**Migration Fund**

**Sample Enquiry & Application form**
Please note this form is for guidance only. The Migration fund requires you to have a mandatory Enquiry call before full application. You can complete an Enquiry booking form via PHF’s online portal <https://tinyurl.com/PHF-Portal-Account>

If you are successful in progressing to the next stage, a full application form will be published back to your portal account to complete.

Contents

[Enquiry form questions: 1](#_Toc172200056)

[Contact Details: 1](#_Toc172200057)

[About your organisation: 2](#_Toc172200058)

[Financial information 4](#_Toc172200059)

[Your relationship with Paul Hamlyn Foundation 4](#_Toc172200060)

[Diversity, equity, and inclusion data 5](#_Toc172200061)

[Full Application questions: 6](#_Toc172200062)

[Contact & Organisation details 6](#_Toc172200063)

[About your application: 8](#_Toc172200064)

[About your work: 10](#_Toc172200065)

[About your organisations approach 11](#_Toc172200066)

[Financial information 11](#_Toc172200067)

[Financial information (non-charities) 12](#_Toc172200068)

[Safeguarding of children and vulnerable adults 13](#_Toc172200069)

[Diversity, equity, and inclusion data 14](#_Toc172200070)

# Enquiry form questions:

## Contact Details:

**Question: Primary contact details for the Enquiry:**

First name, Last name, Telephone number, Email Address

**Question: Have you got any particular access needs we should be made aware of?**

We will make reasonable adjustments as required.

## About your organisation:

**Question: What is your organisation's name?**

**Question: If your organisation is known by any other name, please give that name as well**

**Question: Organisation website (if applicable)**

**Question: When was your organisation established?**

**Question: Where is your organisation based?**

- Town/city

- Postcode

**Question: In which areas of the UK does your organisation work in?**

(Please tick UK Wide (if relevant) OR select all that apply)

Select all that apply:

* UK Wide (in all 4 UK countries)
* East of England
* East Midlands
* London
* North East
* North West
* South East
* South West
* West Midlands
* Yorkshire and the Humber
* Northern Ireland
* Scotland
* Wales

**Question: Briefly describe the change your organisation is seeking to achieve for migrants and diasporic communities.**

250-word limit

**Question: Briefly describe *how* your organisation works towards the change you are seeking to achieve. (e.g. approaches to change, areas of focus, etc)**

250-word limit

**Question: What is your organisation’s Legal status**

Select from:

* Registered Charity
* Company (limited by shares)
* Company (limited by guarantee)
* Charitable Incorporated Organisation (CIO) or Scottish CIO
* Unincorporated Association
* Community Interest Company
* Industrial and Provident Society
* Trust
* Other

**Question: Charity number (If applicable)**

**Question: Company number (If applicable)**

**Question: Tell us about your organisational structure**

250-word limit

In line with the [**DEI Data Standard,**](https://www.funderscollaborativehub.org.uk/collaborations/dei-data-standard/) we define an organisation as being led by specific communities or groups if at least 75% of the Board of Trustees / Management Committee**AND** at least 50% of senior staff self-identify in this way. More information about this can be found on the next page, where you can also opt out of any publication of this data.

 **Question: Is your senior leadership team led by migrants and/or people from diasporic communities?**

Select from:

* Yes
* No
* Don’t know
* Other

**Question: Is your board of trustees/directors led by migrants and/or people from diasporic communities?**

Select from:

* Yes
* No
* Don’t know
* Other

## Financial information

**Question: What was your organisation’s turnover in the last financial year?**

## Your relationship with Paul Hamlyn Foundation

**Question: Please let us know if your organisation:**

Select from:

* is currently funded by PHF and seeking a renewal
* has been funded by PHF in the last five years
* has submitted an unsuccessful application in the last five years
* has not applied to PHF before
* has been funded by PHF over five years ago
* has submitted an unsuccessful application over five years ago

**Question: How did you hear about Paul Hamlyn Foundation’s Migration fund?**

Select from:

* Event or conference
* Online Search
* Word of mouth
* Facebook
* Twitter
* LinkedIn
* Instagram
* Other social media
* Other source

## Diversity, equity, and inclusion data

Please note, that we have a range of questions around your organisation's Diversity, equity and inclusion information, which you can find on a separate sample form on [our website sample forms.](https://www.phf.org.uk/funding#heading-5949)

As part of the enquiry form, we include section 1: The people/communities who will benefit from the work you are seeking funding for and section 3: About the mission or purpose of your organisation.

# Full Application questions:

## Contact & Organisation details

**Question: Primary contact for this application: Name, Job role, contact number, email address**

Pre-fills from the enquiry form – this can be amended

**Question: Have you got any particular access needs we should be made aware of?**

Pre-fills from the enquiry form – this can be amended

**Question: What is your organisation's name?**

Pre-fills from the enquiry form – this can be amended

**Question: What is your organisation's legal name?**

**Question: If your organisation is known by any other name, please give that name as well**

Pre-fills from the enquiry form – this can be amended

**Question: Organisation address details: Building no, Street, Town/city, Postcode, contact number**

Some details pre-fill from the enquiry form

**Question: General email address for your organisation**

**Question: Organisation website (if applicable)**

Pre-fills from the enquiry form – this can be amended

**Question: Please briefly describe your organisation and the type of work that it does:**

The description might include the type of organisation e.g. a school, theatre company, and some brief account of the distinctive features of that organisation, for example, size, location, the type of work it undertakes or the type of people it typically works with. e.g.? A theatre company working with children and young people in the Wirral?

20-word limit

**Question: Organisation Legal status.**

Pre-fills from enquiry form – can be amended:

* Registered Charity
* Company (limited by shares)
* Company (limited by guarantee)
* Charitable Incorporated Organisation (CIO) or Scottish CIO
* Unincorporated Association
* Community Interest Company
* Industrial and Provident Society
* Trust
* Other

**Question: In which year was your organisation established?**

This was the year your organisation became a legal entity.

Pre-fills from Enquiry call form – can be amended

**Question: Charity number (If applicable)**

**Question: If applicable, when was your organisation registered as a charity?**

**Question: Company number (If applicable)**

**Question: If applicable, when was your organisation registered as a company?**

**Question: Are you a living wage employer?**

Select 1 from the following:

* Yes
* No

**Question: Living wage - what year were you accredited living wage status?**

**Question: Chief Executive (or equivalent organisation leader) contact details:**

First name, Last name, Telephone number, Email Address.

## About your application:

**Question: Please provide a brief title for your proposal**

**Question: Are you applying for:**

Select 1 from the following:

* Support for delivery of specific programmes of work
* Support for core costs
* Partnership funding

**Question: How much funding are you applying for?**

**Question: What is the requested duration for the grant you are applying for in months?**

**Question: When do you intend to start the work you are applying for?**

Select from the Calendar pop-up.

**Question: What is the total cost of the work?**

*If you are applying for core funding, please provide the total annual running cost of the organisation/programme as appropriate.*

**Question: Where will this work take place?**

(Please tick UK Wide (if relevant) OR select all that apply)

Select all that apply:

* UK Wide (in all 4 UK countries)
* East of England
* East Midlands
* London
* North East
* North West
* South East
* South West
* West Midlands
* Yorkshire and the Humber
* Northern Ireland
* Scotland
* Wales

**Question: Please indicate the city and/or area where this work will take place, if applicable.**

Select all that apply:

* Belfast
* Brighton and Hove
* Bristol
* Cardiff
* Corby
* Coventry
* Derby
* Edinburgh
* Glasgow
* Greater Manchester (Met county)
* Kingston upon Hull
* Leicester
* London
* Luton
* Medway
* Merseyside (Met county)
* Milton Keynes
* Nottingham
* Oxford
* Peterborough
* Plymouth
* Portsmouth
* South Yorkshire (Met county – incl Sheffield, Doncaster)
* Southampton
* Stoke-on-Trent
* Swindon
* Tyne and Wear (Met county)
* Warrington
* West Midlands (met county – incl Birmingham)
* West Yorkshire (Met county – incl Leeds, Bradford)
* York

**Question: Please upload the budget related to the work you are applying for, including details on:**

* Secured income
* Pending decisions and
* Planned applications

Where possible, please tell us the amount, duration and funder of the relevant income. If you are applying for core funding, please upload your organisation’s budget for the relevant financial year.

You are required to upload a document.

## About your work:

**Question: Briefly describe the change your organisation is seeking to achieve for migrants and diasporic communities**

250-word limit

**Question: Briefly describe *how* your organisation works towards the change you are seeking to achieve (e.g. approaches to change, areas of focus, etc.)**

250-word limit

**Question: What are your organisation’s key priorities over the next 3-5 years?**

250-word limit

**Question: Describe the main opportunities and challenges you anticipate will affect your work during this period.**

250-word limit

**Question: Tell us about some key learnings your organisation has had in the last few years, including how this has affected your work. What else are you hoping to learn going forward? We are interested in understanding how you reflect and adapt to lessons from your work, including some learning questions you may want to explore. Please do not focus your answer on targets, outcomes, KPIs, etc.**

250-word limit

**Question: Please outline 3-5 learning questions you would like to explore during the lifetime of this grant. This can include questions to improve your operations, strategy, anti-racist practice, among other issues that would be of use to the core work of the organisation or the project you are seeking funding for.**

250-word limit

## About your organisations approach

**Question: Please describe your organisation’s understanding of anti-racism, and explain how you are embedding anti-racist practice across your organisation and work.**

250-word limit

**Question: Please outline the steps you are taking to adopt an organisational culture that centres care and wellbeing.**

250-word limit

**Question: In what ways is your organisation shifting power to migrants and diaspora communities so their interests, perspectives and contributions are centred across your work?**

250-word limit

**Question: What steps is your organisation taking to build solidarity and collaboration across communities?**

250-word limit

**Question: Please provide examples of how your organisation is working to challenge harm, inequity and oppression within your organisational structures and in your work?**

250-word limit

**Question: Is there anything else you would like to tell us?**

250-word limit

## Financial information

**Question: What was the date of your last financial year end?**

Select from the Calendar pop-up.

**Question: What was your organisation's income in the last financial year?**

**Question: What are your organisation’s current unrestricted reserves?**

**Question: Have you experienced and/or do you expect any significant changes to your organisation's finances in the next 12 months?**

**If so, please describe this including the steps you are taking to respond to it.**

**Question: Please upload your most recent annual accounts.**

***If your most recent accounts have not been signed off but you are able to share it, please upload them here.***

You are required to upload a document.

**Question: Please select the charitable purpose that your idea relates to:**

Select from the following:

* Prevention or relief of poverty
* Advancement of education
* Advancement of health or saving of lives
* Advancement of citizenship or community development
* Advancement of the Arts, culture, heritage or science
* Advancement of human rights, conflict resolution, or reconciliation, or the promotion of religious or racial harmony or equality and diversity
* Relief of those in need by reason of youth, age, ill-health, disability, financial hardship or other disadvantage
* Any other charitable purpose

## Financial information (non-charities)

**Question: Please can you describe in a few sentences how you believe this work specifically fulfils the charitable purposes you identified and how it would contribute towards** [**public benefit**](https://www.gov.uk/guidance/public-benefit-rules-for-charities)**, as defined by the** [**charity commission**](https://www.gov.uk/government/publications/charitable-purposes)**.**

**Question: How will this funding be ring-fenced so that it can only be spent on the purposes outlined in the application and how will you clearly show this in your reporting and accounts?**

**Question: If the grant falls within two financial years, how will you account for this to ensure the grant cannot appear as profit within your accounts and cannot contribute to any payments to shareholders (if they are limited by shares)**

**Question: Feedback required - Please estimate the total number of hours you and your team have spent on the grant proposal and selection process so far.**

# Safeguarding of children and vulnerable adults

All Paul Hamlyn Foundation funded organisations, individuals and projects that work with children and young people or vulnerable adults are required to have safeguarding and digital safeguarding policies and active procedures in place.
Paul Hamlyn Foundation’s own Safeguarding policy can be read [**on our website**](https://www.phf.org.uk/wp-content/uploads/2019/09/Paul-Hamlyn-Foundation-Safeguarding-Policy.pdf).

**Question: Do you have a safeguarding and digital safeguarding policy for children and vulnerable adults?**

Select 1 from the following:

* Yes
* No

If you have answered Yes to the above, please continue to enter the relevant information below:
(We recognise that some organisations may have their policies as separate documents, therefore please upload your versions on the most appropriate link below).

Safeguarding policy - Children & Young people. If applicable - You are required to upload your documents.

Safeguarding policy – Vulnerable Adults. If applicable - You are required to upload your documents.

Digital safeguarding policy. If applicable - You are required to upload your documents.

 **Question: When was the last time your safeguarding policy was formally reviewed?**

Fill in your own details – 100-word limit.

 **Question: When was your safeguarding policy last discussed at Board level?**

Fill in your own details – 100-word limit.

**Question: Who is the designated safeguarding lead in your organisation?**

Fill in your own details – 100-word limit.

 **Question: What safeguarding training is undertaken by your employees and others working with your organisation (eg Board, volunteers)?**

Fill in your own details – 100-word limit.

 **Question: How do you ensure that any partners, contractors or freelance employees involved in your work with children or vulnerable adults have appropriate levels of safeguarding awareness/training?**

Fill in your own details – 100-word limit.

# Diversity, equity, and inclusion data

Please note, that we have a range of questions around your organisation's Diversity, equity and inclusion information, which you can find on a separate sample form on [our website sample forms.](https://www.phf.org.uk/funding#heading-5949)

As part of the full application form, we include section 2: About the leadership of your organisation.