

Richmond Refugee Week 2025 – 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 2025 (16th- 22nd 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 helping to deliver this welcoming environment for those building new lives in the borough. These small grants aim to support events in Richmond that celebrate the contributions of sanctuary seekers, in line with this year's theme "Community as a superpower".

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 or promoting the stories of sanctuary seekers.

One of the factors we will consider is whether the event is open to a wide audience - including sanctuary seekers beyond your own service users, 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, with only constituted voluntary and community groups being able to apply.

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.

For general guidance on the application process, please contact us at 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

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 and are not held within the Borough
- Alcohol
- Profit-Making or Fundraising Activities
- Political or religious events

These lists are not exhaustive so if you're unsure please contact:

boroughofsanctuary@richmond.gov.uk

How Much Can You Apply For:

Grants are available for up to £2,000.

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

- Ann Craft Trust resources on safeguarding adults - <https://www.anncrafttrust.org/resources/>

Application Process:

Applications will be assessed on a rolling, first-come-first-served basis. Early submission is advised due to limited funding. Once funding has ended the scheme will close.

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

Reporting Back on Your Activity:

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