

**Email from The Amirah Foundation with their Monitoring Information attached – 18<sup>th</sup> February 2016.**

**From:** [REDACTED]

**Sent:** 18 February 2016 16:18

**To:** [REDACTED]

**Subject:** Mid report

Hi [REDACTED]

Please find attached the mid report documentation.

If you require any further clarification please do get in touch.

I am sorry for the delay in sending this back to you.

Kind regards

[REDACTED]  
CEO

Amirah Foundation  
George Lucas Building  
St George's Community Hub  
Great Hampton Row  
Birmingham  
B19 3JG

Mobile: [REDACTED]

[www.amirahfoundation.org](http://www.amirahfoundation.org)  
[facebook.com/AmirahFoundation](https://facebook.com/AmirahFoundation)



Email Attachment 2:



**GRANT MONITORING FORM**

**VICTIMS FUND**

1.	<p>Please give an update on progress of the project/projects funded through the PCCs Victims Fund</p> <p><b>Amirah was asked to [REDACTED] [REDACTED] which was submitted in [REDACTED]. However, with a number of changes to the programme, we replied with a vastly [REDACTED] In [REDACTED] [REDACTED] was allocated and in [REDACTED] we received [REDACTED] and set about delivery of the project.</b></p> <p><b>This was a lighting turnaround. But in [REDACTED] we have:</b></p> <ul style="list-style-type: none"><li>• <b>Designed a six week programme</b></li><li>• <b>Designed the programme monitoring and evaluation materials</b></li><li>• <b>Designed the programme marketing</b></li><li>• <b>[REDACTED]</b></li><li>• <b>Delivered 6 weeks training</b></li></ul>
2.	<p>Indicate how the money in the relevant quarter was spent and key outcomes for each project</p> <p><b>Delivery of 6 week training (6 x £350 per day) = 2,100</b></p> <p><b>Crèche (6 x £50) = £300</b></p> <p><b>Project marketing and administration = £400</b></p> <p><b>Project start interviews (15 X £25) = £375</b></p> <p><b>Lunch (6 x £40) = £240</b></p> <p><b>Total Spend = 3,415</b></p>





	<ul style="list-style-type: none"> <li>• Attain high levels of service user satisfaction with the services offered</li> </ul> <p><b>We encourage women to evaluate each of the sessions they attend both In their personal journals and in the programme evaluation forms thus providing ample opportunities to reflect on their learning and to embed what they have learned.</b></p> <p>This list is not exhaustive and the outcome reporting may include other areas not mentioned.</p>
6	<p>What community engagement and/or consultation has taken?</p> <p>This should include information on service user feedback and surveys.</p> <p><b>A considerable amount of community engagement and service user consultation took place prior to the delivery of this project and included:</b></p> <p><b>Focus Groups</b>  <b>Coffee morning</b>  <b>Evaluation with service users after Road to Recovery Training</b></p> <p><b>It was this consultation which lead to the design of post trauma support training “your time to shine”</b></p> <p><b>We have also recorded the impressions of [REDACTED] at the outset of this training in January</b></p> <p><b>And will take a further [REDACTED] at the end of February when the training is completed.</b></p> <p><b>Finally when the programme is completed we will also do a number of case studies with [REDACTED] who took part.</b></p>
7	<p>Branding and Publicity  <i>(Please indicate where publicity has been used or the PCC has been invited to events.)</i></p> <p><b>We designed a flyer to encourage women to sign up to this programme.</b></p> <p><b>This was emailed to over 1300 women on our data base</b></p> <p><b>It was also used on our website and Facebook page</b></p>



[Redacted text]

What she learnt

[Redacted text]

[Redacted text]

[Redacted text]

[Redacted text]

[Redacted text]

[Redacted text]

[Redacted text]

[Redacted text]

Conclusion

[Redacted text]

**Case Study 2:**



Background

- [Redacted text]

[Redacted] she felt

[Redacted text]

What she learnt

[Redacted text]

[REDACTED]
Conclusion
[REDACTED]

**Case Study 3:**

Background
[REDACTED]
How she felt
[REDACTED]
What she learnt
[REDACTED]

[Redacted text block]

Conclusion:  
[Redacted text block]

**Case Study 4:**

Background  
[Redacted text block]

How she felt  
[Redacted text block]

What she learnt  
[Redacted text block]

[Redacted text block]

Conclusion

[Redacted text block]

**Case Study 5:**

Background

- [Redacted list item]

How she felt

[Redacted text]

What she learnt

[Redacted text]

[Redacted text]

[Redacted text]

[Redacted text]

[Redacted text]

[Redacted text]

[Redacted text]

Conclusion

[Redacted text]

**Email Attachment 2:**



**GRANT MONITORING FORM**

**VICTIMS FUND**

1.	<p>Please give an update on progress of the project/projects funded through the PCCs Victims Fund</p> <p>We were funded to deliver a [REDACTED] of confidence building training alongside 6 weeks of one to one mentoring support to women who had experienced abuse and were in the process of rebuilding their lives. We applied for £15,000 but were granted £7700 in January 2016. So the project had to be reorganised. In total [REDACTED]</p> <p>Marketing was designed and circulated – predominantly to our data base in January – as we chose women who had survived abuse, found stability and received counselling to come on the course.</p> <p>Training was designed and delivered throughout January and February 2016.</p> <p>One to one mentoring started in February and will be completed by end of June.</p> <p>Our awards and celebration will take place on 18<sup>th</sup> June 2016.</p>
2.	<p>Indicate how the money in the relevant quarter was spent and key outcomes for each project.</p> <p>Key outcome: This project will have a lasting impact on the confidence and aspirations of participants, women will stop seeing themselves as victims and start seeing themselves as powerful, recognising their own power to change.</p> <p>One to one mentoring began in February 2016 and will run to the end of June 2016 – each woman receives 6 hours of support and a £5 subsistence support for attending.</p>



	<ul style="list-style-type: none"> <li>• Minor setbacks for women on the project who had suffered additional stress caused by their own situation, ie going to court for the DV, immigration hearings, feelings of anxiety</li> </ul> <p>For those women that missed sessions due to their personal circumstances additional sessions were put on so that they do not miss any of the sessions and stay focused on their personal goals and aspirations. This was adopted into their counselling and support service sessions. As the groups are small and the staff team are able to build personal relationships and know intimate details of each client this made it easier. So if a woman did not attend a session then a call was made to her and a discussion was had about the reasons for missing this. Had this additional support not been put in place some of the women would have been too overcome by the situation and given in to their depression and not remained focused. The biggest success is one client, who had a major setback and could not cope or complete her goals. Her situation involved a sexual attack against her young daughter, being sanctioned by DWP, falling behind on the rent and facing eviction. She did not attend the session. She was called up and given additional support/counselling to be able to deal with the practicalities. As she had the support and encouragement she needed, she has started a course now in Business Management and will be looking at a part time job with Lloyds. Her overall plan is to have her own business in fashion.</p>
4.	<p>Highlight any underspend for each project and how this will be addressed <i>(where carry forward into the new financial year has been approved, it is on the basis that the funding will be spent on the same outcomes)</i></p> <p>There is no underspend. We plan on spending more on the June event but this will come from core reserves.</p>
5	<p>Please detail the impact of the funding and success achieved. How is this success evidenced? Areas to consider and report back on include information on how your organisation has managed to:</p> <p>This project has raised self confidence levels of the beneficiaries. As many of them at entry point have very low self- worth and self- confidence. Many of them have been victims of Domestic Abuse and faced homelessness. The impact of this project has materialised in raised levels of self-worth where the women have not only been able to identify their skills but also have had the ability to to focus on personal aspirations. By setting themselves with goals that they can then with support have the ability to realise.</p>



We facilitated via UCAS for the women to have a careers workshop where they can get more information on courses they need to do to embark on a chosen career. We are pleased to say that UCAS have enabled the women to access Higher Education on lower UCAS points.

We are also preparing [REDACTED] on this project to undertake Job interviews with [REDACTED]. We are pleased to announce that we have gained support from [REDACTED] who will be providing paid work experience and a guaranteed job for successful participants. As [REDACTED] is a large employer with many opportunities this is an exciting venture and will offer the women a further boost in their confidence and enable them to move on with financial security following abuse.

Applications for colleges have been made and some of the group have had interviews. The courses will begin in September. We will continue to work with the women until they embark on the courses they have chosen as we know from previous experience where there is a delay in start date. There is a danger that women may become demotivated.

- Improve victims' experiences of the criminal justice system

**NA**

- **Identify and reduce health and well-being concerns among victims of crime, including mental health concerns**

This programme was designed to encourage women to love and nurture themselves. We have achieved this objective. The women are all interviewed at the beginning and at the end of the programme with weekly tasks and feedback sheets. There have been minor set backs due to personal circumstance. However as the client feedback sheets suggest the women are all feeling better mentally. 100% of the women have completed their weekly tasks and this has given them a boost in confidence. On occasion where clients have suffered setbacks they have received additional support from the team to overcome this.

- **Enable victims, where appropriate, to re-integrate fully back into pre-existing work, education or volunteering activity.**

100% of the women have set themselves goals and a clear path.

All of the group have attended a careers workshop with Adult Education to find suitable courses for them.

All of the group have attended a session with UCAS to gain information on higher education, bursaries available, and career prospects.

4 members of the group are preparing themselves for interviews with Lloyds Banking Group.

1 participant has started a Foundation course in Business Management.

	<ul style="list-style-type: none"> <li>• <b>Enable victims to improve/maintain contact with their social networks, including family, children and friends, and undertake social activities</b></li> </ul> <p>This training was created to support women to find a path, to identify their own personal strengths and to work more closely with Amirah as volunteers.</p> <p>5 members of this group as part of their personal goals have designed and delivered a healthy relationship workshop. They were given support from Amirah to do the marketing and facilitate the training. However the group to build their own confidence delivered the session which proved to be a great success. They are also volunteering at Amirah and are organising a family day out to Drayton Manor on the 9<sup>th</sup> July, and looking at activities through the summer.</p> <p>The group have bonded well and have offered each other peer support throughout the programme. Almost all of them attend coffee mornings at Amirah. The first session was extremely emotional and there were many tears that were shed. This helped to form strong peer support within the group.</p> <ul style="list-style-type: none"> <li>• <b>Reduce the risk of further victimisation and increase personal perceptions of safety for victims.</b></li> </ul> <p>By increasing their confidence and self esteem, these women are much less likely to return to abusive relationships. 100% of the participants have not returned to the abusive relationship. The group put together and delivered a Healthy relationship workshop and delivered it to other women.</p> <ul style="list-style-type: none"> <li>• <b>Attain high levels of service user satisfaction with the services offered</b></li> </ul> <p>The service user satisfaction was in the 90%. All women were completely satisfied with the programme and felt they have grown and learned a lot about their own strengths.</p> <p>This list is not exhaustive and the outcome reporting may include other areas not mentioned.</p> <p>We encouraged women to evaluate each session and mentors to write notes for each one to one. The feedback we received has been phenomenal and this programme will now be a featured offer in our new 4 year programme funded by BIG Lottery.</p>
6	<p>What community engagement and/or consultation has taken?</p> <p><b>None since the start of the programme (see returns for quarter 1)</b></p>

	This should include information on service user feedback and surveys.  <b>NA</b>
7	Branding and Publicity <i>(Please indicate where publicity has been used or the PCC has been invited to events.)</i>  <b>See quarter 1 returns</b>

**Email from The Amirah Foundation – 13<sup>th</sup> June 2016.**

From: [REDACTED]  
 Sent: 13 July 2016 14:02  
 To: [REDACTED]  
 Subject: Your Time to Shine.zip

Hi [REDACTED]

Hope all is well with you. Please find attached the final report and supporting documents.

**Email Attachment 1:**



**GRANT MONITORING FORM  
VICTIMS FUND**


1.	<p>Please give an update on progress of the project/projects funded through the PCCs Victims Fund          This programme was a 6 week confidence building project followed by 6 sessions of one2one mentoring.          The payment was made in December 2015.          The training was delivered in January and February 2016          The mentoring delivered from mid February – June 2016.          In July 2016 we held a celebration event at which 12 of the 15 women attended – it was a huge success at which women received awards and certificates and were able to re-connect with the programme.</p> <p>[REDACTED] [REDACTED]</p>
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## Email Attachment 2:

Appendix A															
Funding Stream		Victims Fund				Total Grant Allocation		£7,700							
Recipient		Amirah Foundation				Unallocated Funding									
Expenditure Type/Initiative	Allocation £7,700	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Year to Date		Expected Y/E Outturn (£)	Expected Y/E Variance (£)	Possible Carry Forward (£)	NOTES by Amirah
		Budget (£)	Actual (£)	Budget (£)	Actual (£)	Budget (£)	Actual (£)	Budget (£)	Actual (£)	Budget (£)	Actual (£)				
1 Training Design and Delivery	3,150	3,150	3,500							3,150	3,500	0	0		Design and delivery of training
2 Cresche	450	450	600							450	600	0	0		6 days @ £100 per day
3 Project Marketing	400	400	400							400	400	0	0		Design of Adverts plus Social Media
4 Project Start and End Interviews	750	375	375	375	375					750	750	0	0		£25 per session x 15 x 2
5 One 2 One Mentoring Support	2,250	750	800	1,500	1,450					2,250	2,250	0	0		£25 per session x 15 x 6
6 Lunch and Travel	500	240	400	260	800					500	1,200	0	0		6 weeks @£50 per week plus £5 each mentoring session
7 Celebration Event	200					200	1 000			0	1 000		0	0	Event Planned for 18th June - we're using the £200 to pay for awards and spending £1000 of Funds Raised for this significant event
8	0									0	0		0	0	
9	0									0	0		0	0	
10	0									0	0		0	0	
11	0									0	0		0	0	
12	0									0	0		0	0	
13	0									0	0		0	0	
14	0									0	0		0	0	
15	0									0	0		0	0	
<b>TOTAL</b>	<b>7700</b>	<b>5365</b>	<b>6075</b>	<b>2135</b>	<b>2625</b>	<b>200</b>	<b>1000</b>	<b>0</b>	<b>0</b>	<b>7500</b>	<b>9700</b>	<b>0</b>	<b>0</b>	<b>0</b>	



## Treasurers Account Statement

Printed: 17 May 2017

**AMIRAH FOUNDATION LIMITED**

Southside Business Centre  
 249 Ladypool Road  
 Birmingham  
 West Midlands  
 B12 8LF

The data shown on your statement was correct at the time of printing. Please remember, this isn't an official bank copy.

Please check your statement. If you think that something looks incorrect, please call us on 0345 835 3858 Monday to Friday, 7:00am - 8:00pm; Saturday, 9:00am - 2:00pm (+44 (0) 203 284 1576, from outside the UK). Or Textphone 0345 835 3852.

Date	Description	Type	In (£)	Out (£)	Balance (£)
28 Apr 17		FPO			
28 Apr 17		FPI			
28 Apr 17		FPI			
28 Apr 17		SO			
27 Apr 17		FPO			
27 Apr 17		FPO			
27 Apr 17		DD			
26 Apr 17		DEB			
26 Apr 17		CPT			
26 Apr 17		CPT			
26 Apr 17		FPI			
26 Apr 17		FPO			
26 Apr 17		FPO			
26 Apr 17		FPO			
26 Apr 17		DEB			
25 Apr 17		DEB			
25 Apr 17		DEB			





**Safeguarding Vulnerable Adults  
Policy and Guidelines**

This policy will be monitored by [REDACTED] and reviewed by [REDACTED]  
This Policy will be reviewed by November 2017

## **Safeguarding Vulnerable Adults Policy and Guidelines**

This policy is of vital importance to Amirah Foundation as many of the individuals that we work with through significant vulnerabilities and it is critical that we safeguard them as well as ensure that our staff and workers are safe and secure working with them. For this reason, we will ensure that we are proactive in ensuring that we safeguard vulnerable adults and assess and monitor our activity in relation to vulnerable adults on a regular basis. We are also greatly concerned with not alienating, stigmatising and labelling our clients and thereby potentially increasing their vulnerability.

Amirah Foundation Directors, staff members, paid workers, consultants and volunteers are committed to preventing the abuse of adults and responding promptly when abuse is suspected. This policy outlines precisely what is meant by a vulnerable adult and steps that need to be taken in the event of suspected abuse. Key considerations of this policy are as follows:

- Who is a vulnerable adult?
  
- 
- Mental Capacity
  
- 
- What do we mean by abuse?
  
- 
- Who may be an abuser?
  
- 
- What are the signs of abuse?
  
- 
- Who should you contact if you are worried?
  
- 
- What happens after your contact?

### **Who is a Vulnerable Adult?**

A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves, or protect themselves from harm or from being exploited. This may be because they have a mental health problem, a disability, a sensory impairment, are old and frail, or have some form of illness. This can also include many of the offenders that we work with as they often have some aspect of vulnerability stated above. They can also include the following:

- Is living in residential accommodation, such as a care home or a residential special school
  
- 
- Is living in sheltered housing
  
- 
- Is receiving domiciliary care in their own home
  
-

Is receiving any form of healthcare

1

Is detained in lawful custody (in a prison, remand centre, young offender institution, secure training centre or attendance centre, or under the powers of the Immigration and Asylum Act 1999)

Is under the supervision of the probation services

Is receiving a specified welfare service, namely the provision of support, assistance or advice by any person, the purpose of which is to develop an individual's capacity to live independently in accommodation or support their capacity to do so

Is receiving a service or participating in an activity for people who have particular needs because of their age or who have any form of disability

Is an expectant or nursing mother living in residential care

Is receiving direct payments from a local authority or health and social care trust in lieu of social care services, or

Requires assistance in the conduct of their own affairs.

### **Mental Capacity**

Mental Capacity refers to the ability to make decisions for yourself about your own life. Some people have difficulties in making such decisions. This is called 'lacking capacity'. Under the Mental Capacity Act (MCA) there are now laws governing who can make decisions on someone else's behalf, which help to safeguard vulnerable people.

#### **What does the Mental Capacity Act say?**

The Act sets out five key principles that must be followed by anyone who is supporting a person who may lack capacity:

All adults have the right to make decisions for themselves unless it is shown that they are unable to do so.

People should be supported as much as possible to make their own decisions before anyone concludes that they cannot make their own decisions.

People are allowed to make a decision that may seem to other people to be an unwise or strange decision.

If a person lacks capacity any decisions or actions taken on their behalf must be taken in their best interest.

□ Anything done on behalf of people lacking capacity should be the least restrictive of their basic rights and freedoms. □

**What do we mean by abuse?**

2

Abuse is the violation of an individual's human rights. It can be a single act or repeated acts. It can be physical, sexual, or emotional. It also includes acts of neglect or an omission to act. In all forms of abuse there are elements of emotional abuse. Vulnerable adults may also suffer additional types of abuse such as being manipulated financially or being discriminated against. Other examples of abuse include inflicting physical harm such as hitting or misuse of medication, rape and sexual assault or exposure to sexual acts without informed consent, emotional abuse such as threats, humiliation and harassment, exploitation, ignoring medical or physical needs, withholding of necessities of life such as food or heating. This list is not definitive.

Abuse is a violation of a person's human rights or dignity by someone else. There are many kinds of abuse; some are listed below:

**Physical-** Including hitting, slapping, pushing, kicking, restraint or inappropriate sanctions.

**Sexual-** Including rape and sexual assault or sexual acts to which the vulnerable adult has not consented, could not consent or was pressured into consenting.

**Psychological-** Including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

**Financial or material-** Including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, the misuse or misappropriation of property, possessions or benefits.

**Neglect or acts of omission-** Including ignoring medical or physical care needs, failure to provide access to appropriate health care, social care, education services or misuse of medication, adequate nutrition or heating.

**Discriminatory-** Including racist, sexist behaviour and harassment based on a person's ethnicity, race, culture, sexual orientation, age or disability, and other forms of harassment, slurs or similar treatment.

**Institutional abuse-** This can sometimes happen in residential homes, nursing homes or hospitals when people are mistreated because of poor or inadequate care, neglect and poor practice that affects the whole of that service.

Any of these forms of abuse can be either deliberate or be the result of ignorance, or lack of training, knowledge or understanding. Often if a person is being abused in one way they are also being abused in other ways.

### **Who may be an abuser?**

The person who is responsible for the abuse is often well known to the person abused and could be:

Relatives and family members

Professional staff

Paid care workers

Volunteers

Other service users

Neighbours

Friends and associates, and

Strangers

### **What are the signs?**

Some of the signs to look for are:

Multiple bruising or finger marks

Injuries the person cannot give a good reason for

Deterioration of health for no apparent reason

Loss of weight

Inappropriate or inadequate clothing

Withdrawal or mood changes-such as an increased sense of fear, anxiety and distress related to people or events

A carer who is unwilling to allow access to the person

An individual who is unwilling to be alone with a particular carer

Unexplained shortage of money

**Who should you contact if you are worried?**

If you are being abused or you suspect that someone you know may be the victim of abuse you should bring this to the attention of Amirah Foundation Directors; if the complaint is directed at them then it should be referred to the local Social Services Safeguarding Vulnerable Adults Manager or as a last resort the Police by calling 999.

**What happens after your contact?**

Social care or health care staff should find out as much as possible about what has happened. An investigation will be carried out and arrangements will also be made to safeguard the vulnerable adult from any future abuse.

**Spent Convictions**

Under the Rehabilitation of Offenders act 1974, if a person convicted of an offence is not convicted again during a specified 'rehabilitation period', the



conviction is 'spent' (this would not include serious criminal offences). Usually the person does not have to reveal or admit the conviction, nor can an employer refuse to employ someone because of the spent conviction. However, there are some exceptions, particularly to protect children and other vulnerable groups (see further details above in 'Legislation'). An employer should not ask for a CRB Disclosure or for details of spent criminal convictions unless the post is one covered under the Rehabilitation of Offenders Act exceptions order or there is statutory obligation to do so.

### **Social Services Department**

If there is a concern about the possible abuse of a child, young person or vulnerable adult, the local authority social services department should be contacted. It is their legal responsibility to find out if abuse has taken place. *It is **not** the role of your organisation to decide whether abuse has taken place, only to report allegations to Social Services or the Police.* If your organisation investigates the suspected abuse, it could actively damage chances of the case reaching resolution.

**APPENDIX A Victims Funding 2017-18 - Projected Spend**

**Guidance**

1. Complete **projected spend** for expenditure type's listed that are **applicable** to your project.
2. If **not applicable** leave **blank**
3. There is a row that states '**Other...**' in each expenditure category that can be used for any **expenditure type** that is **applicable** to your project but **not listed**.
4. Enter **projected spend** as a **positive figure**.
5. Enter **funding sources** as a **negative figure**.
6. The **totals** will be auto completed, however if new rows are inserted for Expenditure Type's that are not listed, please ensure the totals are correct by adjusting the formula.
7. Please provide **further details** in relation to the **projected spend** in the comments section **if applicable**.

APPENDIX A Victims Funding 2017-18 - Projected Spend

Name of Organisation	Amirah Foundation
Name of Project	My Story
Project Start Date	24th July 2017
Project End Date	31st March 2018

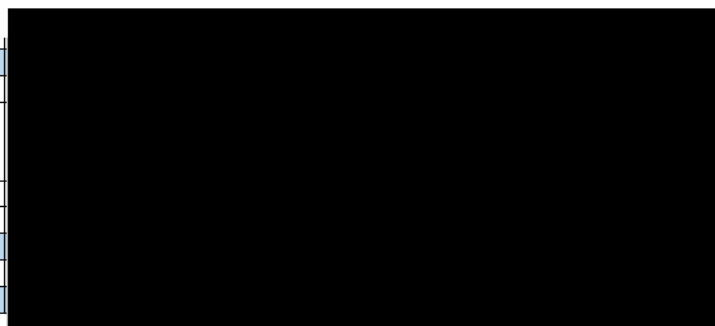
Complete Projected Spend column for Expenditure Type's listed that are APPLICABLE to YOUR project.  
 If NOT APPLICABLE leave BLANK  
 There is a row that states 'Other...' in each Expenditure Category that can be used for any Expenditure Type that is APPLICABLE to YOUR project but NOT LISTED.

<b>Expenditure Type</b>	
<u>Staff Expenditure</u>	
Psychotherapist	
Support Worker	
Outreach Officer	
Social Media Officer	
Monitoring and Evaluation Officer	
<b>Total Staff Expenditure</b>	
<u>Transport Expenditure</u>	
Travel Expenses	
Other Transport Costs	

<b>Total Transport Expenditure</b>
<b><u>Premises Expenditure</u></b>
Crèche
Room Hire
Other Premises Costs
<b>Total Premises Expenditure</b>
<b><u>Supplies and Services</u></b>
Storytellers
Workshop Facilitator
8 Week Programme
Writer
Translatcrs (Arabic and Urdu)
Project Evaluation
Interviewer
Film-Maker
Editing
Workbooks
Flyers for Marketing
Other Supplies and Services
<b>Total Supplies and Services</b>



<b>Total Expenditure</b>
<b><u>Funding Sources</u></b>
Funding - West Midlands Police and Crime Commissioner
Funding - Other Sources e.g Big Lottery
Hardship Fund
<b>Total Income</b>
<b>Net Total</b>



## **Equal Opportunities and Diversity Policy**

This Policy was approved by the Management Committee / Board of Trustees  
on  
November 2016

This Policy will be reviewed by November 2017

Amirah Foundation is committed to promoting and valuing equality & diversity in all of our activities. We welcome and celebrate the diversity of the communities in Birmingham and are strongly committed to achieving equal opportunities and access for all people and groups in society.

Equality & Diversity is the cornerstone of all of our policies and procedures. We are proud of the actions we take to eliminate discrimination and prejudice to ensure inclusion and engagement for all the people who work and volunteer with us or wish to use our services. We will continue to strive towards a culture that is diverse and which recognises and develops the potential of all our staff, volunteers and service users and we will go above and beyond the minimum legal requirements in order to achieve this.

### **Equality**

Equality is about making sure people are treated fairly and given fair chances. Equality of opportunity is about everyone being evaluated fairly and being able to progress purely on the basis of their merit. It encompasses a range of employment legislation that's been put into place to prevent people being treated unfavourably on the basis of a range of specific factors:

- Race
- Nationality
- Ethnic or National origin
- Gender/sex
- Marital status or pregnancy
- Religion or Belief
- Sexual orientation
- Disability
- Gender re-assignment
- Age

People must not be unfairly discriminated against because of any of these factors and we must all contribute to creating a positive learning and working environment where discriminatory practices and discrimination no longer happen.

### **Diversity**

Diversity is about respecting and valuing all forms of difference in individuals and positively striving to meet the needs of different people. It goes beyond equal opportunities legislation, encompassing any aspect of an individual that isn't directly related to their ability to do a specific job or undertake a particular task such as:

- Approach to work
- Values
- Experience
- Family commitments

Where someone lives

People with different backgrounds and attitudes bring fresh ideas and perceptions, and as a diverse organisation we can draw upon the widest range of experiences so that we can offer the best services possible and be a welcoming place to work.

However, Diversity does not mean 'anything goes' – we would not encourage any particular attitudes or beliefs if they contradict our organisation's goals.

Amirah Foundation will always try to uphold and promote good equal opportunities practices.

Amirah Foundation does not impose any restriction on access to membership, activities or services. People are welcome to join regardless of:

- Age (OVER 18)
- Race
- Immigration status
- Marital status
- Religion
- Gender or gender re-assignment
- Sexual orientation
- Disability
- Health including physical, mental and HIV status
- Education
- Social or economic background
- Spent criminal convictions
- Country of origin

Amirah Foundation positively seeks out opportunities to engage with potential new members which will develop our group, and give them opportunity to access activities and services which otherwise would not happen.

Amirah Foundation strives to implement its objectives by:

- regularly reviewing its membership
- listening to its members
- ensuring that information about Amirah Foundation and its activities are widely available locally
- meeting with other relevant local agencies to discuss possible new developments
- ensuring that its activities and services are varied to meet the needs of our vibrant and diverse community

Amirah Foundation will actively seek training opportunities to develop and implement effective policies on equality and diversity.

Failure to comply with the principles of this policy will be regarded as misconduct and could lead to disciplinary proceedings.

Date Statement Agreed: .....

Signed: .....

Chair

Signed: .....

Secretary

Signed: .....

Director

# **Amirah Foundation**

## **Data Protection Policy**

This Policy was approved by the Management Committee / Board of Trustees  
on  
November 2016

This Policy will be reviewed by November 2017



## **1. Introduction**

Amirah Foundation needs to collect and use certain types of information about the Individuals or Service Users who come into contact with Amirah Foundation in order to carry on our work. This personal information must be collected and dealt with appropriately whether is collected on paper, stored in a computer database, or recorded on other material and there are safeguards to ensure this under the Data Protection Act 1998.

## **2. Data Controller**

Amirah Foundation is the Data Controller under the Act, which means that it determines what purposes personal information held, will be used for. It is also responsible for notifying the Information Commissioner of the data it holds or is likely to hold, and the general purposes that this data will be used for.

## **3. Disclosure**

Amirah Foundation may share data with other agencies such as the local authority, funding bodies and other voluntary agencies.

The Individual/Service User will be made aware in most circumstances how and with whom their information will be shared. There are circumstances where the law allows Amirah Foundation to disclose data (including sensitive data) without the data subject's consent.

These are:

- a) Carrying out a legal duty or as authorised by the Secretary of State
- b) Protecting vital interests of a Individual/Service User or other person
- c) The Individual/Service User has already made the information public
- d) Conducting any legal proceedings, obtaining legal advice or defending any legal rights
- e) Monitoring for equal opportunities purposes – i.e. race, disability or religion
- f) Providing a confidential service where the Individual/Service User's consent cannot be obtained or where it is reasonable to proceed without consent: e.g. where we would wish to avoid forcing stressed or ill Individuals/Service Users to provide consent signatures.

Amirah Foundation regards the lawful and correct treatment of personal information as very important to successful working, and to maintaining the confidence of those with whom we deal.

Amirah Foundation intends to ensure that personal information is treated lawfully and correctly.

To this end, Amirah Foundation will adhere to the Principles of Data Protection, as detailed in the Data Protection Act 1998.

Specifically, the Principles require that personal information:

- a) Shall be processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met,
- b) Shall be obtained only for one or more of the purposes specified in the Act, and shall not be processed in any manner incompatible with that purpose or those purposes,
- c) Shall be adequate, relevant and not excessive in relation to those purpose(s)
- d) Shall be accurate and, where necessary, kept up to date,
- e) Shall not be kept for longer than is necessary
- f) Shall be processed in accordance with the rights of data subjects under the Act,
- g) Shall be kept secure by the Data Controller who takes appropriate technical and other measures to prevent unauthorised or unlawful processing or accidental loss or destruction of, or damage to, personal information,
- h) Shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of Individuals/Service Users in relation to the processing of personal information.

Amirah Foundation will, through appropriate management and strict application of criteria and controls:

- Observe fully conditions regarding the fair collection and use of information
- Meet its legal obligations to specify the purposes for which information is used

- Collect and process appropriate information, and only to the extent that it is needed to fulfill its operational needs or to comply with any legal requirements
- Ensure the quality of information used
- Ensure that the rights of people about whom information is held, can be fully exercised under the Act. These include:
  - o The right to be informed that processing is being undertaken,
  - o The right of access to one's personal information
  - o The right to prevent processing in certain circumstances and
  - o The right to correct, rectify, block or erase information which is regarded as wrong information
- Take appropriate technical and organisational security measures to safeguard personal information
- Ensure that personal information is not transferred abroad without suitable safeguards
- Treat people justly and fairly whatever their age, religion, disability, gender, sexual orientation or ethnicity when dealing with requests for information
- Set out clear procedures for responding to requests for information

#### **4. Data collection**

Informed consent is when

- An Individual/Service User clearly understands why their information is needed, who it will be shared with, the possible consequences of them agreeing or refusing the proposed use of the data
- And then gives their consent.

Amirah Foundation will ensure that data is collected within the boundaries defined in this policy. This applies to data that is collected in person, or by completing a form.

When collecting data, Amirah Foundation will ensure that the Individual/Service User:

- a) Clearly understands why the information is needed

b) Understands what it will be used for and what the consequences are should the Individual/Service User decide not to give consent to processing

c) As far as reasonably possible, grants explicit consent, either written or verbal for data to be processed

d) Is, as far as reasonably practicable, competent enough to give consent and has given so freely without any duress

e) Has received sufficient information on why their data is needed and how it will be used

## **5. Data Storage**

Information and records relating to service users will be stored securely and will only be accessible to authorised staff and volunteers.

Information will be stored for only as long as it is needed or required statute and will be disposed of appropriately.

It is Amirah Foundation's responsibility to ensure all personal and company data is non-recoverable from any computer system previously used within the organisation, which has been passed on/sold to a third party.

## **6. Data access and accuracy**

All Individuals/Service Users have the right to access the information Amirah Foundation holds about them. Amirah Foundation will also take reasonable steps ensure that this information is kept up to date by asking data subjects whether there have been any changes.

In addition, Amirah Foundation will ensure that:

It has a Data Protection Officer with specific responsibility for ensuring compliance with Data Protection

Everyone processing personal information understands that they are contractually responsible for following good data protection practice

Everyone processing personal information is appropriately trained to do so

Everyone processing personal information is appropriately supervised

Anybody wanting to make enquiries about handling personal information knows what to do

- It deals promptly and courteously with any enquiries about handling personal information
- It describes clearly how it handles personal information
- It will regularly review and audit the ways it hold, manage and use personal information
- It regularly assesses and evaluates its methods and performance in relation to handling personal information
- All staff are aware that a breach of the rules and procedures identified in this policy may lead to disciplinary action being taken against them

This policy will be updated as necessary to reflect best practice in data management, security and control and to ensure compliance with any changes or amendments made to the Data Protection Act 1998.

In case of any queries or questions in relation to this policy please contact the Amirah Foundation Data Protection Officer:

██████████

Amirah Foundation

Signed:

Position:

Date:

Review Date: November 20177

## **Glossary of Terms**

**Data Controller** – The person who (either alone or with others) decides what personal information Amirah Foundation will hold and how it will be held or used.

**Data Protection Act 1998** – The UK legislation that provides a framework for responsible behaviour by those using personal information.

**Data Protection Officer** – The person(s) responsible for ensuring that Amirah Foundation follows its data protection policy and complies with the Data Protection Act 1998.

**Individual/Service User** – The person whose personal information is being held or processed by Amirah Foundation for example: a client, an employee, or supporter.

**Explicit consent** – is a freely given, specific and informed agreement by an Individual/Service User in the processing of personal information about her/him. Explicit consent is needed for processing sensitive data.

**Notification** – Notifying the Information Commissioner about the data processing activities of Amirah Foundation, as certain activities may be exempt from notification.

**Information Commissioner** – The UK Information Commissioner responsible for implementing and overseeing the Data Protection Act 1998.

**Processing** – means collecting, amending, handling, storing or disclosing personal information.

**Personal Information** – Information about living individuals that enables them to be identified – e.g. name and address. It does not apply to information about organisations, companies and agencies but applies to named persons, such as individual volunteers or employees within Amirah Foundation.

**Sensitive data** – refers to data about:

- Racial or ethnic origin
- Political affiliations
- Religion or similar beliefs
- Trade union membership
- Physical or mental health
- Sexuality
- Criminal record or proceedings

REGISTERED COMPANY NUMBER: 08303004 (England and Wales)  
REGISTERED CHARITY NUMBER: 1152665

REPORT OF THE TRUSTEES AND  
FINANCIAL STATEMENTS FOR THE YEAR ENDED 30TH NOVEMBER 2015  
FOR  
AMIRAH GIVING LIMITED

AMIRAH GIVING LIMITED

CONTENTS OF THE FINANCIAL STATEMENTS  
for the Year Ended 30th November 2015

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Statement of Financial Activities	2
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Notes to the Financial Statements	5 to 7
Detailed Statement of Financial Activities	8 to 9



**AMIRAH GIVING LIMITED**

**REPORT OF THE TRUSTEES**

**for the Year Ended 30th November 2015**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 30th November 2015. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**  
08303004 (England and Wales)

**Registered Charity number**  
1152665

**Registered office**  
Women's Enterprise Hub  
249 Ladypool Road  
Birmingham  
West Midlands  
B12 8LF

**Trustees**



**Company Secretary**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

**Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

Amirah Giving support women and children in gaining security and independence free from abuse, social isolation and poverty.

**ON BEHALF OF THE BOARD:**



16th September 2016

AMIRAH GIVING LIMITED

STATEMENT OF FINANCIAL ACTIVITIES  
for the Year Ended 30th November 2015

	Notes	Unrestricted fund £	Restricted fund £	2015 Total funds £	2014 Total funds £
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income		225,009	28,000	253,009	244,058
<b>RESOURCES EXPENDED</b>					
<b>Costs of generating funds</b>					
Costs of generating voluntary income	2	35,465	-	35,465	107,039
Fundraising trading: cost of goods sold and other costs		4,772	-	4,772	15,282
<b>Charitable activities</b>					
Community Welfare		81,241	28,000	109,241	71,674
Governance costs		28,049	-	28,049	47,104
Other resources expended		91,861	-	91,861	37,901
<b>Total resources expended</b>		<u>241,388</u>	<u>28,000</u>	<u>269,388</u>	<u>279,000</u>
<b>NET INCOMING/(OUTGOING) RESOURCES</b>		(16,379)	-	(16,379)	(34,942)
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		(21,933)	-	(21,933)	13,009
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>(38,312)</u>	<u>-</u>	<u>(38,312)</u>	<u>(21,933)</u>

The notes form part of these financial statements

**AMIRAH GIVING LIMITED****BALANCE SHEET**

At 30th November 2015

	Notes	Unrestricted fund £	Restricted fund £	2015 Total funds £	2014 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	6	7,177	-	7,177	-
<b>CURRENT ASSETS</b>					
Debtors	7	6,138	-	6,138	4,938
Cash at bank and in hand		2,432	-	2,432	6,440
		<u>8,570</u>	<u>-</u>	<u>8,570</u>	<u>11,378</u>
<b>CREDITORS</b>					
Amounts falling due within one year	8	(54,059)	-	(54,059)	(33,311)
<b>NET CURRENT ASSETS/(LIABILITIES)</b>		<u>(45,489)</u>	<u>-</u>	<u>(45,489)</u>	<u>(21,933)</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>(38,312)</u>	<u>-</u>	<u>(38,312)</u>	<u>(21,933)</u>
<b>NET ASSETS/(LIABILITIES)</b>		<u>(38,312)</u>	<u>-</u>	<u>(38,312)</u>	<u>(21,933)</u>
<b>FUNDS</b>	9				
Unrestricted funds				(38,312)	(21,933)
Restricted funds				-	-
<b>TOTAL FUNDS</b>				<u>(38,312)</u>	<u>(21,933)</u>

The notes form part of these financial statements

**AMIRAH GIVING LIMITED**

**BALANCE SHEET - CONTINUED**  
**At 30th November 2015**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30th November 2015.

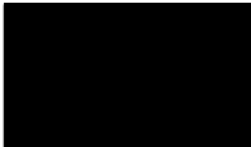
The members have not required the charitable company to obtain an audit of its financial statements for the year ended 30th November 2015 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on 16th September 2016 and were signed on its behalf by:



## AMIRAH GIVING LIMITED

### Notes to the Financial Statements for the Year Ended 30th November 2015

#### 1. ACCOUNTING POLICIES

##### Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

##### Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

##### Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

##### Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

##### Taxation

The charity is exempt from corporation tax on its charitable activities.

##### Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

#### 2. COSTS OF GENERATING VOLUNTARY INCOME

	2015	2014
	£	£
Staff costs	-	717
Insurance	551	551
Advertising	1,324	100
Marketing	28,296	14,040
Motor expenses	179	-
Support costs	5,115	91,631
	<u>35,465</u>	<u>107,039</u>

#### 3. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	2015	2014
	£	£
Depreciation - owned assets	<u>1,794</u>	<u>-</u>

AMIRAH GIVING LIMITED

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
for the Year Ended 30th November 2015

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 30th November 2015 nor for the year ended 30th November 2014.

Trustees' expenses

	2015	2014
	£	£
Trustees' expenses	<u>-</u>	<u>5,282</u>

There were no trustees' expenses paid for the year ended 30th November 2015.

5. STAFF COSTS

	2015	2014
	£	£
Wages and salaries	<u>91,698</u>	<u>79,329</u>

The average monthly number of employees during the year was as follows:

	2015	2014
	<u>4</u>	<u>4</u>

No employees received emoluments in excess of £60,000.

6. TANGIBLE FIXED ASSETS

	Plant and machinery etc
	£
<b>COST</b>	
Additions	<u>8,971</u>
<b>DEPRECIATION</b>	
At 1st December 2014	1,794
<b>NET BOOK VALUE</b>	
At 30th November 2015	<u>7,177</u>
At 30th November 2014	<u>-</u>

7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2015	2014
	£	£
Other debtors	<u>6,138</u>	<u>4,938</u>

AMIRAH GIVING LIMITED

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
for the Year Ended 30th November 2015

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2015 £	2014 £
Trade creditors	20,627	16,638
Taxation and social security	17,349	6,344
Other creditors	16,083	10,329
	<u>54,059</u>	<u>33,311</u>

9. MOVEMENT IN FUNDS

	At 1.12.14 £	Net movement in funds £	At 30.11.15 £
<b>Unrestricted funds</b>			
General fund	(21,933)	(16,379)	(38,312)
	<u>(21,933)</u>	<u>(16,379)</u>	<u>(38,312)</u>
<b>TOTAL FUNDS</b>			

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	225,009	(241,388)	(16,379)
<b>Restricted funds</b>			
Restricted	28,000	(28,000)	-
	<u>253,009</u>	<u>(269,388)</u>	<u>(16,379)</u>
<b>TOTAL FUNDS</b>			

AMIRAH GIVING LIMITED

DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
for the Year Ended 30th November 2015

	2015 £	2014 £
<b>INCOMING RESOURCES</b>		
<b>Voluntary income</b>		
Donations	55,836	68,721
Gift aid	698	-
Grants	196,475	175,337
	<u>253,009</u>	<u>244,058</u>
<b>Total incoming resources</b>	253,009	244,058
<b>RESOURCES EXPENDED</b>		
<b>Costs of generating voluntary income</b>		
Wages	-	717
Insurance	551	551
Advertising	1,324	100
Marketing	28,296	14,040
Motor expenses	179	-
	<u>30,350</u>	<u>15,408</u>
<b>Fundraising trading: cost of goods sold and other costs</b>		
Licensing	300	-
Commission	342	216
Fund raising event	4,130	15,066
	<u>4,772</u>	<u>15,282</u>
<b>Charitable activities</b>		
Hardship support fund	41,849	34,948
Food drive	847	1,800
Domestic violence awareness	4,000	5,000
Local Enterprise development	11,000	28,450
Training & skills development	6,472	500
	<u>64,168</u>	<u>70,698</u>
<b>Governance costs</b>		
Professional fee	28,049	46,464
Legal fees	-	640
	<u>28,049</u>	<u>47,104</u>
<b>Other resources expended</b>		
Wages	50,200	-
Hospitality	1,187	364
Print and stationery	1,209	1,493
Telephone	1,057	1,775
Rent	32,608	27,825
Cleaning	399	60
Carried forward	86,660	31,517

This page does not form part of the statutory financial statements



AMIRAH GIVING LIMITED

DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
for the Year Ended 30th November 2015

	2015 £	2014 £
<b>Other resources expended</b>		
Brought forward	86,660	31,517
Accountancy fee	1,800	1,800
Repairs and renewals	821	2,600
Postage	160	90
Office equipment repair	-	1,742
Bank charges	626	-
Fixtures and fittings	1,794	-
	<u>91,861</u>	<u>37,749</u>
<b>Support costs</b>		
<b>Finance</b>		
Bank charges	-	152
<b>Human resources</b>		
Trustees' expenses	-	5,282
Wages	41,498	78,612
Travel	3,575	6,671
Staff training	5,115	2,042
	<u>50,188</u>	<u>92,607</u>
<b>Total resources expended</b>	<u>269,388</u>	<u>279,000</u>
<b>Net expenditure</b>	<u>(16,379)</u>	<u>(34,942)</u>

This page does not form part of the statutory financial statements



west midlands  
office of the police  
and crime commissioner

# Victims Fund

## Criteria and Application Form 2017-2018

### **Objectives of the fund in 2017-2018:**

*‘To improve the outcomes for victims of crime in the West Midlands’*

Office of the Police and Crime Commissioner  
Lloyd House  
Colmore Circus Queensway  
Birmingham

## West Midlands Police and Crime Commissioner's Victims Fund

### Grant Criteria and Process for specialist services

#### Background Information

Local Police and Crime Commissioners are responsible for commissioning support services for victims of crime in their area. This follows the Government consultation '*Getting it Right for Victims and Witnesses*' and recognises that whilst all victims must have clear expectations about how they will be treated and the support on offer, local services must have flexibility to meet the different and changing needs.

For 2017-18 the Police and Crime Commissioner for the West Midlands, David Jamieson, has been allocated funding by the Ministry of Justice (MoJ) to commission victim services, including restorative justice. Services commissioned by the PCC will form part of a varied network of support that exists for victims across the West Midlands, funded by other commissioners and through charitable donation.

The Police and Crime Commissioner must ensure funding is spent on:

- Victims of crime, particularly victims in the priority categories outlined in the Code of Practice for Victims of Crime: [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/254459/code-of-practice-victims-of-crime.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/254459/code-of-practice-victims-of-crime.pdf)
- Services for victims of sexual and/or domestic violence
- Support services for family members
- Any associated costs that arise in the process of commissioning/provision of victims' services

The Police and Crime Commissioner will work with all organisations, from the community safety and criminal justice sectors, to voluntary and community groups, to ensure the needs of victims are met through improved services, with duplication avoided.

#### How to Apply

Applications will be first considered by a panel consisting of the Assistant Police and Crime Commissioner, Strategic Police and Crime Board member with responsibility for victims and a senior officer from the OPCC.

The panel will consider the information supplied by the applicant and how well the project meets the criteria. The recommendation made by the panel will be submitted to the Police and Crime Commissioner for consideration. It is possible the Commissioner may want to meet with organisations to discuss the bid further.

Successful bids will be processed and all grants will come with conditions to ensure both sides understand the agreed outcomes. Successful bids will be required to provide evidence of spend and the outcomes of the service at agreed points in the year.

#### Grants available

Voluntary and community organisations are invited to apply for grant funding to deliver specialist services designed to help victims cope with the immediate impact of crime and recover, as far possible, from the harm experienced. The PCC has determined the maximum amount for projects

is [REDACTED], however he does have the discretion to make larger awards to outstanding bids. Costings need to be realistic and will be subject to significant scrutiny.

### **Criteria**

In order to comply with the requirement in the Victims' Directive, services commissioned or provided by the Police and Crime Commissioner must be in the interests of the victim and be:

- Free of charge
- Confidential
- Non-discriminatory (including being available to all regardless of residence status, nationality or citizenship)
- Available whether or not a crime has been reported to the police
- Available before, during and for an appropriate time after any investigation or criminal proceedings

Grant applications should also show:

- Clear timescales
- A baseline position and intended outcomes that fit with the eight categories of need (with measures)
- What additional resources (people or money) are available from partners to complement any awarded resources by the Police and Crime Commissioner
- If this is a one off project or not. If the bid looks for pump priming the bid should show how funding will be sustained afterwards
- Clear performance management processes

### **Monitoring and Evaluation**

Successful bidders will be asked to report periodically throughout the year demonstrating the outcomes of the service, how they have worked with victims and how the money has been spent. The report should include:

- How the money was spent and on what
- The outcomes of the project, with evidence
- Any victim engagement through the project and on-going, if applicable
- Evidence of spend (statement of accounts) and information if there are any remaining balances including how this money will be repaid

As funding is public money, successful applicants may be asked to provide additional information for audit purposes.

### **Deadline for applications**

Funding rounds for the financial year of 2017-18 will be held on one occasion only. The submission deadline will be **5 pm on Monday 19<sup>th</sup> June 2017**. Late applications will not be considered. Please read the application carefully as failure to submit requested finance information and safeguarding and data protection policies may lead to your application being unsuccessful.

### **Please make sure that you attach:**

- Redacted bank statement
- Audited accounts / Unaudited accounts depending on Organisation status
- Vulnerable adult and child safeguarding policies
- Data protection policy
- Equality & Diversity Policy

The Panel will meet to consider applications week commencing 17<sup>h</sup> July 2017. Applicants will be notified as to the outcome of their application that week.

If you have been successful in accessing funding from the OPCC on a previous occasion, it is unlikely that you will receive funding again for the same project.

You may apply again if you are applying for funding for a significantly different project.

The priorities discussed in the Police & Crime Plan are:

- *Volume Crime*
- *Domestic abuse*
- *Sexual abuse*
- *Hate crime*
- *Female genital mutilation (FGM)*
- *Forced marriage and honour based violence*
- *Modern slavery*
- *Support services for children and young people*
- *Fatal road traffic collisions*
- *Child sexual exploitation*

A copy of the new Police and Crime Plan, Your Police, Your Priorities is [here](#).

<b>Name of Organisation and Status</b>	<b>Amount Requested</b>	
The Amirah Foundation Registered Charity (1152665)	[REDACTED]	
<b>Name of Project</b>	My Story	
<p><b>Brief description of the proposed service/project</b></p> <p>Using the therapeutic and transformative power of storytelling, we will work with 30 women recovering from the trauma of repeated domestic abuse. We will enable them to tell, write and “own” their stories and through experienced, guided facilitation, they will embark upon a journey of self-discovery, to start a new direction into recovery. In a safe and sensitive space, this process will enable women to regain their emotional wellbeing, recognise and build on their existing skills, grow in confidence and build a new community. They will be supported to create an impactful new positive ending to their past negative experience. And as part of an existing wrap-around service, women will be able to access housing support, welfare benefits advice, psychotherapy services, and our existing personal development programme as well as build their social interactions through these workshops, our coffee morning and our monthly social and cultural outings. The workshops will include:</p> <ul style="list-style-type: none"> <li>• My Story</li> <li>• Identifying My Skills and Strengths</li> <li>• Confidence Building</li> <li>• Writing a New Chapter</li> <li>• Creating a Happy Ending</li> <li>• And telling My Story</li> </ul> <p>Women who are willing will be filmed and their stories, edited into a powerful testament to their strength and survival which will serve as a lesson of hope for others.</p>		
<b>Showstopper Criteria Check</b>	<b>Yes</b>	<b>No</b>
<i>It is your responsibility to ensure that your documents are included with this application form. Your application may not be considered if you do not do so.</i>		
<i>Are you able to use the requested funds within the 2017-18 financial year?</i>	<b>YES</b>	
<i>Will the funding be used to support victims of crime to cope and recover?</i>	<b>YES</b>	
<i>Will the service be easily accessible to victims and free of charge?</i>	<b>YES</b>	
<i>I have included a redacted bank statement with this application (this means that you can blank out the list of financial transactions on the statement). This must relate to the bank account that funding would be paid into.</i>	<b>YES</b>	
<i>I have included twelve months accounts from the last financial year (if your organisation is less than one year old, please include a business plan)</i>	<b>YES</b>	
<i>I have included an up to date Data Protection Policy</i>	<b>YES</b>	
<i>I have included an up to date Child Protection Policy</i>	<b>YES</b>	
<i>I have included an up to date Vulnerable Adults Policy</i>	<b>YES</b>	
<i>I have included an up to date Equality and Diversity Policy</i>	<b>YES</b>	
<b>Monitoring of the Project</b>		

At Amirah we are always keen to capture our learning and review our programme. We have quarterly focus groups with our users and take their feedback, advice and suggestions seriously to keep our services fresh, useful and relevant.

For this programme women will be interviewed (on film or paper at the beginning of their journey and at the end) in order to capture their feedback, track their journey and to measure their progress.

[Redacted]

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

[Redacted]

- [Redacted]
- [Redacted]
- [Redacted]

[Redacted]

[Redacted]

The workshops will be designed and created on powerpoints, with facilitators guides, registration sheets and evaluation sheets – these will be kept and checked by our team

At each session, we will keep a record of attendance and engage in verbal and written evaluation.

Our marketing and social media articles will be recorded and kept on file as well as a record of the interaction (likes, comments, & shares) with our weekly uplifting articles on our social media platforms.

The Monitoring and Evaluation officer will collect this data monthly and data will be filed for the external evaluation.

The External evaluator will have access to all our materials and feedback and will be expected to comment on our delivery, the progress of our women and write a number of case studies to support us to capture the success of the programme, share best practice and identify future funding.

**Supporting victims to cope and recover**

[Redacted]

[Redacted]

[Redacted text block]

[Redacted text block]

[Redacted text block]

[Redacted text block]

[Redacted text block]

[Redacted text block]

[Redacted text block]

[Redacted text block]

[Redacted text block]

**Accessibility and cost**

[Redacted text block]

- [Redacted list item]
- [Redacted list item]
- [Redacted list item]

[Redacted text block]



[Redacted text block]

**Needs assessment and equality considerations**

[Redacted text block]

- [Redacted list item]
- [Redacted list item]
- [Redacted list item]
- [Redacted list item]

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[Redacted]

[Redacted]

We have therefore run a number of pilot workshops including:

[Redacted]

[Redacted]

Category of Need		
Social Interaction	[Redacted]	[Redacted]

	[REDACTED]	[REDACTED]
<b>Mental and Physical Health</b>	[REDACTED]	[REDACTED]
<b>Shelter and accommodation</b>	[REDACTED]	[REDACTED]

<b>Family, friends and children</b>	[REDACTED]	[REDACTED]
<b>Education</b>	[REDACTED]	[REDACTED]
<b>Skills and employment</b>	[REDACTED]	[REDACTED]
<b>Drugs and alcohol</b>	[REDACTED]	[REDACTED]
<b>Finance and benefits</b>	[REDACTED]	[REDACTED]

**Outlooks and attitudes**

[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**Area for delivery**

In which policing area will your project be delivered?

Birmingham	<input checked="" type="checkbox"/>	Sandwell	<input type="checkbox"/>	Wolverhampton	<input type="checkbox"/>
Coventry	<input type="checkbox"/>	Solihull	<input type="checkbox"/>		
Dudley	<input type="checkbox"/>	Walsall	<input type="checkbox"/>		

*Has/Is your agency previously received funds from the Office of the Police and Crime Commissioner?*

**Yes/No**

*If yes, please provide details:*

[Redacted]

[Redacted]

**Yes/No**

*If yes, please provide details*

[Redacted]



**What will happen when the Police and Crime Commissioner funding expires? It is unlikely that your project will receive funding from Victims Fund in the next financial year.**

[Redacted]

[Redacted]

[Redacted]

[Redacted]

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

**When this funding expires we will use the learning to apply for a 3-year grant for the arts.**

### **Any other relevant information**

Our staff comprise a team of passionate and dedicated professionals all working towards one the game aims:

- To eliminate violence towards women
- To support those experiencing violence to find safety and security and to rebuild their lives.

We have gained the respect of the Muslim community and stakeholders alike.

We work with a particularly marginalised and hidden group who find conversations about DV most difficult. That's why this work is so important.

#### **In 2016 alone we had:**

- Centre Visitors 2201
- Attended Training 742
- Attending events 2327 (Iftar events 650)
- Support Services 423
- Psychotherapy 158
- Volunteers 144
- Coffee Mornings 656
- Schools (Say No!) 293 young people
- Facebook Followers 5612
- Twitter Followers 1322

### **Applicant details**

Organisations name: The Amirah Foundation

Name of project manager: [REDACTED]

Position held in organisation: [REDACTED]

Telephone number: [REDACTED]

Address: The Amirah Foundation, 249 Ladypool Road, Sparkbrook, Birmingham, B12 8LF

Email address: [REDACTED]

Website address: [www.amirahfoundation.org](http://www.amirahfoundation.org)



**Date:** 02.06.2017

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**Bank account into which grant (if approved) would be paid**

**Account Name:** The Amirah Foundation

**Address:** The Amirah Foundation, 249 Ladypool Road, Sparkbrook, Birmingham, B12 8LF

**Sort Code:** 

**Account Number:** 