

## Wandsworth Borough of Sanctuary Community Fund Guidance Notes

Thank you for your interest in the Wandsworth Borough of Sanctuary Community Fund. Please note this fund is only open to formally constituted charitable organisations. Individuals (including sole traders) and un-constituted groups are not eligible to apply.

**It is important that you read these guidance notes before you complete the application form.**

These Guidance Notes will help you provide all the information we require to enable us to consider your application.

You may apply for funding at any point during the year with your application going to the next meeting of the Grant Sub-Committee <sup>1</sup>. There are three application deadlines during the year as follows:

Application Deadline	Grants Sub-Committee	Decision Date (estimated)
28 April 2023	8 June 2023	Week beginning 19 June 2023
11 August 2023	3 October 2023	Week beginning 9 October 2023
4 December 2023	5 February 2024	TBC

**You must ensure that your application and all necessary documents are submitted in good time to allow us to give you a decision that will fit within your time frame.**

If after reading these Guidance Notes you are unclear about whether your activity, service or project meets our criteria, please contact [boroughofsanctuary@wandsworth.gov.uk](mailto:boroughofsanctuary@wandsworth.gov.uk) and a member of our team will be able to help you.

### Aim of the Wandsworth Borough of Sanctuary Community Fund

The Wandsworth Borough of Sanctuary Community Fund is intended to support local initiatives which support refugees and asylum seekers in Wandsworth. This could either be launching a new project or developing/expanding an existing project or service.

The fund forms part of the Council's commitment to becoming a Borough of Sanctuary, a borough where refugees and asylum seekers feel welcomed and supported and are valued members of the community.

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<sup>1</sup> The Wandsworth Borough of Sanctuary Community Fund is a limited fund and we reserve the right to close the fund to applications if all available funding has been allocated.

## Who can apply?

We will only fund organisations that are:

- **Providing services or activities that benefit the London Borough of Wandsworth and its residents.**

We will consider applications from organisations that have a regional or national remit, but we will only fund services or activities that benefit Wandsworth borough.

- **Not for profit**

We cannot fund organisations that make a profit. However, we can fund social enterprises and other organisations that generate surpluses, as long as the organisation's governing documents show that the surplus is reinvested. This must be reflected in the accounts the organisation gives us. Companies Limited by Shares are not eligible.

- **Constituted**

Organisations we fund must have a constitution, governing document or set of rules that is signed and dated and defines how the organisation will operate.

- **Trustees/Directors**

The organisation must have at least three unrelated Trustees or Directors who are legally responsible for the governance of the organisation. (Note: This is separate from any management committee that sits below a board of Trustees/Directors)

- **Financially solvent**

Organisations funded by us must not have liabilities that are more than their current assets.

Organisations can apply in partnership with other non-voluntary sector organisations e.g. statutory agencies, or private companies but the voluntary or community group must be the lead partner and funds will only be paid into their bank account. Please note organisations must have a **bank account with a minimum of 2 non-related signatories.**

- **Public Liability Insurance**

Organisations must have appropriate insurance in place by the start of the grant period.

### **We do not fund:**

- Schools or Parent Teacher Associations, unless a significant level of match funding has been secured.
- Churches or other organisations where the monies will be used for religious purposes.
- Projects where the monies will be used for political purposes.
- Applications which are fundraising in nature.
- Large capital or revenue fundraising appeals are a low priority for the fund.
- Individual sponsorships/educational bursaries.
- Activity which is already provided in the borough is a low priority for the fund.

If you have previously received a Wandsworth Borough of Sanctuary Community Fund grant, we are usually only able to consider a new application once your organisation has submitted an End of Project Report Monitoring Form and confirmed that the whole grant has been spent. **Please note that organisations can only apply once a year (from the submission date of a previous application). In certain circumstances we are able to approve more than one grant to an organisation or allow them to apply more than once in a year. e.g. if they are partnering with another group or holding funds on behalf of another provider, but these will be considered as a lower priority against other applications. Please note this is a time-limited fund which may not be renewed and so should not be relied upon to fund future activity.**

## How much can you apply for?

You can apply for a grant of up to **£10,000**. Priority for funding is given to one-off projects - rather than applications which may seek to rely on this fund each year to sustain their activity or service. Each organisation may only **apply once per year** (from the submission date of a previous application). If you have previously been in receipt of a Wandsworth Borough of Sanctuary Community Fund grant, you will need to have submitted satisfactory monitoring and evaluation reports. You will also need to demonstrate why you are not able to cover the costs of the project from your own resources. Costs must be related to the direct delivery of the project described and should not be used to subsidise other operational costs.

Depending on the **amount** of grant requested and the size of your organisation, we may ask you for more information to support your application. Grants in excess of £10,000 may be considered in exceptional circumstances if this can be justified. Please contact us ahead of submitting your bid if you plan to request more than £10,000 - [boroughofsanctuary@wandsworth.gov.uk](mailto:boroughofsanctuary@wandsworth.gov.uk) .

## What are our Priorities?

**Your project needs to relate to one or more of these key priorities and you need to tell us how your particular project will help us achieve this priority.**

### **PRIORITY 1**

**Community Integration Support** – helping new and recent refugees and asylum seeker arrivals to the borough to integrate into life in the UK and their local community:

- a) Support individuals to access local services and existing community groups, and advocate on their behalf.
- b) Provide volunteering opportunities which benefit the individual and wider community.
- c) Support individuals to learn practical English, particularly for those not able to access formal ESOL courses. Projects applying for funding for English classes will be expected to demonstrate that it provides additionality and does not duplicate existing provision.
- d) Support accessing and sustaining long-term accommodation.

## **PRIORITY 2**

**Wellbeing** – Supporting activities which promote refugees and asylum seeker’s wellbeing:

- a) Counselling services for those who have experienced trauma.
- b) Sports and leisure opportunities for refugees and asylum seekers.
- c) Enrichment activities for asylum seekers awaiting the outcome of their applications.
- d) Activities aimed at specific segments of the asylum/refugee community e.g. children, women, older people.

## **PRIORITY 3**

**Expanding Organisational Capacity** – Supporting initiatives which build the capacity of the voluntary and community sector to support refugees and asylum seekers. This could include:

- a) Developing training programmes for staff and volunteers.
- b) Accessing long-term storage/operational space.
- c) Fund additional costs associated with expanding existing offer.

This list is not exhaustive.

## **PRIORITY 4**

### **Celebrating Refugees and Asylum Seekers**

- a) Celebrates refugee contributions to the UK and Wandsworth.
- b) Tackles misinformation about refugees, asylum seekers and migrants.
- c) Provides a platform for the voice of refugee and asylum seeker groups and individuals.

### **Definition of Refugees and Asylum Seekers**

Throughout this guidance we refer to refugees and asylum seekers. For the avoidance of doubt, this is taken to include:

- Those seeking asylum and those who have recently received refugee status.
- Unaccompanied Asylum Seeking Children
- Those on Government resettlement schemes including the Afghan programmes (ARAP/ACRS), Vulnerable Persons Resettlement Scheme, and UK Resettlement Scheme.
- Those on the Homes for Ukraine, Ukraine Family, or Ukraine Extension scheme.
- This is not an exhaustive list, and initiatives that work with other groups which may reasonably be considered as sanctuary seekers may be considered.

## Who can you contact about your application?

For general guidance on the application process, please contact us at [boroughofsanctuary@wandsworth.gov.uk](mailto:boroughofsanctuary@wandsworth.gov.uk)

## How your application will be assessed

During our assessment we will look at how well your project fits our four priorities (see above). We will also look at the following to help us make a decision:

- The need for the project
- Who will benefit from the project
- The impact your project will have and the difference it will make
- If we have funded you before
- Your organisation's financial position
- The sustainability of your project / organisation
- The level of grant funding requested and the total cost of the project

### Additional weighting

Priority will be given to organisations that can demonstrate one or more of the following:

- The project is sustainable beyond the initial period of funding from the Wandsworth Borough of Sanctuary Community Fund and has long term benefits.
- Addresses a particular need that has been highlighted by the Council.
- People with lived experience of seeking asylum/resettlement have been involved in designing the project and/ or the application process.
- Have secured match funding. This could be in the form of other funding, volunteer time and in-kind support.
- Have not previously received a Wandsworth Borough of Sanctuary Community Fund grant.

## Completing the Application Form

A Word version of the application form is available on the Borough of Sanctuary Community Fund webpage and we advise applicants to complete this form electronically. If you complete your application by hand, please ensure that your writing is legible. Applications that cannot be easily read will be returned to you.

## **Answering the questions**

### **1. Name of organisation**

Give the organisation's name as it appears in your legal constitution document. This may be a Trust Deed, your Constitution or the Memorandum and Articles of Association.

### **2. What is the Legal Status of your organisation?**

Please state the legal status of your organisation and provide the registered charity and company number, if applicable.

### **3. Please tell us about the aims and activities of your organisation**

Please describe who you help, what you do and what difference you look to make.

### **4. Please state the date of your most recent audited accounts or management accounts**

If you do not have a set of audited accounts (e.g. you are a new organisation) or if they are more than a year old, please explain why.

### **5. Please state your income and expenditure for your last financial year**

Please include here the total income and total expenditure for your organisation in your last financial year.

### **6. What reserves does your organisation hold?**

Please state here the level of restricted and unrestricted reserves. Organisations that have large unrestricted reserves are unlikely to be successful when applying to the Wandsworth Borough of Sanctuary Community Fund.

### **7. If your unrestricted reserves are over 6 months of your running costs please state if you will be making a contribution towards the cost of this project?**

Please state whether your organisation will be making a contribution towards the cost of the project. If your organisation has reserves i.e. money that it does not need for its day to day running costs but is kept in reserve for either special projects or to ensure the long-term future of the organisation we need to know what these are and why you cannot use them to fund this project. If you have large reserves, it is unlikely that we will fund your project unless you have a clear reason for maintaining your reserves at this level.

### **8. Name of the project**

If your project has a different name to that of your organisation, you need to tell us here. You don't need a different name, but sometimes organisations run more than one project and wish to distinguish between them.

### **9. Is this a new or an existing project?**

Please state here if your project is an existing project, for which you are looking for ongoing revenue funding or a new project.

### **10. Describe your project**

Please provide a detailed description of your project.

What kind of activities will you run as part of the project? Please also try and quantify your activities, for example, how many sessions, for how long and when, and how many people in each session.

### **11. Who will manage and be involved in the delivery of your project?**

Please describe who will be responsible for managing the project and carrying out the project. Please state whether these will be paid staff or volunteers and how long you expect them to work on the project. If appropriate, what are their qualifications and experience to make them suitable for this role?

### **12. Where will your project take place and who will benefit from it?**

- Where in the borough will you deliver this project? E.g. in a community centre, or open space. If you will be operating in a specific ward, please tell us.
- Who and how many people will benefit from your project? E.g. will it be aimed at certain cohorts of asylum seekers/refugees, or open to all?

**Equal opportunities:** We expect projects to be open to all who want to be involved, unless you can give a good reason why this should not be the case. If you plan to restrict who can take part you should explain why in your application, so that we can consider whether this is acceptable. Groups and organisations applying to the fund should also consider how their project benefits and engages people from under-represented groups, for example, people living with disabilities, Black Asian Minority Ethnic groups, LGBTQI+ people, 'hard to reach' communities or people facing financial hardship. Your application should demonstrate how you plan on ensuring your project is inclusive and accessible to people with [protected characteristics](#).

### **13. Which of the Wandsworth Borough of Sanctuary Community Fund priorities does your application meet?**

Your project needs to relate to one or more of our key priorities.

**14. How will your project contribute to the Wandsworth Borough of Sanctuary Community Fund priorities you have identified?**

Please describe how your project meets the Wandsworth Borough of Sanctuary Community Fund priorities you have identified.

**15. Explain how you know that refugees /asylum seekers in your community want this project. What evidence have you collected to demonstrate that there is a need for this project?**

Please tell us how you know there is a need for this project and demonstrate that the local refugee/asylum seeker community are supportive of your project. Please describe if you have consulted with them about the project or if you have identified the need through other means e.g. availability of other services/facilities in the area, evidence from a residents' survey.

We anticipate that a large number of groups will apply for grants, so we need to ensure that our funding is directed to where there is most need. Due to the large number of applications, we may not always be able to contact you if we feel you have not provided enough evidence of need. **It is therefore up to you to demonstrate as fully as possible that there is a real need for your project.**

**16. What tools will you use to monitor progress and evaluate the activity/project?**

All projects in receipt of an award will be required to monitor the progress of both activity and benefit to the participants.

**17. What measurable numbers and types of activity/participants (Outputs) and positive differences (Outcomes) will the project deliver for the beneficiaries and/or community?**

The positive differences (outcomes) should be directly in line with the priorities as described under the thematic headings.

**18. What is the estimated start and finish date for the project? Please include the key stages or "milestones" in running this project.**

Please state here the expected start and finish date for the project. We are unable to consider projects that have already taken place; please ensure you have allowed sufficient time between submitting the application and when you would like to start the project. Please also state the key stages or "milestones" of your project so that we can understand how you have planned the project.

**19. How much is your project going to cost and how much do you need from the Wandsworth Borough of Sanctuary Community Fund?**

How have you arrived at the amount you are requesting? We expect you to have obtained quotes for goods/services and salary costs should be based on either existing pay scales in your organisation or recognised local or regional pay scales. We may ask you to provide evidence of these quotes at the assessment stage and once the project is completed, we may require evidence



of how much you have spent. Please provide a breakdown of what the grant would fund. If it is towards an element of your project, please state what it will go towards.

### **In-kind Match Funding**

As well as actual match funding (cash funding), unpaid voluntary work can be used as a source of in-kind match funding for projects applying to the Wandsworth Borough of Sanctuary Community Fund. In-kind match funding is a non-cash contribution of donated goods or services e.g. volunteer time, use of a room or equipment.

The in-kind contribution of goods and services are based on the rates you would have paid if you were not getting this for free. To calculate the in-kind contribution of volunteers' time we have used the Annual Survey of Hours and Earnings 2018 (ASHE) Median hourly pay – gross, for all employees in Wandsworth. This provides an hourly rate of £17.63. If a volunteer is being used in a professional capacity e.g. legal advice, then that time can be costed at their professional rate.

#### **To calculate volunteer time**

Total hours per week volunteered (per volunteer) x Total number of volunteers = Total hours per week volunteered by all volunteers in this role.

Total hours per week volunteered by all volunteers in this role x Number of weeks given per year by each volunteer x Hourly rate (£17.63) = value of volunteer time

For example:

<b>Total hours per week volunteered (per volunteer)</b>	<b>Total number of volunteers</b>	<b>Total hours per week volunteered by all volunteers</b>	<b>Number of weeks given per year by each volunteer</b>	<b>Hourly rate</b>	<b>Value of volunteer time</b>
7	5	35	40	£17.63	£24,682

Payments made from the Wandsworth Borough of Sanctuary Community Fund will fund actual expenditure of the project and not the in-kind elements.

#### **20. Does your organisation have a bank account in the name of the organisation / project with two separate signatories?**

In order for us to pay you, your organisation will need a bank account in the name of the organisation with a minimum of two unrelated signatories. We are unable to proceed with your application if this is not the case.

#### **21. Why do you need funding from the Wandsworth Borough of Sanctuary Community Fund? What other funders have you applied to and what is the response?**

We wish to give priority to funding small groups who are not already receiving other funding from the local authority and have limited resources.

You will therefore **need to demonstrate why you cannot fund this project from your own resources**

We may need to ensure that small groups who have limited capacity and little experience of fundraising are given priority and supported by the Borough of Sanctuary Community Fund. Therefore, in some circumstances we may decide to only fund a proportion of your project costs if we think you have the capacity to raise funds from other sources e.g. other local funders, the lottery, your own fundraising efforts. We will also take into consideration whether your proposed project or services is the responsibility of another statutory body e.g. hospital, school, police etc and would be more appropriately funded by them.

Please give us the specific name(s) of local funders you have applied to for funding. Please indicate if you have been awarded other funding towards the project costs.

**22. If the project is to continue beyond the timescale for which you are applying for this grant, how will you fund this?**

If this is an ongoing project or a pilot project you will also need to demonstrate that you will not be reliant on funding from the Wandsworth Borough of Sanctuary Community Fund in future years to continue to deliver your project or services. This fund is time limited and should not be relied upon to fund ongoing projects.

**23. London Living Wage**

The Council is seeking formal accreditation with The Living Wage Foundation, noting the financial pressures associated with the accreditation as it relates to third parties. The scheme means that the Council will actively encourage and support applications from organisations paying staff the London Living Wage (currently £11.95 per hour) or higher.

In costing your budget for your project, if applying for staff costs you are encouraged to budget these at the London Living Wage or above. However, it is understood that moving to this level of staffing costs could cause difficulties for some organisations and in these instances, we would ask that you explain the circumstances you face. Please also take this into consideration when valuing volunteer time, if used as in-kind match funding.

If circumstances are that your organisation is unable to pay the London Living Wage or above, you may still apply to the Fund although we recommend it as best practice for those organisations who can afford to do so.

You can learn more about The Living Wage Foundation at [www.livingwage.org.uk](http://www.livingwage.org.uk)

**24. Where did you find out about the Wandsworth Borough of Sanctuary Community Fund?**

Please let us know where you heard about the fund.

**25. – 29. Contacting you**

The person named on this application will be deemed as the person responsible for making the bid. We may need to telephone or visit you to ask for clarification of some of your answers or to provide

additional information. If you have an e-mail address, please give us this as it will speed up the assessment of your application.

Please let us know if you have special communication needs and we will try to meet these.

### **30. Agreement - your understanding of the grant condition**

This is an important legal requirement as you will be managing public funds. The person signing the form needs to confirm that they take responsibility for the information provided within your organisation's application for funds. They are also indicating their willingness to be contacted by our representatives and to meet with them and provide further information if requested.

## **Supporting Documents**

### **Constitution**

Please supply a copy of your organisation's constitution or set of rules.

### **Accounts**

Please enclose a copy of your most recent financial report and accounts. These should be produced not later than 10 months after the end of your financial year, as required by the Statement of Recommended Practice (SORP). If you do not have audited accounts, please provide an income and expenditure sheet for the past 12 months. If you are a new organisation and your application is successful, you will be asked to provide evidence of recent income and expenditure e.g. bank statements.

### **Safeguarding children and vulnerable adults**

If you are applying for a project working with children, young people or vulnerable adults we will need to be sure they will be kept safe. You are responsible for being fully aware of issues about protecting children and adults. You must consider any possible associated risks involved in the activities funded by the London Borough of Wandsworth and take appropriate action to protect everyone involved.

Safeguarding Children and Young People: You must adopt and implement a robust written safeguarding policy and set of procedures to protect children and young people. As part of these procedures, you should undertake checks on the backgrounds of any of your organisation's staff (including trustees and volunteers) who are working in childcare positions, whether this work is formal or informal. You must make any 'disclosures' as described in the Protection of Children Act 1999.

All members of your organisation must have safeguarding training to understand how to recognise possible abuse and know what to do, with a designated safeguarding person being trained to level

3. You should do this even if you are not a regulated childcare provider and have to do so by law.

Safeguarding adults with care and support needs: If you are applying to work with adults, we require you to meet your duty of care to safeguard them. In addition to providing high quality and safe care, service providers are expected to:

- Have an up to date, clear internal adult safeguarding policy and procedure consistent with the London Multi Agency Safeguarding Adults Policy and ensure all staff are aware of, and can act on concerns and allegations in accordance with the policy
- Have clear care governance arrangements in place to prevent abuse or neglect
- Have robust reporting mechanisms from the point of care to the senior management/Board and from the management/Board to the point of care to proactively monitor the risk of abuse and neglect in the care setting
- Adopt robust recruitment and employment practices, with checkable references, checkable ID, and appropriate DBS checks in place at the commencement of employment

**If you have a safeguarding concern about a child, please contact the Multi-Agency Safeguarding Hub. This is not a general contact number and should only be used if you have a safeguarding concern. Multi-Agency Safeguarding Hub – 020 8871 7899. Out of hours (after 5pm weekdays or on weekends), phone 020 8771 6000.**

**If you have a safeguarding concern about an adult, please contact the Adult Access Team via the online form: [www.wandsworth.gov.uk/report-adult-abuse](http://www.wandsworth.gov.uk/report-adult-abuse)**

**If emergency help is needed, please dial 999.**

## **Claiming Your Grant**

We will only release grant funds upon confirmation that the project is about to start, and any conditions have been met. All funds must be spent within a year of the grant being claimed. Grant recipients must make a formal request to Grant Officers for payment of the grant, which will be paid in a single instalment. The terms and conditions of grant is available on the Borough of Sanctuary Community Fund webpage.

If grants have not been claimed within 11 months of the grant offer being made Officers will write to grant recipients requesting confirmation of project start and completion dates. If the project start date is later than 12 months after the initial award of grant the grant offer will be deemed to have been withdrawn. If the project completion date is later than 12 months from the grant offer date grant recipients will need to seek agreement from Officers for an extension to their funding period.

## Monitoring and Evaluation

If your application is successful, you will be required to complete a monitoring and evaluation form at the end of your project. A copy of the monitoring and evaluation form template can be found on the Borough of Sanctuary Community Fund webpage.

## Submitting Your Application:

Please submit a signed copy of your application with all your supporting documents to:

**By email:**

[boroughofsanctuary@wandsworth.gov.uk](mailto:boroughofsanctuary@wandsworth.gov.uk)

**By post:**

**Harriet Baker**, Refugee Resettlement Policy and Operations Lead Officer, London Borough of Wandsworth, Room 265, Wandsworth Town Hall SW18 2PU.