



Immigration Advice and Casework Service - Grant Application

This is the application form for grant funding to deliver an immigration advice and casework service in Hackney.

It is separate from the grant fund available for smaller-scale, pilot projects that aim to test innovative or preventative approaches to improving immigration advice access. If you are interested in applying for the pilot fund instead, or in addition to this grant, please refer to the separate application guidance for the [Immigration Advice and Support Pilot Projects Grant](#).

[Full context on the grant and the application process is here.](#)

Please refer to the [service specification](#) before completing your application.

Applications close on 17/11/25. You will be able to amend submitted applications up until this deadline.

This application consists of:

1. Intro (this page)
2. About you and your organisation(s)
3. Organisational Knowledge and Experience
4. About your proposal
5. Priorities for residents
6. Finance
7. Mobilisation
8. Submit

For any questions, please contact Katie Graves, Project Officer-
katie.graves@hackney.gov.uk

* Indicates required question

2 - About you and your organisation(s)	
Your answers in this section will not be scored.	
Applicant email address*	
Is this application by a single organisation, or a consortium?*	
Please briefly describe the purpose of your organisation(s)*	

Applicant name*	
Applicant role*	
Applicant contact telephone number(s)*	

3 - Organisational knowledge and experience

Your answers in this section will be scored.

This part of the application aims to understand work your organisation has already done, and how that prepares it to run this service.

What experience does your organisation have in delivering immigration advice and casework? (Max 300 words)*

What types of immigration issues do you have the most experience supporting?

How has the lived experience of refugees, migrants and people seeking asylum shaped and informed your organisation?

Are you currently registered with the IAA or SRA?*

Please provide your registration level and details.

Please describe your organisation's connection to Hackney? (Max 100 words)

This could include:

- Local presence
- Experience supporting Hackney residents
- Understanding of the local context, needs and communities

Please describe a project or service your organisation has delivered which you feel best demonstrates your

capability to deliver this service successfully? (Max 300 words)*

Are there examples you can share where you have been able to prevent harm and escalation of need- for example, avoiding homelessness, safeguarding risks or loss of entitlements?

In your response you may also wish to consider:

- Adapting to changing circumstances
- Recognising and responding to risks/issues
- Working in an anti-racist and person-centred way
- Improving outcomes of refugees, migrants and people seeking asylum
- Providing a quality service for clients, including managing demand and expectations
- Lessons learned from the project

4 - About your proposal

Your answers in this section will be scored.

This part of the application aims to understand how you propose to run [the service as set out in the specification](#).

How would you use the grant to deliver immigration advice and casework in Hackney? (Max 1000 words)*

Please describe how you would propose to operate the service set out in the specification.

How many residents do you expect to support through one-off advice and casework over the 12 month period? (Max 100 words)

What types of immigration issues would you prioritise with this funding? How would you assess and allocate your capacity?* (Max 300 words)	
How will you manage referrals and ensure fair access, whilst prioritising residents that face the most significant barriers to accessing immigration advice?* (Max 500 words)	
Please describe the staffing arrangements you propose for this service. (Max 300 words)* In your response you may wish to consider: • The number of staff available for the service • What the staff members' skills would be • How staff and volunteers will be supervised • How the service would support the wellbeing of staff • How you plan to manage absence and continuity of service (e.g. if a resident speaks with multiple team members)	
Please describe how residents would find out about and access your service. (Max 300 words)* In your response you may wish to consider: • How you would make residents aware of your offer • How you would ensure the service is accessible • How you plan to manage if demand exceeds the service's capacity	
What are the biggest risks related to the delivery of this service? How would	

you expect to mitigate them? (Max 300 words)* Although we hope to continue this funding in the long-term, we encourage you to consider the risk that future funding may not be guaranteed.	
What resources and tools would you use to manage the day to day operations of the service? (Max 300 words)*	
How would you demonstrate the impact that your service would have? (Max 300 words)*	
How will your organisation involve residents with lived experience of the immigration system in the design, delivery, and ongoing development of the service? (max 300 words)*	

5 - Finance

Your answers in this section will not be scored, although they will be taken into account in overall decision-making to ensure they are realistic, and will be discussed further with shortlisted applications.

You are welcome to email a spreadsheet breaking down your budget to katie.graves@hackney.gov.uk to be considered alongside your application.

How much grant funding are you applying for? * Up to £100,000 is available. We will fund one application.	
Please provide a breakdown of how you would use the funding over the 12 month period.* This should include all staffing costs, administrative costs etc.	
Please provide a breakdown of any budget or resources that would be used from elsewhere to operate this	

service? *

For example, volunteers, funding from central reserves (e.g. roles that have already been funded), or resources paid for by a central team (e.g. laptops).

This can be left blank if you would cover all costs through the grant.

7 - Mobilisation

Your answers to this section will not be scored, although they will be taken into account in overall decision-making and will be discussed further with shortlisted applications to find something achievable.

We would like to launch the service as soon as possible with a preferred start date of 05/01/2026.

What would your mobilisation plan be for this service? (max 300 words)*

8 - Submit

Before submitting, you have the opportunity to add any additional information here.

Is there anything else you wish the panel to take into account when assessing your application? (Max 300 words)

(Optional) Do you have any feedback on the application process?

This will not affect the outcome of your application in any way.