

The Guardian Appeal – Grant Process for Full NACCOM Members

As part of the Guardian and Observer 2017 Charity Winter Appeal NACCOM have been awarded £500,000 to;

- increase their capacity to support their members (who accommodate destitute asylum seekers, refugees and migrants with NRPF)
- redistribute the majority of funds (roughly £400,000) raised to all full NACCOM members that apply and are eligible through a simple grants process

How much can I apply for?

Organisations can apply for funds between £2000 and £20,000. It is envisaged that all members who apply and meet the eligibility criteria will be able to access some of the funds. There will be roughly £400,000 to distribute but as there are 48 members it will not be possible to award everyone £20,000, so please think carefully about the amount you are applying for. The panel may decide to offer lower than you requested or indeed lower than the £2000 or higher than £20,000. If you are applying as a partnership each partner as long as they are a NACCOM member can receive a grant so for example if 3 members applied as a partnership the maximum they could apply for is £60,000.

Who can apply?

All fully paid up NACCOM members who are accommodating destitute asylum seekers, refugees or migrants with NRPF can apply for the fund. For the first round of funding members must have been fully registered with us by the 21st January 2018. The grant will NOT fund associate members.

What about very new members?

There may be some funds held back for a second round of applications, for those who could not make it first time round. Although this is not guaranteed as it will depend on the numbers of application initially received and the amounts given out.

Can organisations who are not charities apply?

Yes, but you will need to answer some additional questions as detailed on the application form. In line with the charity commission guidance, you will not be able to receive funds for general core costs. All funds awarded must go directly towards activities for the charitable purpose of relieving destitution e.g. this could be staffing involved in project delivery or direct support costs.

What is the criteria for receiving a grant?

Organisational eligibility

- are a formally constituted organisation
- have a bank account with at least two unrelated signatories
- have been providing accommodation to destitute asylum seekers, refugees or migrants with NRPF in the last year or have clear plans to start providing accommodation to destitute asylum seekers, refugees or migrants with NRPF in the next year
- have a realistic budget for the work to be funded
- can demonstrate clear accountability and oversight for the project

- are financially viable for the next year or have a clear plan to raise any income deficit
- as part of the grant agreement organisations will be expected to share data with NACCOM as part of the national survey and participate in developing a national database.

Eligibility for the work to be funded

The grants should be used to relieve poverty through supporting destitute asylum seekers, refugees and migrants with no recourse to public funds. In particular, but not exclusively we are looking for projects which focus on more sustainable routes out of destitution such as legal advice, housing solutions and fundraising for organisations. We are particularly interested in projects which bring multiple members together to work in partnership to relieve destitution. Please note this is not exclusive as we recognise the vital life line our members provide through accommodation.

Grants will be awarded in May/June 2018 and must ideally be spent by 31st March 2020. There is some room for flexibility here, so if you would like the funds to last beyond 2020 please mention this in your application.

Additional criteria for non-charities

- will need to have a written constitution
- will need to show there is a minimum of three directors, the majority of whom should not be paid employees
- the salaries and benefits of employees are approved by a majority of non-executive Directors
- In the case of CICs – in addition to the above, an asset lock clause that ensures that funds are not transferred (without due consideration) to a body without charitable objects.
- Will need to show the funds are going towards charitable objectives and activities and not private benefit.

What is the process for grant decisions?

NACCOM staff will make an initial assessment of applications received and if necessary follow up applications with a phone call to ask any questions raised by the application. The NACCOM staff team will then pass on the application summaries with their findings to the panel.

A panel of the following people will oversee and make the final decision on which organisations should be awarded funds and how much they should be awarded. The panel provides a wealth of complimentary experience of the migrant destitution sector and grant making trusts. The panel will provide objectivity and insight, no-one on the panel will have a conflict of interest as they will not also represent a potential beneficiary (e.g. a NACCOM member) of the grant scheme. The panel will consist of:

- Patrick Butler – The Guardian
- Alex Sutton – Paul Hamlyn Foundation
- Laura Lines– Esmee Fairbairn Foundation
- Heather Petch – Freelance consultant
- Hazel Williams – NACCOM

All applicants will be updated of the panel's decision by the end of June. Grantees will be sent a grant offer letter, detailing the conditions of the grant. The representative of their organisation will be expected to sign this grant

offer letter in acceptance of the grant and send it back to NACCOM with proof of bank details. Grants will be paid in one lump sum.

How do I apply for the fund?

You will need to answer the application questions through an online form on the Members Area of our website. To access this, you will need your **members log in details**. Please get in touch if you need help.

As part of the online application you will need to enclose the following documents:

1. an organisational budget for the next 2 years showing income and expenditure – showing any shortfall and how you might meet this.
2. a budget for how the funds applied for will be spent – only if you are NOT applying for core costs but have specific costs in mind.
3. a bank statement
4. annual report of accounts (if you have them) or latest management accounts if you do not have annual accounts, clearly showing your levels of reserves.
5. FOR NON-CHARITIES – a copy of your constitution.

We strongly encourage all applicants to refer to the guide below on how to answer the questions.

What are the timescales for applications?

The deadlines for the first stage of applications is **9am 12th March 2018**. **NO APPLICATIONS WILL BE ACCEPTED AFTER THIS DATE.**

29 th January – 12 th March	Applications invited
12 th March – 9 th April	Application assessment by NACCOM staff
Week commencing 9 th April	Written summaries of applications to be considered by panel
24 th April	Panel meet to review applications
May 2018 – exact date to be put on website	Applicants notified of panel decision

Will there be any reporting requirements for the grant?

Those who have received funds will be expected to write a 1 page report at the end of the project. Successful applicants will be sent a template for this.

In addition, The Guardian require 6 monthly reporting on the use of the grant. This reporting procedure will be much more light touch and will be decided closer to the time in discussion with grantees. Successful applicants will also be expected to feed in specific data to the annual survey and assist with NACCOM’s development of a national database. This will enable NACCOM to show what overall difference the Guardian funds have made.

Will I be able to get any advice and assistance with the application?

Yes, but in the first instance please do refer to the guidance below and the Guardian Grant FAQs section on the website which will be regularly updated as new queries come in (also located in the Members Area). If this does not answer your query feel free to contact us at guardiangrants@naccom.org.uk and we will aim to respond to you within 5 working days.

Guide for applicants on filling out the application form

Please read the criteria carefully and ensure you are asking for funding which contributes directly to the relief of poverty of destitute asylum seekers, refugees and migrants with NRPF.

Examples of the types of project **that will be funded** – this list is not exhaustive:

1. Partnership projects in which multiple members fund legal advice to assist with helping clients out of destitution, through investigating their claims.
2. Salary costs of a staffing member running a hosting or housing scheme.
3. Costs towards management of housing for NRPF asylum seekers
4. Volunteer costs for running a night shelter
5. Costs towards a fundraiser to assist with fundraising for relieving poverty and ensuring a project can become more sustainable
6. Ideas that increase capacity in existing projects
7. Start-up costs towards setting up new accommodation projects such as volunteer costs

Examples of projects **which will NOT be funded**:

1. Funding for a social event welcoming destitute asylum seekers
2. Funding for English classes for destitute migrants with NRPF
3. Funding for a befriending scheme for destitute asylum seekers

Using the online form

The form can be accessed here: <https://nacom.org.uk/members-area/guardian-grant-application-form/>. These guidance notes are available to download here as well.

You will need to log in to the Members Area before you can access the page. If you need help logging in, please contact Lucy on comms@nacom.org.uk.

Each question has a word count and you won't be able to go over this.

You will be able to save the application as you go along, at which point you will receive a link to the online form. You can either save this directly or choose to have it emailed to you.

When you complete the application and press 'apply', a copy will also be sent to your email address for your records.

For partnership projects

If multiple NACCOM Members are applying for funding together, ideally one NACCOM member must act as a lead partner and submit a full application and receive all the funds to then distribute to member partners. The other members need to be named on the application but need not fill in a form.

If you are submitting a partnership application and it is not possible for one member to act as a lead partner and distribute funds, please contact NACCOM to discuss how to proceed.

Answering the questions

1. *In no more than 100 words please summarise what you will be spending the funds on.*

This summary will be used to introduce your project/application to the panel. It is important that you ensure the summary includes what you will be doing with the grant and what benefit there will be to the persons whom you support.

2. *Tell us about your organisation and the work that you do.*

We need to know the contact details for your organisation, staff, trustee and volunteer numbers and also whether it is a charity and if not what type of organisation it is. If you are NOT a charity please make sure you answer the additional questions, the Guardian requires this as part of the grant giving process.

We want to know what the aims and objectives are of your organisation. Please also give a summary of the work that you do, in here please give any beneficiary numbers you have such as numbers of persons accommodated and also the types of beneficiaries which you support.

3. *Tell us what the funds will be spent on and how they will relieve the destitution of asylum seekers, refugees and migrants with NRPF*

Please do not repeat what you have said in question 2. Only tell us about the project if it is specifically different to generally what your organisation does e.g. you are working in partnership with other organisations with the funding or trying out a new idea. If you are working in partnership with others for this funding we want to know who that is and a bit about the partners you will be working with.

We want to know about the difference the funds will make to the people being supported and how many will benefit. If you are applying for core funds please explain how the funds will support the running of the organisation and how they will benefit the people whom you support. We are also interested to know how your project assists people to move on in the longer term.

4. *How much are you applying for and over what period will it be spent?*

Please tell us how much you are applying for and a rough estimate of when it will be spent e.g. over 6 months – 2 years. If you wish to apply for funds to last beyond March 2020 then please briefly explain why here, so we can consider this at application phase.

5. *Please tell us about your plans for the future.*

We are keen to know how you are thinking your project will continue in the future. This could be how you intend to raise funds for the future, or maybe you have plans to start a new area of work or expand existing work. We would like to know all about this, we are keen to see how we can support organisations to become more sustainable.