



Preventing Radicalisation Grant Initiative Guidance Notes

Page 1: Introduction and Guidance

1.1 Background to Prevent

The Prevent Programme is designed to safeguard vulnerable people from becoming terrorists or supporting terrorism through tailored interventions designed to address the personal and social factors which can make people vulnerable to radicalisation.

The support provided by Prevent addresses the personal and social factors which make people more vulnerable to radicalisation, diverting people away from being drawn into violent ideologies and terrorist activity.

Prevent uses a multi-agency approach. The Programme works in close partnership with front-line professionals, including civil society organisations that have the best expertise in their area to deliver on the objectives outlined in the CONTEST Strategy:

These objectives are:

- Tackle the causes of radicalisation and respond to the ideological challenge of terrorism.
- Safeguard and support those most at risk of radicalisation through early intervention, identifying them and offering support.
- Enable those who have already engaged in terrorism to disengage and rehabilitate.

Prevent recognises that Civil Society Organisation (CSO) partners play an integral role in both building resilience to radicalisation in communities and in delivering

safeguarding interventions. Activities CSOs undertake aim to tackle different issues, reaching vulnerable cohorts with projects to provide interventions against radicalising influences. Prevent funded CSOs will work closely with partners using their unique expertise, knowledge and experience to design bespoke activities and projects to tackle the causes of radicalisation and provide early intervention.

1.2 Background to Initiative: Preventing Radicalisation

The Preventing Radicalisation initiative is being set up to mitigate against the radicalisation risks that are identified by local Prevent leads. The aim of the funding stream is to provide a mechanism for Prevent project delivery to address these issues in partnership with Local Authorities.

This is an exciting opportunity for your organisation to join us on this journey and collaborate with Government and Local Authorities on this area of work. The Preventing Radicalisation initiative will be managed by Groundwork UK with oversight from the Home Office Prevent team.

We are very keen to have a diverse range of organisations across the framework with different CSOs offering specialist expertise, as well as having local and national providers.

1.3 How will it work?

The process will require you to complete an application form to be added to our new framework. The deadline for the first wave of applicants to be onboarded on to the framework is **Wednesday 31 August 2022**. All applicants that apply to be on the framework by this deadline will be informed by Friday, 30 September whether they have been successful or not.

If your application to be on the framework is successful, you will be notified each time a suitable bid has been identified for your organisation, which you will need to review and respond to each time should you wish to win the project. You will have three weeks to respond to a bid once it is live on the Groundwork portal.

All responses to bids will be assessed by a panel and the successful project provider will be notified. All project providers that applied will also be informed that they have been unsuccessful following the outcome of their response to bid.

Funding for Preventing Radicalisation projects will be allocated by January 2023 with the aim to have delivery completed by the end of March 2023.

Key Dates	
Framework Applications Open	Friday 29 th July 2022
Framework Applications Initial Deadline	Wednesday 31 st August 2022
CSO's notified whether they are on the Framework	Friday 30 th September 2022
Framework reopens for applications	28 th September – 16 th December 2022
Mini competitions active	October 2022 – January 2023
Deadline for mini competition projects to be complete	March 31 st 2023

1.4 Role of Groundwork UK

Groundwork UK is a national charity, who support local communities through local delivery and the administration of grant programmes on behalf of the private sector and government departments. You can find out more on our website www.groundwork.org.uk

Groundwork UK has been awarded this contract for administering this pilot fund. If you have any questions about the application process, please email the team at Groundwork UK on prevent@groundwork.org.uk or call 0121 237 3610.

1.5 Who can apply?

Successful applicants will be registered charities or companies which:

- Have experience working with individuals and communities to build resilience to radicalisation, or other similar vulnerabilities (e.g. youth violence and gang involvement).
- Can provide details of their work with the public sector or Local Authorities.

- We accept applications from Civil Society Organisations who have been registered for at least 2 years who deliver in England and Wales including:
- Registered Charities
- Community Interest Companies limited by guarantee
- Not for profit companies limited by guarantee
- Social Enterprises
- Profit making companies/ businesses and those limited by shares

1.6 Who cannot apply?

- Organisations that have been registered for less than 2 years*
- Organisations that are not a registered charity or company
- Individuals
- Statutory organisations including schools, universities and hospitals
- Parish or Town Councils

*If your organisation has been operating for longer than two years, but has not been registered for two years, please contact us at prevent@groundwork.org.uk to discuss.

1.7 What documents will you need to submit with your application?

- A copy of your governing document (e.g. constitution, memorandum or articles of association).
- A copy of your most recent annual accounts.
- A copy of your safeguarding policy (which must cover both Adults at risk and Children and Young People).

1.8 When will you hear if your organisation is on the Framework?

Your application form will be assessed, and a final decision on who will be on the Framework will be made by a panel. You will hear if you have been successful or not by **Friday, 30 September** (for those who have applied to be onboarded by Wednesday, 31 August).

1.9 What support is available to you?

If you have any questions about the programme or the application process please contact Groundwork UK at prevent@groundwork.org.uk or call us on 0121 237 3610 and our grants officers will be able to support you.

1.10 Alternative and Accessible Formats

Sometimes there are particular reasons why people find it difficult to apply for a grant or access our services. If you experience or anticipate any barriers with our application process, require help to make an application, or access our services and information, please contact Groundwork at prevent@groundwork.org.uk or call us on 0121 237 3610 to discuss the type of support we can provide.

1.11 Applying Online

We manage all our grants using an online grant management system called Flexi Grant.

If this is your first application you will need to create an account. Click on the New Account link to register your email address and password.

These will be your login details, and you'll need them every time you use our online application system. If you forget your password or any other part of your login details, please follow the link on the Flexi Grant homepage, which will allow you to reset this information.

When you're working on your application online it's useful to remember:

- You can fill in your application in one go, or work on it at different times
- You can fill in the sections of the form in whichever order you prefer, but you will only be able to submit your application when all of the sections are complete
- You will be logged out of your form if you don't save or navigate to another page within 2 hours, however, the system will save your work up until the point you stopped working on the form.
- Questions that have been filled out are saved, however, if you stop typing in the middle of answering a question and get logged out for inactivity, that question would need to be started again.
- The online form may work differently if you are using a computer or an Apple Mac. At the same time, it works better on certain browsers than others. If you do have any such issues please email us on prevent@groundwork.org.uk and a member of the team will be happy to help you.
- Please note, we have received feedback that there have been accessibility issues when using tablets. Please try and complete any applications, and if you are successful, grant monitoring, on a device other than a tablet to avoid any issues.
- With any attachments, please ensure the filename contains letters and numbers only. Using special or unusual characters can cause issues when accessing your application.

1.13 Getting Started Checklist

Make sure you have read this guidance document before starting your application form.

Have you got everything you need to complete your application form?

- Your organisations contact details and information
- Your organisations governing document e.g. Constitution, Memorandum and Articles of Association
- Your organisations Safeguarding Policy (covering both children and young people and adults at risk)
- Your most recent annual accounts

Page 2: Contacts and Organisation Details

This section will take you through the questions in the application form with advice on how to complete.

1. Primary and Alternate Contact details

We ask you to provide two contacts for your grant application. One of these contacts must be listed as a director/ trustee on Companies House/ Charity Commission.

Your Primary Contact should be a key person involved in your organisation. They should be able to talk about your organisation and provide further information if required. It is very important to us that you provide the correct email address and daytime phone number so that we can communicate updates and decisions on your application.

Please let us know if the main contact has any particular communication needs. We intend to use email as our main means of communication for environmental reasons. If this will cause problems for you please ensure you let us know your preferred alternative. Groundwork UK is an environmental charity and we aim to save paper wherever possible, so it is very important that your email addresses are correct and the email account is active and checked regularly.

Alternate Contact Details

To add your alternative contact's details please click the 'Add more contacts' button. We ask for an alternative contact so that if we are unable to get in touch with the main contact there is a second person we can contact who represents the group. Please note that the main and alternative contact cannot be related or live at the same address and must provide different telephone numbers and different email addresses.

The Alternative Contact must be a signatory on the organisation's bank account. Please note, bank account signatories must be unrelated and not living at the same address. Please let us know if your alternative contact has any particular communication needs.

2. Organisation Details

We need to know the name of your organisation. This should match with the information on your bank statements, annual accounts, safeguarding policy and governing document.

2.1 – 2.3 What type is your organisation?

Please tell us what type your group falls under. If your group is a registered charity or company, please give us your charity/company number. Please ensure that you review the whole list before selecting one so as to give us the most accurate information about your organisation type.

2.4 How long has your organisation been in existence?

Please tick the box to tell us how long your organisation has been in operation. In order to apply to be on the Framework, your organisation must have been in operation and registered with the Charity Commission or Companies House for more than 2 years. If your organisation has been in operation for more than 2 years, but not registered for this length of time, please contact us at prevent@groundwork.org.uk to discuss.

2.5 Does your organisation have previous experience of receiving grants?

Please let us know if you have previous experience of receiving grants. This helps us to understand whether you are experienced in working with grant funding.

2.6-2.7 Documents to upload

This section allows you to upload the documents that we need in order for your application to be complete and ready for assessment. You must submit the following documents:

- Your organisation's governing document
- A copy of your most recent annual accounts

The type of accounts we need will depend on the type of organisation you are. Accounts must meet the requirements of Companies House/ Charity Commission as follows:

Charities

- From a charity with an income less than £25,000 we would expect to receive a basic document highlighting income and expenditure and any balance sheet items.
- From an organisation with income between £25,000 and £250,000, we would expect to receive accounts that have been reviewed by an appropriately qualified person (this is not deemed an audit). We would expect this to be a slimmed down version, but still similar to the accounts that a large organisation produces.
- From an organisation with income between £250,000 and £1 million, we would expect to receive accounts that have been audited. (If assets are less than £3.26m then an independent examiner's report is acceptable but it must be by a qualified accountant)
- Above £1 million –audit required.

Companies

- Your most recent accounts as submitted to Companies House.

2.8 Organisation Web Address

Please tell us your organisations website address. If you have a Facebook page, Twitter or any other social media channel, please also provide details of these.

Page 3: Safeguarding

This section asks about your organisation's approach to safeguarding. Safeguarding is actions taken to promote the welfare of children and adults at risk and protect them from harm. Please upload your safeguarding policy. Your Safeguarding Policy must cover:

- Children and Young People
- Adults at risk
- Prevent referral policy.

3.1 Does your organisation work with Vulnerable Adults, Children and Young people or both?

Please tell us about the beneficiaries you work with.

3.2 Please confirm the date of your last safeguarding policy review:

Please note that your safeguarding policy must have been reviewed in the last 2 years.

3.3 Please tell us what safeguarding training your employees, trustees and volunteers have received.

Please outline what safeguarding training staff, volunteers and trustees have received including how regularly this is updated.

3.4 What safeguarding procedures are in place for your organisation and how will you ensure all participants and vulnerable people are protected during the project?

Please outline your safeguarding procedures and how you ensure that all participants and vulnerable people are protected.

3.5 What procedures do you have in place to respond to radical concerns within your organisation and what processes do you have in place if a Prevent referral is required?

Please outline how you protect children and young people and adults at risk from the risks of extremism and radicalisation. What procedures does your organisation have in place to respond to radical concerns and how would you make a referral under the Prevent duty?

Please view our [Safeguarding Requirements for Grantees](#) for more information about Groundwork UK's Safeguarding requirements. If you do not have Safeguarding Policies and Procedures in place that match our requirements you are unable to be funded through this programme.

Your safeguarding policy will be checked and if any of the areas in the table are not included, your application will be unsuccessful. We recommend that you review your policy against the table and ensure that all areas are included before you apply.

If your policy does not meet our requirements, you will receive feedback from us and will be able to reapply once you have updated your Safeguarding Policy.

Areas that your safeguarding policy must cover:	Tick to confirm
The Policy covers both Children and Young People and Adults at risk.	

<p>The Policy outlines your organisation’s commitment to safeguarding children and adults at risk.</p>	
<p>The Policy outlines the procedures in place to check the suitability of people who work or volunteer for your organisation. This must include interviews, references and DBS checks for required roles.</p>	
<p>The Policy includes a named safeguarding lead for the organisation and how to contact them.</p>	
<p>The Policy and its associated practices are communicated to trustees, staff and volunteers through training.</p>	
<p>The Policy includes clear procedures to report incidents or raise areas of concern or disclosures of abuse about a child or adult at risk within the organisation including what to do in an emergency situation and how to refer to the relevant authorities.</p>	
<p>The Policy includes clear procedures in place for how the organisation will respond to any concerns or allegations raised about trustees, staff or volunteers.</p>	
<p>The Policy includes clear procedures in place for how the organisation will respond to radical concerns and has a Prevent referral process in place.</p>	
<p>The Policy has been reviewed within the last 2 years and includes the most recent review date.</p>	

Further information on good safeguarding practices and developing a safeguarding policy can be found at the NSPCC website <https://learning.nspcc.org.uk/safeguarding-child-protection/>

Page 4: Framework Evidence

About your organisation

4 Please tell us if your organisation delivers in England, Wales or both.

Please choose the country that you work in from the drop-down list in the application form.

4.1 Please tell us which of the following regions in England and Wales you work within.

Please tick all that apply. You can choose as many regions as appropriate.

4.2 Please tell us the Local Authority area/s your organisation works in.

Please list the local authority areas that you work in. If you work nationally, please just write 'All England' or 'All Wales.'

4.3 Would you be able to deliver more than one project at the same time?

If your organisation is successful at getting onto the Framework there will be the opportunity to bid to deliver against a number of mini-competitions. All delivery must take place between December 2022 and March 2023. Would your organisation be able to deliver more than one of these mini- competition projects at the same time?

4.4 Please tell us the type of threat/ radicalisation you work to address?

Radicalisation can occur through exposure to and engagement with ideological propaganda online, or offline through extremist networks. Radicalisation can make vulnerable beneficiaries likely to support terrorism and violent acts of extremism, with the potential to commit terrorist activity.

Please tell us what us about the type of threat/radicalisation you have worked on for example Islamist Extremism or Extreme Right Wing threats.

4.5 What type of beneficiary do you work with?

Please tell us about the people your organisation works with and supports.

Experience

Please answer the following questions that will help demonstrate to us your suitability and experience to be a supplier on the Preventing Radicalisation Framework, as well as your experience of working on issues in your community.

All projects must contribute to the Prevent objectives of tackling the causes of radicalisation or providing early interventions to those identified as at-risk. The types of projects that are funded by Prevent include:

- Projects providing mentoring and practical support for individuals who are most vulnerable to radicalisation.
- Projects empowering beneficiaries to build critical thinking skills and resilience to radicalisation.
- Projects engaging parents and caregivers to raise awareness of the risks of radicalisation.
- Projects building the capacity and skills of frontline staff to deliver Prevent, including teachers, social workers and other professionals.

5. In no more than 100 words please describe the type of work your organisation undertakes.

Here please tell us the aims of your organisation, describe the work you do and how you support your beneficiaries.

5.1 In no more than 400 words, provide evidence that your organisation can deliver against the Prevent objectives outlined above.

The Prevent Objectives are as follows:

- Tackle the causes of radicalisation and respond to the ideological challenge of terrorism.
- Safeguard and support those most at risk of radicalisation through early intervention, identifying them and offering support.
- Enable those who have already engaged in terrorism to disengage and rehabilitate.

When answering this question, please include details of the following:

- What are your organisations core objectives?
- How does your activity deliver against Prevent objectives?

- What expertise does your organisation hold to deliver to the required outcomes of the Prevent programme?

If your work is not directly related to counter-radicalisation, please tell us about work you have undertaken with other vulnerable groups

5.2 Have you delivered Prevent projects previously?

Please answer yes or no to this question.

- If you tick yes, please answer question 5.3 and 5.4.
- If you tick no, please answer question 5.2a.

5.2a If you are new to working on radicalisation, please explain why your organisation is a suitable supplier to be on our framework?

This could for example include evidence of your organisations understanding of specific needs in your locality or similar work you have undertaken involving vulnerable beneficiaries.

After answering this question, please now go to Question 5.4.

5.3 For each Prevent project you have delivered, please provide us with the following information:

Here you should include:

- Date project delivered
- Location (Town/City and Local Authority Area)
- Beneficiary group/s engaged
- How the project addressed radicalisation risks
- Project outline

5.4 In no more than 300 words, please detail what you learnt from the delivery of these previous projects.

Please tell us about any learning you have gained from previous delivery. How do you use this learning in your work to help you deliver better outcomes for your beneficiaries?

5.5 Please provide details of any other experience you have in working with the community or addressing complex vulnerabilities e.g. gangs and serious youth violence (if relevant, describe how this experience is relevant to radicalisation risks).

You should include:

- When you undertook this work
- What level of funding was provided over what time period
- An outline of what was delivered
- What were the outcomes and impact of this work

Partnership Working

6.1 Do you have experience of working with local authorities/ local government?

Please answer yes or no to this question.

- If you tick yes, please answer question 6.1a
- If you tick no, please answer question 6.1b

6.1a If yes, please provide details of the experience you have working with local government/local authorities.

Please include details of up to three of your most recent projects. Information provided should include:

- When work was undertaken
- Which local authority area.
- An outline of what was delivered
- What was achieved- the outcomes and impact of the project.

6.1b If you are new to working with local government/authorities, please provide any other relevant experience, for example links to, or work carried out for other statutory bodies such as the police.

Please provide the following information:

- When the work was undertaken
- Who you worked with
- An outline of what was delivered
- What was achieved – the outcomes and impact of the project

6.2 Please provide two references who may be contacted to validate your response in question 6.1

Please provide their name, the organisation they work for, their job title, email address and phone number.

Project Management

7. Project delivery will need to be completed by 31st March 2023. How does your organisation ensure that timeframes for delivery are met? What would you do if any slippage was identified?

Here you should tell us how you would ensure that your project would be delivered on time. How do you ensure that deadlines are met?

7.1 How would you identify and address risks/threats that could delay project delivery? What would you put in place to mitigate against this?

Here you should tell us about how you identify and address any risks and what contingency plans you would put in place if any delays or risks to delivery were identified.

7.2 How do you evaluate the success of the projects you deliver?

Here you should tell us about how you measure the changes you make through your work. What information do you collect to show what your work has achieved and the difference you have made to the lives of the people you support. You should tell us about any evaluation or impact measurement tools or frameworks that you use and how you use the learning you collect to influence your future work.

Staff Expertise

8. Are staff trained to understand complex vulnerabilities (e.g. radicalisation, gangs and serious youth violence)

This section will focus on understanding your organisation's staff expertise and their training.

Please provide details of what training your staff have undertaken and the frequency of this.

8.1 Training is offered on the role of the Prevent Duty. Are staff at your organisation all up-to-date with their Prevent training?

Please answer yes or no to this question. If you answer no, you will be taken to question 8.1a.

8.1a If your staff have not carried out Prevent training, please see the three training links below. For organisations to have a full understanding of the Prevent duty and how to refer people, all three modules must be completed.

Please confirm by ticking the box that all staff will have undertaken this training prior to project delivery commencing.

The following links will take you to the Prevent E-Learning training.

<http://www.elearning.prevent.homeoffice.gov.uk>

<https://www.elearning.prevent.homeoffice.gov.uk/preventreferrals>

<https://www.elearning.prevent.homeoffice.gov.uk/channelawareness>

All staff must have undertaken this training prior to delivery of any mini competition projects.

8.5 Please tell us about your organisation's staff resources to deliver project delivery.

Please include details, such as number of staff, previous experience, training and qualifications etc.

Page 5: Privacy Information

In this section of the application form we're asking you to read some important information about our commitment and responsibilities around Data Protection. It is important that you understand how the information you submit will be used and stored by us.

Page 6: Declarations

We're then asking you to confirm a number of statements and by ticking the box you are agreeing to the statements and confirming the information you have provided is correct. Please enter your name, position in organisation and date to sign the application form electronically on behalf of your organisation.

Good luck with your application. If you have any questions, please contact Groundwork UK on prevent@groundwork.org.uk or call us on 0121 237 3610.