

**Sanctuary award**

**Report from the appraisal committee**

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| **Name and type of organisation:** |       |
| **Town / City:** |       |
| **Name / position of lead applicant:** |       |
| **Date of submission:** |       |
| **Date of appraisal team response:** |       |
| **Names of appraisal team:** |       |

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| **The Organisation Context** |
| Purpose of the organisation, size, numbers of staff, numbers of users/ numbers of people seeking sanctuary etc. |
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| **Summary of Activity** |
| The Appraisal team should discuss the organisation’s presented application and evidence prior to appraisal visit. This report should be read in conjunction with any other documents and/notes.We recognise and commend current activity, in particular the following examples of good practice: |
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| **Feedback on key principles** |
| Below are our reflections on the evidence relating to the three principles of the Sanctuary Award |
| **Learn***Learn about what it means to be seeking sanctuary* |       |
| **Embed***Embed this knowledge in activities and infrastructure of the organisation*  |       |
| **Share***Share the knowledge and understanding with the organisation’s wider community* |       |

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| **Reflections on future plans** |
| The following are the areas of commendation and recommendation for the ways in which the applicant states they intend to develop their commitment to being a place of sanctuary over the next three years: |
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**ASSESSMENT**

**Has the minimum criteria specified in the stream of sanctuary guidelines been met?**

**Have the following criteria been met across the whole portfolio of evidence?**

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| **Assessment****Have the following criteria been met across the whole portfolio of evidence?** |
| **Criteria** | **Criteria met?** |
| **Minimum Criteria**Have the minimum criteria specified in the Stream of Sanctuary guidelines been met (where relevant) |       |
| **Values and network principles***Endorsing the City of Sanctuary's charter and pledging support to the local organisation vision of welcome as relevant. Is the commitment to the vision of welcome visible for the* ***public*** *to see?* |       |
| **Staff involvement / awareness***Was everybody made aware of what Sanctuary means*? *Is there evidence of a whole organisational approach to learning about what it means to be seeking sanctuary* |       |
| **Engagement of people seeking sanctuary***Is there evidence of* meaningful engagement *with people seeking sanctuary?*  |       |
| **Sustainable commitment***Has the organisation demonstrated a sustainable commitment to sanctuary? What evidence is there that this commitment will continue after the award is granted? Is there evidence of ensuring that examples of welcome can be sustained* *through embedding in policy and procedures or the organisational development plans.* |       |
| **Self-evaluation***Do the staff/volunteers feel that the organisation has completed sufficient work for the award?* |       |
| **Feedback from people seeking sanctuary***Has feedback from people seeking sanctuary been taken into account?*  |       |
| **Sharing achievements and learning***Is there evidence of planning to share achievements either through their networks or through City of Sanctuary?* |       |

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| **Conclusions** |
| The review panel were unanimous in concluding that the organisation has fully met the conditions to be granted a Sanctuary Award. | **Yes** **[ ]**  | **No** **[ ]**  |

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| **Further recommendations** |
| Additional recommendations from the appraisal group (including areas of improvement necessary for applicants who have not yet met all condition necessary to be granted a Sanctuary Award) |
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| **Date awarded** |       |

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| **Signatures** |
| **Signed by the lead applicant** |       |
| **Signed by the lead member of the appraisal group** |       |