

Application checklist

For Groups applying for approval in principle

- Attend Part 1 'Planning Your Application' training
- Register for an account on Reset's training website
- Identify a Lead Sponsor to partner with
- Find existing skills sets within the Group and identify gaps
- Understand the timeframes in Community Sponsorship
- Understand the requirements for Community Sponsorship
- Download the Community Sponsorship Application form
- Research your Local Authority; are you in a dual area?
- Make contact with your Local Authority/Authorities
- Reach out to other groups or charities in your area working with refugees
- Discuss your safeguarding policy
- Invite your Local Authority's/Authorities' Safeguarding Team (or equivalent) to view your safeguarding policy
- Contact the Jobcentre Plus in the area
- Find out how to contact your Safer Neighbourhoods Team (or equivalent)
- Research services:
 - ESOL provision in your area
 - Registration processes for schools in your area
 - GP surgeries in the area
 - Banks and how to set up an account for refugees
 - The benefits refugees will be entitled to
 - The interpretation options your Group can provide
 - The cost of housing in your area
- Plan your budget
- Discuss your resettlement plan as a group regularly
- Create a Welcome Pack
- Produce a complaints policy
- Finalise your application (don't forget Reset's application checking service)
- Obtain a letter of consent from your Local Authority/Authorities

Building momentum



Forming relationships and gaining consent



Developing a resettlement plan



Writing and submitting your application



You're on your way!

