[](http://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=2ahUKEwj2oNL1qpLcAhVGXRQKHa5KAWUQjRx6BAgBEAU&url=http://www.brandsoftheworld.com/logo/leeds-city-council&psig=AOvVaw2ySYBuTcx3f5sDiMQjHqyW&ust=1531236573899171)

**Leeds Syrian Refugee Resettlement Community Grants Scheme**

**Grant Application Form**

**SECTION 1: TELL US ABOUT YOUR ORGANISATION**

|  |  |  |
| --- | --- | --- |
| Q1. Name of your organisation: |  | |
| Q2. Name of main contact: |  | |
| Q3. Address of contact person: |  | |
| Telephone: |  | |
| Email: |  | |
| Q4. Address where activity will  be delivered (if different): |  | |
| Q5. Please give a brief overview of your organisation, and main activities provided. | | |
|  | | |
| Q6. What is the status of your organisation? | | |
| Newly formed group | | |
| Voluntary organisation (unregistered with constitution) | | |
| A registered charity ***(state number)*** | |  |
| Other ***(please state)*** | |  |
| How long has your organisation been established? | |  |

**SECTION 2: TELL US ABOUT THE GRANT YOU ARE REQUESTING**

(Please refer to the application guidance)

|  |
| --- |
| Q7. Please give a detailed description of the project that you are applying for (see guidance about what to include in this section). |
|  |

|  |  |
| --- | --- |
| Q8. Please provide a detailed breakdown of total project expenditure below: | |
| **Item of expenditure** | **£** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Q9. What is the total cost of your project? |  |
| Q10. How much are you requesting from the Leeds Resettlement Community Grants Scheme? |  |

**SECTION 3: TELL US HOW YOUR PROJECT RELATES TO THE LEEDS RESETTLEMENT SCHEME**

(Please refer to the application guidance)

|  |
| --- |
| Q11. Please tell us how your project will benefit new refugees and/or settled communities |
|  |
| Q12. Please tell us if you are receiving funding from other sources for this project |
|  |
| Q13. Please let us know of any current funding from Leeds City Council or other local funding that is supporting this project. |
|  |

**SECTION 4: SUPPORTING INFORMATION CHECKLIST**

Please complete the checklist below and ensure that you have enclosed the relevant paperwork to support the bid you are submitting as per the matrix outlined. Please note that this list is not exhaustive and you may be asked for additional supporting information which is not detailed below.

|  |  |
| --- | --- |
| **Tick all that apply** | **Supporting Information** |
|  | A current programme of activities provided and proposed |
|  | Constitution / Memorandum and Articles of Association if appropriate |
|  | List of management arrangements, e.g. steering group members |
|  | Policies relevant to this application (Health & Safety, Safeguarding) |

|  |
| --- |
| If your organisation provides activities services for/or works with children / young people / vulnerable adults, have the appropriate Disclosure and Barring Service (DBS) checks been carried out on those working with and / or supporting those clients (including your Management Committee and / or Board of Directors)? |
| Yes  No |
| If there is a reason why you have been unable to supply any of the aforementioned information outlined in Section 4, please detail why in the box below. |
|  |

*Cath Dearlove, Resettlement Co-ordinator*

*Migration Yorkshire*

*Enterprise House*

*2nd Floor, Enterprise House*

*12 St Paul’s Street*

*Leeds, LS1 2LE*

|  |  |
| --- | --- |
| **For office use only:** |  |
| Application Reference Number: |  |
| Date Application Received: |  |
| Evaluation Score: |  |
| Decision: |  |
| Date of Decision: |  |
| Approved by: |  |

Document finalised June 2018, to be reviewed June 2019.