

Homes for Ukraine Community Fund

Guidance for Applicants Autumn 2025

**This document aims to assist organisations that
would like to apply for
Homes for Ukraine Community Fund**

Is your organisation ready to apply?

It is strongly recommended that you carefully read all the information provided in the document to help decide if your organisation is ready to complete an application for funding.

The first part of the application form includes the eligibility gateway. If your organisation does not meet all the eligibility criteria, it will not be considered for this round of funding.

CONTENTS

Introduction: The Homes for Ukraine Community Fund
What type of organisations are eligible to apply? (and who can't apply)
Funding Criteria
How to apply • Follow the link on the NCC website to complete your application • Apply for Homes for Ukraine Community funding
Next steps if your application is successful
Appendix 1: Good Governance Checklist
Appendix 2: Eligibility criteria and what can't the funding be used for?
Appendix 3: Assessment Considerations and Process
Appendix 4: Frequently Asked Questions (FAQs)

Introduction: The Homes for Ukraine Community Fund (HFU CF)

Nottinghamshire County Council recognises the huge contribution that the Voluntary and Community Sector (VCS) has made to the lives of residents over many years.

The Council has a strong record of supporting the VCS by empowering local communities to be more self-sufficient. This continues to be a key priority for the Council and supporting the VCS to grow and thrive is central to achieving this.

The Homes for Ukraine Community Fund is a discretionary financial contribution awarded by Nottinghamshire County Council to support the delivery of projects that help to deliver the strategic aims of the County Council and within the framework of the Ukraine schemes launched by the Central Government.

This document provides guidance for organisations interested in applying for the Homes for Ukraine Community Fund.

Applications for the Homes for Ukraine Community Fund are invited from VCS organisations that have developed effective activities supporting people who have arrived in Nottinghamshire as part of the Homes for Ukraine scheme.

Examples of activities in scope of the fund include, but are not limited to:

- English language classes.
- Employment support.
- Activities for Children and Young People.
- Advice and support on financial matters.
- Tackling loneliness and isolation through for example befriending schemes and support networks.
- Promoting health and well-being.
- Organising community events.
- Supporting and encouraging volunteering.

What you can't apply for:

- Activities that charge a fee to the public.
- Activities promoting political activities or religious belief.
- Fundraising activities.
- Activity that has already happened. However, you can apply to fund further provision of activities you have already started or activities to meet new, additional needs.
- Extending activity that is already funded through Nottinghamshire County Council contracts or other grant funding streams.

Please note that:

- The **opening and closing dates** for HFU CF application windows will be communicated once they have been formally agreed upon.
- The **maximum award** will be **£5,000** per application in any financial year.
- Successful organisations will be offered a **12-month funding agreement**.

What type of organisations are eligible to apply for the Homes for Ukraine Community Fund?

The Council encourages applications from **eligible organisations**. Eligible organisations include:

- Charities registered with the Charity Commission* (e.g. Charitable Incorporated Organisations (CIOs), unincorporated associations, trust or charitable / not-for-profit companies limited by guarantee).
- Voluntary / community groups that are not registered as a charity (e.g. the group could be set up as an 'unincorporated association' or an 'excepted' charity as defined by the Charity Commission*).
- Friendly Societies or Industrial and Provident (Community Benefit) Societies with charitable purposes and registered with an appropriate regulator.
- Community Benefit or Cooperative Societies.
- Community Interest Companies (CICs) with charitable aims, a community purpose and limited by guarantee.
- Social enterprises that are set up using a recognised legal form.
- Sports clubs – clubs that have achieved or are working towards Clubmark are particularly welcome.
- Parish or Town Councils.

**Please refer to the [Charity Commission](#) for further information.*

All eligible organisations must have a physical presence in Nottinghamshire or Nottingham City. Whilst a physical property is not required, elements of **in-person delivery** must be offered in these areas by any group applying to the fund.

Who can't apply?

- National Organisations - a national charity (or local branch thereof) that cannot adequately provide evidence of their physical presence in Nottinghamshire, that funding is being solely spent in Nottinghamshire and exclusively benefiting the residents of Nottinghamshire.
- Borough and District Councils.
- Any organisation who is applying on behalf of another organisation.

- A District Council acting as an accountable body for a local voluntary / community group.
- Companies that can pay profits to directors, shareholders, or members (including companies limited by shares).
- Sole traders and individuals.
- An organisation that has received prior funding but failed to meet adequate monitoring requirements.

Funding criteria

Community engagement: Organisations are encouraged to involve the community in the design, development, and delivery of the project. Establishing contacts with the beneficiary Ukrainian community to understand need and justify projects is expected to take place prior to application for the fund.

Governance: Governance is about the way your organisation is set up and run. The Council is accountable for public funds and therefore reviewing the governance arrangements that organisations have in place helps to reassure the Council that an organisation is:

- Operating in line with the law AND in line with relevant regulation;
- Operating in line with its own governing document; and,
- Able to effectively manage public funds and fulfil the monitoring requirements.

Good governance is essential for your organisation, service users and other stakeholders, as it underpins the delivery of quality projects in a safe and efficient way and can help to reassure other potential funders and partners.

To satisfy the Homes for Ukraine Community Fund requirements, applicants must ensure that they have satisfactory governance arrangements in place.

A Good Governance checklist is available in Appendix 1 to this document, which applicants may find useful as a starting point when reviewing the governance arrangements for your organisation.

Funding: The Homes for Ukraine Community Fund is set up to cover costs for the delivery of a specific project. Organisations should ensure that any grant awarded is not 'double-funding' (e.g. the grant must not be used to pay for the same items paid for by other means).

How to Apply

Please follow the link here to complete your application: [Homes for Ukraine Community Fund | Nottinghamshire County Council](#)

You can submit your application in one sitting or if you prefer, you are able to save changes and return to the application later.

To ensure a smooth submission process, please have the following documents ready to upload with your application:

- The organisation's constitution or governing document.
- The organisation's most recent financial accounts.
- Public liability insurance documentation.
- Any required permissions for your project (e.g. planning permission).

Applying for The Homes for Ukraine Community Fund

- In the **Required Documentation** section, you will be asked to confirm that your organisation has the following documents, and that they will be made available to the Council on request:
 - Governing documents (except for Parish and Town Councils).
 - Current Public Liability Insurance certificate.
 - Policies: Health and Safety, Equality and Diversity & Safeguarding.
 - Most recent financial accounts.
 - Any other information or documents as requested by the County Council.
- When you have completed all sections of the application **and** uploaded all required supporting documents, click '**Submit**' (you can save and complete your application later if you wish).

What happens after I submit my application?

You will receive an email to confirm that your application has been submitted. If you would like a copy of your application, you can contact homesforukraine@nottsccl.gov.uk and request a copy.

Applicants will be notified of the outcome of their application as soon as possible after completion of the decision-making process - this could be approximately 12 weeks after the closing date.

Next steps if your application is successful

- If your application is approved for funding, you will receive an email notification. The email will contain further details about your award.
- Where appropriate, you will be advised of any other information / documents that the County Council needs to receive before payment is made. Organisations awarded Homes for Ukraine Community Funding must comply with the County Council's **acknowledging funding and publicity** procedure as published on our website: [Homes for Ukraine Community Fund | Nottinghamshire County Council](#)

Payment

Organisations awarded funding will be provided with information about getting set up to receive the grant payment.

Homes for Ukraine Community grant awards up to £5,000 will be paid in one instalment.

Monitoring and completion of projects

Monitoring helps to demonstrate that the grant has been spent as agreed. Organisations awarded funding will be required to provide additional information to support project monitoring, reporting, audit, and other compliance requirements. This may include periodic updates on project progress and outcomes.

Interim monitoring will be carried out by the Council halfway through the project. A visit by representatives from the County Council may be arranged at a suitable time and will be subject to access, permissions and safety considerations. Organisations should raise any issues or concerns and advise the County Council of any planned changes at the earliest opportunity.

A final monitoring report is required to be submitted by the applicant upon completion of the project.

Successful applicants must submit invoices and/or receipts to verify the total project cost and demonstrate how the funding has been utilised. Organisations must also confirm whether they are able to reclaim VAT on any project-related expenditure.

Appendix 1: Good Governance Checklist

What do we mean by governance?

Governance is about the way your organisation is set up and run. You can use the checklist below as a starting point to help review the governance arrangements for your organisation:

Item	Question	Yes / No
Governing documents <i>A governing document is a set of rules or agreement for your organisation / group. Note that there are different arrangements in place for Parish and Town Councils.</i>	Is the governing document the correct type for your organisation? e.g. • A Constitution (or 'Rules') for unincorporated associations. • A Small Charity Constitution (for organisations that do not meet the financial threshold for registering with the Charity Commission). • A CIO Foundation or Association Constitution for CIOs. • Articles of Association (for charitable companies). • Trust Deed for Trusts.	
	Does your governing document include appropriate, up-to-date information? For example, does it include: • What the organisation is set up to do? (objects) • How the organisation will do those things? (powers) • Who will run it? (trustees) • What happens if changes to the administrative arrangements need to be made? (amendment provision) • What happens if the organisation wishes to wind up? (dissolution provision) • How the trustees will run the organisation. • Initial arrangements for meetings, voting and financial procedures etc. • Trustee details • Is it signed and dated?	
	Is the proposed project permitted by the governing document for your organisation?	
Trustees & management teams	• Is the information provided to the Charity Commission, Companies House and/or any other regulatory body correct / up to date? • Are your trustees and management team supportive of the proposed project and application for funding?	
Policies and procedures <i>E.g. policies and procedures regarding safeguarding children & young people, vulnerable adults, health and safety, equality and diversity, recruitment and selection and volunteering.</i>	Do you have relevant policies and procedures in place? You may find it helpful to List the policies and procedures that you do have and identify any gaps.	
	• Are all your policies and procedures up-to-date and in-line with good practice?	
	• Are all your policies and procedures used in practice?	
Quality Standards & Accreditation of professionals employed (e.g. contractors, manufacturers, accountants, architects etc.)	Does your organisation – (and where appropriate, the professionals that you employ), have the correct and up-to-date accreditation, qualifications, and registration for the work carried out? Do the people / organisations that you employ have appropriate policies, procedures, and insurance in place? Sports clubs – has your Club achieved or are they working towards Clubmark?	

If your group would like further information / guidance about good governance arrangements, please have a look at the Councils' [‘Support, Advice and Networking for Voluntary and Community Groups’](#) webpage.

Please note: This Good Governance checklist is intended to provide *introductory, general guidance* and contains information based on research at the time of publication. This checklist is not a substitute for specific governance / legal / financial or other professional advice.

Appendix 2: Eligibility criteria

To be eligible to apply, the organisation or project must:

- Be an eligible organisation type / structure.
- Have in place the relevant governance – e.g. governing document, health and safety and safeguarding policies and procedures, as appropriate to the organisation / project.
- Benefit Nottinghamshire residents / communities.
- Only apply for up to £5,000 for Homes for Ukraine Community funding.
- All eligible organisations must have a physical presence in Nottinghamshire or Nottingham City. Whilst a physical property is not required, elements of in-person **delivery** must be offered in these areas by any group applying to the fund.

Please note that grants awarded from the Homes for Ukraine Community Fund cannot be used as a full or partial contribution to the following:

- Assets / purchases / projects not recognised or not in line with the Organisation's governing document.
- Costs that are incurred before the application is approved. Therefore, if the application is successful, applicants are advised to wait until their funding agreement has been signed by both parties and payment received before starting the project / purchasing the asset.
- Projects that are not delivered within the Nottinghamshire County administrative boundary.
- Projects that do not primarily benefit Nottinghamshire County residents.
- Costs associated with pre-schools or children's nurseries.
- Projects that are for the sole purpose of promoting political or religious views.
- Unspecified expenditure – e.g. 'miscellaneous' costs.
- Funds to specifically build up a reserve or surplus.
- Fundraising efforts, including general appeals and endowment funds.
- Costs that have not been agreed with the County Council.

Note that: any funding awarded must be used as stated in the funding agreement.

Appendix 3: Assessment Considerations and Process

Before applying, organisations should check that their proposed projects meet the criteria. All applications will be reviewed by the County Council against the funding criteria.

Please note that:

- The County Council will carry out relevant checks on the information provided.
- Applicants will be notified of the outcome of their application as soon as possible after completion of the decision-making process - this could be approximately 12 weeks after the closing date.
- The funding is limited, and competition is likely to be strong, therefore the County Council may also take into consideration previous funding awards. Priority will be given to applications that best meet the criteria and organisations that did not receive an award in the previous funding year.
- If your application is successful, the County Council may not necessarily award the full amount requested. For example:
 - If the project can be delivered at a lower cost than the amount of funding requested.
 - If some costs are not eligible for funding (e.g. fundraising activities).
 - High competition for funding.
- Homes for Ukraine Community Funding is discretionary and therefore subject to the availability of finances as determined in the Council's annual budget review.

Appendix 4: Frequently Asked Questions (FAQs)

1. Can our organisation apply for more than one project?

If your organisation would like to apply for more than one project / asset, you should complete a separate application form for each project.

2. Can I apply as a partnership and separately?

If an organisation is part of a partnership application, then it should not also apply as an independent organisation for funding to deliver the same project / asset.

3. We're a branch of a larger umbrella / national organisation – can we apply?

As a national charity (or local branch thereof) you would need to demonstrate that you have physical presence in Nottinghamshire, the funding is being spent solely in Nottinghamshire and/or for the benefit of the residents of Nottinghamshire.

4. Our application was 'approved 'in principle' – what does this mean?

If your application for funding is approved 'in principle', the organisation will need to follow the process as advised by the County Council and provide further information / documents / assurances as requested before the funding is released.

5. We would like to query why our application was not successful – how do we do this?

All applications that are not successful will be provided with a summary of the reason(s) why the application was not successful. Common reasons why applications are not successful include:

- There is not enough additional funding to cover the remaining cost of the project.
- The project does not address an unmet need.
- The project does not benefit the wider community.
- The project did not submit the required documentation / approvals as applicable.
- Additional funding already meets or exceeds the cost of the project.
- Most beneficiaries are not Nottinghamshire residents.
- The Organisation type is not eligible for this Fund.
- The project does not contribute to the Council priorities.
- The project is part of commissioned services or duplication of mainstream / other services.
- The timeframe of the project is not in line with the guidelines for this Fund.
- The application was incomplete / underdeveloped.

If you cannot find the answer to your question in this document, or on our [webpage](#), please contact the Homes for Ukraine Community Funding team at homesforukraine@nottscc.gov.uk and a member of the team will be able to assist you.