**Guardian Fund: Second Round**

**Guidelines**

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| City of Sanctuary is looking to distribute the remaining Guardian funding. The second round of funding will be a competitive process therefore we suggest that you read the following guidelines carefully and address each point within the application form.  **Funding size:** Groups can apply for between £4,000 and £10,000.  We reserve the right to offer you less than you applied for.  **Application deadline:** Midday Friday 1st September 2017. This is an immoveable deadline, failure to submit the application on time will disqualify the application from being shortlisted. |

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| **Who can apply?**  All City of Sanctuary groups that were registered on our website on or before the 15th January 2017. Please check with your coordinator if you are unsure if you are eligible.  You must be able to provide a bank or building society account in the name of your organisation or a partner organisation at the time of making the application. Failure to provide this information will disqualify the application from being shortlisted.  The partner organisations must provide a letter on headed paper to confirm they are willing to accept the grant on behalf of the group and to confirm they will ring-fence the money for the project. They must also be willing to complete section 5 which will mean that they are legally responsible for the grant.  You must spend the grant within one year from the date of award letter. |

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| **What are we looking for?**  We are not looking to fund projects involved in direct service delivery but for activities that aim to further our vision of welcome. Projects must undertake activity relating to at least one of the following areas:-   1. Turning pledges into action; 2. Activities which bring people seeking sanctuary together with other people from local communities to build understanding; 3. Streams of Sanctuary activity (Using the Learn, Embed and Share framework).   Applications must show that their project adheres to the City of Sanctuary network principles:-   * Offer a positive vision of a culture of welcome and hospitality to all; * Create opportunities for relationships of friendship and solidarity between local people and those seeking sanctuary; * Recognise and encourage partnership working and network development across localities; * Identify opportunities for working on common cause issues within and across communities; * Celebrate and promote the welcome and contribution of people seeking sanctuary; * Engage people seeking sanctuary in decision making processes at all levels and in all activities; * Promote understanding of asylum and refugee issues, especially by enabling refugee voices to be heard directly.   Applications must also demonstrate:-   1. That the project is run in partnership with at least one other organisation. We would particularly be encouraging partnerships with organisations from sectors who may not have previously got involved in the City of Sanctuary movement. We will also look on applications that work in partnership between other City of Sanctuary groups favourably.   Please provide a support letter which confirms that the partner is willing to work in partnership with you.   1. The project will be evaluated to demonstrate the difference it has made. |

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| **What can you apply for?**  IT technology  Publicity materials  Translation costs  Sessional workers (those who work only as and when required on this particular project)  Training  Transport costs  Venue hire  Volunteer expenses  Core costs if they can be directly attributed to supporting the project for which they are receiving the grant |

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| **But we won’t pay for**  Activities that happen or start before we confirm our grant  Any costs you incur when putting together your application  Existing activities and repeat or regular events  Items that mainly benefit individuals (for example equipment that is not shared) |
| **How to apply?**  Please complete the attached application and send it to [joanna@cityofsanctuary.org](mailto:joanna@cityofsanctuary.org) by **midday on Friday 1st September** (late applications will not be accepted under any circumstances)  Please ensure you send application to us at least three months before you want to start your project to allow us time to process your application.  We will only consider one application for a group.  We will confirm that we have received your application.  We aim to let you know our decision within 10 weeks of receiving a complete application.  You will be expected to complete a report form within 8 weeks of completing your project. You will need to provide information on your outcomes, impact and how the money was spent. |

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| **http://www.cityofsanctuary.org/files/cofs-logo_hires_colour.pngGuardian Fund: Second Round**  **Application Form**  Please read the application guidelines carefully before completing this application.  **SECTION 1**   |  |  | | --- | --- | | Name of Group |  | | Name of Project |  | | Main contact name |  | | Contact email address |  | | Contact phone number |  | | Amount applied for  (£4,000-£10,000) |  | | If your project is successful, can we put details on our website and in publicity materials? (Y/N) |  |   **SECTION 2**   |  | | --- | | 1. Please provide background information about your group. This should include a brief history, numbers of members, pledge organisations and/or any partnerships, your current activities, and key achievements (max 200 words) | |  |  |  | | --- | | 1. How are people seeking sanctuary involved in decision making and activities within your group? (max 500 words) | |  |  |  | | --- | | 1. The Project – please provide a summary of what you will do which must relate to one of the three activities outlined in the guidelines. Please also demonstrate how you will ensure that your project is aligned with our core principles (max 500 words) | |  |  |  | | --- | | 1. Who will the project be run in partnership with? Applications that work in partnership with other CoS groups or with groups who have not been involved in our work before will be looked upon favourably. (max 500 words)   Please provide a support letter which confirms that the partner is willing to work in partnership with you. | |  |  |  | | --- | | 5. Where, when and how long with the project run for? (max 200 words) | |  |  |  | | --- | | 6. Provide at least one project outcome (max of 3) and explain how you will measure whether you have achieved the outcome? (max 500 words) | |  |  |  | | --- | | 7. What difference will the project make? (max 500 words) | |  |   **SECTION 3**   1. Provide a detailed budget for the project activities outlined above, and clearly state the amount of funding you are asking for:  |  |  | | --- | --- | | **Item** | **Cost** | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | | **TOTAL** |  |  |  | | --- | | 2. Would you be able to complete the project if we gave a smaller amount and if so how? | |  |  |  | | --- | | 3. Please briefly outline your financial procedures | |  |   4a. Please provide the annual income and expenditure from your last set of  accounts or a projection if you have been running less than 15 months   |  |  | | --- | --- | |  | Amount | | Income |  | | Expenditure |  |   4b. These figures are:  Figures from accounts 🞎 A projection 🞎   1. Please provide the bank details for us to pay the grant into if your application is successful  |  |  | | --- | --- | | **Account name** |  | | **Name of bank** |  | | **Account number** |  | | **Sort code** |  |   If this account is in the name of a partner organisation, they m  Please provide a letter on headed paper to confirm they are willing to accept the grant on behalf of the group and to confirm they will ring-fence the money for the project. They must also be willing to complete section 5 which will mean that they are legally responsible for the grant.  **SECTION 4**  Please provide the name of a referee, who can be from the network, another local group or someone who is aware of your work, other than the partner you are working with.   |  |  | | --- | --- | | Name |  | | Organisation / group |  | | Address |  | | Email address |  | | Telephone number |  |   **SECTION 5 – Declaration**  By submitting this application you confirm that (please tick boxes below):-   |  |  | | --- | --- | |  | The legally responsible contact named below, and the board or committee that runs the group, have authorised this application | |  | You have agreed that we may use the information for grant reporting purposes | |  | You have agreed that if successful we may use this information for publicity purposes e.g website, annual reports | |  | You accept that if information about this application is requested under the Freedom of Information Act we will release it |     **Legally responsible contact**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Organisation name |  | | | | | | Company | |  | Director |  | Company Secretary | | Charity | |  | Chair/Vice Chair |  | Treasurer |  |  |  | | --- | --- | | Title |  | | Forenames |  | | Surname |  | | Position |  | | Contact address |  | | Telephone number |  | | Email |  | | Signature |  | | Date |  |   **Please ensure you have completed all sections of the application form and have included a support letter from your partner organisation.**  **Submit your application by midday on Friday 1st September to** [**joanna@cityofsanctuary.org**](mailto:joanna@cityofsanctuary.org) **(please note that late applications will NOT be accepted)** |