



Ukraine Refugee Infrastructure Fund - Application Guidance

Introduction

1. Following the huge response from the public to a fundraising campaign to support Ukraine, the British Red Cross have established a £1,000,000 fund to support local VCS organisations directly supporting refugee arrivals from Ukraine, and/or to develop the capacity to prepare, coordinate and develop a strategic approach to supporting Ukrainian refugees. In developing this fund, British Red Cross recognise the importance of investing in relationships: the response and support for Ukraine is expected to be protracted, the fund is open to a response which builds for the longer term as well as meeting immediate needs.
2. The fund is in two parts. NAVCA will administer the Infrastructure Fund – aimed at developing infrastructure capacity to support and coordinate the response. This document sets out the aims of that part of the fund, how to apply and next steps.

Aims and outcomes

3. The fund overall has four aims, to:
 - fund the direct delivery of services;
 - develop longer term support for people from Ukraine;
 - support organisations which are preparing for the arrival of people from Ukraine and subsequent support for them;
 - support better coordination of activity at place level (within the VCS, and with local authorities), and to build capacity where it is needed.
4. NAVCA will work with its members to deliver aims 3 and 4; the first two aims are being delivered through the Ukraine Direct Support Fund administered by UK Community Foundation (UKCF). Our intent is support work locally to coordinate the response, as well as longer term strategic development to be better prepared for future need.
5. Whilst the focus of the fund is on arrivals from the Ukraine, we recognise that activities supported via the fund may benefit refugees and asylum seekers from other countries. Applicants should set out that Ukrainians would benefit from the support or activity offered, and how development is focussed on their needs. Grant recipients will not be penalised if in the event a significant minority of people benefitting are not Ukrainian.
6. We are looking for the following outcomes:
 - investment in local activity supporting those displaced by the war in Ukraine, building capacity and capability in communities, particularly to fill “cold spots”;
 - enhanced community cohesion and integration;
 - improved relationships and stronger cross sector collaborations, for example between local VCS, specialist VCS organisations and statutory support.
7. The type of activity we anticipate might be covered includes, but is not limited to:

- leadership, for example capacity to engage with and contribute to strategic forum locally, bringing the voice of communities and lived experience to the table beyond the VCS;
- coordination, for example bringing together organisations working with Ukrainians to share information, provide peer support, and share ideas and solutions;
- direct support, for example to source, develop and share resources or communications material;
- capacity building in communities, for example where an organisation needs to shift its focus or expand to meet the needs presented, funding could be used for community development for single organisations or partnerships/collaborations. Capacity building might also be needed to fill gaps in provision which have been identified;
- network convening, for example bringing together organisations to build relationships, enhance support and increase influence locally.

8. We are keen that learning from the scheme is shared more widely, and are interested in proposals which increase the impact of our collective work by highlighting good practice and sharing resources.

How to apply: application process and criteria

9. Applications should be submitted using the separate form by 23rd September 2022, by email to navca@navca.org.uk.

10. This funding is available for members of NAVCA. Successful organisations will need to show they are financially secure and confirm they have appropriate safeguarding, information security and fraud prevention policies in place. We expect to only fund one project per area/place. Funding can be used for up to 12 months from the date of the grant agreement.

11. Grants can be used to cover costs of providing activity (e.g., staff costs, building and meeting space) and core costs where the organisation is leading work from which Ukrainians will benefit.

12. To avoid duplication, organisations cannot receive funding from the UKCF Ukraine Direct Support Fund, or other funding for the same work.

13. We welcome grants which bring together partnerships or collaborations, and will prioritise partnership applications in the event that the fund is over-subscribed. You will need to be clear who is the lead partner and accountable body, and the role of the other partners. Partnerships can apply for up to £30,000. In your application you should explain how the fund will benefit communities across the area, and how the organisations involved will work together. You will need to have a formal grant agreement with any partners receiving more than £2000.

14. Individual organisations can apply for grants of up to £10,000.

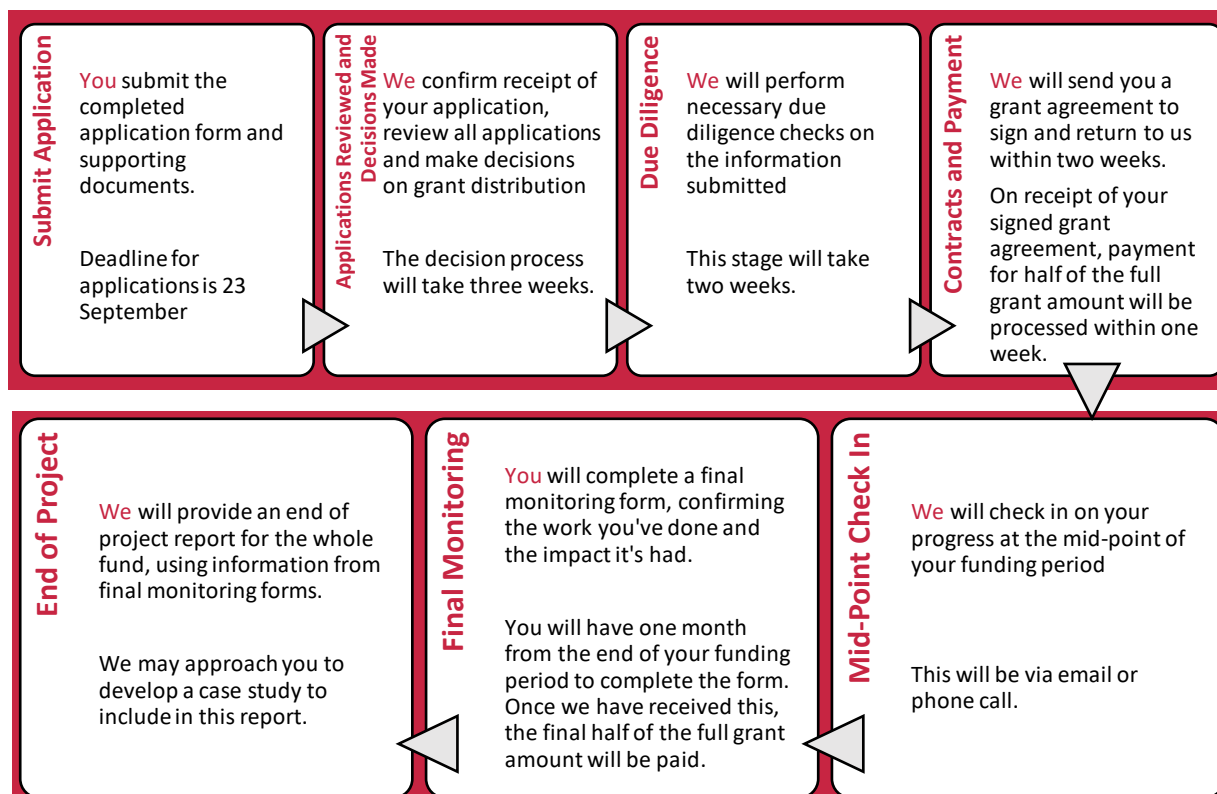
15. Your application should set out:

- The current position in your area to coordinate and develop support for Ukrainian arrivals. Set out the current situation in terms of scale of arrivals, VCS response, coordination, and planning. What is needed, what is the scale of that need both now, and to be developed for the medium/longer term? What are the gaps?
- What activity you will undertake and when. Set out what you will deliver to meet the outcomes from the scheme. This may include convening networks, leading, or contributing to coordination cross-sector, capacity building and more. This grant may provide a smaller

contribution to wider activity. Please include timescales, milestones and expected outcomes.

- A simple budget setting out how you propose to use the funds.
- Your capacity to deliver this project. Who will deliver/lead on the activity in this project (this may be several people working on different aspects)? Who else will you work with or rely on to achieve impact; how will strong partnership working be achieved?

16. The application process is set out below, with indicative timeframes we expect to process applications.



17. Applications will be assessed against the following criteria:

- evidence of the needs of Ukrainian arrivals and local VCS response;
- ability to deliver outcomes to meet needs identified – proposals which clearly match the outcomes of the scheme above;
- strong partnership arrangements and capacity to deliver within the (up to) 12 months of the programme.

18. All applications will be assessed by a panel against how they meet the outcomes and criteria. You may be offered less than the amount you request, depending on take up/demand from the fund. In this case we will need a conversation about what you might be able to deliver as part of the grant making process. If the fund is undersubscribed in this initial round, further opportunities may be available for proposals in a subsequent funding round.

Grant Making

19. All applicants will undergo due diligence checks by NAVCA and must meet basic financial health and due diligence requirements. You must submit your most recent audited/independently

examined accounts and a bank statement within the last 3 months (eg a bank screen shot) alongside your initial application. You are also required to confirm that you have current safeguarding, information security and fraud prevention policies in place.

20. This is a permissive fund; organisations will receive half of the funding at the start of the grant period, and half when the final monitoring forms have been received. There will only be claw back if the funding isn't used as agreed in your proposal, or isn't spent. The maximum funding period for this grant is 12 months from receipt of the first payment.

Monitoring and Reporting

21. Each grant recipient will be expected to complete an end of project form which will include a short (500 word) summary of the activity they undertook, and the impact it had. This must be completed within 1 month of the end of the funding period. These forms will be aggregated into a final report bringing out the range of activity and impact achieved. We may also approach you to develop case studies to include in the final project report, and to use to share learning. Your report should include the impact of your activity, as well longer-term impact, or more intangible changes as a result of developing preparedness and connections locally.

Next steps

22. Organisations should consider whether they are eligible for and want to apply for funding. If you have any questions, please contact navca@navca.org.uk or attend the drop-in information session on Monday 5th September 2022 2pm – 3pm. Please register to attend the session via this Zoom link:

<https://us02web.zoom.us/meeting/register/tZApdeutpjlS E90PkuiH3t8EYLv89qzPTTNg>

23. Complete and submit your application and accompanying documentation by 23rd September 2022.