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

**THIS SECTION WILL BE COMPLETED BY THE LEAD SPONSOR – NO NEED TO COMPLETE**

* 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

**THIS SECTION WILL BE COMPLETED BY THE LEAD SPONSOR – NO NEED TO COMPLETE**

## 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).

There are 12 boxes, but you do not need to fill them all. You should have people in your team who can support in the following areas:

* Project Manager (essential)
* Safeguarding Lead (essential)
* Treasurer
* Education
* English Language
* Interpreters
* Health
* Employment
* Benefits
* Accommodation
* Befrienders (e.g. navigation of the local area, introduction to community, etc.)

You might not have have filled all the necessary roles at this stage. Don't worry - You should identify the leads you *will* have, and indicate if the vacancy will require filling.

|  |  |  |
| --- | --- | --- |
| 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:

**Below we have provided some example answers. You can use these as a guide, though please do not cut & paste directly – adapt these answers to suit your group.**

1. providing a suitable property for a refugee family

Home Office guidance: if you haven’t yet secured a property please use this section to demonstrate your understanding of the housing market within the area your group are wishing to resettle a family, this might include local housing allowance rates, market rents, the types of affordable property available within the area, your plans to talk to the local authority and police about suitable areas, etc. It should also consider access to local amenities, public transport routes and school availability.

Example Answer:

***What are we looking for?***

We will be looking for housing in THESE AREAS – they have good transport links and schools and rents tend to be more affordable.

We anticipate being able to find a 2 or 4 bedroom property. It is unlikely we could find a 1 or 3 bedroom property in this area, due to high demand.

Despite high costs of living, a Rightmove search shows that there are some properties of various sizes currently available to rent at LHA rate. However, the LHA rate for 4+ bedrooms is £X per week and the benefits cap is just £X per week, leaving just £X for living costs. Therefore, if we were to welcome a larger family, they would need to be an extended family who could make multiple, separate UC claims, to overcome the benefits cap.

We are aiming to find a property rented at Local Housing Allowance rates – though we have budgeted to top up £X per month if necessary.

**How will we find it?**

We have begun to establish a relationship with private landlords and Estate Agents who might be willing to have tenants on Universal Credit.

Once we have a family profile we will actively network with property owners in person and/or through media.

We have also started to build relationships with the local Housing Association, and are approaching faith institutions that may have vacant properties.

**What will we do next?**

The Local Authority will be asked to check the property, as well as the police board consultation form be completed, and it will meet the requirements set out.

 If it becomes clear that the property is only available for the minimum 2 years, we will work with the family through our transition plan to give them the best opportunity to find accommodation in a timely manner.

We will appoint a housing lead who will work with the family to communicate with their landlord, oversee the signing of the tenancy agreement and explaining what this means for the family.

1. fundraising any additional funds needed to meet the required £9000

Home Office Guidance: please use this section to give a brief explanation of how your group are planning on raising the required £9,000 to enable you to support a refugee family.

Example Answer: W*e have raised £3,600 so far. We estimate that, based on the higher costs of living, we will need to raise £12,000 in total. Over the next four months, we will raise this through:*

* *25 donors are giving a total of £500 per month - £2,000*
* *We have been selected as the partner charity for the local mosque, who expect to raise £4,000 during Ramadan*
* *Our local rugby team are doing a sponsored bike ride the distance to Aleppo, and expect to raise £2,000*
* *We are running a monthly quiz night, which are raising £1,000 on average - £4,000*
* *The Rotary Club have offered a £500 donation*

*A local supporter has offered to meet any shortfall, should we not manage to raise the necessary funds before the family's arrival.*

c) fulfilling the ‘Statement of Requirements’

Home Office Guidance: How will your group fulfil the ‘Statement of Requirements’ including being able to support a resettled family to access benefits, healthcare, English language tuition and interpretations services within the area they are being resettled.

Example Answer:

Our volunteers are well equipped to support with registration of local services, navigating the local neighbourhood, connecting with community groups, and supporting with digital services. They will also plan for the arrival of the family, including the provision of initial cash payments and transportation from the airport. We’ll research culturally appropriate groceries and take advice from support providers.

If school places are required, we’ll be reaching out to our local authority team to understand the registration process and finding out what places will be available. One of our group members is a governor at a local primary school, and several group members are parents, so we are familiar with the processes.

Our health lead will engage with local GP practices to understand the registration process, taking into account any specific health need of the family members allocated to our Group. We will also connect with the local refugee services charity, that provide additional trauma counselling, and identifying other local services that can provide holistic wellbeing support.

Our Language Lead will be researching how we will meet the need for interpreters, looking at commercially available interpreters as well as volunteers and other ways of communicating.

We know that there are a number of ESOL courses available through the local colleges, and we will be making connections with these providers. We will carry out further research into available ESOL provision and conversation club. We’ll also be upskilling our team by finding volunteers locally who will provide access to informal ESOL tuition.

Our Accommodation lead will liaise with the landlord, and make a plan for issues relating to provision of utilities, and preparing the housing.

We will recruit a volunteer who is able to provide support for finding employment and volunteering opportunities, and a volunteer who is able to provide specific support with benefits. We are also aware of the local Citizens Advice, who can assist with benefits.

During this time, we will be developing our empowerment approach to resettling refugees through training with our Lead Sponsor & Reset, and building a strong team.

# Section 4: Disclosure

**THIS SECTION WILL BE COMPLETED BY THE LEAD SPONSOR – NO NEED TO COMPLETE**

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

**THIS SECTION WILL BE COMPLETED BY THE LEAD SPONSOR – NO NEED TO COMPLETE**

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 £)? £      Please give the monthly rate. You can calculate LHA here: <https://lha-direct.voa.gov.uk/>

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).

The rent should ideally be set at or below the Local Housing Allowance rate to enable the family to afford it with the social welfare income they receive. You will also need to take into account the benefits cap.

Where the LHA rate/benefits cap does not meet the full rental cost, you will need to show that you have considered the available funds and potential expenditure, and have budgeted accordingly.

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

[ ]  Yes

You must give the local authority the opportunity to inspect your accommodation.

Please provide details of your engagement to date with the local authority regarding the property      Have they visited the property? What date? Include any communications as an additional attachment with your Application Pack. Attaching an email is sufficient.

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.

If the local authority is unable, or declines to inspect the property, you must provide evidence to demonstrate that the property meets the standards set out in the Statement of Requirements. This should be an independent inspection by a suitably qualified professional.

See Requirements [here](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/765070/2018-12-05_Application_Guidance.pdf): https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/765070/2018-12-05\_Application\_Guidance.pdf

 (Annex C, pg. 16)

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

You need to send a Police Board Consultation Form to your Safer neighbourhood team (or local equivalent). See this [module of the portal:](https://citizens-uk.teachable.com/courses/1033077/lectures/21640137)  <https://citizens-uk.teachable.com/courses/1033077/lectures/21640137>

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)

***EXAMPLE ANSWER:****To enable independence as soon as possible, the family will be given the landlord’s direct number. However, until they are confident English speakers, we will set up a Whatsapp group between the Accommodation Lead, the Landlord and an Interpreter. If there are any issues, the family can send a message in their language, which will be translated by the interpreter. Where possible, the landlord will sort this directly, but if there are any problems, the Accommodation Lead will be prepared to help.*

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?

[x]  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)

You do not need to provide accommodation beyond 2 years- but you need to demonstrate that you won't just leave them in the lurch in month 25. You should have this conversation with the family from an early stage.

***EXAMPLE ANSWER:****In their first year, we’ll discuss what to do if they want or need to move.*

*We can help them to identify their preferred areas (e.g. show them average rents in different areas, take them on trips to visit other towns and villages). If we have any social networks in their preferred area, we can facilitate introductions.*

*We’ll show them how to use online search sites like Zoopla. We’ll explain the need for house deposit and advance rent, so that they have time to save money for this.*

*We’ll help with practical things like transferring utility bills, moving schools, etc.*

## 1.2 Arrival in the UK

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

Up to 5 volunteers from the Family Support Team, including an interpreter. We will decide the final composition once we know more about the family and the flight times.

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

We will learn greetings in their language, and are aware of conventions for greeting e.g. no handshakes/hugs unless the family initiate.

We won’t take any photos of the family without their consent, and any photos involving the family will not be shared publicly within the first several weeks, and only after then with their informed consent.

We’ll have a small welcome banner, but this won’t include their names, or reference to them being refugees.

We will follow covid guidelines – we’ll wear masks, and take lateral flow tests on the day.

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)

We will hire a minibus for this purpose and ensure that the family are not separated from one another or from their luggage.

We will give them appropriate snacks and drinks for the journey home.

We will also provide sick bags, in case of travel sickness.

We will install a child seat for the 3-year old.

We will explain how long the journey will be. We will give them an opportunity to use the bathroom before we set off.

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)

The house will be warm and stocked with appropriate food, toiletries, toys, and book.

Beds will be made up.

When we arrive at the house, we will give the family the keys, and allow them to open the door themselves, so that they feel ownership of their new home.

We’ll show them around the house with the help of the interpreters, and make sure they know enough about the house and equipment to settle comfortably for the first night. For example, how to lock windows and doors, how to use kitchen appliances, bath, shower, and heating.

We’ll give them emergency contact details, and show them how to call emergency services. We will provide a sim card, and if necessary a mobile phone. We will also give them the wifi code since they will probably want to speak to their family straight away.

We’ll provide a translated information pack (with pictures), with key contact details, local maps, and instructions for household appliances.

We’ll provide a meal that is appropriate to the family’s ethnic background, which can be heated up. We will ask whether they want to eat alone, or with members of the group. Then the family will be left to settle on their own and to rest.

Before leaving for the day, we’ll discuss with the family when to return, so that they know when to expect us. It will either be later that day or on the following day, depending on the arrival time and their preference.

## 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)

This will be provided as £50 per person per week, to help them to budget while they are adapting to UK costs. Their first instalment will be provided in cash, in a mix of different coins and notes. Once they have opened a bank account, we will ask if they would prefer the money to be provided in cash or as a bank transfer.

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

In the first couple of weeks, a member of the Family Support Team will go through their living costs (such as bills, rent, average cost of food, etc), and help them to prepare a budget. If the family would like, we can continue to provide regular budget planning meeting, until they feel confident.

We will explain how employment will impact their social welfare payments.

We will translate any bills they receive until they are confident. Learning to read and understand their utility bills will be one of our first conversational ESOL lessons.

We will help them set up and use online and mobile banking apps, and to manage direct debit payments.

Once the family are settled, we will show them how to compare and choose utility providers.

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

We will provide a pictorial list of items, with their average cost in GBP, and their country of origin/host country (See example: <https://training-resetuk.org/sites/default/files/toolkit-files/2020-05/2.5.5-uk-price-guide.pdf>)

The initial cash payments will be provided in different denominations of coins and notes, so that they become familiar with our currency.

Once their debit cards arrive, the family will be shown how to use ATM machines, and how to recognise whether they charge a fee.

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

We’ll help the family to set up a bank account as soon as their BRP arrives.

Monzo bank accepts BRPs as a form of ID and can establish an account within a few hours (this has been successful for other resettled families).

We will help them to use the mobile banking app, so that they can monitor and manage payments. The app is a helpful budgeting tool, as it shows income and expenditures pictorially, and has an option to set aside small savings.

The Monzo account will be set up initially to get them started and to avoid any delays in social welfare payments. But once the family has settled, we will introduce them to alternatives (i.e. high street banks). If they would like, we can help them to set up with and switch to a high street bank.

## 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.

 *You can find the Jobcentre Plus closest to the family’s accommodation or around the area you expect them to live here:* [*https://find-your-nearest-jobcentre.dwp.gov.uk/*](https://find-your-nearest-jobcentre.dwp.gov.uk/)

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

*In order to secure an appointment within three days of the family’s arrival, we recommend contacting the Jobcentre Plus in your area to discuss your plans and find out how the registration process works.*

*(Note that during the covid-19 pandemic, it may not be possible to book in person appointments).*

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

We will ensure they have an email address, laptop, wifi and bank account.

We will book an appointment in advance at the Job Centre, which will be within 3 days of their arrival. Meeting in person will reduce the likelihood of something going wrong. Our Benefits Lead and a translator will attend with the family.

It is important that they feel empowered to manage their social welfare income independently. So, as soon as they are comfortable, we will encourage them to attend Job Centre alone, and to use their free interpretation service.

Our Benefits Lead will teach them how to understand and use the online journal. This will also be the subject of our ESOL classes.

The Benefits Lead will also explain how employment can impact their social welfare income and help them to budget accordingly.

The local Citizens Advice has offered additional support if necessary.

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)

*Calculate here:* [*https://benefits-calculator-2.turn2us.org.uk/*](https://benefits-calculator-2.turn2us.org.uk/)

## 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       *Some local authorities will not allow you to register children until they are in the country. If this is the case, you can state it here.*

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

***Example answer:***

*X school has confirmed that they have spaces for the 6-year old, and the 8 year old. This is a short walk from the house. However, they cannot register for places until the family are in country, and parents are present. So, within the first week, we will register the children for these schools.*

*The Head of Schools at the Local Authority has agreed to help us with this process, and confirmed that there are spaces available.*

*Before their first day, we will arrange a pre-visit, to familiarise everyone with school routines, where to drop off and pick up, and to complete all the paperwork.*

*We will assist with the school uniform grant, and also, if necessary, simply provide the uniform for the family. We have also budgeted for stationary.*

### 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)

***Example answer:*** *We’ll arrange for an assessment at the local ESOL college (NAME), within the first 2 weeks of arrival.*

*The college can provide up to 8 hours per week, from pre-entry level to Level 3. This is accredited. The cost is £X, which will be covered by the £850 ESOL grant from the Home Office.*

*X college also run evening classes, which the family may prefer to attend – particularly if they need to share childcare.*

*If the family arrive mid-term, our ESOL volunteers will provide additional sessions until they can start formal classes.*

*Our ESOL volunteers will arrange regular sessions for conversation practise and further tuition (preferably outside the home, to aid their social integration). These sessions will be practical and focus on specific subject according to goals identified by the family (e.g. Driving Theory test, grocery shopping, etc.).*

*The local library also runs a weekly Conversation Club.*

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)

***Example answer:*** *X college offer basic literary and numeracy courses for adults.*

*The local masjid runs classes, where they can learn to read and write in Arabic.*

*We have reviewed our resources and how we communicate. For example, the welcome pack and fact sheet is pictorial, and we have record videos with important information.*

*We can use audio recordings through Google translate and* [*https://www.tarjim.ly/en*](https://www.tarjim.ly/en) *rather than written messages.*

*We will also review their preferred learning styles. For example, whether they would find it easier to learn English in through conversation practice and trips out, rather than a classroom setting.*

### 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)

***Example answer:*** *We will always encourage and refer any family member to seek advice from a GP, who can refer them to relevant mental health services.*

*We will signpost the family to various activities and organisations locally, such as:*

*Add here – for example ---- Wellbeing Centre, mental health chariites (e.g. MIND), holistic support (e.g. Gardening groups, Yoga), Refugee charities, Parent support groups, etc.*

*We will identified a local dentist that has spaces, and will support them to register on arrival. We will also also support them to register and attend appointments with Opticians.*

*We have informed the GP surgery that they can claim a single payment of £2,600 per family member from the Home Office:* [*https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/802642/Healthcare\_FI\_-\_2019-2020\_-\_final\_.pdf*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/802642/Healthcare_FI_-_2019-2020_-_final_.pdf)

## 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)

***Example answer:*** *We’ll accompany the family on trips in the local area, and further afield. We will use a variety of transport – the local bus, tube and train. We’ll accompany them on their first and possibly second journey (to college, etc) – then encourage them to make the journey on their own.*

*We will provide a translated bus and train timetable and costs.*

*We will also show them how to check real times using the mobile app, and how to buy a bus ticket.*

*If there are children or seniors, we will help them to apply for a free bus pass.*

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

***Example answer:*** *We will show them where to buy cheaper goods in store and online (such as the local market, Poundland, Lidl and Aldi, charity shops, Freecycle websites, etc.).*

*Since they are Muslim, we will show them where to find halal meat.*

*We will explain the plastic bag charge (we will give them some bags for life on arrival). We will also explain how to use the self-checkouts.*

*We’ll show them how to order shopping at supermarkets online– this may be preferable, as they won’t be able to drive, and they can track the running total before buying.*

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

***Example answer:*** *Once they feel settled, we will suggest a Person Centred Planning tool (such as the “Planning Alternative Tomorrows with Hope (PATH) framework) to help each family member set long-term goals, and to think creatively about how we can help them to try and achieve those goals.*

*If the family want, we will slowly introduce them to their neighbours and local community groups. We’ll offer to host a welcome party with the wider group (covid depending) – but only if they would feel comfortable with this. If we do host a party, we can encourage them to get involved in the preparations.*

### Access to neighbourhood and community activities

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

***Example answer:*** *We will find out what their interests are, and we will introduce them to relevant community groups.*

*There are many activities in our area – including refugee support groups, faith institutions, a children’s centre and sports clubs.*

*We can offer to accompany them, or introduce them to group members, if this would help them to feel more confident about attending.*

*We have set aside a small budget to pay for these activities for the first year. In some cases, we can also negotiate discounted fees (while being mindful to respect their privacy and dignity).*

### Access to employment

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

***Example answer:*** *Using person-centred-planning tools, we’ll work with each adult family member to identify their employment goals, and the steps necessary to achieve these goals. This might include identifying suitable training courses, volunteering, or work experience.*

*In partnership with language classes, we’ll highlight certain areas of English vocabulary that might be necessary (e.g. preparing for the Driving Theory Test).*

*We’ll help to write CVs, proof-read application forms, and help prepare for an interview, e.g. advice on clothing and basic interview role plays.*

*If the family hold relevant professional qualifications, NARIC can provide a “Statement of Comparability” for some foreign professional qualifications (*[*https://www.naric.org.uk/*](https://www.naric.org.uk/)*).*

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

***Example answer:*** *We will understand what their interests are, and help to connect them with suitable opportunities.*

*Some examples of opportunities include:*

*ADD EXAMPLES HERE*

*We will also search websites like Do-it.org and the local volunteering centre*.

### Assistance with accessing digital services

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

***Example answer:*** *We’ll provide a laptop and/or tablet. We’ll explain it is a gift, and that they have responsibility for looking after it and fixing it if it breaks.*

*We’ll pay for wi-fi until their benefits have been received. We’ll choose a short-term wi-fi contract, so they can decide whether to pay going forward, or to use free options (e.g. local library).*

*We’ll provide a PAYG sim card on arrival, and then help them to choose a suitable phone contract. We’ll have an old unlocked smart phone on hand, in case they don’t have one.*

*The library runs free Digital Skills courses.*

### 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)

***Example answer:*** *We currently have three Arabic speaking volunteers who will be available during the day. We will use telephone interpreters from XX telephone interpreting service in the evenings. If volunteers are not available for important appointments, we will hire professionals from XX to assist us.*

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)

*ADD COMPANIES YOU PLAN TO USE HERE.*

*Do you have a rota for volunteers? Any plans to recruit volunteer interpreters? Will you provide training for volunteer interpreters?*

We will explain that they are entitled to a free interpreter at the Job Centre and GP, and advocate for this where necessary.

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

*Unless you have a lot of volunteers who speak the language, this will likely be your greatest expense. We recommend a budget of £2,000 – 3,000.*

# Section 2: Disclosure

**IF CITIZENS UK ARE YOUR LEAD SPONSOR, WE WILL COMPLETE THIS SECTION FOR YOU**

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

**IF CITIZENS UK ARE YOUR LEAD SPONSOR, WE WILL COMPLETE THIS SECTION FOR YOU**

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: