



**TEMPLATE FOR A COMMUNITY SPONSORSHIP  
MEMORANDUM OF UNDERSTANDING BETWEEN  
COMMUNITY SPONSORSHIP GROUP (ADD NAME)  
AND LEAD SPONSOR (ADD NAME)**

**TABLE OF CONTENTS**

1. Purpose
2. Parties
3. Roles and Responsibilities
  - a. The role of the Community Sponsorship Group (Add name)
  - b. The role of Lead Sponsor (Add name)
4. Governance
5. Risks
6. Declaration and signatures

## 1. PURPOSE

The purpose of this document is to agree the partnership between the Community Sponsorship Group (add name here) and its Lead Sponsor (add name here) and to set out terms of reference to manage and deliver the community sponsorship scheme to resettle a refugee family in (add area here).

This document outlines each parties' key roles and responsibilities and a process for governance.

## 2. PARTIES TO THIS AGREEMENT

Community Sponsorship allows community groups made up of volunteers to welcome and support a refugee family into their neighbourhood. Groups must either register themselves as a charity or partner with a registered charity who is willing to take on the legal responsibility for overseeing the activities of the Group.

Within this agreement, the registered charity (add name here) agrees to act as the 'Lead Sponsor' and the Community Sponsorship Group (add name here) will act as the 'delivery partner'.

*Include here a brief summary of the work of the **Lead Sponsor**, including:*

- vision, mission, and values
- history, areas of work, geographical vicinity to Group (should ideally be nearby)
- CEO, senior staff, number of staff etc.
- Address and registered charity number

*Put emphasis experience and expertise in working with refugees (in particular resettlement, if possible) and/or working with vulnerable groups.*

*Include here a brief summary outlining the make-up and competences of the **Community Sponsorship Group**, including:*

- History and character of group (i.e. multi-faith group, local neighbourhood group)

- Number of volunteers, areas of expertise
- Finances, whether house found, agreement of local authority obtained etc

### 3. ROLES AND RESPONSIBILITIES

This section outlines how division of roles and responsibility between the Community Sponsorship Group (add name here) and the Lead Sponsor (add name here).

#### 3a. Community Sponsorship Group:

The (add name of Community Sponsorship group here) is responsible for the delivery of the scheme:

##### (i). Financial Commitment:

Fundraise:

- fundraise a minimum of £9,000 per family in line with Home Office requirement
- undertake further fundraising activities if required to deliver the community sponsorship successfully (no money will be raised by or donated by the Lead Sponsor)
- comply with any requirements on fundraising from the Lead Sponsor, such as where the funds raised are deposited

Budget:

- Prepare a detailed and robust budget estimating the amounts of expenditure the Group is likely to make to help the refugee family with various aspects of their resettlement and integration of each part.
- Review and revise this budget on a regular basis, with input and advise from the Lead Sponsor if required, and in line with any auditing requirements.

Financial administration:

- Appoint a Finance lead for the Group (with appropriate experience or expertise) to provide regular financial information in line with the requirements of the Lead Sponsor
- Set out a financial policy and detailed financial processes to record all income and expenditure by the Group
- Be responsible for all day to day spending on the family resettlement, accounting for that spending in line with requirements of the Lead Sponsor

**(ii). Housing:**

- Take all responsibility for sourcing and securing suitable and sustainable accommodation for a refugee family for a minimum of two years.
- Ensure that the accommodation is affordable, such that the refugee family's income and additional money provided by the Group will fully cover the rent and any other costs for the two-year tenancy
- Consult with the local police's Safer Neighbourhood team to determine whether the area poses any particular risks for the family
- Organise the tenancy agreement, taking guidance from bodies such as the Residential Landlords Association and the Local Authority
- Ensure that the house meets Decent Homes standards and has all appropriate appliances and furniture

**(iii). Local Authority consent:**

- Obtain written consent from the relevant Local Authority to support the application to become sponsors; approve the property; and secure school places for children

**(iv). The Resettlement Plan and other plans**

- Draft and deliver the required resettlement plan, liaising with and getting

final 'sign off' on the plan from the Lead Sponsor

- Draw up other plans for the delivery of a successful community sponsorship such as a timeline of activities in the run-up to the arrival of the refugee family, a volunteers' guide, personal integration plans for each refugee, and any other plans deemed necessary by the Group in consultation with the Lead Sponsor
- At least six months before the end of the 12-month sponsorship period, draw up an 'Exit Plan' to set out how formal support to the refugee family is to be steadily withdrawn

**(v). Safeguarding:**

- Draw up a Safeguarding Policy, probably in conjunction with the Lead Sponsor, that ensures the safety and well-being of all members of the refugee family
- Appoint a Designated Safeguarding Lead (DSL) to lead on all aspects of safeguarding and who will regularly liaise and take guidance from the Lead Sponsor
- Ensure that all volunteers in the Group are familiar with the Safeguarding Policy, adhere to it, and those who provide direct support to the family are appropriately screened (including DBS checks for relevant volunteers, i.e. those looking after children in the absence of the parents)
- Create a Complaints Policy so that the family can raise concerns with an outside body (initially the Lead Sponsor) if they have problem with volunteers in the Group itself, and the Group cannot resolve them

**(vi). Publicity and media**

- Draw up protocols, taking into account issues of informed consent from refugee family, privacy and safeguarding, on how the Group handles publicising its activities and any approaches by the media
- Ensure that Lead Sponsor is fully informed of activities and consents to them

### 3b. Lead Sponsor

(Add name of Lead Sponsor here) is responsible for the oversight of the community sponsorship scheme and stands as guarantor of its delivery:

(I) **Overall legal and financial responsibility for the community sponsorship**

- Ensure that policies, processes and structures of the Group are in line with legal standards and best practice
- Be responsible for the quality of application and supporting plans and be named as the Lead Sponsor
- Oversee all the financial aspects of the application and its delivery
- Sign agreement with Home Office as Lead Sponsor of the Community Sponsorship Group

(II) **Guarantor**

- Act as ultimate guarantor of the delivery of the community sponsorship
- In the (unlikely) event of the community sponsorship group falling apart or relationship with family breaking down or other severe breakdown, be in a position to assume responsibility for the delivery of support to the refugee family until such time as the Home Office and Local Authority can make other arrangements

(III) **Guidance to Group and approval of plans and budget**

- Provide guidance to the Group where appropriate on all aspects of their community sponsorship
- Sign off plans and budget when as Lead Sponsor you are satisfied they are of the appropriate standard and rigour

(IV) **Monitoring and evaluation**

- In conjunction with the Group, set out processes for on-going monitoring of the community sponsorship scheme to ensure it is being delivered well
- In conjunction with the Group, establish a process for evaluating the

community sponsorship scheme so that future sponsorship groups including providing public liability insurance to key members of the Group where relevant can draw on the learning

- (V) (If Lead Sponsor has relevant expertise) Provide training and support to key members of the Group, particularly those working direct with the refugee family

(VI) **Insurance**

- Assist Group in taking out appropriate insurance to cover the scheme
- or
- provide public liability insurance to members of the Group who register as (add Lead Sponsor name) volunteers.
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#### 4. GOVERNANCE

The Community Sponsorship scheme is a new area of work for both parties. To ensure good governance and best practice, (add Community Sponsorship Group name here) and (add Lead Sponsor name here) agree to the following principles:

- **Sticking to assigned roles:** Both parties agree to stick to their respective roles and not encroach on the other's areas of responsibility or expect the other party to take on tasks that are not its responsibility
- **Transparency & Accountability:** Both parties will draw up protocols and procedures that are mutually agreed to ensure that both parties are provided with the appropriate and timely levels of information and support so as to maintain a strong and trusting relationship.
- **Listen and respond to the needs of the family:** The needs of the families must be respected at all times and will take priority over other considerations. The relationship between the two parties should always reflect this fact.
- **Be proud advocates for community sponsorship:** Together (add Sponsorship Group name here) and (add Lead Sponsor name here) will promote community sponsorship in an appropriate and measured way,

looking to encourage other groups to take it up, to advance refugee resettlement in the UK and to improve the narrative of refugee welcome across the country

## 5. RISKS

- **Reputational risk**

In the event of a complete breakdown of the community sponsorship or serious problems with its delivery, there is a risk – most significantly to the established charity: the Lead Sponsor – of reputational damage. This MOU and the plans mentioned in it are designed to mitigate this risk, by ensuring that if problems arise they can be dealt with quickly and successfully and do not become critical.

- **Financial liability**

The Lead Sponsor (add name here) is taking on some financial liabilities in its position as guarantor of the work of the Community Sponsorship Group (add name here). In the event of the breakdown of the Group, the Lead Sponsor could be left having to meet unforeseen costs. This risk should be mitigated by careful budgeting and a commitment from the Group to raise additional funds for the purposes of the sponsorship if they are required.

- **Breakdown in relationship between Group and family**

If there was such a breakdown in relations, the Lead Sponsor would be required to do the first round of mediation, notwithstanding its own relationship to the Group. The Group should therefore draw up a complaints policy and the family should be made aware of it so that they can make a complaint about the scheme or about a volunteer if the circumstances should arise

## 6. DECLARATION & SIGN

The parties affirm to know, understand and agree to all articles of this MoU as negotiated together.

Community Sponsorship Group (add name here)

Name:

Signature:

Position

Date:

Lead Sponsor (add name here)

Name:

Signature:

Position:

Date: