful applicant will be awarded a maximum of £160 (equivalent to approx. 4 hours @RI standard rate)
- e. No allowance can be made for travel expenses (as IfJ would like to promote the use of local participants)
- f. Applicants are encouraged to apply for travel expenses etc. from the end-user of this work.
- g. This funding (for activities 1a /1b/1c/1d) cannot be taken in addition to funding from another source.
- h. This funding should be viewed by members of IfJ, all applicants and all end-users as a contribution and not full payment of the service offered.
- i. Recognition shall be given that the participant is a member of IfJ, but that the views expressed are those of the participant unless specifically directed (by IfJ) to express opinions on behalf of Intermediaries for Justice.
- j. Where appropriate, the Funding Scrutiny Panel may request feedback following the funded activity. This

should be supplied within the requested time-frame.

3. All applicants for IfJ funding should complete the online application form.

4. Each application will be considered and agreed by the IfJ Funding Scrutiny Panel.

- a. The IfJ Funding Scrutiny Panel is made up of 3 IfJ Trustees / committee members. The Secretary will act as administrator (& will not scrutinise the applications). No applicant can be part of the Scrutiny Committee for any application he / she is involved in.
- b. All applications received within the monthly period (1st – end day of each month) will be scrutinised during the first two weeks of the following month. Applicants will receive confirmation that his/ her application has been received and a response sent as speedily as possible.
- c. There should be full agreement on all decisions, between all members of the IfJ Funding Scrutiny Panel. If a consensus view cannot be reached the application shall be turned down.

5. Each application will be assessed against the following criteria:

- a. The end-users of this engagement should be:
Justice system professionals / organisations associated with the justice system / organisations who have clients involved with the justice system / academic events where awareness raising is appropriate
- b. All applicants for IfJ funding will have made every effort to encourage the end-user organisation to fund the activity and this should be clearly demonstrated by email correspondence and submitted to the IfJ Funding Scrutiny Panel.
- c. The activity referred to in each application should focus on IfJ's objective of:

the relief of need of vulnerable people ...through promoting the work of intermediaries

- d. Where ever possible the application for funding should be made prior to the activity taking place. The Funding Scrutiny Panel may accept applications that are made after the activity has taken place.
- e. When applying for funding the following information should be provided:
 - i. Confirmation that the applicant is not receiving payment or funding from any other source
 - ii. Amount of funding being applied for (up to a maximum of £160 - equivalent to approx. 4 hours @RI standard rate)
 - iii. Name of end-user
 - iv. Date & place of activity being undertaken
 - v. Title, aim and overview of activity