**Welcome Newham Small Grant Fund**

**Guidance and Application Form**

**Background**

The London Borough of Newham (LBN) is committed to supporting all newly arrived families and individuals in Newham, helping them establish a life in the borough and feel like Newham is their home.

For example, since the crisis in Ukraine began, and Ukrainians began arriving in Newham either by the Family Visa Scheme or Homes for Ukraine Visa Scheme, LBN has mobilised to provide support:

* In March 2022, voluntary partners and LBN organised a community event to provide visa and immigration information and promote support services in Newham.
* LBN have an in-house welfare team, open Monday to Friday, 10am to 5.30pm, who signpost callers to support services.
* LBN have an in-house field visit team who carry out initial and follow-up visits with Ukrainians when they arrive in Newham to check on their wellbeing and the support that they may require.
* There are weekly drop-in one-stop shops providing an opportunity for attendees to access a number of different service offerings to help establish a life in Newham.

In addition to work focused on Ukrainian’s, LBN has coordinated and delivered work to support refugees and asylum seekers in emergency hotel accommodation. For example, working with colleagues across the council as well as VCFS partners and NHS colleagues in primary care, LBN hosted a ‘welcome’ event, attended by over 50 refugees and asylum seekers, providing social connections and linking people with key support services.

To expand the scope and delivery of support in Newham, LBN have created a Welcome Newham Small Grant Fund. The grant provides an opportunity for voluntary, community and faith sector organisations, and other organisations, to develop, expand and deliver projects that can support the needs of arrivals in Newham including refugees, asylum seekers, those who have recently received their leave to remain, international students and others. Projects can be aimed at supporting newly arrived Ukrainians and/or other arrivals.

We encourage projects to be creative but the grant money should be focused on one, or more, of the following:

* Social connection
* Housing/homelessness
* Mental health
* Outreach & resettlement support, such as improving knowledge of entitlements and helping understanding of UK systems
* Learning and development
* Employability support
* Immigration support and legal advice
* Food security
* Community kitchens

**What’s available:** Grant applications can be made up to a maximum of £10 000 for individual projects from one organisation. Bids are also available to consortiums (minimum of 3 organisations) up to £30 000, in which circumstance we would expect one lead organisation to take responsibility for compliance and monitoring arrangements. Consortiums can allow for a wider variety of services to be offered or expanded reach to specific groups. For example, if your organisation has the physical space and specialises in employment support, what other organisations could join your project to offer aspects such as food security and immigration advice. Applications are welcomed from smaller organisations for seed funding. Successful applicants will receive 75% of the value of the grant upfront and 25% on completion.

**Deadline for application:** Applications will be open on 10th October and close on 4th November 2022. You will need to submit this form by email before 5pm on the closing date of 4th November 2022. LBN will host an information session for organisations on Thursday 20th October. The information session will also be an opportunity to meet other groups that could form part of a consortium.

**Decision:** A decision will be made on the application by Friday 11th November via email.

**Timeline for delivery:** Successful applicants will receive 75% of the grant fund by 1st December 2022, when the grant will have to be in place. The project should run until October 23rd 2023.

**Who can apply:** You do not need to be a refugee or asylum organisation to apply.Any organisation working in Newham or supporting people in Newham can apply and it is open to organisations working together as a consortium on a bid (up to £30 000 for a consortium). We are not able to give money directly to individuals.

**How to apply:** Please return this application form to the Welcome Newham Team at matt.bury@newham.gov.uk

**Selection Criteria:** We will fund ideas that:

* Evidence how their project will successfully engage with, and support, refugees, asylum seekers and people who have got their leave to remain status in the last 12 months.
* Evidence that their project is deliverable and achievable in the timescale

**Ongoing engagement:** We plan to have monthly sessions to give organisations a chance to get skills building inputs, such as, evaluation and monitoring, behavioural insights and using the social prescribing software with other small grants programmes to share learning.

**Management:** Successful grant applications will be overseen by the Welcome Newham team and assigned a manager who will support with on-boarding and monitoring of the grant.

**Application Form**

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| **Lead Person for Application**  |  |
| **Name of Organisation or Group** *(if applicable)*(If you are a consortium, the name of the lead organisation) |  |
| **Type of Organisation***(Registered charity/company etc.)* |  |
| **Brief Description of Organisation. If relevant, please include who you usually represent, such as women, men, families, young people, specific nationalities and ethnicities (max 100 words)** |  |
| **Organisation Website or Social Media** |  |
| **Address**  |  |
| **Phone Number** |  |
| **Email Address** |  |
| **1. Name of project**  |
| *Write your answer here*  |
| **2. Target audience of project (max 200 words):** **Please indicate if your project will include supporting newly arrived Ukrainians** [ ]  |
| *Write your answer here*  |
| **3. If you are consortium, please list all the organisations involved in delivering the project (max 200 words). Please include who the organisations usually represent.***If you are a single organisation please put N/A* |
| *Write your answer here* |
| **4. Location of project (max 200 words)**  |
| *Write your answer here* |
| **5. Please describe your project (max 500 words):**  |
| *Write your answer here*  |
| **6. Please tell us how many people you plan to engage? (Max 200 words)** *If multiple activities, tell us how many people you plan to engage with at each activity*  |
| *Write your answer here*  |
| **7. Please explain how your project fits the eligibility criteria of the grant including population and focus area(s) (max 200 words):** |
| *Write your answer here*  |
| **8. How will your project make an ongoing difference (max 200 words):** |
| *Write your answer here*  |
| **9. Please let us know how you will promote your project (max 200 words):** *consider what methods you will use, where you will advertise, and other organisations you may engage with?* |
| *Write your answer here*  |
| **10. Do you expect your community/community you already work with to be involved in the running of the project, if so how? (max 200 words) (e.g. community members volunteering, running programmes).** |
| Write your answer *here* |
| **11. Budget - please tell us how much money you would like and what you will use it for (max 300 words)** *list all the individual costs the grant will be spent on. If you are a consortium, detail how much each organisation will receive to deliver the project.* |
| *Write your answer here*  |
| **12. Please tell us how you will measure the success and/or impact of your project (max 200 words). Please also explain what data you will collect to ensure you are reaching your intended target population:** |
| *Write your answer here*  |
| **13. Please tell us how you have everything in place to run the project from 1st December? (Max 200 words)** *Staff, volunteers, equipment, venue* |
|  |

 **Submission:** Email a completed copy of this form to matt.bury@newham.gov.uk by 5pm on 4th November.

**Please Note**

\* We will consider your grant application using the information on this form.

\* It is a condition of this grants programme that all projects and events are free to enter / at no cost to the public - charging for any part of your project is not permitted.

**Declaration** [ ]

Please tick this box to confirm that these funds will be spent only on the items/costs outlined above specifically in relation to the delivery of events or projects supporting newly arrived Ukrainians and/or refugees, asylum seekers and those who have got their leave to remain status in the last 12 months.

**Conditions of Grant**

**1.** The grant applicant, must provide a clear statement of aims and objectives (either within the form or as a separate document), and be non-profit making.

**2.** The project activity must bring direct benefit to residents of Newham.

**3.** Funds granted must only be used for the purposes set out in the application form unless changes are agreed by the council in writing.

**4.** The project organisers shall not use any part of the council’s grant to support any political party or engage in publicity, which could reasonably be regarded as designed to affect support for a political party.

**5.** Funds may not be used to promote any religion or for religious activity.

**6.** Funds may not be used for the purchase of alcohol.

**7.** Any allocation from this programme must be spent and accounted for, within the agreed time period of the project activity, and submitted with other required project monitoring information.

**8.** Individual items of equipment purchased with Council funding with a value exceeding £500 must be insured and shall become the property of Newham Council if the organisation folds within two years of receiving the award.

**9.** The grant cannot be used for expenditure made before the date of your grant offer notification.

**10.** Proper and appropriate financial and accounting records must be maintained.

**11.** If the applicant owes an outstanding debt to the council, which is unrelated to the grant, the council will not pay grant funding until such time as the entire debt has been cleared.

**12.** If the applicant has failed to submit the required monitoring information from previous council funding, the council will not consider any new application until this has been rectified.

**13.** Council support should be acknowledged on project literature, as appropriate.

**14.** A council officer will be assigned to the funded project to provide liaison as necessary. This officer must be kept informed of the progress of the project monthly.

**15.** Monitoring information must be provided as specified in the grant offer notification and access given to the project at all reasonable times in order that council officers may provide development support and carry out monitoring and evaluation duties as appropriate.

**16.** The project organisers must comply with all legal requirements in relation to employment, insurance, health & safety, child & vulnerable adult protection, service delivery, premises & other relevant matters.

**17.** Grants may not be used to subsidise fundraising activities.

**18.** Funded projects will be expected to share information on their activities, outcomes and achievements, as and when required by the Council.

**19.** Risk assessments forms will be provided and will require completion prior to a funded event.