



Westmorland  
& Furness  
Council

[westmorlandandfurness.gov.uk](http://westmorlandandfurness.gov.uk)

# Refugee, Asylum Seeker & Evacuees Support Grant

General Criteria, Guide to the  
Application Process and Terms and  
Conditions of Funding



## 1 Introduction

- 1.1 The Council has allocated £200,000 from its Refugee, Asylum Seekers and Evacuees funding streams towards supporting Refugees, Asylum Seekers and Evacuees across Westmorland and Furness. This is to provide grant support to VCFSE sector organisations who are supporting refugees, asylum seekers and evacuees in Westmorland and Furness to meet the additional support needs.
- 1.2 **The ambition of Westmorland and Furness Council** is to ensure this area is a great place to live, work and thrive; placing people at the centre of everything it does, and being ambitious for the local communities and residents. The Council wants to support people to have healthy lives, reduce inequality, drive delivery of carbon net zero, support our communities and enable sustainable economic growth.
- 1.3 **The Council's vision for Westmorland and Furness Council** is presented in its Council Plan [Council plan | Westmorland and Furness Council](#):
  - As a great place to live, with strong local and community leadership, housing for all making best use of land and existing buildings, empowered places, proud and resilient, communities, a green and biodiverse environment, support for those that need it, when they need it, and opportunities for children and young people to live healthy, happy lives;
  - As a great place to work, with a sustainable, inclusive, diverse economy with a growing work force delivering opportunities for high quality jobs, learning, skills and enterprise, support to encourage business creation and improved infrastructure and connectivity.
  - As a great place to thrive, with opportunities for education, health, and wellbeing, a diverse visitor offer, and thriving cultural economy, support for all to start well, live well and age well, holistic early intervention to support people in need and excellent walking and cycling routes.

This grant scheme is to support VCFSE sector organisations who are working with refugees, asylum seekers evacuees to ensure that their additional needs are met. This could be (but is not limited to) support with health and wellbeing, advice and guidance, local orientation, participation in social, leisure and sport activities, supporting staff to achieve qualifications to deliver immigration advice (e.g. OISC), informal ESOL that leads to more formal learning and qualifications, cultural and integration events and volunteering opportunities.

- 1.4 Applicants need to demonstrate that the activities and services they have identified to be provided will be accessible and meet the needs of refugees, asylum seekers and evacuees and also have a focus on community cohesion and integration. Applicants need to provide clear data and justification on why they are proposing to deliver the activities and services and that there is no existing provision that that would duplicate or conflict with this proposed offer.

- 1.5 Applications are welcomed from organisations who wish to collaborate and submit joint applications to deliver a wide and varied offer.

The Grants are coordinated within the Safe and Strong Communities team and applicants are advised to contact for advice and guidance in advance of making an application for funding.

Eden - Lucy Tonkin

[Eden.AreaSupport@westmorlandandfurness.gov.uk](mailto:Eden.AreaSupport@westmorlandandfurness.gov.uk)

South Lakeland – Karen Charlesworth

[Southlakeland.AreaSupport@westmorlandandfurness.gov.uk](mailto:Southlakeland.AreaSupport@westmorlandandfurness.gov.uk)

Barrow – Decelia Benson-Gee

[Barrow.AreaSupport@westmorlandandfurness.gov.uk](mailto:Barrow.AreaSupport@westmorlandandfurness.gov.uk)

- 1.6 The minimum award is £250. There is no maximum grant award level within the overall grant funding pot. Each project will be assessed on merit and applications will be reviewed on a first come first served basis.
- 1.7 Projects can start before a final grant award, however applicants should be aware this will be at their own risk.
- 1.8 All projects must be financially complete by 31 March 2025 with outputs and outcomes achieved by 30 September 2025. Projects that anticipate delivery beyond this date will not be supported.
- 1.9 In awarding funds we aim to ensure that the application process is easy to understand and made clear to all applicants, while at the same time ensuring sufficient information is gathered to promote value for money, fairness in decision making, public accountability and avoidance of fraud or misuse of funds, reflecting the highest standards of public sector financial management.

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## 2 The refugee & asylum grant fund – criteria for funding

- 2.1 Grants from this fund are awarded to groups who are involved in community based projects which support the resettlement and integration of refugees, asylum seekers and evacuees. It is intended to invest in schemes which bring about a positive and lasting change for the benefit of refugees, asylum seekers and evacuees.
- 2.2 Projects and/or initiatives will be assessed on their ability to contribute to the achievement of the Westmorland and Furness Council Plan and locally identified community priorities.
- 2.3 The following criteria must be met in order to be eligible for funding under this refugee community grants scheme:
- 2.3.1 Detail a start and completion date. Monies must be fully spent and projects delivered by 31 March 2025. The Council does not have the facility to support projects that go beyond this deadline.

- 2.3.2 Grants will be given only to voluntary and non-profit making groups and organisations to support community initiatives that benefit refugees settling in Westmorland and Furness
- 2.3.3 Grants will be awarded for one-off project costs to support refugees and asylum seekers within Westmorland and Furness e.g. purchase of equipment, providing support activities and services etc.
- 2.3.4 Grant applications will be considered for non-recurring expenditure only, therefore operational running costs, general maintenance costs (energy bills, insurance), or ongoing staffing costs will not be funded unless the application is for start-up costs.
- 2.3.5 Applications will be considered from constituted groups only; we do not accept applications from individuals.
- 2.3.6 Applications for less than 100% of costs are preferred and groups are advised to try other avenues for funding in addition to this fund.
- 2.3.7 We will not normally accept more than one application for funding per organisation or group in any one financial year. We may accept more than one application from the same group for clearly identifiable different projects in the same financial year.
- 2.3.8 Projects from Churches or other religious groups cannot be funded unless they have a clear wider non-religious community benefit e.g. a church hall that is used by local community groups etc.
- 2.3.9 Applications in respect of projects relating to Schools should be submitted by the relevant Friends of / Parent Teacher Association for the school and will need to demonstrate wider community benefit than the School.
- 2.3.10 Organisations or groups that operate a policy of exclusivity or have a closed membership and is thereby not open to any member of the public will not be considered for funding.
- 2.3.11 We cannot fund community events if they are intended to pass on any surplus income to other organisations, e.g. concerts with benefits to "local charities".
- 2.3.11 Grant applications will not be considered from political organisations.
- 2.3.12 Grants will not be awarded retrospectively i.e. grants will only be awarded for work or resources still to be purchased at the time the application is made.
- 2.3.13 Organisations or groups with outstanding Project Achievement Reports (PAR's) will not be considered for funding.

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## 3 The application process

- 3.1 Applications for funding should be made on our application form and supported by all requested supporting documentation.
- 3.2 Application form located at the end of this guide.

- 3.3 You can fill in an electronic version of the application form and submit this online or you can submit a written copy with at least two signatures along with the appropriate supporting documents in order for us to process it.
- 3.4 Completed application forms must be signed and returned with the following supporting documents:
- A minimum of two Estimates/Quotes from two different independent suppliers.
  - A detailed breakdown of all costs associated with your application for funding.
  - A copy of a recent (within 3 months prior to the application) Bank Statement for all accounts held in the name of your group.
  - A copy of your most recent Annual Accounts or Audited Accounts.
  - Your Equal Opportunities Policy or Statement (where not explicit in Constitution).
  - Your Constitution or other governing documents.
  - A copy of your last Annual Report and/or AGM minutes.
  - Your Child Protection Policy, where appropriate.
  - Your Safeguarding Vulnerable Adults Policy, where appropriate
  - A copy of your current insurance certificates evidencing cover for Public Liability and Employers Liability
- 3.5 Incomplete applications or applications that do not include all of the above documentation cannot be considered for funding.
- 3.6 We may contact you to ask for more details about your project or possibly arrange to visit your organisation. We will be pleased to help you with any queries you may have in relation to the supporting information you are required to provide in advance of submitting your completed application.

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## 4 How your application is dealt with

- 4.1 Upon receipt of an application for funding officers will make an initial assessment to check that the application is eligible for funding against the criteria of the scheme and that all supporting documentation has been provided.
- 4.2 We aim to acknowledge receipt of all applications within 10 working days of receiving the application.
- 4.3 An evaluation report will be produced for each eligible application along with a recommendation for funding.
- 4.4 A grant panel made up of Westmorland and Furness Council officers, chaired by a Manager from within the Safe and Strong Communities Service area, will discuss the application and make a final recommendation for funding. The final decision will be taken by the Assistant Director Safe and Strong Communities.
- 4.5 Members and officers on the grant panel will make declarations of interest as appropriate in relation to any applicants / applications received, including in respect of any gifts / hospitality received from applicants. Members and officers are encouraged to consult Legal Services and the Monitoring Officer where they have any questions regarding potential interests.

- 4.6 Once your application has been considered and a decision has been made we will inform you by letter and if you have been successful we will arrange for the funds to be released.

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## 5 Unsuccessful or ineligible applications

- 5.1 Applicants whose applications are unsuccessful or ineligible will be notified by email receiving feedback on the reasons for the failure of the grant application within two weeks of the decision.

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## 6 Payment of funding

- 6.1 The council will require a Trade Supplier Number in advance of any payments.
- 6.2 Funding approved for payment can now be paid directly into a group or organisation bank account via the Bank Automated Credit System (BACS).
- 6.3 Once authorised the council's Financial Services department will arrange for funding to be paid directly into the group or organisation bank account as detailed in the application form.

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## 7 Project achievement reports (PAR's)

- 7.1 As part of the conditions of funding you are required to complete and return a Project Achievement Report (PAR) within six months of receiving funding.
- 7.2 The PAR process is designed to assist you in evaluating the success of your project or initiative and also provides an evidence base for the council's internal audit process. As part of the PAR you will be required to provide supporting documentation e.g. receipts, invoices, bank statements, etc to evidence the expenditure of the funding awarded.
- 7.3 Organisations or groups who do not complete and return a satisfactory Project Achievement Report may be required to return their funding and will not be considered for future funding.
- 7.4 For successful bids over £10,000 quarterly review monitoring meetings will be held with the Global Resettlement Programme Manager

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## 8 Promotion of our funding support

- 8.1 We require that groups and organisations recognise Westmorland and Furness Council's funding support by highlighting this on all promotional materials in relation to the project or initiative e.g. acknowledgement in any press releases issued by the group, posters, flyers, website, etc.

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## 9 Terms and conditions of funding for Westmorland and Furness Council

- 9.1 You are required to maintain a bank account in the name of the group. All withdrawals from the account should require a minimum of two signatures.
- 9.2 Grants awarded must be spent only on the purpose for which is stated within your application. If for any reason your circumstances change and you wish to vary the way in which you spend your grant you are required to contact us and seek prior written permission to do so.
- 9.3 You are required to provide access to all necessary documentation (see guidance notes & criteria) to support your application for funding.
- 9.4 Financial support provided by Westmorland and Furness Council should be acknowledged on all printed publicity and in information given to the press and media.
- 9.5 Your organisation or group should promote equality of opportunity and eliminate all forms of discrimination. Your commitment to this should be clearly identified in a written policy or statement that takes into account current legislation and good practice.
- 9.6 In the event of your organisation ceasing to operate or failing to undertake or complete the activity for which the grant was offered or breaching these terms and conditions, Westmorland and Furness Council reserves the right to withhold payment, reduce its award or seek recovery.
- 9.7 You will be required to submit a Project Achievement Report six months after any grant award has been paid. Organisations or groups who do not complete and return a satisfactory Project Achievement Report may be required to return their funding and will not be considered for future funding.
- 9.8 Where your organisation uses the grant to procure any part of the works or services covered by the grant, the procurement process used must be broadly comparable to those contained with the Council's Contract Procedure Rules (e.g. competitive process), as set out in the Council's Constitution which is available online ([Westmorland and Furness Council Constitution](#) or copy upon request).
- 9.9 The Council is under a legal obligation to comply with the Subsidy Control Act 2022. Decisions of the Council may be challenged by judicial review if the subsidy control rules are not followed or not followed completely. Grants may be suspended, and orders for damages or recovery of any unlawful subsidy made. The Council (and the grant recipient) may suffer reputational damage if an unlawful subsidy is made. As

part of the application process, the Council may request from your organisation information about the levels of subsidies, including grant funding, that your organisation has received in recent years.

- 9.10 You will cooperate with the Council so as to allow the Council to discharge its duties under the Freedom of Information Act 2000 ("**FOIA**") and the Environmental Information Regulations 2004 ("**EIR**") and the Local Government Transparency Code ("**Codes of Practice**") under section 45 and 46 of the FOIA.
- 9.11 The Council accepts no liability for any consequences, whether direct or indirect, that may come about from your use of the Grant or from the Council's withdrawal of the Grant in accordance with these terms and conditions.



## Section 1: Contact details

This section asks for the contact details of the applicant.

1.1	<b>Name of main contact</b>	Click here to enter text.
1.2	<b>Email address</b>	Click here to enter text.
1.3	<b>Contact number</b>	Click here to enter text.

## Section 2: Your organisation

This section asks for the details of your organisation.

2.1	<b>Name of your organisation</b> <i>(please see guidance notes)</i>	Click here to enter text.
2.2	<b>Organisation address including post code</b> <i>(please see guidance notes)</i>	Click here to enter text.
		Click here to enter text.
		Click here to enter text.
2.3	<b>Type of organisation</b>	Choose an item.
2.4	<b>Is your organisation VAT registered?</b>	Choose an item.

If you selected Parish Council as your organisation type please skip forward to **Question 2.5**

2.5.1	Charity registration number (if applicable)	Click here to enter text.
2.5.2	What does your organisation do? (50 words maximum)	Click here to enter text.
2.5.3	How much is the yearly membership fee? (if applicable)	Click here to enter text.

2.5.4	Please attach the governance documents of your organisation to this application form (e.g. constitution, terms of reference, or proof of a formalised structure)	<input type="checkbox"/>															
2.6	<b>Have you applied for a council grant previously for outreach money advice?</b>	Choose an item.															
If you <b>have not</b> applied for a grant previously please skip forward to <b>Question 2.7</b>																	
2.7	If you have applied for grants previously please provide more details:	<table border="1"> <thead> <tr> <th>Name of project</th> <th>Amount applied for</th> <th>Successful or Unsuccessful</th> </tr> </thead> <tbody> <tr> <td>Click here to enter text.</td> <td>Click here to enter text.</td> <td>Choose an item.</td> </tr> <tr> <td>Click here to enter text.</td> <td>Click here to enter text.</td> <td>Choose an item.</td> </tr> <tr> <td>Click here to enter text.</td> <td>Click here to enter text.</td> <td>Choose an item.</td> </tr> <tr> <td colspan="3">Click here to enter text.</td> </tr> </tbody> </table>	Name of project	Amount applied for	Successful or Unsuccessful	Click here to enter text.	Click here to enter text.	Choose an item.	Click here to enter text.	Click here to enter text.	Choose an item.	Click here to enter text.	Click here to enter text.	Choose an item.	Click here to enter text.		
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		Click here to enter text.	Click here to enter text.	Choose an item.													
Click here to enter text.																	
2.8	<b>Is your organisation the accountable body for the project?</b>	Choose an item.															
2.8.1	If no, who is the accountable body for the project?	Click here to enter text.															
2.9	<b>Will the project take place wholly within Westmorland and Furness?</b>	Choose an item.															
2.9.1	If no, please give details	Click here to enter text.															

## Section 3: Your Project

This section asks for information about your project.

3.1	<b>Project Title (15 words maximum)</b>	Click here to enter text.
3.2	<b>Amount of grant applied for</b>	Click here to enter text.

3.3	<b>What is the full cost of your project?</b>	Click here to enter text.	
3.4	<p><b>Please describe precisely what your project will deliver and list its outputs and outcomes</b></p> <p><i>For example:</i></p> <ul style="list-style-type: none"> <li>• <i>Number of new and existing clients</i></li> <li>• <i>Number of outreach sessions held</i></li> <li>• <i>Number and destination of referrals made to other agencies</i></li> <li>• <i>Breakdown of client issues dealt with</i></li> <li>• <i>Client benefits achieved</i></li> </ul>	Click here to enter text.	
3.5	<b>Why is this project needed?</b>	Click here to enter text.	
3.6	<b>If available, please attach a community / area plan or local survey that demonstrates there is a need for your project</b>	<input type="checkbox"/>	
3.7	<b>Has your project undertaken any stakeholder engagement/consultation, or will it do so prior to the delivery of the project?</b>	Click here to enter text.	
3.8	<b>How will low carbon and sustainability be built into the design and delivery of your project? Detail the positive and negative impacts that your project will have on the environment (eg. travel, energy, nature, waste). How will you mitigate any negative impacts?</b>	Click here to enter text.	

3.9	<b>How will inclusivity and equality be built into the design and delivery of your project?</b>	Click here to enter text.		
3.10	<b>What alternative options have been considered, and why is your project the most appropriate solution?</b>	Click here to enter text.		
3.11	<b>Are there ongoing maintenance costs and how will you cover them?</b>	Click here to enter text.		
3.12	<b>What are the main risks to the project?</b>	<b>Risk</b>	<b>Mitigation</b>	<b>Notes</b>
		Click here to enter text.	Click here to enter text.	Click here to enter text.
		Click here to enter text.	Click here to enter text.	Click here to enter text.
		Click here to enter text.	Click here to enter text.	Click here to enter text.
3.13	<b>What other sources of funding have you applied for, please state if they have been successful and be clear which funding is match funding for this project</b>	<b>Source of funding</b>	<b>Amount applied for</b>	<b>Successful or unsuccessful</b>
		Click here to enter text.	Click here to enter text.	Choose an item.
		Click here to enter text.	Click here to enter text.	Choose an item.
		Click here to enter text.	Click here to enter text.	Choose an item.
		Click here to enter text.		

## Section 4: Priorities

This section asks how your project will support and contribute to our funding priorities.

4.1	How does your project increase participation and/or engagement in money advice services.	Click here to enter text.	
4.2	How does your project work in partnership with other agencies to signpost and guide clients to the appropriate place	Click here to enter text.	
4.3	How does your project deliver longer-term benefits and service provision to the citizens of Westmorland and Furness	Click here to enter text.	
4.4	How does your project deliver holistic early intervention to support people in need	Click here to enter text.	

## Section 5: Project Plan

If your bid is successful, the information that you provide here will be used in a legal agreement with Westmorland and Furness Council.

5.1	When will your project start?	Click here to enter a date.	
5.2	When will your project be completed?	Click here to enter a date.	
5.3	If awarded, what exactly will the grant pay for? <i>(please add detail of specific expenditure)</i>	Click here to enter text.	
5.4	What are the key milestones in your project?	Stage or task	Date of completion

		Click here to enter text.	Click here to enter a date.
		Click here to enter text.	Click here to enter a date.
		Click here to enter text.	Click here to enter a date.
		Click here to enter text.	
5.5	<p><b>How will you evaluate and demonstrate that your project has been successful?</b></p> <p><b>The council will monitor project performance and you will be asked to provide more information after the project has been completed.</b></p>	Click here to enter text.	

## Section 6: Anti-Fraud and Corruption Policy

Westmorland and Furness Anti-Fraud and Corruption Policy can be viewed [here](https://www.westmorlandandfurness.gov.uk/your-council/data-protection-and-privacy/privacy-notice/how-we-use-data).  
<https://www.westmorlandandfurness.gov.uk/your-council/data-protection-and-privacy/privacy-notice/how-we-use-data>

We expect those organisations that have been awarded grants to have similar standards in place to create an anti-fraud culture and maintain high ethical standards in the administration of public funds.

**Our organisation is aware of the contents of Westmorland and Furness Anti-Fraud and Corruption Policy and adopts similar standards.**

Yes

No

## Section 7: Bank Details

<b>7.1</b>	<b>Please provide details of your organisation's Bank/ Building Society:</b>	
Account Name	Click here to enter text.	
Account Number	Click here to enter text.	
Sort Code	Click here to enter text.	
<i>The above details will be used for grant payment purposes if your application is successful, subject to a legal agreement</i>		

## Section 8: Essential information and attachments

This section is a reminder to attach all essential documents to the application.

8.1	Please attach your organisation's annual accounts	<input type="checkbox"/>
8.2	Please attach proof of your organisation's public liability insurance	<input type="checkbox"/>
8.3	Please attach your organisation's equality policy	<input type="checkbox"/>
8.4	Please attach your organisation's safeguarding policy	<input type="checkbox"/>
8.5	I confirm that the applicant organisation is compliant with the following statutory policies: Health and Safety, Diversity and Equality, Equal Opportunities and Discipline, Dismissal and Grievance, Data Protection.	<input type="checkbox"/>
8.6	Does this project require permission or consent from a third party e.g. planning permission, landowner agreement etc	Choose an item.
If your project <b>does not</b> require permission or consent please proceed to <b>Section 4</b>		
8.6.1	Please attach proof of any permission or consent to carry out this work (e.g. letter or email)	<input type="checkbox"/>
8.6.2	If you don't have permission or consent, how will you secure this before the project starts? (If you are not able to secure permissions before the project starts, please indicate when this milestone will be achieved).	Click here to enter text.

## 1.0 Section 9: Agreement

2.0 I have full authority on behalf of the organisation to make this application and have read and agreed to the Grant Criteria and Conditions and have attached the required documents. I agree to promote the granting of funding in our publication media and agree to the release of the information I have provided according to the Freedom of Information Act 2000 and the Local Government Transparency Code 2014.

3.0 Signed: [Click here to enter text.](#)

4.0 Date: [Click here to enter a date.](#)

5.0 Name in block capitals: [Click here to enter text.](#)

6.0 Position in Organisation: [Click here to enter text.](#)

## Section 10: Returning your application

### **Closing Date:**

Please ensure your application is received at our offices by the **9 May 2024**. Applications received after this date **cannot** be considered for grant funding.

**Please return your completed application form and supporting documents to your locality board address as listed below:**

**Decelia Benson Gee  
Furness Community Development Team,  
Safe and Strong Communities  
Westmorland and Furness Council  
Barrow Town Hall, Duke Street  
Barrow in Furness LA14 2LD**

**Karen Charlesworth  
South Lakes Community Development Team,  
Safe and Strong Communities,  
Westmorland and Furness Council,  
County Hall  
Kendal LA9 4RQ**

**Lucy Tonkin  
Eden Community Development Team  
Safe and Strong Communities  
Westmorland and Furness Council  
Mansion House, Friargate  
Penrith CA11 7YG**

**Online applications can be submitted to the relevant area support inbox:**

[Southlakeland.AreaSupport@westmorlandandfurness.gov.uk](mailto:Southlakeland.AreaSupport@westmorlandandfurness.gov.uk)

[Barrow.AreaSupport@westmorlandandfurness.gov.uk](mailto:Barrow.AreaSupport@westmorlandandfurness.gov.uk)

[Eden.AreaSupport@westmorlandandfurness.gov.uk](mailto:Eden.AreaSupport@westmorlandandfurness.gov.uk)

**Grants Administration  
Westmorland and Furness Council**