



North West RSMP ESOL and Employment Community Funding Specification and Application Guidance

What is this document?

This document explains the North West Regional Strategic Migration Partnership's (RSMP) English language and employment support grant programme.

It tells you:

- What the funding is for
- Who can apply
- What we can and cannot fund
- How applications will be assessed
- How to complete the application form

We know that completing an application takes time and effort. This guidance will help you understand what information we need so we can make a decision about your application.

Before you submit your application, we recommend that someone checks it to ensure that all questions have been answered clearly.

Applications must be sent by email to RSMP@manchester.gov.uk

We will only accept the completed application form.

If you need help completing the application or accessing the form, please email

RSMP@manchester.gov.uk

Before applying, we strongly recommend that you watch the **Introduction to Funding** mini course on the North West RSMP website <https://northwestrsmp.org.uk/voluntary-sector-hub/introduction-to-funding-mini-course/>

It contains useful information to help you submit the best possible application.

Please also read all guidance included in the application form.

Summary

The North West RSMP has received funding from the Ministry of Housing, Communities and Local Government (MHCLG) to support the integration of:

- Hong Kong BN(O) Visa Holders
- Ukraine Scheme Visa Holders, including:
 - Homes for Ukraine (HfU)
 - Ukraine Permission Extension (UPE)

We are looking to fund up to **8 organisations, with grants of up to £10,000 each**. Please see **Funding Details** for more information.

We will also give priority to organisations from different parts of the North West to make sure funding is shared fairly across the region.

Voluntary, community, faith and social enterprise (VCFSE) organisations in the North West can apply for this funding. Please see **Who can apply** for more information.

Important Dates

Activity	Date
Applications open	1 October 2026
Applications close	11:59 pm, 14 October 2026
Funding decisions made	By 23 October 2026
Project start	No later than 1 January 2027
Project end	No later than 31 March 2027
End of project report due	23 April 2027

Contact: RSMP@manchester.gov.uk

Who can apply?

You can apply if you are a VCFSE organisation supporting Hong Kong BN(O) Visa Holders and/or Ukraine Scheme Visa Holders in the North West and are one of the following:

- Registered, exempt or excepted charity
- Charitable Incorporated Organisation (CIO)
- Community Interest Company (CIC) limited by guarantee
- Charitable company limited by guarantee
- Community Benefit Society (BenCom)
- Constituted community group
- Faith group (if the project is not promoting religion)

If your organisation does not meet these requirements, you may be able to apply with an eligible organisation acting as the lead applicant.

The lead organisation must:

- Submit the application
- Manage the grant funding
- Be responsible for the project

We cannot fund:

- Private individuals
- Organisations that do not meet the eligibility criteria
- Limited Companies

About this Grant Programme

Being able to speak, read and write English is important for successful integration into life in the UK.

People in the Hong Kong BNO and Ukrainian communities can experience barriers developing the skills they need to get and keep a stable job. Finding long-term employment is important because it provides a reliable income, helps people become financially independent, and supports them to settle into and feel part of their new community.

Good English language skills and employability support can help people:

- Find employment
- Access education
- Secure housing

- Build friendships
- Use local services
- Take part in community life

Many Hong Kong BN(O) Visa Holders and Ukraine Scheme Visa Holders have told us that improving their English language and employment opportunities are important to their long-term integration and wellbeing.

The aim of this funding is to help organisations deliver activities that improve:

- English language skills
- Employability
- Confidence
- Integration into local communities

Working with both communities

We strongly encourage organisations to design projects that support both:

- Hong Kong BN(O) Visa Holders
- Ukraine Scheme Visa Holders

Research and experience show that mixed-group learning often produces better outcomes.

Priority may be given to projects that can demonstrate how they will engage and support both communities.

You do not need previous experience of supporting both groups, but you should explain:

- How you will reach both communities
- How you will promote your project to them
- How supporting more than one community will improve outcomes

You may wish to work with trusted community groups, local partners, social media networks, or community venues.

The RSMP may be able to help connect organisations with potential partners.

If you believe your project should only support one community, please explain why and provide evidence where possible.

Funding Available

The RSMP plans to award grants of up to **£10,000** to around **8 organisations**.

The final number and value of grants may change depending on:

- The number of applications received
- The quality of applications

Projects can focus on **one or both** of the following areas:

English Language Support

For example:

- ESOL classes
- Conversation groups
- Language practice activities
- Informal English learning opportunities

Employment Support

For example:

- CV writing
- Interview preparation
- Job search support
- Workplace English
- Employability workshops
- Confidence building

Funding can cover:

- Staff salaries
- Tutor costs
- Venue hire
- Participant travel costs
- Regulated childcare
- Teaching software licences
- Learning materials such as:

- Workbooks
- Printing costs
- Paper
- Stationery

This list is not exhaustive. We will consider any project that supports English language learning or employment skills for eligible communities living in the North West.

We also recognise that people often improve their skills and confidence through meeting local residents and other communities.

Projects can therefore include other local residents, however, the main purpose is to support Hong Kong BN(O) Visa Holders and Ukraine Scheme Visa Holders.

Due Diligence Checks

If your application is successful, we will ask you to provide supporting documents.

These may include:

- Your constitution or governing document
- Recent meeting minutes
- Recent bank statements showing account details
- Evidence of insurance
- Your safeguarding policy
- Evidence of staff qualifications or accreditation where relevant

Things to Remember

- We fund organisations, not individuals.
- Partnership applications are welcome, but one organisation must act as the lead applicant.
- Funding is a one-off grant and cannot be renewed automatically.
- Funding cannot be used for activities that have already taken place.
- You must provide evidence for all costs included in your budget.
- We will assess whether costs are reasonable and provide value for money.

- Funding decisions are final and there is no appeals process.
- Incomplete applications may be rejected.

What We Cannot Fund

We cannot fund:

- Political activities
- Activities that promote a religion
- Activities already funded through another grant
- Projects that started before funding is approved
- Projects that mainly benefit people who are not:
 - Hong Kong BN(O) Visa Holders, or
 - Ukraine Scheme Visa Holders
- Projects delivered outside the North West
- Projects where improving English language or employment skills is not the main aim
- Individuals
- Organisations that do not meet the eligibility criteria
- Equipment that will remain with the organisation after the project ends, such as laptops or other IT equipment

Application Process

Please read all guidance carefully before completing the application form.

Applications must be sent to: RSMP@manchester.gov.uk

Only the application form will be accepted. Additional documents will not be considered as part of the assessment.

Closing Date

Applications must be received by: **11:59 pm on Wednesday 14 October 2026**

Applications received after this time will not be accepted.

If you have questions or need support, please contact: RSMP@manchester.gov.uk before the closing date.

Assessment Process

Applications will be assessed by a panel that includes:

- RSMP staff
- People with experience of working with the communities supported through this funding

Funding decisions are expected to be made by: **23 October 2026**

Projects must:

- Run for at least 3 months
- Start no later than 1 January 2027
- End by 31 March 2027

Projects can start earlier if your organisation can cover costs until the grant is paid.

Please note that grant payments may take up to **12 weeks** to process once all required documents have been received.

Organisations must therefore be able to begin delivery by 1 January 2027, even if funding has not yet been received.

Guidance for Application Questions

Q13. Tell us about your organisation

Question:

Provide a brief description of what your organisation does, where you usually work, the groups you usually support and any previous English language programmes you have delivered.

What we want to know

Tell us about your organisation and why you are well placed to deliver this project.

You could include:

- What your organisation does
- Where you work
- Who you normally support

- Any experience supporting Hong Kong BN(O) or Ukraine Scheme Visa Holders
- Any experience delivering English language projects
- Any experience delivering employment support programmes

Q17. Tell us about your project

Question:

Tell us what you want to do. Include the name and location of your project, the communities you will support, how your project will improve language skills, and the impact it will have.

What we want to know

This is the most important question in the application.

Tell us:

- What activities you will deliver
- Who will take part
- Where the project will happen
- How you will improve English language skills
- How you will support employment skills
- What difference the project will make

Where possible, include numbers.

For example:

- How many people will participate
- How many sessions you will run
- What outcomes you expect to achieve

We encourage organisations to engage with both eligible communities. Please explain how you will do this and whether support will differ between groups.

Q18. How will you promote the project?

Question:

Provide details of how you will engage with and promote the project to the communities you will support.

What we want to know

We want to know how people will find out about your project and join it.

You could tell us about:

- Social media
- Existing community networks
- Community events
- Word of mouth
- Partner organisations
- Faith groups
- VCFSE partnerships
- Local advertising

We want to see that you have a clear plan to reach the communities you want to support.

If you are working with other organisations, explain what role they will play and how they will help you reach participants.

We particularly want to see how you will promote the project to more than one eligible community.

We encourage organisations to apply as early as possible. This gives you time to check your application and resolve any issues before the deadline. Good luck with your application.