CHESHIRE WEST AND CHESTER COUNCIL

SANTUARY FUNDING TO SUPPORT REFUGEES,

ASYLUM SEEKERS AND VULNERABLE MIGRANTS

GUIDE & APPLICATION FORM 2024/25 and 2025/2026

Cheshire West and Chester Council, wishes to offer the opportunity for voluntary and community organisations to apply for **one or two year** funding grants. Organisations will need to demonstrate that they can help achieve the agreed aims, objectives and outcomes of the programme (outlined later in this guide), with the focus being on working with refugees, asylum seekers and vulnerable migrants.

Whilst applications from 3rd sector organisations will be encouraged, those from other not for profit Partners will be considered if they meet the funding criteria and proposed outcomes.

**GRANT DETAILS**

Grants for the first round will run for either a 12 month period with a maximum grant amount of £5,000, or 24 month period with a maximum grant of up to £10,000.

Sizes of grant will vary and will be at the discretion of the Council. The closing date for this first round of applications will be **17:00 on** **Friday 10th May** **2024.**  The approvals panel will meet within two weeks, and following notification to successful applicants, projects will be expected to start delivery within 4-6 weeks of award being given.

All applicants must:

* Be an organisation that runs on a not for profit basis with a management committee and constitution in place.
* Have effective financial management arrangements.
* Be based and/or operating in Cheshire West and Chester.
* Ensure project will be delivered only in Cheshire West and Chester.
* Compliment or support relevant Council policy.
* Be non-party political.
* Have a commitment to safeguarding children (if appropriate) and ensure that any adult, engaged in the supervision of children and young people have been cleared by the DBS.
* Have a commitment to equal opportunities.
* Be working towards a more sustainable funding environment for the organisation’s work with the specific client groups.

Generally funding is **NOT** available for the following purposes:

* To reimburse money already spent.
* Counselling services.
* Building funds or building repairs.
* General rent, rates or leasing of buildings.
* Purchase or repair of vehicles.
* Routine overheads or running expenses for established groups.
* Personal items or personal expenditure on visits or trips.
* Projects or activities which may be funded by other existing funding streams better

suited to that project.

* To pay club/organisation honoraria.
* Certain disposable items of equipment.

**HOW TO MAKE AN APPLICATION**

Completed application forms should be returned, electronically, to Refugee And Asylum Seeker Team, Cheshire West and Chester Council ([refugeesupport@cheshirewestandchester.gov.uk](mailto:refugeesupport@cheshirewestandchester.gov.uk)).

Please ensure that all relevant paperwork and all of your supporting documents are included (scanned copies are acceptable).

**CONSIDERATION OF APPLICATIONS**

Applications will be considered by an Approvals Panel, which will report into Cheshire West and Chester’s Multi Agency Forum for Refugees and Asylum Seekers.

Applicants will generally be notified of the decision within four-six weeks of deadline and are urged to consider this timescale if planning events etc. The aim is to notify applicants as early as possible.

A copy of the application may be sent to relevant individuals/groups as appropriate for comments.

**CONDITIONS OF GRANT**

When a grant is awarded, recipients will be required to confirm that they will agree to the terms and conditions set out within the application form.

As part of the Council’s scrutiny responsibilities, if requested, groups should be willing to attend the relevant Overview and Scrutiny Committee.

The Council reserves the right to reclaim any grant not used for the specified activity within the grant application form or should the group cease.

**FURTHER HELP & SUPPORT**

If you have any further questions regarding the **grant process** please contact:-

Shelah Semoff

Refugee and Asylum Seeker Team Manager

[shelah.semoff@cheshirewestandchester.gov.uk](mailto:shelah.semoff@cheshirewestandchester.gov.uk)

Steph Ward

Integration and Partnership Manager

Refugee and Asylum Seeker Team

[stephanie.ward@cheshirewestandchester.gov.uk](mailto:stephanie.ward@cheshirewestandchester.gov.uk)

**APPLICATION FORM**

1. **GROUP DETAILS**

Name of Group:

(Please include any previous names the group has been known as)

Name of person completing this form:

Address:

Telephone:

Email:

Position in Group:

1. **GROUP/PROJECT DETAILS**

When was the group set up?

Are you a registered charity? Yes/No

If yes please provide your number:

Is your group affiliated to a recognised governing body? Yes/No

If yes, please provide details:

How many people volunteer with your group?

Which geographical area does your organisation cover?

|  |  |
| --- | --- |
|  | Chester |
|  | Ellesmere Port |
|  | Northwich and Winsford |
|  | Rural |
|  | Borough Wide |

Please briefly summarise the main purpose/activity of your group.

|  |  |  |
| --- | --- | --- |
| State in the boxes below the total amount of funding that your organisation is applying for **per year** against the applicable Thematic Area Objective/s. | Total Funding Requested **Year 1**  (2024/2025) **£** | Total Funding Requested **Year 2**  (2025/2026) **£** |
| **Thematic Area : Needs of People Seeking Asylum** | | |
| People seeking asylum are supported to understand the asylum system, their rights and entitlements throughout the process and are able to make informed decisions and engage with services.  **Maximum funding available per applicant / per year £5,000**  Examples: *- Advice and Advocacy services for asylum seekers.*   * *OISC accredited advice services.* * *Information, advice and support to asylum seekers at the beginning of the asylum process.* * *Outreach provision in areas of the city where asylum seekers live.* |  |  |
| Advice and advocacy services supporting asylum seekers are well coordinated, accessible to asylum seekers and responsive to their needs and support their integration into Cheshire West’s communities.  **Maximum funding available per applicant / per year £5,000**  Examples : see above |  |  |
| **Thematic Area : Language** | | |
| Refugees, people seeking asylum and vulnerable migrants have the opportunity to maintain their language and culture and share with their local communities.  **Maximum funding available per applicant / per year £2,000**  *Examples:*   * *Supplementary schools* * *Cultural/ Community events* |  |  |
| Refugees, people seeking asylum and vulnerable migrants have the opportunity to achieve the language and language qualifications they need to progress to further learning or employment.  **Maximum funding available per applicant / per year £5,000**  *Examples:*   * *Non accredited ESOL for asylum seekers and other vulnerable migrants (unable to access accredited ESOL)* * Conversation clubs/cafes * Book clubs * Walking English * Family English |  |  |
| Those working with refugees, people seeking asylum and vulnerable migrants improve their understanding of the language barriers and how to overcome them.  **Maximum funding available per applicant / per year £2,000**  *Examples:*   * *Interpreter and Translation costs to enable organisations to offer services to refugees, asylum seekers and vulnerable migrants* |  |  |
| **Thematic Area : Health and Wellbeing** | | |
| Refugees, people seeking asylum and vulnerable migrants are able to look after and improve their own health and well-being.  **Maximum funding available per applicant / per year £5,000** *Examples:*   * *Health and Well-being activities specifically for women who are not used to doing so in a mixed gender environment.* |  |  |
| **Thematic Area : Communities Culture and Social Connections** | | |
| Communities are aware of the needs of refugees, people seeking asylum and vulnerable migrant communities and actively seek to involve them in community life.  **Maximum funding available per applicant / per year £5,000**  *Examples:*   * *Refugee awareness raising/training for local community* * *Volunteering opportunities for asylum seekers, refugees and vulnerable migrants with local community organisations.* * *Integration and Community Cohesion activities delivered by local community organisations.* |  |  |
| Social isolation experienced by refugees, people seeking asylum and vulnerable migrants is reduced as they become active in their local communities.  **Maximum funding available per applicant / per year £2,000**  Examples : see above |  |  |
| Refugees, people seeking asylum and vulnerable migrants engage in cultural, heritage and sport activities and celebrate their own culture, talents and contributions.  **Maximum funding available per applicant / per year £2,000**  Examples : see above |  |  |
| Local community groups and refugee, people seeking asylum and vulnerable migrant led organisations play an active role in supporting integration.  **Maximum funding available per applicant / per year £2,000**  Examples : see above |  |  |
| **TOTAL FUNDING REQUESTED PER YEAR** | **£** | **£** |

Which one of the Council’s objectives does the project make a contribution to? (tick more than one if appropriate)

|  |  |
| --- | --- |
|  | Tackle the climate emergency |
|  | Grow our local economy and deliver good jobs with fair wages for our residents |
|  | Support children and young people to make the best start in life and achieve their full potential |
|  | Enable more adults to live longer, healthier and happier lives |
|  | Make our neighbourhoods even better places to call home |

Please provide a description of how your project will be delivered, how you intend to meet the objectives stated above and what are your planned activities. (Maximum of 500 words.)

|  |
| --- |
|  |

Please provide a breakdown of how you will spend the grant?

|  |  |
| --- | --- |
| **ITEM** | **AMOUNT** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **TOTAL** |  |

How many people aged 18 and over will benefit from this grant?

How many people aged under 18 will benefit from this grant?

Has your organisation ever applied to Cheshire West and Chester Council for a grant before?

|  |  |
| --- | --- |
|  | Yes |
|  | No |

If yes:

Which fund did you apply to?

How much did you apply for?

Was the application successful?

**C.** **Equality and Inclusion**

|  |
| --- |
| Provide a clear and detailed plan of how your organisation will ensure that it engages with and includes Seldom Heard groups of people. **Max 750 words** |
|  |

**D. Activities**

Where applicable, tell us about the activities your organisation will run with the funding. If you are unable to specify details at this stage please state why below.

|  |  |  |  |
| --- | --- | --- | --- |
| Day | Time | Activity | Location |
| Monday |  |  |  |
| Tuesday |  |  |  |
| Wednesday |  |  |  |
| Thursday |  |  |  |
| Friday |  |  |  |
| Saturday |  |  |  |
| Sunday |  |  |  |
| I am unable to provide details at this stage because… | | | |

**E. Sustainability**

|  |
| --- |
| Provide a clear and detailed plan as possible of how your organisation will ensure the sustainability of the project once the funding has been used. Please ensure this includes an exit strategy and any legacy the investment might have. **Max 750 words** |
|  |

**F.OFFICER CONTACT DETAILS**

Please provide the contact details for your groups’ Chair, Secretary and Treasurer

Name of Chair:

Address:

Telephone:

Email:

**…..…..…………………………………………………………..………………………………………………**

Name of Secretary:

Address:

Telephone:

Email:

**………………………………………………………………………………………………………………**

Name of Treasurer:

Address:

Telephone:

Email:

1. **FINANCE INFORMATION**

If your application is successful, payment will be made directly into your group’s bank account.

To prevent fraud, we will need your full bank account details and payment cannot be made without them.

Name of Bank or Building Society:

Branch Address:

Account Name:

Sort Code:

Account Number:

1. **OTHER GRANT APPLICATIONS**

Is the group applying for grants from other organisations for this project? YES/NO

If yes, please provide details:

Note: Failure to disclose other grant applications could jeopardise this or other future grant applications by your group.

1. GRANT CONDITIONS

**Definitions**

The “You” referred to in this document is the grant recipient. CWaC refers to Cheshire West and Chester Council

**In General**

1.1 During the period of the grant you will act in a fair and open manner without distinction as to race, religion, age, gender, sexual orientation or disability and in compliance with relevant legislation.

1.2 CWaC accept no liability for any consequences, whether direct or indirect, that may come about from running your project, the use of the grant or from withdrawal of our grant.

* 1. You acknowledge and accept that in the event of a breach of the terms and conditions of the grant, CWaC shall be entitled to withdraw the grant with immediate effect, and require the repayment of money already paid.

**The Project**

* 1. You must use this funding to carry out the project set out in your funding application.
  2. The grant must not be used for other purposes. If the Council becomes aware that the grant

funding has been utilised for any other purpose than what it was originally granted for the

Council shall be entitled to recover the full amount of the grant funding which shall become

immediately repayable.

* 1. If you wish to make changes to your project then you must inform CWaC of these. Approval   
      of these changes is at CWaC’s discretion.
  2. If you spend less than the whole grant on the project, you will return the unspent amount to CWaC promptly.
  3. You will acknowledge receipt of the grant publicly where appropriate and practical.
  4. You hereby consent to any publicity about the grant and the project as CWaC requires.
  5. You will inform CWaC immediately if any of your key contacts change.

**Insurance, Health and Safety and UK Law.**

* 1. You agree to meet all laws regulating the way you operate, the work you carry out, the staff you employ or the goods you buy. You will pay attention to equalities in the way you run your project and in the recruitment and selection of staff. You will ensure that you have an equal opportunities policy in place at all times to help you comply with all relevant laws and good practice. You will obtain all approvals and licences required by law.
  2. In your management of all personal information you will meet the requirements of the General Data Protection Regulation 2018.
  3. If your project involves work with children, young people or vulnerable adults (“vulnerable people”), you will take all reasonable steps to ensure their safety. You will have and adhere to an appropriate written policy and set of procedures times to safeguard vulnerable people, which will include procedures to check backgrounds and disclosures of all employees, volunteers, trustees or contractors who will supervise, care for or otherwise have significant direct contact with vulnerable people with the DBS.
  4. You will maintain adequate insurance at all times including but not limited to public liability, employers liability and professional indemnity insurance (where relevant) and if requested you will supply copies to CWaC. This includes all appropriate insurance for   
      any activities you provide or any assets you have purchased.

**Financial Requirements**

* 1. All CWaC grants will be paid in two instalments. Half of the grant amount as soon as   
      possible, providing all necessary documentation has been received, and the second   
      half after six months on production of monitoring and evaluation documentation.
  2. If the project is a two-year project – the grant will be paid in four instalments: the first   
      two as detailed above for the first year, and in two payments the following year, at six   
      month intervals, on production of monitoring and evaluation documentation.
  3. You must spend your grant within 12 months. If you need to extend this period please contact CWaC for approval to do this.
  4. If purchasing equipment that costs over £250 you will obtain competitive quotes to ensure that you have obtained value for money from the grant.
  5. You must supply copies of invoices/receipts for the items you purchase with the grant and have the originals available for inspection if required. If these are not provided

CWaC reserve the right to issue an invoice to reclaim the grant.

* 1. You must keep proper accounts for CWaC funding and we reserve the right to inspect these records which should be kept for two years after the end of the project.

**Monitoring**

**5.1** You will monitor the progress of the project and complete six month interim and a final   
 report on completion of the project.

**5.2** CWaC reserve the right to undertake monitoring visits at any point during the lifetime of

the project.

1. DECLARATIONS & DISCLAIMER: (To be signed by the person submitting this application)

Are you, or any of the officers of your group, related to a councillor or employee of Cheshire West and Chester Council?

If yes, please provide the following details:

Name:

Job Title & Directorate:

I do not personally financially benefit from this application.

I hereby declare that to the best of my knowledge the information I have given is true and accurate. I/we agree to be bound by the terms and conditions of the grant.

**Signed:**

**Print Name:**

**Position in Group:**

**Date:**

1. **CHECKLIST**

Your application can only be processed if you can tick all of the following:

All the questions have been answered

The person submitting the application has signed the declaration and disclaimer

We have attached/enclosed all necessary documents:

A copy of our constitution, signed and dated

A copy of our most recent annual accounts

A copy of a bank or building society statement not more than three

months old OR confirmation of your bank details eg copy of cheque or paying-in book showing account details if no statements available

Copies of any quotations or notes you have used to work out costs. (Note if you do not send this information, we may ask you to provide it when we are assessing your application)

**Privacy Notice**

CWaC is the data controller for the personal information you provide. The Council’s Data Protection Officer can be contacted on [dpo@cheshirewestandchester.gov.uk](mailto:dpo@cheshirewestandchester.gov.uk) .

**Using your personal information**

We collect and hold information about you in order to:

* Process your grant application and keep you informed
* Provide support and guidance to your community/voluntary organisation
* Evaluate the work of our service

We will keep this information for 7 years.

The information will be stored on CWaC’s Sharepoint and can be viewed by the relevant staff only.

We will not share your data with any external partners.

We will not use your information to make automated decisions about you.

Your data will not be transferred abroad.

The lawful basis for processing your personal data as set out in the General Data Protection Regulation is ‘Consent’.

|  |
| --- |
|  |

I consent to providing my personal data and it being processed by CWaC for the reasons stated above.

You have the right to withdraw your consent by contacting

[refugeesupport@cheshirewestandchester.gov.uk](mailto:refugeesupport@cheshirewestandchester.gov.uk)

Signature:

Date:

**Your Rights**

You have the right to be informed about the information being about you.

You have the right for any inaccurate or incomplete data to be rectified. Contact

[refugeesupport@cheshirewestandchester.gov.uk](mailto:refugeesupport@cheshirewestandchester.gov.uk)

You have the right to your personal data being erased. Contact

[refugeesupport@cheshirewestandchester.gov.uk](mailto:refugeesupport@cheshirewestandchester.gov.uk)

**Right of Access** – you have the right under the Data Protection Act 1988/General Data Protection Regulation 2018 to request a copy of your information and to know what it is used for and how it has been shared. This is called the right of subject access. To request a copy of your data or ask questions about how it is used please go to the Council’s website: [Your right of access | Cheshire West and Chester Council](https://www.cheshirewestandchester.gov.uk/residents/contact-us/complaints-and-feedback/data-protection-for-you/your-right-of-access-to-your-personal-data)

**Who can I complain to if I am unhappy about how my data is used?**

If you are unhappy with our response the process for complaining is outlined on the same webpage: [Your right of access | Cheshire West and Chester Council](https://www.cheshirewestandchester.gov.uk/residents/contact-us/complaints-and-feedback/data-protection-for-you/your-right-of-access-to-your-personal-data)

You also have the right to complain to the Information Commissioners’ Officer using the following details: The Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Telephone 08456 30 60 60 or 01625 54 58 45. Website: [www.ico.org.uk](http://www.ico.org.uk)