

Appendix C – Organisational Checks and Grant Criteria (draft)

Organisational checks and due diligence - DRAFT

Last updated: 29/05/24

All applications to the Borough of Sanctuary Grants Programme will be screened by LBI officers. Only organisations which pass the organisational checks detailed below will be presented to the panel of refugee, migrant and asylum seeker decision makers.

Application

The following funding limitations will be in place:

- Organisations can apply for a minimum of £1000.
- Constituted groups (including TRAs, community centre committees, gardening groups, co-operatives) can apply for a maximum of £10,000.
- Registered charities (including cultural organisations), CIOs, CICs (where 100% of surplus income is reinvested into the organisation), schools and faith organisations can apply for a maximum of £50,000.
- The majority of beneficiaries should be based in/ have a connection to Islington.
- Activities and services must be free for all beneficiaries.
- Activities and services must be open access for all nationalities of refugees and asylum seekers.

We cannot fund:

- Staff roles which are not paid London Living Wage
- Activity already funded by LBI (including activity in schools for Ukrainian and Afghan children already funded through the NRPF team)
- Religious and party-political activity
- Building works
- Activities that have already taken place
- Further grant programmes
- CICs limited by shares or other profit making organisations

Grounds for mandatory exclusion

Organisations which declare any of the following will be automatically excluded:

Grounds for mandatory exclusion

Regulations 57(1) and (2)

The detailed grounds for mandatory exclusion of an organisation are set out on this [webpage](#), which should be referred to before completing these questions.

Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation have been convicted anywhere in the world of any of the offences within the summary below and listed on the [webpage](#).

Participation in a criminal organisation	Yes <input type="checkbox"/>
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	No <input type="checkbox"/>
Corruption	Yes <input type="checkbox"/> No <input type="checkbox"/>
Fraud	Yes <input type="checkbox"/> No <input type="checkbox"/>
Terrorist offences or offences linked to terrorist activities	Yes <input type="checkbox"/> No <input type="checkbox"/>
Money laundering or terrorist financing	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you deliver projects and services that contravene the Equality Act 2010?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Child labour and other forms of trafficking in human beings	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have answered yes to any of the questions above, please provide further details, including: <ul style="list-style-type: none"> • Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction. • Identity of who has been convicted. • If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. 	
If you have answered yes to any of the points above, have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have answered yes to the question above, please provide further details. Please also confirm that you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.	

Supporting documents

Copies of the following documents will be requested from organisations:

- Constitution
- Public liability insurance
- Safeguarding policy
- Audited annual accounts (if these are older than 6 months, they will need to provide recent management accounts)
- Bank statement from the last 3 months
- Budget for the funding requested

Scoring

If a panel member declares a clear link to the organisation (e.g. has worked there, volunteered there, is related to an employee) a conflict of interest will be recorded in a Declaration of Interests document and they will be unable to score the application. Panel members will also take part in unconscious bias training as part of their pre-scoring training programme.

Monitoring

Each organisation awarded a grant will be required to complete a monitoring report and take part in a monitoring visit. Through this monitoring organisations will need to demonstrate how they are delivering against the activities proposed in their application.

Payment

Grants will be paid out in two tranches: half following the successful application and the second half 6 months later, subject to a successful monitoring visit from LBI officers. Grant agreements will include a clause setting out LBI's right to retain half the funding if we do not believe the activities proposed in their application are taking place as planned.

Borough of Sanctuary grants programme – grant criteria and decisions summary **DRAFT**

Funding

- Organisations can apply for a minimum of £1000.
- Maximum of £10,000 for constituted groups (including TRAs, community centre committees, gardening groups, co-operatives)
- Maximum of £50,000 for registered charities (including cultural organisations), CIOs, CICs (where 100% of surplus income is reinvested into the organisation), schools and faith organisations.
- 1 application per organisation.
- Organisations working specifically with refugees and asylum seekers can apply for core funding, core funding can also be built into a project application. Schools can apply for project funding but not core school costs.
- Organisations can apply for new or existing projects.
- Organisations are welcome to submit joint bids/ apply as a consortium if there is a clear partnership agreement in place.

Beneficiaries

- The majority of beneficiaries should be based in/ have a connection to Islington.
- Activities should be free for all beneficiaries.
- The project must be open access for all refugees and asylum seekers (including for Afghan and Ukrainian nationals).

Restrictions

- Cannot be used to fund activity already funded by LBI, e.g. the same project or role, or for core funding if already part of the VCS Partnership Grant Programme.
- Cannot be used to fund religious activity but can be used by a faith group to fund non-religious activity.

Other criteria

- The funding can't be used to grant fund out again.
- Any staff posts applied for must be London Living Wage.

Process

- One grants round, open for 6 weeks.
- Successful grants will be paid out in **(TBC)**. New projects must start within **(TBC)** months of this date.
- LBI officers will lead on monitoring the successful organisations.