



## Resettlement Schemes Community Projects Fund 2025/26

### Application Guidelines

Thank you for your interest in our Resettlement Schemes Community Projects Fund 2025/26.

**Deadline for applications is midnight on 31st January 2025.**

We receive many applications, and unfortunately, we cannot support all of them. However, we want to recognise that even if your application is unsuccessful, it does not diminish the value and impact it can have on the community.

**Please remember you can ask for pre application advice by contacting [Resettlement@canterbury.gov.uk](mailto:Resettlement@canterbury.gov.uk).** We are committed to providing feedback to all unsuccessful applicants.

We look forward to receiving your application!

### Application Timetable 2025/26

Application Opens	Monday 18 November 2024
Deadline for Submissions	Midnight Friday 31st January 2025
Deadline Decision	W/C Monday 17 February 2025
Project End	Friday 27 Feb 2026
Monitoring Form to be returned	Friday 13 March 2026

### The Application Process

<p><b>Read this guide</b></p>	<ul style="list-style-type: none"> <li>- This guide will help you to understand if we are able to fund your organisation, how we assess your application and what will happen if you are successful.</li> <li>- Get in touch with us if you have questions or if you're experiencing difficulties with the form <a href="mailto:Resettlement@canterbury.gov.uk">Resettlement@canterbury.gov.uk</a>.</li> </ul>
<p><b>Who can apply?</b></p>	<ul style="list-style-type: none"> <li>- This funding is provided by the Home Office Integration Tariff to Local Authorities to support individuals arriving under the UK and Afghan Resettlement Schemes. Funding can only be used for projects and activities that promote the integration of families living in the <a href="#">Canterbury District</a> through the following schemes: <ul style="list-style-type: none"> <li>- UK Resettlement Scheme</li> <li>- Afghan Relocation and Assistance Programme</li> <li>- Afghan Citizens Resettlement Scheme</li> <li>- Community Sponsorship Schemes</li> </ul> </li> </ul>
<p><b>How much can you apply for?</b></p>	<ul style="list-style-type: none"> <li>- Applicants can apply for funding of up to £10,000</li> </ul>
<p><b>What will we pay for?</b></p>	<p>Please be aware that projects <b>must be delivered specifically to the cohort of resettled families in Canterbury</b>, which consists of approximately 30 families. (Approximately 200 individuals of whom 80 are children)</p> <p>Projects should align with one or more of the designated project priorities. Additionally, a maximum of 5% of the budget may be allocated to core costs. These costs include essential administrative expenses such as day-to-day management, utilities, and office support.</p>
<p><b>Priorities</b></p>	<p><b>Project Priorities:</b></p> <ul style="list-style-type: none"> <li>- Projects that support the mental health and well-being of children and young people</li> <li>- Projects and activities that enhance the learning and development of young people</li> <li>- Projects that promote the mental health and well-being of adults</li> <li>- Projects that help adults improve their English skills and their understanding of life in the UK</li> </ul>

	<p>All projects will need to demonstrate how they will work in partnership with other voluntary sector organisations to avoid duplication.</p>
<p><b>Check your eligibility</b></p>	<p><b>Section A</b> of the application form details the specific eligibility criteria. You must read this to check that you are eligible to apply for this grant.</p>
<p><b>What you will need to complete your application (full list of questions that we ask)</b></p>	<p><b>Section B</b></p> <p><b>About your organisation and financial position</b></p> <ul style="list-style-type: none"> <li>- Your organisation's contact details.</li> <li>- What type of organisation are you?</li> <li>- Charity number or company number (if applicable)</li> <li>- Is your organisation VAT registered, if yes, please state VAT number.</li> <li>- Which sector does your organisation mainly represent?</li> <li>- Describe your organisation's financial position for last year's accounts.</li> <li>- What level of reserves does your organisation have?</li> <li>- Has your organisation shown a deficit in your last annual accounts?</li> </ul> <p><b>Section C</b></p> <p><b>Project, Outputs, Income and Expenditure and Declaration</b></p> <ul style="list-style-type: none"> <li>- Your application for a Resettlement Schemes Community Projects Fund should demonstrate how your work contributes to the following priorities (tick as appropriate).</li> <li>- Service users - how many people will benefit from your project/service?</li> </ul> <p><b>About your project/organisation</b></p> <p>Describe the project/programme you would like to run with this funding</p> <ul style="list-style-type: none"> <li>- Briefly describe what your project is?</li> <li>- What difference is your project going to make to the lives of resettled families in the district?</li> <li>- What learning opportunities would this project provide and how will you use this knowledge to shape future projects?</li> <li>- Is this a new project or are you continuing a project which has previously been successful?</li> </ul>

- Describe how your project links to the listed priorities
- Describe how this project will be sustained beyond the funding period (If applicable)

### **Partnerships and Collaboration\***

Describe how you will be working with other organisations in the district to deliver your project, to increase the benefit of it to others. All projects will need to demonstrate how they will work in partnership with other voluntary sector organisations to avoid duplication

- Who will you be working with?
- What arrangements are in place around agreements and governance

### **When will your project run?**

- Start and finish date.
- How many volunteers, if any, will your project/service involve?
- Approximately how many hours in total, will your volunteers give over the project period?
- How many employed staff will your project/service involve?

### **Your project/service outputs**

- Please tell us how you will monitor and evaluate your project?
- What tools will you use, and how will you evidence the difference your project has made?
- You can submit up to 3 outputs. Please keep them simple and number each output followed by the corresponding outcome/measurement.

**Outputs** are the activities and services that you deliver to help you achieve your desired outcomes. **Outcomes** are the actual changes, benefits or other effects that happen as a result of your activities.

#### Examples:

**Output:** 10-week junior citizen programme targeting year six pupils.

**Outcome:** Equip them with the skills to cope with the transfer to secondary school and the challenges they face as young adults.

	<p><b>Your project's financial information</b></p> <ul style="list-style-type: none"> <li>- How much are you asking for from the Resettlement Schemes Community Projects Fund?</li> </ul> <p><b>Please describe your income and expenditure including income from other funding streams and core costs including staffing and utilities. We will not fund above 5% of core costs.</b></p> <ul style="list-style-type: none"> <li>- Ensure your expenditure is balanced with your income.</li> <li>- Include expenditure that is appropriate to your project and offers the best value.</li> <li>- Income can include grants, fees, fundraising etc.</li> <li>- Expenditure can include staffing, equipment, building costs, training etc.</li> </ul>
<p><b>How we assess your application</b></p>	<p><b>After the closing date each application will be scored by a minimum of two council officers and representatives from resettled families.</b></p> <p><b>Applications are considered against the following criteria:</b></p> <ul style="list-style-type: none"> <li>- How clearly your project aligns with one or more of the designated project priorities</li> <li>- How you demonstrate working in partnership with the council and any other relevant agencies</li> <li>- Clear evaluation processes including realistic, measurable goals and outcomes and robust monitoring</li> <li>- Justification for requested budget and value for money and any match funding</li> <li>- The legacy of your project and what are the ongoing benefits.</li> </ul>
<p><b>How we tell you of our decision</b></p>	<ul style="list-style-type: none"> <li>- We aim to have a decision for you within two weeks of the submission deadline.</li> <li>- If your application is successful, we may also ask for references to verify your application.</li> <li>- After this, we will send you a conditional offer letter and our grant agreement (detailing our full terms and conditions) for you to read, sign and return.</li> <li>- If your application is unsuccessful, you can request feedback.</li> <li>- There are no appeals process for this grant scheme.</li> </ul>
<p><b>Your payment schedule</b></p>	<ul style="list-style-type: none"> <li>- All payments will be made via BACS.</li> <li>- Payments are usually processed within 28 days.</li> <li>- We will pay your grant in two stages. The first amount will be paid to you on receipt of a signed contract. The final amount (<b>£250.00</b>) will be paid once satisfactory grant monitoring has been completed which is <b>due by Friday 13 March 2026.</b></li> </ul>

	<ul style="list-style-type: none"> <li>- You must keep records of all your project income and expenditure, including invoices and bank records. We may ask to look at this information at any time during your grant.</li> </ul>
<b>Starting your project</b>	<ul style="list-style-type: none"> <li>- When planning your project please allow enough time for the decision-making process and formal agreements to be completed before your expected start date (NB. This can take up to 6 weeks from the submission deadline).</li> <li>- We will keep in touch with you over the duration of the project and ask that you let us know as soon as possible if anything changes in your application.</li> <li>- Please be aware significant changes from your application could lead to the grant offer being withdrawn so please keep this in mind when planning and implementing your project.</li> </ul>
<b>Finishing your project</b>	<ul style="list-style-type: none"> <li>- You must complete your project within the same financial year that you receive the funding (<b>27 Feb 2026</b>).</li> <li>- You will need to complete your grant monitoring <b>due by Friday 13 March 2026</b>.</li> </ul>

Full details of the support that we offer through the RISE and other programs can be found on our website at [canterbury.gov.uk/rise-grants](https://canterbury.gov.uk/rise-grants)