

Domestic Abuse Fund

Full Application

Word Version

The Henry Smith Foundation only accepts applications via an online portal. The links are on our webpage. This template is a downloadable Word version to help you prepare your application. **You can not submit this version**.

The application is divided into the following sections:

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# Welcome

## Before you begin

Here are some tips to help you get started:

* **Read** [**the guidelines**](https://henrysmith.foundation/grants/domestic-abuse-fund/#funding)before filling in the form.
* **You can download a sample form** from [our website](https://henrysmith.foundation/grants/domestic-abuse-fund/#resources) to help you plan your answers.
* You can **add your colleagues** to work on the same form by clicking "Manage Applicants" in the top-right corner. You can find a step by step guidance [here.](https://webfiles-sc1.blackbaud.com/files/support/helpfiles/grantsconnect/content/gc-applicants-collaborators.html)
* You can **change the owner** of this form by clicking "Manage Applicants" in the top-right corner.  You can find a step by step guidance on [here.](https://webfiles-sc1.blackbaud.com/files/support/helpfiles/grantsconnect/content/gc-applicants-collaborators.html)
* If you want to **change contact** for this grant contact us. You can find the details on [our website.](https://henrysmith.foundation/contact-us/)
* You can find **frequently asked questions** for this fund on [our website.](https://henrysmith.foundation/grants/domestic-abuse-fund/#faq)
* The deadline for completion and submission of the application is **Monday 27th October 5pm.**

## Using this form

Here are some tips to help you use this form:

* You can click ‘**Next**’ at the bottom of each page or use the tabs above to move between sections.
* Questions marked with a '**\***' are **mandatory**.
* **You can resize text boxes** by dragging the corner if you want more space.
* The form **auto-saves** as you go. You can come back and finish it later.
* **There is no need to send any extra documents**. We assess applications based on the information you give us here.
* **Please don’t include diagrams or tables**. These won’t be saved when you submit the form.
* **Avoid using real names or identifiable personal details** (except for the main contact).
* When answering questions concerning lived experience and your organisation, ensure you **do not provide information that could be used to identify individuals and their lived experience.** For this grant application, we do not need to, or want to, collect information about individuals and their lived experience.  We ask that you avoid using names, job titles or other references to individuals or groups of people that would make it possible to identify them, or enable speculation about their background and life experiences.

## Your application

Your organisation name

Pre-populated

Your application

Pre-populated

Your reference number

Pre-populated

# Your Organisation

In this tab, please provide some background information about your organisation.

**What are we looking for:** Information on your organisation and how it operates.

## Your organisation

1.1 Describe your organisation’s purpose and the people you support.\*

Please include who your organisation is led-by-and-for, the community you support, and the issues you are working to address. This should be a short overview that helps us understand your organisation’s focus.

Max 500 words

1.2 For your whole organisation, add the number of staff (full-time equivalent).\*

1.3 Upload your governing document(s).\*

For example constitution or articles of association.

Upload document

# Your Work

In this tab, we want to understand more about how your organisation supports the people who use your service(s).

**What we are looking for:** more detail on the type of service(s) you offer and how you support people coming through your organisation. Please note that **we are not** looking for case studies. If the text in this form is too small to read, please refer to our guidance notes.

## Tell us more about your work

2.1 Talk us through a 'typical' service user journey.\*

We want to understand what a “typical” journey might look like for someone accessing your services — from first contact to leaving your support. We know that every person’s experience is different, but this helps us understand how your services work in practice.

When answering this question, please keep in mind our criteria and the information you have already provided us with in your expression of interest.

In your answer, please cover:

* **How people access your services** – do individuals refer themselves, or do you have referral pathways set up with other organisations?
* **What happens when an individual first accesses support** - tell us about the first steps you take when someone comes to you. For example, how do you assess their safety and needs? How do you make sure they feel safe and involved in decisions about the support they access?
* **The support people typically access** – describe the main services you offer. Please focus on the more in-depth services you offer rather than services such as helplines. We would like to know how long you typically support an individual (you are welcome to provide a range or average) and whether individuals often access more than one of your services. If you work in partnership or refer into other services, please tell us about that.
* **How you support people to move on from your services** – we want to understand how you support people when they are ready to move on from your service, and how you approach situations where individuals may suddenly disengage.

We are not looking for a case study of an individual who has used your services.

Max 750 words.

2.2 How many people will be impacted by what you are seeking funding for?\*

We are looking for the number of people you have worked with in an in-depth, person centred, and holistic way. Please do not include numbers from one-off interventions such as helplines or awareness raising.

2.3 What changes do you want to see for the people you support and how do you track those changes?\*

We would like to understand what difference your service is making in people’s lives, and how you know that change is happening. Please tell us about the main outcomes you track for individuals across your services. You might use a formal outcomes framework, something bespoke to your organisation, or another approach altogether — any method is fine. We are also interested in how often you collect this information from individuals and how you review progress over time. For examples of the kinds of outcomes typically seen, please refer to the [programme guidelines](https://henrysmith.foundation/grants/domestic-abuse-fund/#funding).

Max 500 words.

2.4 How do you support your staff and volunteers who are delivering the services?\*

We know that working in specialist domestic abuse services can be emotionally demanding, and your staff and volunteers may face pressures such as vicarious trauma. We want to understand how you support your staff and volunteers that are providing your frontline services. Please tell us whether they receive ongoing support such as one-to-ones, reflective practice or clinical supervision. We are also interested in typical caseloads and how you make sure these are manageable.

Max 300 words.

2.5 Please provide the names of any accreditations, quality marks, standards, or memberships your organisation holds.

For example: Women’s Aid National Quality Standards, SafeLive’s Leading Lights, Immigration Advice Authority (IAA (formerly OISC)), Imkaan, BACP.

Max 200 words.

2.6 How do you involve the people you support in the design and development of the organisation and its services?\*

We would like to understand how the people you support help shape your organisation — not just your services, but also your wider strategy and decision-making. You might want to include examples. We are also interested in how people with lived experience are part of your organisation more broadly, such as in staff, volunteer, or Trustee roles.

Max 500 words.

2.7 What are the changes you want to see for your organisation over the next 3-5 years and how would this funding support those changes?\*

We would like to hear about your organisation’s vision for the next 3–5 years. What are the key changes or developments you hope to see? This might include growth, strengthening your infrastructure, deepening your impact, or increasing sustainability. We do not expect all organisations to have a strategic plan but we are interested to understand how you carry out forward planning. We also want you to tell us how this running costs grant will help you achieve your mission.

Max 500 words.

2.8 How is your organisation connected to others in your local area or wider sector?\*

We are interested in how your organisation is connected within your local area and the wider domestic abuse sector at a strategic level. We would like to learn more about any involvement you have with local infrastructure, including local statutory services, community networks, forums, or partnerships that influence decision-making and planning. We would also like to know how you engage with the wider domestic abuse sector, including any collaborations, alliances, or roles in shaping policy and practice.

Max 500 words.

# Finances

Please provide information about your current financial situation.

**What we are looking for:** Whatever your financial situation is, we want to understand your circumstances.

## Financial circumstances

3.1 Use the income projection form to provide an update on your current and predicted finances.\*

You can download the form [by clicking here](https://henrysmith.foundation/income-projection-form/). If you’d like support completing the form please let us know as we will be happy to help you with it.

Upload document

3.2 Describe your current financial situation.\*

We are looking for a narrative update as we will have the details in the income projection form. Your financial situation is not a barrier to funding, we simply wish to better understand your circumstances.

Max 500 words

# Safeguarding

In this tab, we ask that you tell us more about your plans for safeguarding.

**What we are looking for**: An understanding of how you approach safeguarding.

## Safeguarding

4.1 Pick **ALL** the statements that show how your organisation handles safeguarding.\*

Select one statement at a time.

Select from drop-down

4.2 Upload relevant policies/procedures/guidance, outlining your practices for Safeguarding.\*

Upload document

# Other and Submit

In this final tab, we will ask you to answer some optional questions. Before submitting, you will also be asked to agree to our data protection statement.

## Your feedback

5.1 Do you want to tell us anything else about your work or the organisation?

Max 300 words.

5.2 Do you have any feedback for us?

How helpful was the guidance, phone support, or webinar (if you used any)? Did the questions in this form make sense, and did you have any issues submitting it? We welcome any ideas on how we could make the process better for you and others.

Max 500 words

5.3 How long has it taken you to complete this application form (to the nearest hour)?\*

## Data protection

5.4 Do you agree with the below statements?\*

- I have read and agree to the Data Protection Statement

- I have received permission to share the personal information of all individuals named in this form

Select from drop-down

Select from drop-down

**Henry Smith Foundation Data Protection Statement**

We process all personal data provided to us in this form for the purposes of assessing your application, managing or monitoring any grant awarded and any related administration or research purposes in accordance with our privacy policy, a copy of which can be viewed [here.](https://www.henrysmithcharity.org.uk/privacy-policy/)

**Third party data**

No personal data concerning third party individuals should be included within your  form without their explicit knowledge, and informed consent, that this information will be shared with the Henry Smith Foundation and potentially other grant makers.

Before submitting this application, ensure you have not included any personal details or other information that could be used to identify people with relevant lived experience in your organisation.

Any additional excessive personal information will not be considered and immediately deleted. Can we please, therefore, ask that you do NOT include details of named or identifiable individuals apart from key contacts, for example, their job title, connection to your organisation, physical attributes or other descriptions, either in details of beneficiaries aided, case studies provided, or in any other information. Should you have particular reasons why such information should be provided to us, please contact us before sending us the information.

**Collaborating with other Grant Makers**

We reserve the right to disclose non-personal information, regarding your application, activities and organisation, to other grant makers unless you expressly request otherwise. No personal data will be shared with other grant makers for this purpose.

**Detection of fraud**

We reserve the right to share personal information to detect and prevent fraud and do not require your consent.