

# APPLICATION CHECKLIST

- Complete [Part 1: Planning your application E-learning](#) (join drop-in session if you have follow up questions)
- Identify a [Lead Sponsor](#) to partner with
- Explore existing skillsets within your [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 and check if you are in a dual tier.
- Make contact with your Local Authority/ies - if you are the first Community Sponsorship group in your area, contact Reset first so that we can support you)
- Reach out to other groups or charities that are working with refugees in your area
- Discuss your [safeguarding policy](#). You can also check out our [Safeguarding Essentials E-Learning!](#)
- Invite your Local Authority's safeguarding team (or equivalent) to review your safeguarding policy
- Contact the [Jobcentre Plus](#) in your area
- Find out how to contact your Safer Neighbourhoods Team in your area (or equivalent)
- Research services:**
- [ESOL](#) provision in your area
- Registration processes for [schools](#) in your area
- [GP surgeries](#) in your 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 about Reset's application checking service!)
- Obtain a Letter of [Consent](#) from your Local Authority(ies)