

Lancashire Refugee Integration Team

Specification for a community event held during Refugee Week 2025

Lancashire Refugee Integration Team (LRIT) seeks to support the integration of thousands of resettlers into Lancashire from various migration routes. Refugee Week is a national festival which takes place every year from the Monday to Sunday of the week around World Refugee Day (20th June). The aim of this umbrella festival is to celebrate refugee contributions to the UK and promote better understanding of refugee experiences.

LRIT is looking for a provider, or possibly multiple providers, who will deliver a Refugee Week community event within Lancashire. We are asking for providers to submit a written proposal as to how they would meet the below specification. LRIT welcomes creative and innovative approaches, and also events based on tried and tested models.

Please note that the community funding for resettlement refugees living in Blackburn with Darwen was granted to Blackburn with Darwen Council to utilise and dispense as needed, therefore this funding does not cover events in Blackburn with Darwen.

Event Overview

Date: The event must take place between Friday 13th June to Sunday 22nd June 2025.

Time: The time of the event is flexible

Location: Lancashire

Duration: The duration of the event is flexible

Expected Attendance: A minimum attendance number of 40 people comprising of both resettlers and the wider community.

Theme: Each year Refugee Week is based around a theme. In 2025 the theme is *Community as a Superpower* and the event must centre on celebration of this theme as much as possible.

'Communities can bring people together. Bridging divides and offering support. They are spaces of resilience and places for healing.'

This theme will provide the perfect opportunity for your event to celebrate the immeasurable power of our local communities to be a source of shared strength, love, friendship and solidarity, and also to be a force for change. It will enable us to share and celebrate the diversity of our Lancashire community and the ways in which it is enriched

by the cultures and traditions of those who have resettled here. Whether you chose to celebrate through the sharing of food or a cup of tea, through sport, art, music or performance, join us to share welcome and belonging, building new connections in and beyond our neighbourhoods.

For more information about the theme, please visit the Refugee Week website at www.refugeeweek.org.uk.

Aims: The aim of the event should be to bring together local communities to celebrate Refugee Week under the theme outlined above. Other aims that might be addressed by the proposed event might be:

- providing opportunities for supporting positive wellbeing for resettlers;
- promoting opportunities for greater understanding of the experience of resettlement;
- providing a platform for the voice of refugee and asylum seeker groups and individuals;
- tackling misinformation about refugees, asylum seekers and migrants;
- celebrating the rich cultural diversity of Lancashire;
- developing Lancashire as a county with a reputation for supporting integration and promoting inclusivity;
- supporting the national umbrella festival to create a culture of acceptance within the UK.
- The event will benefit other refugees, asylum seekers, and other members of the local community
- The event will engage with, and ensure the participation of resettled refugees, asylum seekers and wider community members.

Marketing: The event will coordinate itself with other activities taking place across Lancashire to maximise participation. Lancashire Refugee Integration Team will also produce a pan-Lancashire Refugee Week 2025 brochure and the event organizer will provide the necessary information for the timely creation of the brochure.

The event will use the 'Funded by Lancashire County Council' logo in all its published material relating to the event. All promotional material must be high-quality and accessible and must be sent to Lancashire Refugee Integration Team prior to being shared more widely.

About The Provider

The provider will be based or established in Lancashire and will be one of the following:

- Voluntary and community organisation;
- Registered charity;
- Constituted group or club;
- Social enterprise;
- Group of organisations, if led by a voluntary/community organisation or social enterprise;

- Community Interest Company (with two or more directors);
- Statutory Organisation.

The provider will have experience of working with refugees (and resettled refugees in particular) or must evidence that they have the required understanding of refugees' issues and local community integration needs.

The provider will evidence that they have the following policies and procedures in place at the time of the event:

- Organisation constitution outlining roles and responsibilities;
- Risk assessment;
- Safeguarding policies - Providers planning to work directly with children and/or vulnerable adults, MUST supply appropriate Safeguarding Policies relating to children and/or vulnerable adults;
- Evidence of compliance with Disclosure and Barring Service requirements for all staff and volunteers;
- Data protection and freedom of information policies;
- Health and safety policy;
- Public Liability Insurance.

Requirements

- The design of the event will be based on evidence and engagement with users;
- The event will target new audiences, which are not usually introduced to refugee or asylum seeker communities;
- Members of the refugee and asylum seeker community will be involved in the planning and running of the event/activity;
- The event will demonstrate value for money,
- Effective mechanisms of feeding back learning and relevant information to Lancashire Refugee Integration Team, and engaging with the Team, while observing relevant data protection protocols.

Project Evaluation

Following the event, a project evaluation report must be submitted which measures the impact of the project in terms of the following 5 objectives:

1. Attendance – number of attendees including resettlers and the wider community
2. How your event addresses and celebrates the theme of 'Community as a Superpower'
3. How your event supports the development of relationships between resettlers and people from similar social groups within your local community
4. How your event supports the development of relationships between resettlers and people from different social groups within your local community
5. The ways in which refugees were involved in the design and delivery of your project.

Funding

The project will not cost in excess of £1,000. This funding will support events and activities that meet the aims and conditions outlined in this specification. Match funding is welcome.

Funding will not be used for:

- Applications for core costs or on-going project costs, for example costs such as rent, utilities or on-going salaries that are not directly connected to proposed projects;
- Applications for research activities or to help pay towards legal fees;
- Applications where the request for funding is not for a new project, initiative or activity, unless it is demonstrated that the current project meets the requirements of the specification and that all efforts have been made to secure additional funding from the current and/or other funders;
- Applications to fund religious or political activities (faith based organisations are eligible to apply);
- Applications from groups whose sole purpose is to campaign, or any campaign activity;
- Applications to fund retrospectively, meaning support for work that has already taken place prior to the agreement of funding;
- Applications to fund projects primarily for the benefit of people who are not residents of the resettlement areas in Lancashire;
- Any application that is unlawful or is contrary to County Council Policies and Procedures (all policies and procedures are available at www.lancashire.gov.uk or on request).

How to Apply

Please complete the expression of interest e-form here:

<https://forms.office.com/e/LYXqaqrw0D>

The deadline for applications is **18th April 2025**