Principal Sponsor Application for Approval as a Community Sponsor

Version: December 2021

Important: This application form is to be completed by sponsor groups eligible to act as a principal sponsor. Before completing this form, please ensure that you read the ‘Community Sponsorship Guidance for Principal Sponsor Applications’ and the sample agreement on gov.uk. You should ensure that you understand the criteria and conditions for applying for approval as a community sponsor before submitting the application. Support and advice is available through Reset Communities and Refugees [www.training-resetuk.org](http://www.training-resetuk.org) to help you prepare your application, including an application checking service.

It is important to complete all sections of the form, including aspects which do not apply by crossing out or by writing ‘not known’ or ‘not applicable’.

All completed applications must be submitted to: communitysponsorship@homeoffice.gov.uk

We recommend that you retain a copy of your completed application.

The Home Office will use the personal information you provide to consider this application. We may also share your information with other public and private sector organisations in the UK and overseas. For more detail please see the Privacy Notice for the Border, Immigration and Citizenship system at: [www.gov.uk/government/publications/personal-information-use-in-borders-immigration-and-citizenship](https://www.gov.uk/government/publications/personal-information-use-in-borders-immigration-and-citizenship). This also sets out your rights under the Data Protection Act 2018 and explains how you can access your personal information and complain if you have concerns about how we are using it.

The information you provide on this form will be stored on a computer which is registered under the General Data Protection Regulation.

If your group is not eligible to apply to become a principal sponsor but you wish to make an application to become a community sponsor, please refer to [GOV.UK](https://www.gov.uk/government/publications/apply-for-full-community-sponsorship) where you can find the application for approval as a community sponsor and the supporting guidance document.

Stage 1 Application Form

When applying for stage 1 approval your application must include:

* a signed and dated stage 1 application form;
* written confirmation from the appropriate local authority/authorities that you have permission to apply;
* confirmation that you have secured housing for a minimum period of two years, or submission of your housing strategy, demonstrating how your group will secure housing, within the required timeframe in stage 2;
* confirmation that at least £3000 has been raised, and submission of a finance strategy demonstrating how you will raise the remaining money, or that the £9000 has been ringfenced to support a resettled family;
* confirmation you will provide the family with a copy of your complaints policy, in line with our template and guidance;
* a safeguarding policy which has been shared with your local authority;
* confirmation that your group will attend training provided by Reset;
* a completed Principal Sponsor Property Form;
* confirmation of whether you would like a Pre-Approval meeting to be organised between the Home Office, the local authority and core group members;
* confirmation that your group is either a registered charity or a community interest company.

# Section 1: Principal Sponsor organisation

* 1. Name of your Principal Sponsor organisation:
	2. Public address of your organisation:
	3. Telephone number:
	4. Website:
	5. Charity number:
	6. Company number:
	7. Details of membership or affiliations to a larger body or umbrella group:
	8. Does your organisation hold a current UK Visas and Immigration sponsor licence (select ‘yes’ or ‘no’)?

[ ]  Yes

[ ]  No

* 1. If yes, what is your sponsor licence number:

1.10 Name of your community sponsorship group (if different to your organisation):

Section 2: About your personnel

## Lead Sponsor:

**The named lead sponsor should hold a permanent and senior position within the organisation**. This person takes ultimate responsibility for the accuracy of the information in this application and for the effective delivery of community sponsorship. Typically, they will be a member of the board of the charity or community interest company or hold the position of Chief Executive or director or equivalent. There must be a clear line of accountability between the lead sponsor and the personnel delivering the resettlement plan.

2.1 Title and full name:

2.2 Any other names that you have been known by (such as maiden name or alias):

2.3 Position in the organisation:

2.4 Date of birth:

2.5 Nationality:

2.6 UK passport number (for UK nationals):

2.7 Evidence of EU member state passport or proof of your EU Settled or Pre-Settled status (for EU nationals residing in the UK):

2.8 Evidence of valid leave to enter or remain in the UK (for all other non-UK nationals):

2.9 UK driving licence number:

2.10 Contact address:

2.11 Contact telephone number:

2.12 Contact email address:

## Core support personnel:

2.13 Please tell us about the core group of people who will be responsible for supporting the resettled family placed in your care if your organisation is approved for community sponsorship. It is essential that volunteers have relevant experience and you appoint a Project Manager and Safeguarding Lead (details regarding the role of Project Manager can be in the [Community Sponsorship Agreement](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1004420/Community_Sponsorship_Agreement_Final_Version_4.0.pdf)), however all other roles can be determined at the discretion of the group. Please continue on a separate sheet if necessary. 12 spaces have been provided below, but only fill in as many as is relevant to your core group.

You (individual Lead Sponsor) are responsible to ensure that all personnel undertaking activity in relation to children and vulnerable adults are suitable and of good character. Further advise can be found in the [Community Sponsorship Agreement](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1004420/Community_Sponsorship_Agreement_Final_Version_4.0.pdf).

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| --- | --- | --- |
| Full Name | Role held within the group and type of support to be provided | Short summary of relevant experience of working with vulnerable people/families |
|  | Project Manager |  |
|  | Safeguarding Lead |  |
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# Section 3: Community Sponsorship Resettlement Plan

Following successful completion of stage 1 of the application, a family will be referred to you for resettlement. You must submit your application for stage 2 approval within 4 months of the family being referred to you. Please outline your groups plans/strategy for completing the stage 2 application requirements in the required 4-month period by demonstrating how you will be:

a) providing a suitable property for a refugee family

b) fundraising any additional funds needed to meet the required £9000

c) fulfilling the ‘Statement of Requirements’

# Section 4: Disclosure

Please tell us if any of the following applies to you (Lead sponsor), your organisation or any board members, directors (or equivalent) of the organisation, or members of the community sponsorship group.

By providing this information, you give permission for the information that relates to you as principal sponsor and/or your organisation to be checked. These include checks against government records and other third parties such as the Police National Computer, or its equivalent in Northern Ireland. We may make these checks when considering your application and may repeat them at any time. We may also conduct checks on individual members of your organisation. Where this is the case, you will be notified in writing and the individuals’ permission will be sought.

In accordance with the General Data Protection Regulation and the Data Protection Act 2018, the information you provide will only be retained for as long as necessary in keeping with the purpose for which it was made.

Do any of the following apply to you (principal sponsor), to the organisation you represent, or to any of its board members or directors, or members of the community sponsorship group (please select 'yes' or 'no'):

4.1 Is, or has ever been, in a state of bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors (including any individual voluntary arrangement), or subject to an Administration Order or any legal proceedings concerning their solvency or there are any other matters affecting your or the organisation's financial viability?

[ ]  Yes

[ ]  No

4.2 Has any criminal conviction? This should not include any spent convictions under section 4 (2) of the Rehabilitation of Offenders Act 1974.

[ ]  Yes

[ ]  No

4.3 Is or has been involved in any illegal activities?

[ ]  Yes

[ ]  No

4.4 Has not fulfilled obligations related to payment of taxes?

[ ]  Yes

[ ]  No

4.5 Is guilty of serious misrepresentation in supplying information?

[ ]  Yes

[ ]  No

4.6 Is a member, or has been a member in the past, of an organisation proscribed in accordance with section 3 of the Terrorism Act 2000?

[ ]  Yes

[ ]  No

If the answer to any of these questions is ‘yes’, please give details here:

4.7 Has your organisation been subject to an investigation, assessment or compliance case by the Charity Commission?

[ ]  Yes

[ ]  No go to question 4.12

4.8 When did the investigation/case commence and what was the nature of the Charity Commission’s concerns?

4.9 Has the investigation/case concluded? If so, please provide the outcome of the investigation/case and a summary of the Charity Commission’s findings?

4.10 Please provide details on any action required by your group in response to the Charity Commission’s investigation/case – such as acting on regulatory advice and guidance, compliance with an Action Plan, Official Warning or direction.

4.11 Have these required actions been completed? If not, what are the timescales for doing so? Is there any ongoing Charity Commission involvement or monitoring of the charity?

4.12 Have you within the last 12 months submitted a serious incident report to the Charity Commission? If so, what was the report about and what was the Charity Commission’s response?

4.13 Are the trustees of the charity in compliance with their legal obligations to file the charity’s statutory returns with the Commission within the specified timeframes?

The information you provide in this application form will be taken into account in considering your application, as will any inconsistencies between the information you provide and the information we obtain from our checks. Failure to provide accurate information may lead to your application being refused.

# Section 5: Declaration

I have read the community sponsorship guidance documents on [www.gov.uk/government/publications/apply-for-full-community-sponsorship](https://www.gov.uk/government/publications/apply-for-full-community-sponsorship) and I am fully aware of the requirements to support a resettled family under the community sponsorship scheme. By submitting this application, I confirm that the information I have given in this application is complete and is true to the best of my knowledge.

If there is a material change in my organisations' circumstances or any new information relevant to this application becomes available, I will inform the Home Office immediately.

I agree to co-operate with Home Office officials, or any other officials charged by the Secretary of State for the Home Office, with processing this application for community sponsorship.

I understand the requirements for safeguarding children and vulnerable adults, as detailed in our Safeguarding Policy, and will ensure the suitability and good character of the people who will provide support to a resettled family under a community sponsorship arrangement.

I confirm that my organisation has safeguarding policies and procedures in place which will be made known to the resettled family resettled under this application.

I understand that the Home Office may make enquiries of the principal sponsor and the organisation in order to establish and verify that the information provided is accurate.

I confirm that all individuals named on this application are aware and have consented to being included as part of this application.

I have included (please tick the boxes that apply to show that you have included the correct information with your application form):

**For applications for stage 1 approval:**

[ ]  written confirmation from the appropriate local authority/authorities that you have permission to apply;

[ ]  confirmation that at least £3000 has been raised, and submission of a finance strategy demonstrating how you will raise the remaining money, or that the £9000 has been ringfenced to support a resettled family;

[ ]  a safeguarding policy and evidence to show that your local authority has been given the opportunity to view this **or,**

[ ]  I have been approved as a Community Sponsor in the past six months and the Home Office and local authority already have a copy of our latest Safeguarding Policy

[ ]  evidence to show you have secured housing for a minimum period of 2 years, or evidence of a housing strategy

[ ]  completed Principal Sponsor Property Form;

This form must be completed by the principal sponsor, and the completed application form must be signed and dated and sent from the principal sponsor's email account.

Lead sponsor’s name:

Lead sponsor’s signature:

On date:

Stage 2 Planning for resettlement of the refugee family

This stage is to be completed by your group once they have been allocated a family profile.

**If there have been any significant changes since you submitted your Stage 1 application form, such as to the key personnel delivering the resettlement support, or to the disclosure section, please resubmit these along with the stage 2 details to** communitysponsorship@homeoffice.gov.uk**.**

Suggested word counts have been added as a guide. Your responses may be shorter or longer than the suggestions provided.

# Section 1: Accommodation

1.1a. Please indicate below how many bedrooms the property has:

1.1b. Please tell us the address of the property:

1.1c. Please tell us the earliest date you would be able to welcome a resettled family to this property:

1.1d. Please confirm that the accommodation will be available to the resettled family for two years. Please note that this is an essential requirement as set out in the Statement of Requirements for Sponsors.

[ ]  Yes

1.1e. What security of tenure will the resettled family have, for example, a two-year fixed term assured shorthold tenancy or private residential tenancy in Scotland? Will the tenancy agreement have a break clause? (100 words)

1.1f. Does the property have independent access via its own front door, and provide adequate privacy to the resettled family which meets the Statement of Requirements for Sponsors?

[ ]  Yes

1.1g. How much is the rent each month? £

1.1h. How much is the Local Housing Allowance (LHA) for the size of property your group has secured (please state in £)? £

1.1i. Is the accommodation affordable and sustainable for the family, given the likely social welfare income that the resettled family will receive, taking into account any impact of the Benefit Cap?

[ ]  Yes (please provide detail in the space below).

[ ]  No (please explain how you will ensure that the resettled family can afford their rent and all other essential household expenditure).

1.1j. Have you invited the local authority to inspect the property, and completed any required works to their satisfaction?

[ ]  Yes

Please provide details of your engagement to date with the local authority regarding the property

1.1k. If the local authority is not planning to inspect the property, please provide evidence which demonstrates that the property complies with the standards set out in the ‘Statement of Requirements for Sponsors’. Please note that this is an essential requirement.

[ ]  Yes, the property complies with the standards.

1.1l. Please confirm that the property will be appropriately furnished in time for the resettled family’s arrival. Please note that this is an essential requirement as set out in the Statement of Requirements for Sponsors.

[ ]  Yes, the property will be furnished

1.1m. Have you contacted your local police to inform them of your proposed plans to resettle a family in the area and shared these contact details with the Home Office Community Sponsorship Team?

[ ]  Yes

[ ]  No

1.1n. How will you ensure that the resettled family are able to raise issues concerning the property with the landlord, bearing in mind the potential language barrier (for example, non-functioning appliances)? (100 words)

1.1o. Will you create and translate an information/welcome pack about the accommodation for the resettled family to assist them with settling in, to include for example, health and safety information and details of an emergency contact point?

[ ]  Yes

[ ]  No

If no, please explain why you think this is not necessary:

1.1p. What do you anticipate will happen at the end of the two years if the property is no longer available to the resettled family? (100 words)

## 1.2 Arrival in the UK

1.2a. Who will meet and greet the resettled family at the airport? (50 words)

1.2b. How will your group manage the arrival, ensuring that the resettled family’s dignity and privacy is maintained? (100 words)

1.2c. Please confirm that you or your group will not: share the details of the address of the family’s home publicly, take photos without consent or use any materials that publicly identify the family as refugees.

[ ]  Yes

1.2d. What arrangements will your group make to transport the resettled family and their belongings from the airport to their new home? (100 words)

1.2e. What plans will your group make for the resettled family’s arrival at the property, for example, how will you ensure that they are able to look after themselves, including having access to a pack of groceries and being able to contact emergency services? (250 words)

## 1.3 Initial expenses

1.3a. Please confirm that your group will provide a minimum of £200 per resettled family member in cash for initial expenses to ensure that the resettled family have enough to live on whilst their claim for social welfare income is being processed. Please note that this is an essential requirement as set out in the Statement of Requirements for Sponsors.

[ ]  Yes

1.3b. How will your group distribute the initial expenses to ensure they are fully supported until the family are in receipt of their social welfare income?

(150 words)

1.3c. How will your group empower the resettled family to have autonomy over their finances? (150 words)

1.3d. How will your group help the resettled family become familiar with UK currency and how to budget? (100 words)

1.3e. How will your group support the resettled family to set up a bank account? (150 words)

## 1.4 Social Welfare Income

1.4a. Have you identified Job Centre Plus locations closest to where the resettled family will live?

[ ]  Yes

[ ]  No

If no, please explain why not.

1.4b. Please confirm that your group will pre-book appointments with the Job Centre Plus to take place within three days of the resettled family’s arrival.

Please note that this is an essential requirement as set out in the Statement of Requirements for Sponsors.

[ ]  Yes

1.4c. How will your group support the resettled family to make a claim for social welfare income? (150 words)

1.4d. Taking into consideration any potential impact of the benefit cap, how much social welfare income do you calculate the resettled family are likely to receive each week? (£)

Please provide the way in which you have worked out this calculation. (200 words)

## 1.5 Establishing a life in the UK

1.5a. Please confirm that your group will provide integration support to the family for a minimum of 12 months following their arrival. Please note this is an essential requirement.

[ ]  Yes

### Biometric Residence Permits (BRPs)

1.5b Will you ensure that the resettled family receive their BRP cards within one day of your group receiving them? If the BRP cards do not arrive within 7-10 working days, please contact your regional Contact Officer. Please note that this is an essential requirement as set out in the Statement of Requirements for Sponsors.

[ ]  Yes

### School registration

1.5c. Will your group commence the process of registering children in school as soon as you receive confirmation of the arrival date?

[ ]  Yes

[ ]  No

[ ]  NA – Move to question 1.5f

If no, please explain why you will delay the start of the school registration process

1.5d. What steps will you take to start the school registration process? (200 words)

### English for Speakers of Other Languages (ESOL)

1.5e. Please confirm that:

* ESOL will be monitored and,
* each adult will receive English language tuition within one month of arrival

[ ]  Yes

1.5f. How will your group ensure that each resettled adult receives a minimum of eight hours of accredited ESOL each week during their first year in the UK? (150 words)

1.5g. If the adults in the family you are supporting have had little or no formal education, what support with basic literacy and numeracy will you provide? (150 words)

### GP registration

1.5h. Have your group identified GP surgeries with capacity to register new patients close to where the resettled family will live?

[ ]  Yes

[ ]  No (please research GP surgeries with capacity to register new patients).

1.5i. Please confirm that your group will arrange to register the resettled family with a local GP within one week of arrival.

Please note that this is an essential requirement as set out in the Statement of Requirements.

[ ]  Yes

[ ]  No

If no, please explain why this will not be possible

1.5j. What research has your group conducted to provide guidance to the resettled family about accessing other health services such as dental services and local mental health or wellbeing services? (200 words)

## 1.6 Local area

1.6a. How will your group empower the resettled family to gain access to transport links and understand the fare/payment system? (100 words)

1.6b. How will your group help the resettled family to explore local shops and/or markets and shopping customs? (100 words)

1.6c. What other plans do your group have to support the resettled family during their first few weeks after arrival? (150 words)

### Access to neighbourhood and community activities

1.6d. How will your group empower the resettled family to access community groups and activities? (100 words)

### Access to employment

1.6e. What action will your group take to support the adult family members access to employment and education? (100 words)

1.6f. How will your group help the family members identify volunteering opportunities in the local area? (100 words)

### Assistance with accessing digital services

1.6g. How will your group empower the resettled family to access the internet? (100 words)

### Interpretation services

1.6h. Please confirm that your group will have interpretation support available for the first year.

Please note that this is an essential requirement as set out in the Statement of Requirements.

[ ]  Yes

1.6i. How will your group ensure that an interpretation service is available 24/7 for the first week the resettled family are in the UK? (100 words)

1.6j. How will your group ensure that there is sufficient interpretation resource available to support the resettled family during the intensive first four to six weeks? (100 words)

1.6k. How much have your group identified within their budget to pay for professional interpreting services if required?

# Section 2: Disclosure

Please tell us if any of the following applies to you (principal sponsor), your organisation or members of the community sponsorship group.

2.1 Have any of the funds being devoted to your sponsorship offer been provided by a third-party organisation(s)?

[ ]  Yes

[ ]  No

If yes, please tell us the name(s) of the third-party organisation(s) and the terms under which funds have been provided.

2.2 Please confirm that should your application be approved, you will have public liability insurance in place at least two weeks before the resettled family arrives.

[ ]  Yes

[ ]  No

The information you provide in this application form will be taken into account in considering your application, as will any inconsistencies between the information you provide and the information we obtain from our checks. Failure to provide accurate information may lead to your application being refused.

# Section 3: Declaration

I confirm that £9000 has been ringfenced for the purpose of this project.

I confirm that we will provide the family with a copy of our Complaints Policy.

I confirm that the group have attended or discussed the booking of the required training provided by Reset.

I have included (please tick the boxes that apply to show that you have included the correct information with your application form):

For applications for stage 2 approval:

[ ]  Confirmation that you have invited the local authority to inspect the property

[ ]  Local area Fact Sheet in English and the first language of the family; and

[ ]  a safeguarding policy and evidence to show that your local authority has been given the opportunity to view this **or,**

[ ]  I have been approved as a Community Sponsor in the past six months and the Home Office and local authority already have a copy of our latest Safeguarding Policy.

This form must be completed by the principal sponsor, and the completed application form must be signed and dated and sent from the principal sponsor's email account.

Lead sponsor’s name:

Lead sponsor’s signature:

On date: