

The Paristamen CIO

Standing beside charities with small grants to make a big difference

LARGE GRANT PROGRAMME 2020

Action to Support Refugees and Asylum Seekers in Scotland

INVITATION TO BID FOR A ONE-OFF £20,000 GRANT

Deadline for bids: 15 February 2020

The Paristamen CIO is now inviting bids for our fifth major grant: **we hope to make a single grant of £20,000** to be awarded by spring 2020 to a charity able to lead a significant new project under the umbrella heading of **Action to Support Refugees and Asylum Seekers in Scotland**.

The focus of the grant

The trustees are looking to support a charity with the skills and experience to develop a significant new project that will focus on **Action to Support Refugees and Asylum Seekers in Scotland**.

The project could focus on one or more of:

- direct support to refugees and asylum seekers already in Scotland (or arriving during the period of the grant)
- legal initiatives to support those seeking to reach Scotland where the charity believes they have reasonable grounds to meet the criteria for acceptance – for example relatives of those already here
- campaigning work to bring about improved treatment of refugees and asylum seekers – for example by seeking to relieve some of the hardships and trauma they face (we appreciate that such campaigning work may need to be focused at UK level rather than purely in Scotland).

Context

Although Scotland has sought in many ways to provide a much more positive welcome to refugees and asylum seekers than other parts of the UK, we are aware of the enormous barriers they still face, especially in relation to Home Office criteria that are determined at UK level. In a post-Brexit scenario many have suggested that the environment will be even harder. There are also increasingly high-profile cases of people taking desperate means to get to the UK – often exploited by criminal gangs.

The Project

We are looking to fund an imaginative project which will seek to make a real difference to these issues.

We do not want to prescribe details – rather we would prefer to see imaginative proposals from charities with experience in this field – for a specific initiative that you believe would make a real difference to your work. This could well be an apparently unpopular project for which it is difficult to secure funding.

We are willing to consider a project focusing on *particular types* of refugees and asylum seekers or on people from *particular places of origin* or a more general project.

Guidance on Prospective Bids – Q&A

Q1 Are there any geographical restrictions?

A1 The project must be focused in Scotland but could be hosted by a Scottish charity or a UK-wide charity with a significant presence in Scotland. However, it could involve collaboration with partners outside Scotland – either elsewhere in the UK or possibly work with partners in the places of origin of the refugees and asylum seekers concerned.

Q2 Does this have to be a “new” project?

A2 Not necessarily: we are happy to fund additional work by a charity which is already undertaking work of this kind but it must be clear that our funding can be applied to support a specific time-limited initiative.

Q3 What is the timescale for use of the grant?

A3 We anticipate funding a project or activity for up a year (1 April 2020 – 31 March 2021) though we are open to other suggestions – for example if you feel the funds could be best spent over a longer period, or on a very short initiative. So please make the timetable clear in your application.

Q4 Can a bid be made by several organisations in partnership?

A4 Yes, we welcome constructive partnerships if you feel that is helpful (though it is by no means essential) but there must be one charity as lead partner, with a significant presence in Scotland, which will be accountable for the grant.

Q5 Must the grant be treated as a restricted fund?

A5 Yes, our grant will be restricted to this project (including an appropriate share of organisational overheads, if needed).

Q6 Must the project involved direct support to refugees and asylum seekers?

A6 Not necessarily – we are prepared to consider supporting a campaign or initiative designed to change the system in ways that will create a more just environment for refugees and asylum seekers. But we will only consider applications from charities that have direct experience of work in this field.

Q7 If the project goes well could we apply for a further grant to continue the work?

A7 No, this is a one-off programme – The Paristamen CIO would not be in a position to provide further funding beyond this specific grant. We are therefore looking to support a **specific initiative** of some kind that will provide long term improvement to the position of refugees and asylum seekers – rather than supporting day-to-day services. Nevertheless we are happy for part of our grant to be used towards normal overheads of the charity running the project.

Organisation and Financing of the Project

We are looking for imaginative bids which fall within the broad criteria above, but we do not wish to prescribe how the project should be run or organised.

However, applications must show how the £20K would be spent by means of a clear breakdown of costs under appropriate headings. Where staff costs are involved, please indicate the role(s) concerned, the amount of time and rates of pay that would apply. If any of the funding will be used for capital purchases please give details, making clear who would have long term ownership and how any future maintenance requirements will be addressed – however, broadly speaking we would prefer to fund activities rather than long term assets.

About Paristamen

The Paristamen CIO is a small grant-making charity now based in Dunbar, East Lothian. Our objects are relatively broad – they cover (a) the advancement of the Christian faith and (b) any other charitable purpose which is not inconsistent with (a). We make some grants for explicitly Christian projects, but also many broader grants to charities working in fields such as poverty and disadvantage, health, advice work, human rights. The charity is governed by three trustees who have a wide range of experience in the voluntary sector. See www.paristamen.org.uk for more details.

Application process and timescales

We are keen to keep the application process as simple as possible – we do not wish to waste your time preparing a complex bid which is unlikely to succeed.

- (a) If you feel your charity may be in a position to bid for this grant, we would encourage you to make contact as soon as possible to discuss an application informally before applying. Please call (01368 864582) or email our Chair of Trustees, Gareth Morgan gareth@paristamen.org.uk – but please bear in mind this is a relatively small charity run by the trustees on a voluntary basis: we do not employ staff, so please allow a few days for a response. If time permits, he may be willing to comment on a draft application.
- (b) Please send the full application enclosing a copy of your charity's latest *Annual Report and Accounts* to reach us not later 15 February 2020.

The application should as a minimum give the following information.

1. Proposed title for the project.
2. Name and charitable status of the organisation applying (including registered charity number(s) if applicable).
3. Name and status of any partner organisations.
4. Names and contact details for key individuals to be involved – including an overall co-ordinator who would be the prime contact with ourselves
5. Details of relevant expertise for the organisations(s) including key individuals, including previous work on these issues, access to wider networks etc.
6. Explanation of the specific proposed events/activities that will be arranged in response to the project brief above. Please be as specific as possible.
7. Proposed timescales and budget – how you *expect* the resources to be used. If part of our grant will be transferred to partner organisations, please make this clear. On the expenditure side, if you will need to charge any general overhead costs to this grant, please make that clear.) If you will be using income from other sources towards the project, please make this clear,
8. Your proposals for reporting back to us. We would expect to have a face to face meeting with the successful bidder at the start of the project and to keep in contact by email as the project proceeds with a final report of some kind. We would appreciate being invited to any major event that forms part of the project, and we would like to receive copies of all media projected.
9. We would welcome some indication of how you will assess the success of the project but there is no need to establish elaborate monitoring arrangements.

10. We will also wish to receive your charity's latest Annual Report and Accounts – both with your application and for each year the project is running. As explained above, we would expect this project to appear clearly as a restricted fund in those accounts. Please see our website for guidance on submitting accounts – we always need the latest *final* report and accounts showing approval by your trustees and auditor or independent examiner.

(c) Applications must be submitted to reach us not later than Sat 15 February 2020 to:

Mrs Sharon Morgan (Admin Trustee)
The Paristamen CIO
10 Kings Court
DUNBAR EH42 1ZG

Or by email to admin@paristamen.org.uk to arrive no later than 9am that day. If emailing, *please send all documents as PDF attachments.*

- (d) All applications will be initially reviewed by one trustee to check they meet the criteria for the scheme and if so, they will then be seen by all trustees before a decision is made. We will let you know whether your application is going forward to consideration at the trustees meeting.
- (e) Decisions on which application to support will be taken at our trustees meeting in late February 2020. We may need to contact you at that stage to discuss further details, but if there are no further conditions or issues to resolve, we would expect to send confirmation of the grant award by mid-March 2020. (We will also let you know if your application is unsuccessful.)
- (f) If the application is for a project to run over the year 2020/21 the grant is likely to be paid in 3 instalments in April 2020, August 2020, and December 2020 – however, we will discuss the most appropriate payment timescale with the successful recipient.

Assessment Criteria

Given the provision for informal liaison before a formal bid we hope to avoid triggering large numbers of bids which are unlikely to succeed. However, at the final stage each trustee will separately score each application and the total scores will be considered.

To some extent grant-making is a subjective process and it always depends in part on how the trustees “feel” about the strength of applications, but the following criteria are likely to be considered:

- The charity's track record/experience in the field concerned
- The access to appropriate networks
- The vision for how the project will actually work
- The clarity of the application
- The extent to which the project is likely to have some long term impact beyond the specific events or resources generated
- The case you make with regard to the likely impact of a £20,000 grant
- Whether the applicant charity appears to be well run and effectively governed (as indicated, for example, by the Annual Report and Accounts and whether existing financial resources are being well used).

Although we hope to make a single grant of £20,000 under this programme we reserve the right not to award a grant or to make a smaller grant if we do not feel the applications are strong enough.

Some more general information about The Paristamen CIO and further copies of this document are available on our website www.paristamen.org.uk

The Paristamen CIO – Registered charity numbers: E&W 1155665 and SC048961
As agreed by the trustees – Oct 2019