**Leeds Syrian Refugee Resettlement Community Grants Scheme**

**Grant Application Guidance**

**OVERVIEW**

The vision for the Leeds Vulnerable Persons Resettlement Scheme is:

* *To ensure that the refugees being resettled under the resettlement scheme in Leeds are supported to lead independent lives*

The scheme is co-ordinated locally by Leeds City Council and involves a wide range of partner organisations. However, integration of refugee resettlement is supported beyond these partner organisations. There are many examples of small community organisations and individuals working together with the resettlement agencies to support refugee integration in Leeds, helping families to be empowered and improve access to wider services through English conversation classes, activities, social outings and gatherings.

Small grants (£250- £1000) will be awarded to help charities and local groups implement initiatives that seek to promote the integration, wellbeing and independence of the refugees being resettled in Leeds. The fund will help to support activities **and projects that seek to promote the integration and independence of the families. The fund is not intended for organisational running costs.**

A pot of funding for over a two year period has been allocated which will allow £17,000 per year to support organisations. Year 1 will start in July 2018 and year 2 will start July 2019 giving the opportunity for a total of £34,000 over the two years

Examples of where awards will be considered include:

* To pay for the costs of **venue hire** to set up and run community activities for the refugees (including but not limited to those led by the refugees) – e.g. a conversation class, a local event, a hobbies class, or support group
* To buy **learning resources** e.g. for conversational English classes
* To provide funding for **social outings** during school holidays or at weekends that have an educational, training or integration value for the refugees that could otherwise not have been managed independently by the refugees.  (NB evidence of appropriate safeguarding procedures will be required.)
* To pay for volunteers to have **DBS checks** where appropriate and necessary.
* To **pay for training** relevant to the project.
* To **fund access** to the refugees’ participation in local cultural events and celebrations
* To pay for **start-up costs** such as equipment or material to enable refugees to be engaged in volunteering or community activities;
* To fund other initiatives aimed at promoting the independence of the refugees and also their wider integration into the communities, including opportunities for the refugees to contribute back to their local community.

Application submission time:

Year 1 – July 2018 to June 2019

Year 2 – July 2019 to May 2020

Only one grant will be awarded per organisation in any one year.

GRANTS AVAILABLE - £250 to £1000:

A decision on your funding application will normally be made within four weeks of receipt. Payment will be made directly to the applicant organisation or in the case of a newly forming group, another suitable organisation who will manage the funds on your behalf.

**APPLICATION FORM GUIDANCE**

Please complete the application form by taking account of the guidance below

**Section 1 – Tell us about your organisation**

Please complete the contact details of the organisation that is applying for the grant, including an appropriate named contact person who we will liaise with throughout the grant application process. Please provide a brief overview of your organisation (**Question 5**) and the status of your organisation (**Question 6).**

**Section 2 – Tell us about the amount of grant you are requesting and tell us about your project**

Please tell us about the level of grant you are requesting. Where possible, please cover the following areas:

**Question 7**

This is where you can tell us about your project and what you are intending to deliver, please include as much detail as you can; including details about:

* Background to the project.
* Start and finish date of proposed project.
* How you have identified a need for this project or activity.

(If you have carried out any consultation activities – such as a survey or a public meeting with the refugees being resettled in your district, please include the details).

If you haven’t carried out any consultation, please outline how you will engage with the refugees to access your activities.

* How you will engage volunteers and how many will you need.
* How you will continue with the project after the funding has ended.
* How you will promote the project.
* How you are proposing to work with other community groups in your district set up to support the refugees

**Question 8**

Please list items of expenditure for this project.

**Question 9**

This should show the total cost of the project for the duration.

**Question 10**

Please state the total amount of grant being requested up to a maximum of £1,000.

**Section 3 – Tell us how your project relates to Leeds City Council’s Resettlement scheme priorities**

This section will allow you to demonstrate how your proposed project links with the Leeds vision.

**Question 11**

Please tell us how your project will benefit new refugees and/or settled communities.

**Question 12**

Please tell us if you are receiving funding from other sources for this project.

**Section 4 – Supporting information checklist**

Please ensure that the necessary information to support your application is submitted in accordance with the requirements outlined on page 5 of the grant application form and the checklist completed, ticking as appropriate (i.e. the checklist outlines what information is required).

**GENERAL TERMS & CONDITIONS**

All grant aid is managed through a funding agreement, which will broadly reflect the following terms and conditions:

* The project must reflect the aspirations of Leeds City Council and the Refugee Resettlement Scheme.
* Every effort of the application process will be made to ensure that applications are processed as quickly as possible. Therefore applicants are urged to provide the fully completed application form and any supporting information required at the time of submission.
* Successful applicants must give Leeds City Council early notice of significant changes in circumstances and any concerns about project delivery.

**MONITORING AND VERIFICATION**

All projects will be subject to on-going monitoring and verification that is appropriate to the level of the grant, to ensure that the project has been delivered as anticipated. The details of this will be outlined in your offer of grant; Leeds City Council retains the right to reclaim grant funding should the applicant fail to meet the terms and conditions of the offer of grant.

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