
Outreach Fund Policy

Why implement this policy?

1. Purpose

Members of IfJ are frequently asked to:

- Deliver training on the role of an Intermediary to a range of justice system organisations
- Contribute to justice system planning and development
- Participate in forums, discussion groups, and strategic initiatives
- Contribute to research activities
- Attend awareness-raising events

2. Funding Overview

a. In 2024, IfJ allocated **£4,500** to support members undertaking the activities outlined above. This funding will continue until exhausted, at which point Trustees will review whether to continue the programme.

b. Applications will be reviewed upon receipt.

- Up to **two applications per month** may be approved.
- Additional applications may be approved at the discretion of the Funding Scrutiny Panel, in consultation with the Finance Committee.

c. All applications will be **anonymised** before being reviewed by the Funding Scrutiny Panel.

d. Successful applicants will receive a standard payment of **£200 per activity**. This includes:

- **Payment for a minimum of 3 hours at £50/hour**, irrespective of the actual delivery time of the activity
- **Plus 1 hour preparation time at £50/hour**

- Applicants should normally apply for the full £200 unless they wish to request a lower amount.
- A series of presentations will be treated as one funding activity and must be submitted within a single application. Individual presentations within the series are not eligible for separate minimum payments or separate funding applications.

e. **Travel expenses are not covered**, as IfJ aims to encourage the use of local participants.

f. Applicants are encouraged to seek reimbursement for travel and related expenses directly from the commissioning organisation.

g. Funding for activities listed in Section 1 (a–d) **cannot be claimed alongside funding from another source**.

h. This funding is intended as a **contribution**, not full payment, for the service provided.

i. Participants should acknowledge their IfJ membership; however, views expressed are their own unless explicitly authorised to represent IfJ.

j. The Funding Scrutiny Panel may request **feedback following the activity**, which must be submitted within the specified timeframe.

3. Application Process

All applicants must complete the **online application form prior to agreeing to the assignment**.

4. Decision-Making Process

a. Applications will be reviewed by the **IfJ Funding Scrutiny Panel**, consisting of:

- Sharon Richardson (IfJ Volunteer)
- One IfJ Trustee
- The IfJ Operations Manager (acting as administrator only; not involved in decision-making)

Panel members must not review applications in which they have any involvement.

b. Applicants will receive confirmation of receipt, and IfJ aims to respond within **two weeks**.

c. Decisions must be made by full consensus. If consensus cannot be reached, the application will be declined.

5. Assessment Criteria

Applications will be assessed against the following:

a. **Eligible end-users** include:

- Justice system professionals
- Organisations associated with the justice system
- Organisations supporting individuals involved in the justice system
- Relevant academic or awareness-raising events

b. Applicants must demonstrate that they have made **reasonable efforts to secure funding from the end-user organisation**, supported by email evidence submitted with the application.

c. Activities must align with IfJ's objective:

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

d. Applications should ideally be submitted **before the activity takes place**.

Retrospective applications may be considered at the Panel's discretion.

e. Applications must include:

- Confirmation that no other funding or payment is being received
- Name of the end-user organisation
- Date and location of the activity
- Title, aim, and overview of the activity