**Richmond Borough of Sanctuary Grant Scheme**

**Application Form**

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| **ABOUT THE ORGANISATION** |
| **1** | Name of organisation  |  |
| **2** | Legal Status of organisation |    ​☐​ [ ]  | Registered Charity | Registered Charity No. |
|    ​☐​ [ ]  | Company limited by guarantee | Company Number  |
|    ​☐​ [ ]  | Voluntary Organisation | Other (please specify)  |
| Has the organisation been established and operating for more than 12 months? | Yes ​☐​  No   ​☐​  |
| Does the organisation have 3 or more Trustees or Directors  | Yes ​☐​  No   ​☐​  |
| **3** | Please describe the aims and activities of the organisation |  |
| **4** | Please state the date of the most recent audited accounts or management accounts |  |
| **5** | Please state income and expenditure for the last financial year | Income: £Expenditure: £Surplus / - deficit £ |
| **ABOUT THE PROJECT** |
| **6** | Project name  |  |
| **7** | Is this a new project or an existing project? |  |
| **8** | Which of the Richmond Borough of Sanctuary Grant Scheme priorities does your application meet?(you may select multiple priorities) |    ​☐​  **[ ] Priority 1: Education, Employment and Training**   ​☐​  **Priority 2: Wellbeing**   ​☐​  **Priority 3: Advocacy and Advice**   ​☐​  **Priority 4: Celebrating Sanctuary Seekers** |
| **9** | Describe the project and how it will meet the Richmond Borough of Sanctuary Priorities.Include location and estimated key dates for the project e.g. start date, end date key stages and project milestones.(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 (exceptional circumstances, clear need, innovative, niche). |  |
| **11** | Who will manage and be involved in project delivery?What qualifications and experience do they have that are relevant to the project? |  |
| **12** | Explain how you know that there is a clear need for this project.  |  |
| **MONITORING AND EVALUATING PROGRESS** |
| **13** | **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? |  |
| **FINANCIAL INFORMATION****Please note: to be considered for Richmond Borough of Sanctuary Grants Scheme funding, applying organisations must be able to satisfy a credit check.** |
| **14** | How much is your project going to cost and how much money is required from the Richmond Borough of Sanctuary Grant Scheme?Please provide a breakdown of costs . |
| **15** | Does your organisation have a bank account in the name of the organisation / project with two separate signatories?  | [ ]  **Yes** [ ]  **No**  |
| **16** | Do you pay all your staff at least the London Living Wage or higher? | Yes [ ]  No [ ]  Volunteers only [ ]  |
| Is your organisation accredited as a Living Wage Employer with The Living Wage Foundation? [The Living Wage Foundation](https://www.livingwage.org.uk/) | Yes [ ]  No [ ]  No, but interested in finding out more [ ]  |
| Are you a branch of a larger organisation?  | Yes [ ]  No [ ]  |
| **CONTACT INFORMATION** |
| **17** | Key Contact full name |  |
| **18** | Key Contact role within the organisation e.g. Chair, Co-ordinator |  |
| **19** | Organisation address  |  |
| **20** | Telephone number |  |
| **21** | Email address |  |
| **Agreement:**  [ ]  I confirm that the information given is true and correct and I understand that it will be a condition of any grant awarded to me that the grant will only be used for the purpose for which it is awarded, and I undertake to use the award only for that purpose, and to repay to the Council any grant money that I may use for any other purpose on demand.[ ]  I confirm that, should I/my organisation be successful in receiving grant funding, I/a representative of my organisation will be required to attend the Richmond Sanctuary Partnership meeting and to provide regular updates of project progress to this forum.I enclose the following documents:[ ]  A copy of my organisation’s constitution or group’s set of rules [tick box][ ]  A copy of my organisation’s audited accounts (no more than 12 months old) / income and expenditure sheet for the past 12 months (if I do not have audited accounts). [tick box][ ]  A safeguarding policy / statement outlining how children, young people and adults with care and support needs will be kept safe [[1]](#endnote-2) [tick box][ ]  Current Certificate of Public Liability Insurance [tick box][ ]  I consent to a credit check. Signature ……………………………………………… Date ……………………………………..You may be contacted by Council Officers once your application has been received if additional information is required to complete the assessment of your application. |
|  | **Data Privacy Statement** The contents of this application are protected under the Data Protection Act 2018. Please tick the appropriate statements to give consent:  [ ]   I consent that the content of this grant application can be shared within the Council including its designated officers, with other grant funding partners of the Council and at Council Committee meetings (the latter of which are made available to the public online).  Should your application be successful, your details may be used by the Council for: * Publicity purposes.
* Processing grant agreements, grant monitoring and evaluation and payment administration.

 [ ]  I consent that contact details of my organisation may be stored and shared with other Council departments, associated organisations and individuals with a legitimate interest in learning about your work.  [ ]  [ ]   I consent that contact details of my organisation may be stored and shared with other Council departments, for use for promotions, marketing and consultations of future council initiatives.  *For more information about our privacy practices please visit the Council*[*website*](https://www.richmond.gov.uk/council/open_richmond/data_protection)*. By ticking above, you agree that we may process your information in accordance with these terms.*  |
|  | **Keeping in touch**Richmond Council’s Refugee Services team would like to keep in touch with you and provide you with updates and marketing. If you would like to be added to the mailing list please tick here [ ] [ ] *You can change your mind at any time by clicking the unsubscribe link in the footer of any email you receive from us, or by contacting us at boroughofsanctuary**@richmond.gov.uk**. We will treat your information with respect. For more information about our privacy practices please visit our* [*website*](https://www.richmond.gov.uk/council/open_richmond/data_protection)*. By ticking above, you agree that we may process your information in accordance with these terms.* |
|  | **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. |

*Return a completed application form to* boroughofsanctuary@richmond.gov.uk

1. If your project is working with children and/or young people under the age of 18, or with adults with care and support needs, you will need to supply a policy or statement outlining how they will be kept safe. [↑](#endnote-ref-2)