

**WARWICKSHIRE COUNTY COUNCIL
REFUGEE WEEK GRANT FUND 2025
GUIDANCE NOTES**

Please read this information sheet carefully. It will help you to decide whether or not you can apply to the Refugee Week Grant Fund 2025.

**Deadline for applications:
Sunday 4 May 2025 at 5pm**



The Warwickshire County Council's Refugee Week Grant Fund 2025 is a grant aimed at community and voluntary organisations. The Fund pot of £5,000 is intended to support small-scale projects of up to £500 that contribute towards the celebration of Refugee Week in Warwickshire 2025 programme (16-22 June 2025).

All applications should aim to support the integration of individuals and families from any newly arrived community, including refugees and asylum seekers in Warwickshire focusing on the following priorities:

- Improve access to services
- Reduce loneliness and isolation
- Improve physical and/or mental health and wellbeing
- Promote equalities and inclusivity

The applicants should work with the following groups to be eligible to apply for the fund:

- UK resettlement schemes
- Afghan resettlement schemes
- Ukraine schemes
- Hong Kong BNO (British National Overseas) Scheme
- Asylum seekers schemes

For further information on the above schemes, please visit the migration [webpage](#).

WARWICKSHIRE COUNTY COUNCIL REFUGEE WEEK GRANT FUND 2025

GUIDANCE NOTES

1. Who can apply?

- ✓ Constituted 'not-for-profit' community organisations in Warwickshire
- ✓ Non-constituted or new 'not-for-profit' groups working in Warwickshire that can be supported by a mainstream service or community group willing to administer the funds through an organisational bank account
- ✓ Warwickshire Town and Parish Councils
- ✓ Schools, if applying as a PTA or 'Friends of' group

2. Who cannot apply?

- ✗ Groups or organisations that have failed to meet the conditions of previous award agreements from Warwickshire County Council
- ✗ Party Political/lobby groups
- ✗ Individuals
- ✗ It is unlikely that applications from statutory organisations will be supported, except for applications from town and parish councils.

3. What will not be funded by the grant fund?

- ✗ Projects that promote religious or party-political beliefs
- ✗ Projects for personal profit or personal gain
- ✗ Costs relating to items purchased or work already carried out before the grant has been awarded
- ✗ Loans or debt repayments
- ✗ Activities that are part of statutory obligations
- ✗ Existing contractual arrangements with WCC

All projects must follow national legislation, guidance and good practice in relation to: equality and diversity; health and safety; and safeguarding.

4. Application Process

- a) Applications should be submitted using the online application form found on our [webpage](#).
- b) Please fill in the application form carefully, bearing in mind the following:
 - Pay careful attention to the questions that are being asked, and to the scoring criteria. To score highly, your application will need to provide clear evidence that it meets the stated criteria.
 - Applicants should submit evidence of cost (eg. quotes) where appropriate.
 - Applicants are free to submit any additional information they wish in support of their application.
 - If requested, applicants will be required to submit their governing document as part of their application (electronically if possible, or as hard copy where this cannot be done).
- c) Applicants are welcome to discuss their project idea with the local Migration Team (contact details in Section 7). For help with completing your application form, applicants are

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GUIDANCE NOTES

encouraged to speak to their local Warwickshire Community and Voluntary Action (WCAVA) Funding and Group Development Officers. Details can be found on their webpage www.wcava.org.uk

- d) Applications must be submitted by **the deadline date as detailed above**. This is your copy of the application form so please remember to save it.
- e) You will receive an automatic on-screen acknowledgement of your application upon submission. Please note that you will not receive any email receipt. If you do not receive an on-screen confirmation of your submission, please contact migration@warwickshire.gov.uk
- f) All applications will be assessed against the scoring criteria as outlined in Section 6 and will be considered by the Grant Team before grant awards are made.
- g) We will endeavour to inform all applicants of the outcome of their application within approximately 2 weeks of the deadline date.
- h) Successful applicants will be duly notified of arrangements for receipt of funding.
- i) Within 6 months of funding receipt, all successful applicants will be required to complete a simple monitoring report on the impact of their project.
- j) All applicants must tick to confirm that they have read the Subsidy Control Declaration and declare any subsidy/state aid (grant or financial assistance) that they, or their organisation, may or may NOT have received in the previous 3 fiscal years exceeding £315,000.

5. Help and Support

WCAVA provide general advice and support to Third Sector organisations across Warwickshire including accessing volunteering opportunities, developing a community group, accessing funding or strengthening governance arrangements. Visit their website at www.wcava.org.uk for more information.

6. Scoring criteria

All applications will be scored out of a total of 4 points against the following criteria, based on the information you provide in your application form. Projects will gain marks by clearly demonstrating they meet the criteria as detailed.

Criteria	Maximum Points
1. How will your project help refugees and asylum seekers to celebrate Refugee Week 2025 in Warwickshire?	2

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<p>Please consider the following actions and demonstrate in your response how the project will achieve one or more outcome:</p> <ul style="list-style-type: none"> • Improve mental health and wellbeing • Reduce loneliness and social isolation • Improve access to services • Promote equalities and inclusivity • Support integration of refugee, migrant and asylum-seeker communities 	
<p>2. Please describe how your project will provide a direct and lasting benefit to the community.</p>	2

Scoring range
Criterion not met= 0 points
Criterion partially met= 1 point
Criterion fully met= 2 points

- a) The maximum score for applications is 4 points.
- b) The benchmark score is 3. Applications scoring 2 or less are unlikely to be awarded.

7. Resettlement and Migration Team – Contact Details

For support with your application or if you require this information in a different format, please contact us by email on migration@warwickshire.gov.uk