

## Small Grant Scheme 2019 Application Form Guidelines

**Deadline for application: Midnight Sunday 17 March 2019**

**Please read these guidelines before you complete the application form**

### About the Small Grant Scheme and Refugee Festival Scotland

As part of the EU-funded New Scots Integration: Rights and Communities project, Scottish Refugee Council seeks to improve community and social connections by supporting community-led activities through a Small Grants Scheme, promoted across Scotland, for integration projects. It is intended that 75% of funded activities will be held during the annual Refugee Festival Scotland. The remaining 25% of funded activities can be held out with these dates but before the end of September 2019.

This Small Grants Scheme is designed to enable community groups to deliver an event or activity with their members and the local public that will help the group to strengthen their connections, partnerships and networks with receiving communities. We will encourage groups to participate in Refugee Festival Scotland 2019 as this provides a focus and framework for integration activities and cultural celebrations.

Coordinated by Scottish Refugee Council, Refugee Festival Scotland is an annual Scotland-wide programme of arts, cultural, educational, heritage and sports events that brings refugee and local communities together to celebrate the contribution refugees make to life in Scotland and the welcome offered by local people. This year's Festival takes place from **Friday 20 June – Sunday 30 June 2019**.

This year, the theme of Refugee Festival Scotland is **Making Art, Making Home**. We want to know about activities and events that show off your group's creativity. But art doesn't just mean painting or drawing. For your group it could mean music, dance, performance, food and drink, sports and more. The most important thing is that your idea is something that could bring people together to get to know each other better.

The ideal application will be from a refugee or receiving community involving the reciprocal community and a partner(s) in an arts, culture or sports event or activity which demonstrates integration in action; and which is innovative in approach and delivery.

### What types of activities or events can we apply to the Small Grants Scheme for?

Your group can apply for all kinds of activities and events. For example: visual art, film, music, food and drink, a discussion or conference, dance, sport, literature or storytelling, workshops, social enterprise, theatre and performance.

Remember to tell us how your event or activity will stand out. How will you work with and attract different communities?

### Who can apply?

You must be a community group or organisation that is led by refugees or focused on working with refugee communities. You need to state in your application how you will involve people with refugee and asylum experiences in the planning and delivery of your event.

We can only fund groups and organisations that have a bank account. If you do not have a bank account, you could consider working in partnership with another organisation that does. If you would like to discuss this further contact [smallgrants@scottishrefugeecouncil.org.uk](mailto:smallgrants@scottishrefugeecouncil.org.uk) / 0141 248 9799.

### How will Scottish Refugee Council assess our application?

A panel of Scottish Refugee Council and partner organisations staff supported by volunteer representatives from refugee communities will assess the applications and will consider the following points:

**Complete application forms** Please ensure you answer all questions in the application form. We are unable to consider incomplete forms.

**Timing** Please ensure your event or activity takes place either within the festival programme dates: Friday 20 – Sunday 30 June 2019 or before the end of September 2019.

**Relevance** The application should describe how the activity brings communities together. How will this support integration in the community? For instance does it bring people together who might not have met each other? Does it help people from different cultures get to know each other better?

**Involvement** Your application should describe the commitment to involve other communities in the planning and delivery of the event or activity.

**Connection** Does the event or activity clearly demonstrate that it supports integration through arts, culture or sport??

**Innovation** Is your idea for an event or activity fresh, different, creative?

**Partnership** Are you working with other organisations in your community, not necessarily one's that work with refugees?

**Budget and organising plans.** Are they realistic and strong enough so your event or activity is successful?

**Evaluation** Your application should describe how the impact and success of the event or activity will be measured. Scottish Refugee Council will request this data before the end of October 2019.

Scottish Refugee Council's Community Development team can provide guidance to applicants on completing application form but will not write them for applicants.

### How can we apply?

- Please ensure you have read the guidelines before you complete and send your application.
- Complete the online form below by **midnight Sunday 17 March 2019**. Forms received after this deadline will not be considered. If you have any problems, please contact [smallgrants@scottishrefugeecouncil.org.uk](mailto:smallgrants@scottishrefugeecouncil.org.uk) / 0141 248 9799
- We may contact your organisation to discuss your application, so please ensure you provide contact details for an appropriate person.

**Can we get more information or support to help us write our application?****Drop-In guidance for completing the Small Grants Scheme application**

Drop-in to see us one-to-one if you need guidance on completing your application. Drop-ins will take place on the following dates:

**Wednesday 13<sup>th</sup> February 2019 from 10am to 6pm**

**Wednesday 20<sup>th</sup> February 2019 from 10am to 6pm**

**Wednesday 6<sup>th</sup> March 2019 from 10am to 6pm**

All sessions/drop-ins take place at **Scottish Refugee Council, Portland House, 17 Renfield Street, Glasgow G2 5AH.**

Applicants outside the Glasgow area can also get telephone guidance from any of the four Regional Integration Co-ordinators covering all other Scottish Local Authority areas. Please email your Regional Integration Co-ordinator with your query and contact details.

If your group is in: Argyll & Bute, East Dunbartonshire, Highlands, Western Isles, Orkney Islands, Perth & Kinross, Shetland Islands, Stirling, or West Dunbartonshire.

Your Regional Integration Co-ordinator is Jen

**email address:** [Jen.Anderson@scottishrefugeecouncil.org.uk](mailto:Jen.Anderson@scottishrefugeecouncil.org.uk)

If your group is in: Aberdeen City, Aberdeenshire, Angus, Clackmannanshire, Dundee City, Fife, or Moray.

Your Regional Integration Co-ordinator is Marwa

**email address:** [Marwa.Bushnaq@scottishrefugeecouncil.org.uk](mailto:Marwa.Bushnaq@scottishrefugeecouncil.org.uk)

If your group is in: East Ayrshire, East Renfrewshire, Inverclyde, North Ayrshire, North Lanarkshire, Renfrewshire, South Ayrshire, or Dumfries & Galloway.

Your Regional Integration Co-ordinator is Aneel;

**email address:** [Aneel.Bhopal@scottishrefugeecouncil.org.uk](mailto:Aneel.Bhopal@scottishrefugeecouncil.org.uk)

If your group is in: City of Edinburgh, East Lothian, Falkirk, Midlothian, Scottish Borders, South Lanarkshire, or West Lothian

Your Regional Integration Co-ordinator is Fee;

**email address:** [Fee.Gerlach@scottishrefugeecouncil.org.uk](mailto:Fee.Gerlach@scottishrefugeecouncil.org.uk)

**If your application is successful, what happens next?**

- 1) If your application is successful, we will tell you in writing (email) by **beginning of April**. Please note we may not award the full amount you apply for. Following this, we will need –
  - An invoice for the awarded amount. The invoice can take up to 10 working days to process, and we will distribute the money by bank transfer. Your organisation needs to provide your bank account details on your invoice.
  - You will need to confirm your event details including venue, date, time and provide a 50-word description for the Refugee Festival Scotland website listings along with a high resolution png image for your event and any logos.
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- 2) Once you have accepted your grant award from Scottish Refugee Council, we ask that you keep us informed about the event and any changes that happen during planning so that we can update our website and listings.

**If our application is unsuccessful, what happens next?**

If your application is unsuccessful, we will contact you by email by the beginning of April. Feedback will be provided upon request.

## 2019 Application Timeline

Applications open:	Tuesday 5 February
Deadline for applications:	Midnight Sunday 17 March
Panel meet to discuss applications:	End March
Decisions communicated to all applicants:	Beginning April
Festival Programme launch	Beginning May
Festival dates	Thursday 20 – Friday 30 June 2019

**A deliverable of the Scottish Refugee Council New Scots Integration: Rights and Communities project funded by the EU Asylum, Migration and Integration Fund (AMIF)**

