NEW SCOTS REFUGEE INTEGRATION DELIVERY PROJECT

FUND INFORMATION AND APPLICATION GUIDANCE FOR SMALL GRANTS

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New Scots Refugee Integration Delivery Project

The [New Scots refugee integration strategy 2018-2022](#) sets out a vision for a welcoming Scotland where refugees and people seeking asylum are able to rebuild their lives from the day they arrive. To achieve this vision the strategy works to ensure that Scotland:

- Is a place of safety for everyone, where people are able to live free from persecution as valued members of communities.
- Enables everyone to pursue their ambitions through education, employment, culture and leisure activities.
- Has strong, inclusive and resilient communities, where everyone is able to access the support and services they need and is able to exercise their rights.
- Is a country that values diversity, where people are able to use and share their culture, skills and experiences, as they build strong relationships and connections.

The purpose of the New Scots strategy is to coordinate the efforts of organisations and community groups across Scotland involved in supporting refugees and people seeking asylum. It provides a clear framework for all those working towards refugee integration and assists the work of all partners to make the best use of resources and expertise that are available across Scotland, by promoting partnership approaches, joined-up working and early intervention. The beneficiaries of the strategy are Scotland's refugees, the communities they live in, and wider Scottish society.

Projects and tools developed in line with the strategy to date have enabled refugees in Scotland[1] to: understand their rights, responsibilities and entitlements; access well-coordinated services to allow them to pursue full and independent lives; build social connections and diverse relationships; and live in safe, welcoming and cohesive communities.

The New Scots Refugee Integration Delivery Project is a new programme supported by the European Union Asylum, Migration and Integration Fund (AMIF). As part of this programme, up to £2.8 million will fund new projects to spread documented good practices and to support innovation in Scotland under the outcomes, objectives and beneficiaries of the New Scots Refugee Integration Strategy.

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[1] Throughout the New Scots strategy and this document we use the term 'refugee(s) in Scotland' to mean: individuals and family members who arrive in Scotland under various refugee resettlement schemes; people who are claiming asylum and resident in Scotland; individuals who receive refugee status or another form of leave such as Humanitarian Protection or Discretionary leave and their family members; people who arrive in Scotland to be reunited with a family member who is a refugee; young people who are claiming or have claimed asylum or have been trafficked into the UK. The strategy is also relevant to other displaced groups such as survivors of human trafficking and people who are stateless.

Information for applicants

Topics of this call for proposals

Applicants are invited to submit proposals that address <u>one</u> of the following topics:

TOPIC 1 – LANGUAGE / EDUCATION (SOCIAL CONNECTIONS)
Projects improving access to and availability of appropriate language and literacies learning and practice which build refugees' social connections.

Projects could include the following or any other related activity to the topic:

- Community, classroom-based or digital language learning or language practice activities.
- Activities targeting particular groups, such as low-level learners with varying levels of educational level, learners in rural communities, or learners with childcare responsibilities.
- Support to access existing language or education provision, such as equipment.
- Activities supporting learning and promotion of community languages.

TOPIC 2 – LANGUAGE / EDUCATION (EMPLOYMENT)
Projects improving access to and availability of appropriate ESOL learning and practice which directly build refugees' capability for employment.

Projects could include the following or any other related activity to the topic:

- Community, classroom-based or digital activities focusing on specific employment-related language learning, such as the development and piloting of vocational language courses or the development of partnerships between existing ESOL providers with businesses and vocational training providers.
- Support to access existing provision, such as equipment.

TOPIC 3 – LANGUAGE / EDUCATION (YOUNG REFUGEES)
Projects improving access to and availability of appropriate ESOL learning and practice which build young refugees' confidence and abilities to progress in education and integration.

Projects could include the following or any other related activity to the topic:

- Development of school, college, digital or community-based ESOL provision.
- Mentorship programmes for young people involving mentors from the learner's own community to provide ESOL support in their own language.
- Development of projects cutting across other themes to develop a whole-system approach to young people and their confidence to progress.
- Support to access existing provision, such as equipment.

TOPIC 4 – HEALTH & WELLBEING (MENTAL HEALTH)
Projects improving mental health, and reducing loneliness and social isolation of refugees and separated children.

Projects could include the following or any other related activity to the topic:

- Training on trauma-informed practice.
- Development of self-help tools and access to self-help tools.
- Creating sustainable pathways to reduce loneliness and isolation for refugees, using clearly defined models.
- Activities increasing sustainable specialised trauma informed mental health support.

TOPIC 5 – HEALTH & WELLBEING (PHYSICAL HEALTH & ACCESS TO HEALTH)
Projects increasing refugees' understanding of and access to health care services and health improvement strategies.

Projects could include the following or any other related activity to the topic:

- Activities such as peer education learning projects.
- Activities which support refugee participation in national health forums.
- Activities which identify specific health care needs of refugees to inform health and social care planning and information provision.
- Activities targeting groups with particular characteristics (for example, women, men, older refugees, separated children, LGBTI, people with disabilities).

TOPIC 6 – EMPLOYABILITY & WELFARE RIGHTS (EMPLOYERS)
Projects improving engagement with local and national employers to promote the right to volunteer and encouraging employers to recruit refugees into their workforce.

Projects could include the following or any other related activity to the topic:

- Engagement or training activities with local or specific sector employers.
- Consultation or peer education activities to understand local labour markets.
- Work-based employment or volunteer schemes.
- Work-related benefits advice.
- Capacity building and training for the employability support workforce.
- Schemes specifically aimed at work experience for separated children.

TOPIC 7 – EMPLOYABILITY & WELFARE RIGHTS (PROFESSIONAL OCCUPATIONS)
Projects improving employment pathways to specific professional occupations.

Projects could include the following or any other related activity to the topic:

- Mentoring, training, placement and internship activities in partnership with professional bodies and employers.

TOPIC 8 – EMPLOYABILITY & WELFARE RIGHTS (VOCATIONAL QUALIFICATIONS)
Projects improving access to Modern Apprenticeships or specific vocational qualifications.

Projects could include the following or any other related activity to the topic:

- Adapting existing Modern Apprenticeships to address the barriers that refugees and separated children may face in accessing Modern Apprenticeships.
- Activities widening access to the Early Years Practitioners' Qualification.

TOPIC 9 – EMPLOYABILITY & WELFARE RIGHTS (ENTREPRENEURSHIP)
Projects improving opportunities for refugees to realise entrepreneurial skills and talents involving local and /or national business development services.

Projects could include the following or any other related activity to the topic:

- Developing a social enterprise.
- Training and capacity building in relation to starting a small business.
- Addressing the needs of rural refugees and small business start-ups.

TOPIC 10 – DIGITAL INCLUSION
Projects improving the digital inclusion of refugees and separated children.

Projects could include the following or any other related activity to the topic:

- Implementation of digital literacy programmes that improve access to services and integration.
- Partnerships with other organisations to secure devices.
- Provision of devices to those who are unable to access these via other routes.

TOPIC 11 – COMMUNITIES & SOCIAL CONNECTIONS (REFUGEE COMMUNITY DEVELOPMENT)
Projects to enable the creation, development and participation of refugee-led community organisations (RCOs)

Projects could include the following or any other related activity to the topic:

- Scoping activities for refugee self-organisation at a national, regional or local level.
- Activities or support to enable collective identification of issues and engagement with services.
- Activities or support to build knowledge and skills for alliance building, organisational development, such as constituting, employing staff and registering as a charity.
- Activities to assess and meet the needs of refugee community members impacted by ongoing COVID-19 restrictions.
- Activities to promote and facilitate the participation of RCOs and refugees in the activities of local authorities and other public bodies, such as schools.
- Activities to support communities impacted by ongoing COVID-19 restrictions
- Activities focusing on particular refugee populations such as those in rural communities, children and young adults, disabled refugees, women, older refugees and refugees identifying as LGBTI.

TOPIC 12 – COMMUNITIES & SOCIAL CONNECTIONS (SAFER COMMUNITIES)
Projects reducing hate crime, racism and anti-social behaviour and fostering good relations and understanding of refugees.

Projects could include the following or any other related activity to the topic:

- Activities such as training for service providers to report hate crime or sharing good practices on Third Party reporting.
- Activities to empower refugees to report hate crime, racism, domestic violence and anti-social behaviour such as peer support or accessible information.
- Activities to inform communities about refugees in Scotland.

TOPIC 13 – COMMUNITIES & SOCIAL CONNECTIONS (BUILDING SOCIAL CONNECTIONS)
Projects increasing the social connections of separated children and refugees in and beyond their local area.

Projects could include the following or any other related activity to the topic:

- Peer mentoring or activities that build bonds and bridges with other young people.
- Activities aimed at supporting young people's independence and social skills.

- Befriending projects.

TOPIC 14 – ARTS / CULTURE / SPORT
Projects improving refugees' cultural rights, access to sport and leisure; and opportunities through the arts for creative expression.

Projects could include the following or any other related activity to the topic:

- Activities reducing barriers and promoting enjoyment and participation in sport, leisure, heritage and the arts.
- Activities exploring and celebrating cultural heritages.
- Activities, such as arts projects, residencies, commissions and internships with cultural institutions and other bodies.

TOPIC 15 – HOUSING
Projects to improve refugees' understanding of their rights and entitlements in relation to housing.

Projects could include the following or any other related activity to the topic:

- Peer education, support or mentoring projects or web-based accessible information.

TOPIC 16 – LEGAL RIGHTS & CITIZENSHIP
Projects to improve refugees' understanding of and practical access to settlement and citizenship

Projects could include the following or any other related activity to the topic:

- Activities providing regulated information and/or raising awareness about the route to UK settlement/citizenship across refugee communities, particularly in rural areas.
- Activities expanding access to regulated immigration advice for settlement citizenship and separated children's cases, particularly in rural areas.

Type of proposals

Proposals should also relate to one of the following categories:

Spreading good practice: widening the impact of successful documented integration approaches, practices and tools.
Funding will support proposals that seek to widen the impact or reach of successful documented integration projects, approaches and practices previously or currently developed in Scotland. This might involve taking an approach applied locally to a larger scale, or adopting good practice and applying it to a different population or in another geographic area.

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Supporting innovation: piloting new approaches, practices and tools that support integration.

Funding will support projects that aim to pilot or test new approaches, practices or tools to refugee integration in Scotland. This might involve establishing wider partnerships, piloting approaches aimed at meeting gaps in current provision, testing new practices or tools or adopting projects tested elsewhere in Europe or beyond.

The total funding available is up to £2.8 million.

Level of funding

Each project can apply for one of three levels of funding:

- Small grant (up to £5,000) – use the small grant application form.
- Medium grant (£5,001 – £25,000) – use the large grant application form.
- Large grant (£25,001 - £115,000) – use the large grant application form.

Fund criteria – Who can apply.

- Scottish Incorporated Charitable Organisation (SCIO)
- Company Limited by Guarantee
- Community Interest by Guarantee
- Public Body
- Community Benefit Society
- Limited Liability Partnership
- Co-operative Society
- Constituted Group
- Social Enterprise
- Voluntary Group
- Community Group
- Community Housing Association
- Community trust / Community development trust
- Local Authority
- Health Board

Non-constituted groups can apply in partnership with one of the organisations above.

Number of permitted applications

The fund is seeking to receive high-quality applications for small, medium and large projects across the 16 topic areas which relate to the themes of the New Scots Refugee Integration Strategy. The fund is also seeking to further develop and foster new partnerships between and across the voluntary, public and private sectors.

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Individual:

Under this funding call, organisations applying individually (where your organisation is the only organisation involved in your project) can submit a maximum of TWO individual applications at any funding level (small, medium or large).

If an organisation applying individually wishes to submit two applications, each proposal must relate to a different TOPIC number and they must complete a separate application form. Individual organisations submitting more than two applications or submitting two applications under the same topic number may have all applications rejected before assessment.

For example:

Local Authority A submits two individual applications:

- Application 1: A project which will support refugees to use artisan skills to develop a social enterprise (TOPIC 9).
- Application 2: An employability project which provides internal training and work placements within different local authority departments (TOPIC 7).

Partnership:

We strongly encourage organisations to work in partnership with other organisations and where possible, across different sectors.

There is **no limit** to organisations' involvement in applications when applying as a partnership (one or more organisations applying together). An organisation can be involved in more than one project under the same TOPIC number when projects are done in partnership. Projects applying in partnership can be the same TOPIC as any individual project(s).

Organisations may submit up to two applications individually AND submit one or more application(s) as a partnership.

For example:

In addition to its two individual applications, Local Authority A is also involved in three partnership applications:

- Application 1: A collaborative project partnering with local authority B, local authority C and three Further Education colleges which pilots a series of vocational language courses (TOPIC 2).
- Application 2: A collaborative project partnering with two community groups to encourage female participation in sports (TOPIC 14).

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- Application 3: A collaborative project partnering with a refugee employability charity and six local authorities which develops a comprehensive work placement programme for refugees in the construction industry (TOPIC 7).

More Information on partnerships is included in the section 'Guidance to fill in your application'.

We anticipate a large number of applications and therefore, we would strongly urge applicants to focus on developing high-quality proposals instead of submitting multiple poor-quality proposals which are much less likely to be successful.

Further information for applicants

Payments

The schedule of payments to approved projects will be agreed with individual applicants as listed in the named organisation in section 1 of the application form. It is intended that all projects will receive an advanced payment as soon as possible, after the project start-date.

If the application is successful Scottish Government will provide the organisation with additional forms for bank details which will allow for the provision of the advance payment of funds.

Monitoring, Evaluation and Financial Reporting

If you are successful, you will be expected to carry out monitoring and evaluation of your project, and to submit regular progress and financial reports.

Financial and progress reports will be requested on a quarterly basis. These will inform and dictate payments, failure to do so may result in payments being delayed or stopped.

The level of monitoring and evaluation will depend on the size and scope of your project. Smaller projects will require a simple monitoring approach, while larger projects will require more in-depth monitoring.

Where organisations already have processes in place for monitoring and evaluation, we will ensure that the monitoring approach is as compatible with this as possible.

The Scottish Government, project partners and evaluation team will provide successful projects with support for monitoring and evaluation. The level of support provided will be dependent on need. At a minimum, all projects will be supported to set up their monitoring approach and develop a set of indicators which are tailored to the topic and scope of their project. Where needed, projects will also be able to access additional support with monitoring, evaluation or reporting.

All projects will be asked to develop an evaluation report towards the end of their project. Support can be provided to projects that need help to do this. Scottish Government will be working with external evaluators who will support the overall evaluation of the Fund, and will work with selected projects as part of this.

Projects will be provided with an online platform for the submission of monitoring reports.

We would encourage you to budget around 5% of your project costs for monitoring and evaluation activity. This could include, for example, staff and equipment costs.

Overall we will aim to ensure that the monitoring approach is proportional to the size of your project, and minimise the burden on your organisation. We would like to use this opportunity to generate evidence and learning that can support the New Scots Refugee Integration Strategy in the future.

Document Retention

The European Union requires successful applicants to retain all evidence associated with their project securely. Evidence should be checked for completeness and be accessible for audit in accordance with the Document Retention Guidance. We recommend that you retain all your documents beyond the eight years from the final programme payment. In order to comply with this, we will formally notify successful applicants of the date when records can be destroyed.

Data Protection, Freedom of Information & the Environmental Information Regulations

You should be aware that the Scottish Government is subject to the provisions of the Freedom of Information (Scotland) Act 2002, the Environmental Information (Scotland) Regulations 2004 and the Data Protection Act 2018.

Please therefore note that information provided, including personal information, will be held, published and disclosed in accordance with this legislation. When submitting an application, please let us know if there are any parts of it which would prejudice your commercial or other interests if they were made public. However, given our obligations, please note we cannot guarantee confidentiality.

Application and assessment process

The deadline for application submission is **22 May 2021 11:59 p.m.** There will be no extensions to the closing date. Applications received after this point will not be considered.

We encourage applications to be submitted using the online application portal in the first instance, but will also accept word versions of applications if necessary.

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The word version of the form can be downloaded via this link: New Scots Refugee Integration Delivery Project: guidance - gov.scot (www.gov.scot) and should be emailed to NewScotsProjectApplications@gov.scot. Please ensure the Project Title is in the subject heading of the email. We will acknowledge your email submission.

Evaluation and assessment

The application evaluation process will begin 24 May 2021.

Applicants can expect to be notified of the result of their application no later than 25 June 2021.

Projects can start after the grant award letter has been signed and returned to the Scottish Government.

Please note that deadlines may change depending on the volume of applications we receive.

For projects which are unsuccessful, we will aim to provide feedback within 10 working days.

Evaluation criteria

The panel will base their assessment of each submitted project on the following evaluation criteria.

Please note that the evaluation criteria for projects 'spreading good practice' and 'supporting innovation' differ.

1. Spreading good practice: widening the impact of successful integration approaches, practices and tools.

Builds on 'good practice'	Provides evidenced examples of existing refugee integration project(s)/service(s)/resource(s)/activit(ies) that the proposed project is based on.
Meaningful Participation of refugees	Ensures project participants are involved in the design and delivery of the project and included as key decision-makers.
Impact	Clear aims, objectives and outcomes which are focused on enhancing integration.
Sustainability	Considers how successful aspects of the project can be identified, continued and expanded beyond 31st October 2022.

Deliverability	Ensures the scope of the project is realistic, the staffing/volunteering capacity is sufficient, and the budget is appropriate.
Relevance	Clear alignment to the funding priorities outlined in TOPICS 1 – 16 (pages 4 – 8).

2. Supporting **Innovation:** piloting new approaches, practices and tools that support integration:

Makes use of 'innovative' approaches	Evidence of developing new ways of working which offers a fresh approach to refugee integration and has not yet been used in Scotland.
Meaningful Participation of refugees	Ensures project participants are involved in the design and delivery of the project and included as key decision-makers.
Impact	Clear aims, objectives and outcomes which demonstrate how an innovative approach will enhance integration.
Sustainability	Considers how successful aspects of the project can be identified, continued and expanded beyond 31st October 2022.
Deliverability	Ensures the scope of the project is realistic, the staffing/volunteering capacity is sufficient, and the budget is appropriate.
Relevance	Clear alignment to the funding priorities outlined in TOPICS 1 – 16 (pages 4 – 8).

Guidance to fill in your application

You will find further details of the information we require for each question in the application form below.

The core partners for the New Scots Refugee Integration Delivery Project will be providing additional support and guidance for applicants. If you have any specific questions, please contact: NewScotsProjectInfo@gov.scot.

Please note if you are working in partnership with other organisations, only ONE application is required to be completed by the lead partner.

Please answer all questions in the application form or the application may be rejected.

Section 1 – Tell us about your organisation

1.1 Legal name of your organisation

Please tell us the legal or registered name of your organisation e.g. Aberdeen City Council, Scottish Refugee Council.

(Other) Known name of your organisation if applicable

Often an organisation will use a different name day to day than its formal legal name. If this is the case, please disclose any abbreviations or acronyms associated with your organisation e.g. The Bridges Programme is often referred to as 'Bridges'.

1.2 Registered address for your organisation

This is to let us know where your organisation is based.

1.3 Main contact for this application

Please list the person who is responsible for the overall running of the project and their position within your organisation.

The email address will be used to contact you about the status and progress of your application and provide you with official updates throughout the duration of the project.

Please give us the telephone number of the main contact for this application. We may contact you via telephone to discuss your application in more detail.
If your postal address is different to your registered address (1.2), please use this space.

1.4 Type of organisation

Please select the type of organisation from the dropdown menu and provide all the information required in this section if applicable. This is to let us know the different types of organisation applying for the fund and to make sure you are eligible to receive funding.

1.5 Separation of duties

By ticking this box, you confirm that no one person in your organisation has complete control over the finances.

1.6 Governance.

Please tick as appropriate to indicate your governance structure.

1.7 Numbers of full-time equivalent staff and volunteers in your organisation.

A "full-time equivalent unit", sometimes abbreviated as FTE, is a unit to measure employed persons in a way that makes them comparable although they may work a different number of hours per week. The unit is obtained by comparing an employee's average number of hours worked to the average number of hours of a full-time worker. A full-time person is therefore counted as one FTE, while a part-time worker gets a score in proportion to the hours they work. For example, a part-time worker employed for 20 hours a week where full-time work consists of 40 hours, is counted as 0.5 FTE.

To calculate FTE hours, divide the employee's scheduled hours by the hours of a full-time workweek. For example, an employee scheduled to work 21 hours per week would be 0.6 FTE when the full-time workweek is 35 hours.

1.8 Annual income and expenditure

Please indicate your organisation's annual income or turnover, for the most recent financial year for which your accounts have been made up.

If your financial position has changed significantly since your last set of annual accounts was finalised, please tell us about these changes.
We recognise that many organisations have experienced major financial changes during 2020 and 2021, and that this may not be recognised in your accounts. Please tell us about any major changes in income, expenditure, reserves or other important financial measures that have affected your organisation since your last set of accounts was published.

1.9 Amount applied for.

Please tell us the overall level of funding that you are applying for to cover the full duration of your project.

It is worth considering:

- There is a limited amount of funding available to cover the whole of Scotland.
- You are more likely to be awarded the amount you are applying for if you can demonstrate you are applying for the amount you really need for the project.

Please note if you are recruiting volunteers or staff during the lifetime of your project, you must ensure you have robust recruitment and selection procedures.

Section 2: About the work you would like funded

2.1 Name of your project.

Please tell us the name of the integration project that you are applying for.

2.2 When will your project start and finish?

Please use the following format: dd.mm.yyyy

Please note that all projects must be completed by 31 October 2022.

2.3 Which TOPIC are you applying for?

Please select ONE option to indicate the primary focus of your project.

Your project may contribute to other TOPIC areas. You can expand on this in section 2.14 of the application, but you should tick here the main purpose of your activity. For example, a project which supports refugees to set up their own businesses (TOPIC 9) can contribute to increased mental health (TOPIC 4) and social connections (TOPIC 13) but should tick the primary purpose of the project as (TOPIC 9).

2.4 Which TYPE of project are you applying for?

Please tick ONE box to indicate whether your project is to spread existing documented good practice or to support innovation.

1. Spreading good practice: widening the impact of successful integration approaches, practices and tools.

The New Scots Refugee Integration strategy has informed and implemented a wide range of approaches aimed at supporting the integration of refugees in Scotland across various domains including housing, employment, health, education, language and social connections.

Projects have often been developed, trialled or delivered in local areas or with particular populations.

You should tick this box if you are seeking to build on good practice and widen the impact of an existing documented project, tool or practice to support a new population, work in a new geographical area or establish a new partnership. Your project can be based on a model developed by your own organisation or a different organisation based in Scotland.

Please note that you will need to provide details (including links where relevant) of the good practice you wish to build on and expand.

The following links offer some examples of good practices which may offer ideas for your project:

- New Scots Strategy annual reports

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- [Scottish Refugee Council toolkits](#)
- [New Scots Connect Map of Community Groups](#)
- [COSLA](#)

Please note that the fund will not support 'business as usual'. If you are applying for funding to support an existing documented project you will need to demonstrate that the project will either a) expand to a new geographical area, b) work with a new population or c) work with a new partnership.

2. Supporting innovation: piloting new approaches, practices and tools that support integration.

The fund will also support projects that aim to pilot or test new approaches, practices or tools to meet gaps in refugee integration in Scotland under the New Scots Strategy.

You should tick this box if you are seeking to develop a new and innovative approach, practice or tool to integration which has not yet been implemented in Scotland or has been tested outside of Scotland but is yet to be piloted here.

Please note, under question 2.7 you will need to give us more information on the type of project you have selected i.e. spreading good practice or supporting innovation.

Based on the guidance outlined above, the following examples demonstrate how a proposal would identify the appropriate TOPIC (question 2.3) and TYPE (question 2.4) of project.

Example One:
A faith group has been successfully running an arts and crafts club which brings together refugees and local people to build social connections. The faith group wants to apply for £25,000 to work in four other local authority areas to roll out the documented approach.
The faith group applies for a MEDIUM GRANT under TOPIC 13 to SPREAD GOOD PRACTICE.

Example Two:
A local authority and a community group have consulted with refugees in their area who have identified a need for a targeted vocational ESOL course that directly prepares refugees to access available employment opportunities with a local business. No similar courses currently exist in Scotland and it will cost £60,000 to deliver.
The local authority applies in partnership with a local college for a LARGE GRANT under TOPIC 2 to SUPPORT INNOVATION.

Example Three:
A refugee-led community organisation (RCO) has been running a successful English conversation café in a local area which brings together refugees and other residents to develop social connections. The RCO wants to apply for £30,000 to partner with a student-led organisation to expand this programme to three new areas. The RCO applies in partnership with the student-led organisation for a LARGE GRANT under TOPIC 1 to SPREAD GOOD PRACTICE.

Example Four:
A refugee community group has been providing voluntary support to people in their local area over the last 18 months. Due to the success of their work, demand is now growing and they want to apply for £20,000 to develop their organisation into a registered charity, following the similar successful development of another refugee community organisation, and employ a part-time member of staff to coordinate their work and document their approach.
This group applies for a MEDIUM GRANT under TOPIC 11 to SPREAD GOOD PRACTICE.

Example Five:
A charity has been delivering an IT training programme to members of the local community to provide users with basic computer literacy skills. They want to apply for £18,000 to develop this training into a tailored online toolkit as a resources for other organisations across Scotland to support refugees with IT skills.
The charity applies for a MEDIUM GRANT under TOPIC 10 to SUPPORT INNOVATION.

Please ensure that your answers throughout the application fully reflect the TOPIC and TYPE of project you have selected.

2.5 Please give us a summary of your proposed project. (150 words)

This is your opportunity to explain your proposed project in more detail. Please describe the overall scope of the project.

2.6 Please describe how refugees have been involved in the development of this idea and how they will participate in the delivery of the project. (350 words)

The evaluation criteria on pages 13-14 set out the importance of meaningful participation in the design and delivery of the project. Please use this space to explain how you intend to involve those who will benefit from the project from the outset and how you will ensure they will be included as key decision-makers throughout the duration of the project.

If relevant, please tell us how you have involved different sub-groups in the development of your idea, for example older and younger people, women and men, etc.

2.7 If in 2.4 you chose 'Spreading Good Practice': Please explain how your project will widen the impact of successful integration approaches, practices and tools. (350 words)

Please provide evidence examples of existing refugee integration project(s)/service(s)/resource(s)/activit(ies) that your proposed project is based on.

If in 2.4 you chose 'Supporting Innovation': Please explain how your project will support innovation by piloting new approaches, practices and tools that support integration. (350 words)

Please provide evidence of developing new ways of working which offers a fresh approach to refugee integration and has not yet been used in Scotland.

2.8 Location of your project

Please select whether the proposed work will be delivered in a local community or small number of local communities, across one Local Authority area, across several Local Authority areas, or across Scotland.

Please select the main Local Authority area(s) that will be involved from the list provided.

2.9 Collaboration

2.9 (1) Is this an individual or partnership project?

Please indicate if your project is being developed by one organisation (individual) or in collaboration with two or more organisations (partnership).

2.9 (2) (If partnership) Please describe who the partners working on the project are and why you have decided to collaborate. (150 words)

Please list the name(s) of the organisation(s) you will be working with to develop and deliver your project.

We would like to understand the reasons why you are working together on this project and in what ways the project will benefit from the partnership.

Please explain what skills and knowledge each partner will bring to the project and how the work will be divided between the different partners.

2.9 (3) If yes, please indicate if you have contacted the relevant organisation(s).

This helps us to ensure that that the other organisations who are doing similar work to support refugees are aware of how your project might affect them.

2.10 Detail about your project activities.

Please outline your planned project activities – the key things you are going to do. Who will each activity aim to reach? When are you going to do your activities?

This information is useful for developing plans to monitor your progress.

Please complete the table, see example below.

Activity	Who are the target groups for this activity?	How many people do you estimate you will reach through this activity?	When will it take place?
Work with refugees to decide on the design of a gardening club	Women refugees	5	August 2021
Set up gardening club for refugees	Women refugees	10	October 2021

Please give an estimate of the total number of participants that you expect to work with over the lifetime of the project.

Please provide an estimate of the number of participants you expect to work with over the lifetime of the project. Please just provide your best estimate.

If your project does not involve direct work with participants, please answer 'N/A'.

2.11 Please tell us how you plan to monitor the progress and achievements of your project? What data and information do you plan to collect in order to track progress? (150 words)

Please tell us about your plans for monitoring your project's progress. What are the best measures of progress for your project? What data and information will you need, and how will you get this? How can you reflect progress for different groups within your monitoring?
How will you use this information to support your project as it develops?

2.12 Please describe how you know this work is needed. (500 words)

Please help us to understand the issue your project aims to address and how you have identified the gap in current service provision. For example, you may have consulted refugees in your area who have expressed challenges surrounding social isolation or your organisation has identified significant barriers to refugee employment pathways in your local authority.

2.13 Please describe if you have considered how your project would be able to adapt to further COVID-19 restrictions in the future. (150 words)

We understand that there remains some uncertainty about future working practices because of COVID-19. Given the possibility of future restrictions, please describe how your project aims to allow for flexibility to adapt to increasing and decreasing COVID restrictions. For example, can elements of the project be delivered remotely

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and what would this entail? Are there any alternative spaces where the project could be delivered on a short-term basis?

2.14 Please describe the people and communities who will benefit from the project you plan to deliver. (250 words)

Please tell us who the main participants of your proposed project are and how many refugees are likely to participate. It would also be useful to understand about the wider community and how your project aims to benefit the local area as a whole. If relevant, please tell us how your project reflects the needs of different sub-groups within your project target group, for example older and younger people, women and men, etc.

2.15 Please indicate if your project will include targeted work with any of the following communities, underrepresented groups or protected characteristics.

Please select all that apply. This information is for monitoring purposes.

Section 3: Proposal budget

3.1 Please provide a short description of each element of your budget and the estimated cost.

A description could include (but not exclusively) for example staff, equipment and overheads, travel and subsistence, development of resources, volunteer expenses, evaluation, communications, miscellaneous, income.

See the template below as an example.

Description	Estimated cost
Purchasing equipment	£1400
Staff costs	£1500
Hire of classrooms	£900
Participant costs	£900
Monitoring and Evaluation costs	£300
Total	£5000

Section 4: Declaration

During the assessment phase of the application process, the panel may contact your organisation if they have any further questions, please tick the box if you are happy for the panel to contact you.

The designated signatory must be an authorised signatory (Treasurer, Trustee, Chair, Secretary, Director, Company Secretary, Financial Controller or Chief Executive) that has the authority to certify a grant funding application of this value.

If you are working in partnership with other organisations, please include full name and contact details of the main point of contact for each organisation/partner.