**Richmond Refugee Week 2025 – Small Grants Application Form**

1. **About your Organisation**

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| --- | --- |
| Organisation Name:    |   |
| Address:    |   |
| Website:     |   |
| Primary Contact Name:    |   |
| Role in Organisation:   |   |
| Email address:   |   |
| Phone Number:    |   |

**Type of Organisation (Please Tick)**

|  |  |  |
| --- | --- | --- |
| **Type**  | **Tick**  | **Registered Number**  |
| Voluntary/community group (constituted)  |   |   |
| Residents’ Association  |   |   |
| Registered Charity  |   |   |
| CIC (Community Interest Company) Limited by Guarantee  |   |   |
| Charitable incorporated organisation (CIO)  |   |   |
| Social Enterprise/ Company Limited by Guarantee  |   |   |
| Other constituted not-for-profit  |   |   |

If other, please specify:

**2. Your Refugee Week Event**

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| --- |
| 1. **Event Name**

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|    |
| 1. **Event Location (include address and postcode)**

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|   |
| 1. **Which day/days and times would your event take place?**
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|    |
| 1. **Is this a new project or part of existing activity?**

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|    |
| 1. **Event Summary (max. 400 words)**

 Briefly describe your proposed activity and how it celebrates or supports sanctuary seekers.   |
|    |
| 1. **How does your event reflect the 2025 Refugee Week theme “Community as a Superpower”?**

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|    |
| 1. **Who will be involved in planning/delivering the event (including staff, volunteers, community members and performers)?**

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|    |
| 1. **Who will be the audience for your event? Will it be open to the public?**
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|    |
| 1. **How will sanctuary seekers be involved in shaping or participating in the event?**

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|    |
| 1. **How many people do you expect to attend or benefit from the activity?**

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|    |

**3. Budget and Funding Request**

Please provide a breakdown of your event budget below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Budget for event**  | **Full cost (£)**  | **Grant requested (£)**  | **Other funding (£)**  |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
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|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
| **Totals**  | £  | £  | £  |

  **Note: The maximum total grant request is £2,000**

**4. Supporting Documents**

Please confirm the following documents are attached:

|  |  |
| --- | --- |
| **Type**  | **Tick**  |
| Constitution or governing document. All organisations applying must have a minimum of three unrelated named Trustees or Directors.  |   |
| Safeguarding policy – Children and Adults at Risk  |   |
| Public Liability Insurance  |   |
| Bank Account statement from within the last 3 months (must show Sort Code and Account number). The bank account must require at least two un-associated signatures for withdrawals.  |   |

**5. Declaration**

**Please read carefully before completing the form:**

* I confirm that I am the main contact in relation to the request for grant funding and that I am authorised to sign and represent this application on behalf of the applicant/organisation.
* I confirm that the information given in the application is correct and that the project/service is not, in any way, established or conducted for profit or individual gain.
* I am happy to be contacted by Officers if other information is needed to complete the assessment of your application.
* I shall inform Council of any changes to the project/ or in organisational circumstances that would affect this application post submission.
* If awarded a grant I shall provide evidence of the activity taking place, in the form of pictures, social media updates, local newspaper articles etc., and comply with UK GDPR (General Data Protection Regulation) rules for photographs of the project containing people. I will obtain the subject's consent in writing before photographing, in accordance with the individual's rights. The Council will ask for evidence that you have obtained their consent.
* I acknowledge that the Council accepts no liability for any consequences whether direct or indirect, that may come about from the Project and use of the Grant.  Subject to the foregoing, the Council’s liability under this declaration is limited to the payment of the Grant (if successful).
* The Council reserves the right to enquire about any further permissions or relevant insurances that your project may require depending on the activity.
* The organisation shall keep financial and other records (including receipts) that can show all outgoing expenditure from the Grant and how it is spent.

|  |  |
| --- | --- |
| **Name:**  |   |
| **Role/Position:**  |   |
| **Date:**  |   |

**5. Data Privacy Statement**

The contents of this application are protected under the Data Protection Act 2018. Information gathered in this form may be shared with council officers, assessors, auditors and funders. The contact details of your group may be shared with other organisations and individuals with a legitimate interest in learning about your work.

The Council’s Privacy Notice can be found [here](https://www.richmond.gov.uk/council/open_richmond/data_protection)

I consent that the content of this grant application can be shared within the Council including its designated officers, with other grant funding partners of the Council and at Council Committee meetings (the latter of which are made available to the public online).

|  |  |
| --- | --- |
| **Name:**   |   |
| **Role/Position:**   |   |
| **Date:**  |   |

Return completed application form **and attached documents** to:
boroughofsanctuary@richmond.gov.uk