

**London Churches Refugee (Hardship) Fund**  
*An Initiative of the London Churches Refugee Network*

**GUIDANCE NOTES FOR APPLICATIONS**

**Please note that LCRF is a ‘small grants’ fund with typical awards between £300 - £1,000 per charity supported, per funding round. The actual maximum grant will depend on available funds and the number of applications. For the limit on applications in the current round, please see our website.**

**The Fund’s Objects require us to support only destitute refugees and asylum-seekers.**

**Please read these notes and the ‘Terms and Conditions’ (overpage) carefully before completing your application form.**

LCRF normally invites applications twice a year, from organisations helping to relieve hardship among destitute refugees and asylum seekers, through working with families and individuals. It is evident that there are several basic needs which many groups and agencies are meeting. It is also clear that organisations vary in size and some manage much larger operations than others; smaller organisations might be responding to the needs of a particular group. The Trustees of the Fund will determine how best to divide the money available, to assist both large and small in being effective.

The Fund grew out of the London Churches Refugee Network but we do not restrict our grants to members of it. To enquire about the Network, email: [londonchurchesrefugeenetwork@gmail.com](mailto:londonchurchesrefugeenetwork@gmail.com).

The Fund is constantly seeking to raise new funds. Churches and committed individuals across London are expected to be the primary source of new money for the work. The Trustees aim to develop communication with the Churches in such a way that Church members can feel and see clearly that they are directly supporting work to relieve destitute refugees and asylum-seekers in London. It is for that reason, as well as to be accountable to the Charity Commission, that the Fund requires all grant recipients to complete a short Monitoring Form to show how the money was spent. This contributes to good practice in the management of the Fund and strengthens our appeals for fresh donations.

For the same reason we need case studies of those who have been helped by our grants. As outlined in our Terms and Conditions, we require those organisations applying for a second, or further, grant to submit at least one case study with their application. Information provided by you in the Monitoring Form or as a case study may be published by us in print or on our website ([www.lcrf.org.uk](http://www.lcrf.org.uk)) and by applying for a grant you give your consent to this.

The closing date for each grant application round is clearly shown on the application form and on our website. Late applications may be accepted only by agreement of the Trustees.

**Please email completed applications, with supporting papers, to:  
[grants@lcrf.org.uk](mailto:grants@lcrf.org.uk)**

**If supporting papers (only) cannot be emailed, please email [info@lcrf.org.uk](mailto:info@lcrf.org.uk) to discuss an alternative. We would however much prefer that you send everything to the grants email.**

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**TERMS AND CONDITIONS**

*The following Terms and Conditions of the London Churches Refugee Fund (LCRF) shall apply to all applications made for grants from the Fund*

**General**

1. Grants will be made only in response to a completed LCRF Application Form for the current grant application round and only to organisations which at the time of application can demonstrate that they are meeting the needs of destitute asylum seekers and refugees.
2. The needs that the Fund will support are those resulting from recognised hardship. The Fund is a small grants programme, with grants normally in the range of £300 to £1,000 for items such as travel cards, phone cards, food parcels and packs of toiletries.
3. The Fund only supports work with destitute refugees and asylum seekers in London; in this context, “London” means primarily within the boroughs of Greater London and not beyond the M25.
4. While we were set up by the London Churches Refugee Network we do not link our grants to membership of that body: other organisations and agencies working within the defined area may also apply.

**Making grants**

5. The money available for grants at any particular time, and how it will be apportioned, will be determined by the Trustees.
6. Applications will be considered only at the scheduled meetings of the Fund’s panel which take place following the receipt of applications for each round of funding. All applicants will receive notification of whether or not their organisation will receive money in that round.
7. Applicants who are not successful in one round, and who meet the criteria, may apply again in the following round. Those who receive funding in one round remain eligible to apply again in any future round.
8. At the time of applying, organisations should submit either a copy of their most recent audited accounts or, if such accounts are not available, a full explanation of how the organisation raises and spends funds. Applicants should also submit their most recent Annual Report or Review, or similar evidence of the work done by them and of those who benefit from it.

**Means of accountability**

9. Organisations which receive grants are required subsequently to provide a completed Monitoring Form showing how the grant has been spent. Organisations applying for a second or subsequent grant must provide one or more specific examples (case studies) of their work. Information provided either on Monitoring Forms or as case studies may be published by the Fund in its Annual Review, on its website, or in other material used to solicit donations.
10. LCRF also requires recipient organisations to maintain records of grants received for up to 5 years, and to be willing to produce them for the Fund’s auditors or for the Charity Commission, to whom the Fund is accountable.

**Additional requirements**

11. All organisations receiving grants must have adequate policies and procedures to ensure the safety of vulnerable adults or children. We will verify these policies on a cycle with no more than two years between verification of each organisation’s policy. Safeguarding policies, or details of where to view them, must be sent with each application unless LCRF has already reviewed and accepted them.
12. Recipients of an LCRF grant must notify us without delay of any safeguarding incidents during the lifetime of the grant that constitute “serious” failures reportable to the Charity Commission.
13. LCRF will comply with GDPR 2018 and it is a condition of application that applicants provide us with the data processing consent which we need to process your data and maintain contact with you. Our full privacy notice is posted on our website.