



Richmond Borough of Sanctuary Grant Scheme

Guidance Notes

Thank you for your interest in the Richmond Borough of Sanctuary Grant Scheme. Please note this fund is only open to formally constituted charitable organisations. Individuals (including sole traders) and un-constituted groups are not eligible to apply.

Please read these Guidance Notes before completing the application form. These Guidance Notes detail the information required for your application to be considered.

Please contact boroughofsanctuary@richmond.gov.uk with any questions, or to request informal feedback on an expression of interest.

Aim of the Richmond Borough of Sanctuary Grant Scheme

As a Borough of Sanctuary, Richmond is committed to ensuring sanctuary seekers feel welcomed and supported and are valued members of the community.

The Richmond Borough of Sanctuary Grant Scheme was created as part of the Borough of Sanctuary Strategy and is intended to provide funding of up to £10,000 to local initiatives that support sanctuary seekers in the Richmond Borough. This could either be launching a new project or expanding an existing project or service.

Please note that, should you be successful in receiving a Richmond Borough of Sanctuary Grant Scheme, you will be expected to attend the Richmond Sanctuary Partnership meeting and to provide regular updates to this forum. The Richmond Sanctuary Partnership Meeting occurs every 8 – 12 weeks for one hour to discuss issues effecting sanctuary seekers in the borough.

Who can apply?

We will only fund organisations that are:

- **Providing services or activities that benefit the London Borough of Richmond upon Thames and its residents.**

We will consider applications from organisations that have a regional or national remit, however only services or activities that benefit Richmond borough residents will be funded.

- **Not for profit**

We cannot fund organisations that make a profit. However, we can fund social enterprises and other organisations that generate surpluses, as long as the organisation's governing documents show that the surplus is reinvested. This must be reflected in the accounts the organisation provides. Companies Limited by Shares are not eligible.

- **Constituted**

Organisations must have a constitution, governing document or set of rules that is signed and dated and defines how the organisation will operate.

- **Trustees/Directors**

The organisation must have at least three unrelated Trustees or Directors who are legally responsible for the governance of the organisation. (Note: This is separate from any management committee that sits below a board of Trustees/Directors).

- **Financially solvent**

To be considered for Richmond Borough of Sanctuary Grants Scheme funding, applying organisations must be able to satisfy a credit check.

Organisations must not have liabilities that are more than their current assets.

Organisations can apply in partnership with other non-voluntary sector organisations e.g. statutory agencies, or private companies, but the voluntary or community group must be the lead partner and funds will only be paid into their bank account. Organisations must have a **bank account with a minimum of 2 non-related signatories**.

- **Public Liability Insurance**

Organisations must have appropriate insurance in place by the start of the grant period.

We do not fund:

- Schools or Parent Teacher Associations, unless a significant level of match funding has been secured.
- Churches or other organisations where the monies will be used for religious purposes.
- Projects where the monies will be used for political purposes.
- Applications which are fundraising in nature.
- Large capital or revenue fundraising appeals are a low priority for the fund.
- Individual sponsorships/educational bursaries.
- Activity which is already provided in the borough is a low priority for the fund.

How much can you apply for?

You can apply for a grant of up to **£10,000** to undertake activities of between 6 to 12 months.

Priority for funding will be given to one-off projects that:

- Support those underrepresented in the support currently available.
- Align with the outcomes identified in the Richmond Borough of Sanctuary Strategy.
- Are not eligible for other sources of funding.

Costs must be related to the direct delivery of the project described and should not be used to subsidise other operational costs.

Depending on the **amount** of funds requested and the size of your organisation, you may be asked to provide more information to support your application.

Grants in excess of £10,000 and/or multi-year projects may be considered in exceptional circumstances and/or where a clear need, address of a niche issue or innovation can be demonstrated.

Please contact boroughsanctuary@richmond.gov.uk ahead of submitting your application if you plan to request more than £10,000.

What are our Priorities?

Projects must relate to one or more of these key priorities. In your application, please outline how your particular project will help us to achieve this priority. Please note, the listed examples are not exhaustive.

PRIORITY 1

Education, employment and training: This priority emphasises the need to equip sanctuary seekers with the skills necessary to access opportunities and thrive in their new home. This includes ensuring young people can make the most of education and that all sanctuary seekers have access to training that will support them into employment by:

- a) Supporting individuals to access local services and existing community groups, and advocate on their behalf.
- b) Providing volunteering opportunities which benefit the individual and wider community.
- c) Supporting individuals to learn practical English, particularly for those not able to access formal ESOL courses. Projects applying for funding for English classes will be expected to demonstrate that it provides additionality and does not duplicate existing provision.

PRIORITY 2

Wellbeing: Supporting activities which promote refugees and asylum seeker's wellbeing. This may include:

- a) Counselling services for those who have experienced trauma.
- b) Sports and leisure opportunities for refugees and asylum seekers.
- c) Enrichment activities for asylum seekers awaiting the outcome of their applications.
- d) Activities aimed at specific segments of the community e.g. children, women, older people.

PRIORITY 3

Advocacy and advice: Beginning life in a new country can be difficult. This priority emphasises the need to support sanctuary seekers to navigate systems in the UK.

PRIORITY 4

Celebrating Sanctuary Seekers: Projects which promote the contribution sanctuary seekers make to the borough and/or that further efforts for community integration. This may include:

- a) Celebrating sanctuary seeker contributions to the UK and Richmond.
- b) Tackling misinformation about refugees, asylum seekers and migrants.

c) Providing a platform for the voice of sanctuary seeker groups and individuals.

Definition of Sanctuary Seekers

Throughout this guidance we refer to 'sanctuary seekers'. This is taken to include:

- Those seeking asylum and those who have recently received refugee status in the UK.
- Unaccompanied Asylum Seeking Children.
- Those on Government resettlement schemes including the Afghan programmes (ARAP/ACRS), Vulnerable Persons Resettlement Scheme, and UK Resettlement Scheme.
- Those on the Homes for Ukraine, Ukraine Family, or Ukraine Extension scheme.
- People with No Recourse to Public Funds.

This is not an exhaustive list, and initiatives that work with other groups which may reasonably be considered as sanctuary seekers may be considered.

Who can you contact about your application?

For general guidance on the application process, please contact us at boroughsanctuary@richmond.gov.uk

How your application will be assessed

During our assessment we will look at how well your project fits our four priorities (listed above). We will also consider the following in our decision making:

- Applicant Suitability:
 - Whether your organisation has received funding previously.
 - Your organisation's financial position.
- Strategic Fit:
 - Whether the project addresses the Richmond Borough of Sanctuary priorities.
- Deliverability:
 - The sustainability of your project / organisation.
- Impact:
 - The need for the project.
 - Who will benefit from the project.
 - The impact your project will have and the difference it will make.
- Value for money:
 - The level of grant funding requested and the total cost of the project.
- Sustainability
 - Whether the project is sustainable beyond the initial period of funding.

- Whether the project has long term benefits.
- Sanctuary Seeker involvement:
 - Whether people with lived experience of seeking asylum/resettlement have been involved in designing the project and/or the application process.

Additional weighting

Priority will be given to organisations that can demonstrate one or more of the following:

- The project has secured match funding. This could be in the form of other funding, volunteer time and in-kind support.
- The applying organisation has not received a Richmond Borough of Sanctuary Community Grant Scheme within the past 12 months.

Completing the Application Form

Application forms are available on the [Richmond Borough of Sanctuary Grant Scheme webpage](#). Please complete this form electronically.

Answering the questions

About the Organisation

1. Name of organisation

Give the organisation's name as it appears in your legal constitution document. This may be a Trust Deed, your Constitution or the Memorandum and Articles of Association.

2. What is the Legal Status of your organisation?

State the legal status of your organisation and provide the registered charity and company number, if applicable.

3. Please tell us about the aims and activities of your organisation

Describe who you help, what you do and what difference you look to make.

4. Please state the date of your most recent audited accounts or management accounts

If you do not have a set of audited accounts (e.g. you are a new organisation) or if they are more than a year old, please explain why.

5. Please state your income and expenditure for your last financial year

Provide the total income and total expenditure for your organisation in your last financial year.

About the Project

6. Project Name

If your project has a different name to that of your organisation, please tell us here.

7. Is this a new or an existing project?

State whether your project is an existing project, for which you are looking for ongoing revenue funding, or a new project.

8. Which of the Richmond Borough of Sanctuary Grant Scheme priorities does your application meet?

Select which of the four priorities (listed above) your application meets. You may select multiple priorities.

9. Describe your project and how it will meet the Richmond Borough of Sanctuary Priorities:

Please provide a detailed description of your project including how your project aligns with the assessment criteria and priorities detailed above. Describe the timeframe associated with your project, including estimated key dates for the project (start date, end date, key stages and milestones). Please try to quantify your activities, for example, how many sessions, for how long and when, and how many people in each session and where the project will be located.

Please adhere to a 500 word limit.

10. If you are applying for funding for more than 12 months please explain how you meet the criteria outlined in the Guidance Document

To be considered for a grant of over 12 months, an application must reflect exceptional circumstances, clear need, innovation or that a niche area is being addressed.

11. Who will manage and be involved in the delivery of your project?

Describe who will be responsible for managing and delivering the project, whether they will be paid staff or volunteers, and how long you expect them to work on the project. If appropriate, what are their qualifications and experience to make them suitable for this role?

12. Explain how you know that sanctuary seekers in your community want this project. What evidence have you collected to demonstrate that there is a need for this project?

Explain how you know there is a need for this project and demonstrate that the local sanctuary seeker community are supportive of the project. Describe if you have consulted communities about the project or if you have identified the need through other means e.g. availability of other services/facilities in the area, evidence from a residents' survey.

We anticipate that a large number of groups will apply for grants and need to ensure that our funding is directed to where there is most need. Due to the large number of applications, we may not always be able to contact you if we feel you have not provided enough evidence of need. **It is therefore up to you to demonstrate as fully as possible that there is a real need for your project.**

Monitoring and Evaluating Progress

13. Outputs and Outcomes:

Outputs: Please quantify the numbers of people that will benefit from the project and activity sessions, interventions, or equivalent will occur as part of the project.

Outcomes: What is the positive difference that the project will deliver for beneficiaries and/or community?

This is your opportunity to quantify the anticipated impact of your project. What numbers and types of activity/participants (outputs) and positive differences (outcomes) will the project deliver for the beneficiaries and/or community?

The positive impact (outcomes) should be directly in line with the priorities outlined above.

Financial Information

14. How much is your project going to cost and how much do you need from the Richmond Borough of Sanctuary Grant Scheme?

How have you arrived at the amount you are requesting? We expect you to have obtained quotes for goods/services and salary costs should be based on either existing pay scales in your organisation or recognised local or regional pay scales. We may ask you to provide evidence of these quotes at the assessment stage and once the project is completed, we may require evidence of how much you have spent. Please provide a breakdown of what the grant would fund. If it is towards an element of your project, please state what it will go towards.

In-kind Match Funding

As well as actual match funding (cash funding), unpaid voluntary work can be used as a source of in-kind match project funding. In-kind match funding is a non-cash contribution of donated goods or services e.g. volunteer time, use of a room or equipment.

The in-kind contribution of goods and services are based on the rates you would have paid if you were not getting this for free. To calculate the in-kind contribution of volunteers' time we have used the Annual Survey of Hours and Earnings 2018 (ASHE) Median hourly pay – gross, for all employees in Richmond. This provides an hourly rate of £17.63. If a volunteer is being used in a professional capacity e.g. legal advice, then that time can be costed at their professional rate.

To calculate volunteer time

Total hours per week volunteered (per volunteer) x Total number of volunteers = Total hours per week volunteered by all volunteers in this role.

Total hours per week volunteered by all volunteers in this role x Number of weeks given per year by each volunteer x Hourly rate (£17.63) = value of volunteer time.

For example:

Total hours per week volunteered (per volunteer)	Total number of volunteers	Total hours per week volunteered by all volunteers	Number of weeks given per year by each volunteer	Hourly rate	Value of volunteer time
7	5	35	40	£17.63	£24,682

Payments made from the Richmond Borough of Sanctuary Grant Scheme will fund actual expenditure of the project and not the in-kind elements.

15. Does your organisation have a bank account in the name of the organisation / project with two separate signatories?

In order for us to pay you, your organisation will need a bank account in the name of the organisation with a minimum of two unrelated signatories. We are unable to proceed with your application if this is not the case.

16. London Living Wage

The Council is seeking formal accreditation with The Living Wage Foundation, noting the financial pressures associated with the accreditation as it relates to third parties. The scheme means that the Council will actively encourage and support applications from organisations paying staff the London Living Wage (currently £11.95 per hour) or higher.

In costing your budget for your project, if applying for staff costs you are encouraged to budget these at the London Living Wage or above. However, it is understood that moving to this level of staffing costs could cause difficulties for some organisations and in these instances, we would ask that you explain the circumstances you face. Please also take this into consideration when valuing volunteer time, if used as in-kind match funding.

If your organisation is unable to pay the London Living Wage or above, you may still apply for funding, although we recommend it as best practice for those organisations who can afford to do so.

You can learn more about The Living Wage Foundation at www.livingwage.org.uk

Contact Information

17 – 21. Contacting you

The person named on this application will be deemed as the person responsible for making the bid. We may require clarification of some of your answers or additional information. Please provide an e-mail address as it will speed up the assessment of your application.

Please let us know if you have special communication needs and we will try to meet these.

Agreement: your understanding of the grant condition

This is an important legal requirement as you will be managing public funds. The person signing the form needs to confirm that they take responsibility for the information provided within your organisation's application for funds. They are also indicating their willingness to be contacted by our representatives and to meet with them and provide further information if requested.

Supporting Documents

Constitution

Please provide a copy of your organisation's constitution or set of rules.

Accounts

Please provide a copy of your most recent financial report and accounts. These should be produced not later than 10 months after the end of your financial year, as required by the Statement of Recommended Practice (SORP). If you do not have audited accounts, please provide an income and expenditure sheet for the past 12 months. If you are a new organisation and your application is successful, you will be asked to provide evidence of recent income and expenditure e.g. bank statements.

Safeguarding children and vulnerable adults

If you are applying for a project working with children, young people or vulnerable adults we will need to be sure they will be kept safe. You are responsible for being fully aware of issues about

protecting children and adults. You must consider any possible associated risks involved in the activities funded by the London Borough of Richmond and take appropriate action to protect everyone involved.

Safeguarding Children and Young People: You must adopt and implement a robust written safeguarding policy and set of procedures to protect children and young people. As part of these procedures, you should undertake checks on the backgrounds of any of your organisation's staff (including trustees and volunteers) who are working in childcare positions, whether this work is formal or informal. You must make any 'disclosures' as described in the Protection of Children Act 1999.

All members of your organisation must have safeguarding training to understand how to recognise possible abuse and know what to do, with a designated safeguarding person being trained to level 3. You should do this even if you are not a regulated childcare provider and have to do so by law.

Safeguarding adults with care and support needs: If you are applying to work with adults, we require you to meet your duty of care to safeguard them. In addition to providing high quality and safe care, service providers are expected to:

- Have an up to date, clear internal adult safeguarding policy and procedure consistent with the London Multi Agency Safeguarding Adults Policy and ensure all staff are aware of, and can act on concerns and allegations in accordance with the policy.
- Have clear care governance arrangements in place to prevent abuse or neglect.
- Have robust reporting mechanisms from the point of care to the senior management/Board and from the management/Board to the point of care to proactively monitor the risk of abuse and neglect in the care setting.
- Adopt robust recruitment and employment practices, with checkable references, checkable ID, and appropriate DBS checks in place at the commencement of employment.

Equal opportunities

We expect projects to be open to all who want to be involved, unless you can give a good reason why this should not be the case. If you plan to restrict who can participate in your project please detail why in your application, so that we can consider whether this is acceptable. Groups and organisations applying to the fund should also consider how their project benefits and engages people from under-represented groups, for example, people living with disabilities, Black Asian Minority Ethnic groups, LGBTQI+ people, 'hard to reach' communities or people facing financial hardship. Your application should demonstrate how you plan on ensuring your project is inclusive and accessible to people with [protected characteristics](#).

If you have a safeguarding concern about a child, please contact the Single Point of Access. This is not a general contact number and should only be used if you have a safeguarding concern.

You can phone 020 8547 5008 from 8am – 5:15pm Monday to Thursday, and 8am – 5pm Friday. Out of hours, phone 020 8770 5000

Additional resources are available here: [Single Point of Access - London Borough of Richmond upon Thames](#)

If you have a safeguarding concern about an adult, please contact Adult Social Care via the online form: [Report adult abuse - London Borough of Richmond upon Thames](#)

If emergency help is needed, please dial 999.

Claiming Your Grant

We will only release grant funds upon confirmation that the project is about to start, and conditions have been met. All funds must be spent within a year of the grant being claimed. Grant recipients must make a formal request to Grant Officers for payment of the grant, which will be paid in a single instalment. The terms and conditions of grant is available on the [Richmond Borough of Sanctuary Grant Scheme webpage](#).

If grants have not been claimed within 11 months of the grant offer being made Officers will write to grant recipients requesting confirmation of project start and completion dates. If the project start date is later than 12 months after the initial award of grant the grant offer will be deemed to have been withdrawn. If the project completion date is later than 12 months from the grant offer date grant recipients will need to seek agreement from Officers for an extension to their funding period.

Monitoring and Evaluation

If your application is successful, you will be required to complete a monitoring and evaluation form at the end of your project.

Submitting Your Application:

Please submit a signed copy of your application with all your supporting documents by email to boroughofsanctuary@richmond.gov.uk