**Welcome Newham Small Grant Fund Round 2**

**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 to help newly arrived residents from Ukraine to become active and economically independent to fulfil their potential and contribute to our communities. We have branched our service out to meet the needs of people coming into the borough under the Afghan Resettlement schemes, Hong Kong scheme, Refugees and people seeking Asylum in the borough.

Building on the success of our work, LBN have a dedicated team called Welcome Newham in place to support all newly arrived residents, those subject to No Recourse to Public Funds (NRPF) and those seeking asylum who are accommodated in Newham.

To expand the scope and delivery of support in Newham, LBN created a Welcome Newham Small Grant Fund in October 2022. The grant provided an opportunity for voluntary, community and faith sector organisations, and other organisations, to develop, expand and deliver projects that support the needs of arrivals in Newham including refugees, asylum seekers, those who have recently received their leave to remain, international students and others.

The Round 1 fund was very successful, and we are now pleased to launch Round 2 of the Welcome Newham Small Grant Fund.

Learning from the experience of our first funding round we are wanting to target projects within one, or more, of the following:

* Social connections and integration
* Supporting access to volunteer opportunities
* Outreach & resettlement wraparound support (with emphasis on mental health and trauma support)
* Supporting access to social activities (this can be sports, team activities, integration)
* In person conversational English language training
* Reducing isolation for young people
* Reducing isolation for older people
* Learning and development (examples including digital inclusion)
* Supporting access to employment (examples include finding employment in chosen profession)
* Access to hot meals and cooking
* Pathways into distributions and donations (Supporting new arrivals to receive clothes, school uniforms, books, general items, laptops, phones, bikes etc)
* Life in the UK workshops (Sessions which help new arrivals learn about customs and culture e.g., recycling, cost of living, rules of life in UK etc)
* One-off events to support newly arrived residents
* Evaluation of existing projects that support refugees and asylum seekers

If your project is aimed at supporting Refugees or people seeking Asylum then please do highlight this in your application.

Please be advised Round 2 will be open to any organisation in London but must be delivered to residents of Newham. As part of the project, the grant funding can be used for translation, interpreting, transport, distributions and donations to support residents of the borough and meet their needs.

**What’s available:** Grant applications can be made from £500 up to a maximum of £15,000 for individual projects and/or events from one organisation. We would also welcome applications that are seeking match-funding up to a maximum of £15,000 provided by this small grant.

Applications that don’t meet the funding criteria or don’t answer all the questions will also not be considered.

Successful applicants will receive 75% of the value of the grant upfront and 25% on completion.

**Deadline for application:** Applications will be open on Thursday June 22nd and close on Monday 31st July 2023. You will need to submit this form by email before 5pm on the closing date of Monday 31st July 2023. LBN will host an information session for organisations on Wednesday 5th July at 3pm.

**Decision:** A decision will be made on the application by Friday 15th September 2023 via email.

**Timeline for delivery:** Successful applicants will receive 75% of the grant fund by Monday 2nd October 2023, when the grant will have to be in place. All projects need to be completed by 31st July 2024.

**Who can apply:** You do not need to be a refugee or asylum organisation to apply.Any organisation whose project supports people living in Newham can apply. 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](mailto:matt.bury@newham.gov.uk)

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

* Evidence how the project will successfully engage with, and support, refugees, people seeking asylum and people who have got their leave to remain status in the last 12 months.
* Evidence that the project is deliverable and achievable in the timescales and you ready to commence from Monday 2nd October 2023.
* Be able to demonstrate what success looks like.

**We will not fund:** Applications for projects where the grant money will be used to fund running costs and projects that are part of an organisation’s normal ongoing activities. In addition, activities that have been held previously and been subject to budget cuts will only be considered in exceptional circumstances.

**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.

In addition, we will send you a monthly short questionnaire on your progress.

**Management:** Successful grant applications will be overseen by the Welcome Newham team and supported with on-boarding and monitoring of the grant. The Welcome Newham team will identify a champion to work with you in order to facilitate the promotion of your service working with other partners in this space.

**Application Form**

|  |  |
| --- | --- |
| **Lead Person for Application** |  |
| **Name of Organisation or Group** *(if applicable)* |  |
| **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 (If the project doesn’t have a name then please just include your organisation name)** | |
| *Write your answer here* | |
| **2. Target audience of project (max 200 words):**  **Please also indicate if your project will include supporting newly arrived Ukrainians** | |
| *Write your answer here* | |
| **3. Location of project (max 100 words)** *(all projects* ***must*** *be for Newham residents)* | |
| *Write your answer here* | |
| **4. Please describe your project (max 500 words):** | |
| *Write your answer here* | |
| **5. Please evidence how the project will successfully engage with, and support one or more of the following:**   * **Refugees who have arrived via a resettlement scheme;** * **People seeking asylum;** * **Refugees who have recently received their leave to remain status in the last 12 months. (max 200 words)** | |
| *Write your answer here* | |
| **6. Please evidence that the project is deliverable and achievable in the timescales and you are ready to commence from Monday 2nd October 2023.** **(max 200 words)** | |
|  | |
| **7. Please explain what success looks like and how you will monitor your project ie. Case studies, number of people using the service (max 200 words)** | |
|  | |
| **8. 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.* | |
| Write your answer *here* | |

**Submission:** Email a completed copy of this form to [matt.bury@newham.gov.uk](mailto:matt.bury@newham.gov.uk) by 5pm Monday 31st July 2023

**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.

\* You are able to apply for this grant if you were successful with gaining a grant in Round 1.

\* There is an expectation that the grant recipient will actively attend the Welcome Newham One-Stop shops at a frequency agreed with the Welcome Newham Manager

**ANNEX A**

**Declaration YES / NO**

Please delete either Yes or No 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 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 be Newham-targeted and 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.

**20.** Ensure the necessary safeguarding checks and training are complete prior to commencing the project.

**21.** You are expected to participle in the Welcome Newham One-Stop shops at a frequency as agreed with the Welcome Newham team.

**22.** You will complete an End of project form on the completion of your project.