



Asylum, Migration and Integration Fund (AMIF) Application for Funding

ABM4 – Integration policy, tools and frameworks

Contact Information

Name of Organisation	
Full Address	
Main contact and position	
Email address	
Telephone number	



Ensure all dates and amounts entered in separate documents match

Project Information

Project Title	
Proposed Project Start Date	dd/month/yyyy
Proposed Project End Date	dd/month/yyyy
AMIF Funding amount	£
Match Funding amount	£
Total Cost of project	£ (this figure must be the total of the previous two fields)
Where did you hear about the Call?	

Other European Funds

If you are in receipt of European Commission funds, please state fund and purpose	
If you intend to apply for any other EC funds, please state fund and purpose	

Organisation

Please indicate the type of organisation you are applying from

- ☐ National policy maker (Home Office, MHCLG)
- ☐ Devolved Authority
- ☐ Regional Authority (including Strategic Migration Partnerships)
- ☐ Local Authority

Part 1: Relevance

In this section, you will be expected to demonstrate how your proposal relates to the requirements of the AMIF Fund. We will expect you to outline what you intend to use the AMIF grant for a.

Please ensure your answers address the question in a concise manner.

Failure to adhere to the word counts stated may adversely affect your application.

Don't forget!



1. What is the integration product that you intend to produce? (max 900 characters including special characters and spaces)

2. Why is there a need for this product?

3. Who will use the end product of this project? (max 100 words)

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Part 2: Added Value

In this section, you will be expected to demonstrate why your project is needed. You will need to demonstrate an understanding of the gap in current policy and how your project will fill this gap.

4. How will this product improve integration services for the end beneficiary.
(max 250 words)

Part 3: Efficiency

In this section, you will be required to demonstrate that your project will deliver an achievable and realistic output, whilst maintaining value for money.

This aspect of the application will be assessed using your responses to the questions below, the total core output table overleaf and the Budget Estimate Toolkit which is separate to this form. Please ensure you have completed both forms with the relevant information. Failure to do so may adversely affect the outcome of your application.

You must enter a “total core output”. This is the overall objective that you intend to deliver with AMIF Funding.

You will need to submit a quarterly progress report and you must provide key milestones with dates they will be achieved, that you can evidence, to demonstrate to the UKRA that the project is on track to deliver the core output.

You will be expected to deliver what you describe by the given date. Failure to do so may result in termination of funding.





You must give milestones for both development and roll out of your product

Final Project Output For Product and Roll Out		
Using the SMART principles (Specific, Measurable, Achievable, Realistic and Time-bound), please outline the total core output for the project (max 250 words). This should specify the product being developed and roll out of the product .		
DEVELOPMENT PHASE		
Date	Measurable key milestone	How this will be measured
ROLL OUT PHASE		
Date	Measurable key milestone	How this will be measured

5. What documentary evidence will you provide to demonstrate that you have achieved these milestones? (max 250 words)



Part 4: Effectiveness

In this section, you will be required to demonstrate your ability to run the project.

Staffing and resources

6. What experience does your organisation and/or project staff have of working on projects/services similar to those in this application? (max 250 words)

7. Please outline the staffing required for this project. If staff are not currently in post to work on this project, please state how you will ensure the roles are filled and when this will be completed. (max 250 words)

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You must provide job descriptions for all of the positions listed in question 7 and an organisation chart showing all of the individuals involved in project delivery

Partners

Partners are organisations and institutions that, in conjunction with the lead applicant that submitted the application, participate in designing and implementing project activities, share the relevant tasks and finance. Both the lead applicant and the partners share contractual and financial responsibility for the proper and timely implementation of the project. The costs partners incur are eligible in the same way as those incurred by the lead applicant.

The eligibility rules applicable to the lead applicant apply exactly the same for all partners involved in the project. All partners are bound by the same rules. We would expect there to be a 'partnership agreement' in place between all partners in a project setting out the roles and responsibilities of each.

However, the lead applicant remains the main point of contact for the UKRA and is responsible for the operational and financial reporting and for providing the necessary information and evidence for the project.

8. Please list the partners that will be involved in this project. If none, please continue to question 13. (max 250 words)

9. How long you have had a working relationship with the aforementioned partner(s)? (250 words)



10. What role(s) will your partner(s) have on this project? (max 250 words)



11. What role will you have as the lead partner on this project? (max 250 words)

12. How will you monitor and obtain information securely from each of your partner organisations? (max 250 words)

Subcontracting

Please refer to the Call guidance for more information on EU Procurement rules before completing this section.

All projects must ensure that their procurement procedures comply with the rules outlined by the European Commission.

Contracts which do not comply with these rules will be ineligible for AMIF funding.



13. Will subcontractors be required for this project? Yes/No
If no, please continue to question 16.

14. Which element(s) of the project do you intend to subcontract and why?
(max 250 words)

15. Have you already procured the subcontract(s) for this project? Yes/No
If no, please continue to question 17.

If yes, please refer to the procurement information outlined in the application guidance, then explain how your procurement process complied with these guidelines (max 250 words)

Match-funding

16. Please say who is providing the match funding for this project how much they will provide and outline your contingency plan for the loss of match-funding (max 250 words)

Data Protection and Information Management

Projects and organisations which do not comply with the requirements of the Data Protection Act (DPA) 2018 are ineligible to receive AMIF funding. This applies to all organisations that you share data with and collect data from.

17. Do you, your partners and sub-contractors agree to comply with the requirements of the DPA 2018 and ensure organisations that you work with on the project agree to comply with the requirements?

- Yes ☐
- No ☐

18. Please outline how your project and organisation will comply with the DPA 2018 and how you will ensure organisations that you work with on the project agree to comply with the requirements? (max 250 words)

Part 5: Sustainability

Project sustainability is measured by how well the project's actions continue to have a positive benefit *after* the project has concluded.

19. Please outline benefits of this project after its closure. (max 250 words)

Part 6: Checklist

Incomplete applications will not be considered; applicants will receive notification that their applications have been unsuccessful on these grounds.

Applications will not be reviewed prior to the closing date of the Call, irrespective of when they are submitted. You will not have the opportunity to submit any documents once the Call has closed.

Please therefore ensure that you are ready to submit a complete application.

Have you:

1	Completed all parts of this application form
2	Completed all sections and fields of the Budget Estimate Toolkit
3	Completed the match-funding template on letterheaded paper with the signature of a Finance Director/Manager from that organisation
4	Provided the last 2 years of accounts from your organisation and partner organisations
5	Completed the partnership declaration template(s) if applicable
6	Completed the Organisation Information Form for lead and partner organisations
7	Ensured your responses do not exceed the word counts

Part 7: Declaration

This declaration must be signed by the Finance Director/Manager and Legal Signatory in your organisation.

We, the undersigned, apply for a grant under the European Asylum, Migration and Integration Fund (AMIF) in respect of the project described in this application.

We declare that all the information provided within this application is true and complete to the best of my knowledge and belief and we understand that any funding paid in respect of the project may be withdrawn if any of the information provided in this application is untrue. We acknowledge that any funds awarded must be used for the purpose(s) stated.

Finance Director/Manager Signature:

Name:

Date:

Legal Signatory Signature:

Name:

Date:

Part 8: Match-Funding Template

Using letter-headed paper, please submit the template outlined below with this application as evidence of Match Funding. Please ensure you have entered the relevant details below. If you are receiving match funding from other sources please list all organisations and the amount they have committed.

AMIF UK Responsible Authority
7th Floor Southern House
Wellesley Grove
Croydon
CR0 1XG

(Date)

(Title of the Project)

I confirm that (organisation names) agrees to provide match-funding for the above named AMIF project as follows:

- List organisations - Up to GBP £(XXXXXXXX.XX)

for the period (dd/month/yyyy) to (dd/month/yyyy)

equal to 25% of total overall project costs as set out in the application for AMIF funding.

I confirm that this match funding does not come from any other EU/EC source.

Yours sincerely

Signed (Legal Signatory)

Date: (dd/month/yyyy)

Part 9: Partnership Declaration Template

Using letter-headed paper, each partner in the project must complete this declaration. Please ensure you have entered the relevant details below. This must be signed by the person with legal responsibility to make a partnership agreement.

AMIF UK Responsible Authority
7th Floor Southern House
Wellesley Grove
Croydon
CR0 1XG

(Date)

(Title of the Project)

(Name of the organisation proposing this project (the lead partner))

(Full Legal Name of associate partner organisation)

(Address of associate partner organisation)

(Telephone number of associate partner organisation)

(Role, contribution, activities of the partner organisation in the project)
(max 250 words)

(Name of Person responsible for participation in project)

(Function in the organisation)

I, the undersigned, declare that I have read the entire project proposal contained within this application, discussed it with the co-ordinator and given my agreement to it. On behalf of the associate partner organisation, I undertake to perform the role allocated and according to the work plan and timetable of the project.

Signature: (Authorised signatory of the partner organisation)

Title:

Name and Surname:

Position in associate partner organisation:

Date: dd/month/yyyy