

## **Richmond Refugee Week 2026– Small Grants Guidance**

### **Background:**

As part of our commitment to being a Borough of Sanctuary, Richmond Council are offering small grants to support voluntary and community organisations in delivering activities and events for Refugee Week 2026 (15<sup>th</sup>- 21st June).

Refugee Week is a UK wide celebration recognising the contributions and resilience of those seeking sanctuary. We recognise the key role the voluntary and community sector plays in supporting those building new lives in the Richmond. These small grants aim to support events in Richmond that celebrate the contributions of sanctuary seekers, in line with this year's theme "Courage".

We will be prioritising events that promote the contributions of sanctuary seekers and provide a platform for the voice of refugee groups and individuals. Events must be open to sanctuary seekers as well as members of the wider community.

**Please note that the fund will not support activities organised by schools, individuals/informal groups of residents. Only constituted voluntary and community groups are able to apply for a grant**

**The fund will be awarded on a rolling, first-come-first-served basis, so we strongly encourage early applications. The scheme will be closed once all funds have been allocated.**

Funding decisions will be made by a panel of Council officers and representatives from the Richmond Sanctuary Partnership, including members with lived experience of forced migration.

For general guidance on the application process, please contact us at  
[boroughofsanctuary@richmond.gov.uk](mailto:boroughofsanctuary@richmond.gov.uk)

### **Who Can Apply:**

You must be a constituted voluntary or community organisation, such as:

- A registered charity
- Community Interest Company (CIC)
- Charitable Incorporated Organisation (CIO)
- Charitable Company Limited by Guarantee

- Resident or cultural associations, or other not-for-profit constituted groups including faith-based organisations.

We cannot accept applications from individuals, schools, or informal groups.

#### **What We Can Fund:**

- Venue hire or rent
- Performers or artist fees
- Equipment or materials for workshops or exhibitions
- Volunteer expenses/ Staff Costs
- Catering/refreshments
- Promotion and publicity
- Transport or accessibility-related costs

#### **What We Cannot Fund:**

- Events taking place outside of Refugee Week
- Events that are not of benefit to the residents of the Borough
- Events that are not being held within the Borough
- Alcohol
- Profit-Making or Fundraising Activities
- Political or religious events. Faith-based organisations are welcome to apply, but we cannot fund activities whose primary purpose is worship or religious instruction.

These lists are not exhaustive. If you're unsure, or would like to discuss your plans in greater detail, please contact: [boroughofsanctuary@richmond.gov.uk](mailto:boroughofsanctuary@richmond.gov.uk)

#### **How Much Can You Apply For:**

Grants are available for up to £2,000. We expect most grants to fall between £500–£1,500.

#### **Supporting Information:**

To be eligible, you must submit the following with your application:

- Constitution or governing document - All organisations applying MUST have a minimum of three unrelated named Trustees or Directors and show in their governing document that any surplus will be re-invested in their charitable work.



- A Children and Adults at Risk Safeguarding policy
- Public Liability Insurance
- An associated bank account which requires at least two un-associated signatures for withdrawals. Applicants will need to provide a bank statement (dated within the last 3 months) showing the sort code and account number.

Please see links to safeguarding resources:

- Kingston and Richmond Safeguarding Children Partnership  
<https://kingstonandrichmondsafeguardingchildrenpartnership.org.uk/>
- Richmond and Wandsworth Safeguarding Adults Board -  
<https://www.sabrichmondandwandsworth.org.uk/>
- Richmond Council information on safeguarding adults  
[https://www.richmond.gov.uk/safeguarding\\_adults](https://www.richmond.gov.uk/safeguarding_adults)
- Ann Craft Trust resources on safeguarding adults -  
<https://www.anncrafttrust.org/resources/>

### **Reporting on Your Activity / Event:**

Successful applicants may be required to provide:

- A short-written report
- Photos, videos, or social media highlights
- Confirmation of consent for any images shared with the Council (forms will be provided to successful applicants for this purpose.)

Templates will be provided to help you meet these requirements.

### **Submitting Your Application:**

Please submit a signed copy of your application with all your supporting documents by email to:

[boroughofsanctuary@richmond.gov.uk](mailto:boroughofsanctuary@richmond.gov.uk)