****

**Making Northamptonshire Safer Fund 2020-21**

**Application Form**

|  |  |
| --- | --- |
| **Organisation name:** |  |
| **Project name:** |  |
| **Amount of funding applied for:****£3000 - £10,000 per bid** |  |
| **Grant Reference Number:**(for internal use only) |  |

**Please read the Guidance Notes before completing this form.**

**Section 1 – Organisation details**

## Main contact details

Please fill in the following details about the person in your organisation who will be the main contact for your application.

|  |  |
| --- | --- |
| Name: |  |
| Job title: |  |
| Address (including postcode): |  |
| Tel: |  |
| Mobile: |  |
| Email: |  |

Please detail any particular communication needs your main contact has e.g. textphone, sign language, large print, audiotape, Braille or a community language.

|  |
| --- |
|  |

## 1.2 Type of organisation

Please confirm the type of your organisation as stated in the governing document, giving the registration number where appropriate and the year the organisation was established (please complete all those that apply):

|  |  |  |
| --- | --- | --- |
| **Type of Organisation** | **Registration Number** | **Year Established** |
| Registered charity  |  |  |
| Company Limited by guarantee |  |  |
| Unincorporated and not registered as a charity |   |  |
| Community/ voluntary group |  |  |
| Neighbourhood group |  |  |
| Community Interest Company (CIC) |  |  |
| Other (please specify)  |  |  |

**1.3 Accountable body**

If your organisation is unincorporated (see above question) do you have agreement from a legally constituted organisation to act as your accountable body for the funding?

|  |  |  |
| --- | --- | --- |
| YES |[ ]  NO |[x]  NOT APPLICABLE  |[ ]

If yes, please provide details of the accountable body and attach a letter of agreement:

|  |  |
| --- | --- |
| Name of Accountable Body |  |
| Letter of agreement attached | [ ]   |

## 1.4 About your organisation and track record

Please tell us about your organisation, what it does and its track record in delivering similar projects to the one you are applying for (**maximum of 250 words**):

|  |
| --- |
|  |

## 1.5 Due Diligence Checklist

Please complete the following table:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Yes** | **No** | **N/A** |  |
| Does your organisation have current public liability insurance?  | [ ]  | [ ]  | [ ]  | If yes: Value: £ |
| Does your organisation have current employer’s liability insurance?  | [ ]  | [ ]  | [ ]  | If yes: Value: £ |
| Does your organisation have an **active** Management Committee or Board of Trustees with at least three people who are unrelated?  | [ ]  | [ ]  | [ ]  |  |
| Does your organisation have recent signed accounts?  | [ ]  | [ ]  | [ ]  |  |
| Does your organisation have a bank account with 2 signatories? | [ ]  | [ ]  | [ ]  |  |
| Does your organisation have a policy on financial controls and management?  | [ ]  | [ ]  | [ ]  |  |
| Does your organisation have a current safeguarding children and/or vulnerable adults policy?  | [ ]  | [ ]  | [ ]  | If your project intends to work with children or vulnerable adults we will need to see a copy of these policies. |
| Do staff who will be delivering the project have current DBS checks?  | [ ]  | [ ]  | [ ]  | Only applicable for staff working with children or vulnerable adults |
| Does your organisation have a current data protection policy?  | [ ]  | [ ]  | [ ]  |  |
| Does your organisation have a current equality and diversity policy?  | [ ]  | [ ]  | [ ]  |  |
| Is your organisation registered with the ICO? | [ ]  | [ ]  | [ ]  | If yes: registration number: |

## 1.6 Income and expenditure

Please outline your annual income and expenditure in the past two years?

|  |  |  |  |
| --- | --- | --- | --- |
| **Financial year** | ***Or state own financial year*** | **Annual income****£** | **Annual expenditure****£** |
| **2018 – 2019**  |  |  |  |
| **2017 – 2018** |  |  |  |
| **Other year** |  |  |  |

**Section 2 – Your Making Northamptonshire Safer Fund proposal**

## 2.1 Project location

Which geographical location(s) will your project be working in?

|  |  |
| --- | --- |
| Countywide | [ ]   |
| Individual District / Borough(s) | [ ]  Please state which: |

2.2 Project outline

Please describe your proposal. You should include the aims and objectives of the project, who will benefit from the project, how many people will be reached, what is the age range and how the project will be delivered (**maximum of 500 words**):

*We may use this information in publicity material.*

|  |
| --- |
|  |

2.3 Evidence of need for the project

How do you know there is a need for this project? Do you have examples of this type of intervention working elsewhere, if so please provide examples? (**Maximum 250 words**)

|  |
| --- |
|  |

2.4 Project delivery plan

Please complete the project delivery plan over the page. Please complete this in as much detail as possible including SMART targets. All successful applicants will be expected to report back on progress against this delivery plan.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task** | **Responsibility (by whom)?** | **Target date** | **Output/ deliverable** | **Expected Outcome**  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

2.5 Measuring outputs, outcomes and success

## In your delivery plan above you must tell us about your outputs and outcomes. Please tell us how you will measure your outputs and outcomes and how you will demonstrate whether your project has been a success. (maximum of 250 words)

|  |
| --- |
|  |

## 2.6 Referral Pathways or Partners involved in project delivery

If you are intending to deliver this project in partnership with any other organisation(s) or you are anticipating referrals from other organisations please advise who the partner organisations are; their role in the project, and/or the agreed referral pathway (**maximum of 50 words per partner**).

***If you intend to make any payments to partners, then you need to ensure that this is clearly shown in the project budget in question 3.1***

***If you plan to deliver the project with partners or receive referrals from partners, you must submit original written evidence of their agreement to be involved or their agreement around the referral pathway. (Template on our website)***

|  |  |  |
| --- | --- | --- |
| **Name of Partner** | **Role** | **Have you submitted evidence of their agreement to be involved?** |
|  |  |  |
|  |  |  |
|  |  |  |

**2.7 Information sharing agreements**

Does your project require the sharing of information from or with other agencies?

|  |  |  |
| --- | --- | --- |
| YES |[ ]  NO |[ ]  NOT APPLICABLE  |[ ]

If yes, do you have GDPR compliant information sharing agreements in place?

|  |  |  |
| --- | --- | --- |
| YES |[ ]  NO |[ ]  NOT APPLICABLE  |[ ]

Please provide brief details – who is the information sharing agreement between, when was it written and signed etc.

|  |
| --- |
|  |

**2.8 Priority activities**

Funded projects must help deliver at least one of the priorities below, which are linked to the Police and Crime Plan. Please tick all that apply.

|  |  |
| --- | --- |
| * + - * **Theme: Prevention and Early Intervention**
 |  |
| Stopping young people from becoming involved in crime |[ ]
| * + - * Making roads safer
 |[ ]
| * + - * More support for vulnerable people (for example abusive relationships, gangs)
 |[ ]
| * + - * **Theme: Robust Enforcement**
 |  |
| * + - * Increase police accessibility & visibility
 |[ ]
| * + - * Create a hostile environment for criminals (targeting and bringing perpetrators to justice)
 |[ ]
| * + - * Tackle slavery and human trafficking
 |[ ]
| * + Prepare for national and international threats e.g. counter terrorism
 |[ ]
| * + Tackle anti-social behaviour and hate crime
 |[ ]
| * + Reduce burglaries
 |[ ]
| * + Tackle Cyber enabled crime (online theft and fraud)
 |[ ]
| * + - * **Theme: Victims at the Heart of Justice**
 |  |
| * + - * Better support to victims and witnesses
 |[ ]
| Swift, sure and rehabilitative justice |[ ]
| * + - * Tackling drivers of crime such as substance misuse and supporting rehabilitation
 |[ ]
| * Addressing mental health issues to reduce vulnerability and offending
 |[ ]

## 2.9 Meeting the priorities

Please tell us how your project will meet the priorities that you have identified in 2.9 above (**maximum of 250 words**):

|  |
| --- |
|  |

## 2.10 Additionality

Please tell us how your project is additional to existing provision, explaining how you will avoid duplication and link in with / add value to existing provision (**maximum 150 words**):

|  |
| --- |
|  |

## 2.11 Project scope

Is this grant for new work, or to support/extend your organisations existing work?

|  |  |
| --- | --- |
| NEW WORK |[ ]  SUPPORT / EXTEND EXISITING WORK |[ ]

If you are seeking a grant to support existing work, tell us below, in a **maximum of 300 words** how this work was previously funded, why this funding is no longer available, what your project/service has achieved so far and what is the need for it to continue.

|  |
| --- |
|  |

## 2.12 Previous funding from Northamptonshire’ s Police, Fire and Crime Commissioner

Have you previously received funding for this project from the Commissioner?

|  |  |  |
| --- | --- | --- |
| YES |[ ]  NO |[ ]  NOT APPLICABLE  |[ ]

## If yes, please tell us below what you achieved with the previous funding.

|  |
| --- |
|  |

## 2.13 Sustainability

The Commissioner cannot provide on-going funding for projects and funds projects for **one year only**. Please tell us how your project will continue once the Commissioner’s funding has finished.

|  |
| --- |
|  |

## 2.14 Project delivery and management

Please tell us who will manage the project and how you will ensure the project is delivered effectively and well managed? (**maximum of 250 words**)

|  |
| --- |
|  |

# Section 3 - Financial information

## Project budget and detail around Match Funding

Please complete the separate project budget spreadsheet.

## 3.2 Payments to third parties

## Please provide detail of your process of payments to third parties involved in delivering the project, including PAYE:

|  |
| --- |
|  |

## 3.3 Justification of costs

Please use this space to justify any costs which you feel may appear high, including any consultancy costs (**maximum of 150 words**):

|  |
| --- |
|  |

# 3.4 Reduce scale of project

# We sometimes offer projects reduced funding. Whilst we appreciate that reduced funding will result in reduced outcomes, we do not have sufficient funding to support all the initiatives we would like to. Please tell us below how you could scale down your project if we offer you a reduced grant.

|  |  |  |  |
| --- | --- | --- | --- |
| Proportion of Proposed Budget | What you could deliver | How many people would be supported | What outcomes would be achieved |
| Three quarters |  |  |  |
| Half |  |  |  |
| One quarter |  |  |  |

# Section 4- Final Declaration

**I / we hereby confirm that my / our organisation or any directors or partner or any other person who has powers of representation, decision or control have not been convicted of any of the following offences:**

|  |
| --- |
| 1. Conspiracy
 |
| 1. Corruption
 |
| 1. Bribery
 |
| 1. fraud or theft
 |
| 1. any offence listed:
 |
| 1. in section 41 of the Counter Terrorism Act 2006; or
 |
| 1. in Schedule 2 to that Act where the court has determined that there is a terrorist connection;
 |
| 1. any offence under sections 44 to 46 of the Serious Crime Act 2007 which related to an offence covered by subparagraph (f);
 |
| 1. money laundering or offences relating to the proceeds of criminal conduct; or
 |
| 1. an offence under section 4 of Asylum and Immigration (Treatment of Claimants etc.) Act 2004;
 |
| 1. any other offence under section 59A of the Sexual Offences Act 2003;
 |
| 1. an offence in connection with the proceeds of drug trafficking
 |
| 1. any other offence within the meaning of Article 57(1) of the Public Contracts Directive
 |

**I / we hereby confirm that within the past three years my / our organisation and its directors / trustees have not:**

|  |
| --- |
| 1. violated applicable environmental, social and labour obligations established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions;
 |
| 1. been made bankrupt or been the subject of insolvency or winding up proceedings;
 |
| 1. been guilty of grave professional misconduct;
 |
| 1. tried to unduly influence the decision-making process of the Office of the Police and Crime Commissioner;
2. tried to obtain confidential information that may confer undue advantage; or
 |
| 1. provided misleading information that may have a material influence on decisions concerning grant award.
 |

For the purposes of this declaration, a Relevant Conviction is a conviction involving dishonesty, violence or sexual assault and a Regulated Activity has the meaning given in Schedule 4 to the Safeguarding Vulnerable Groups Act 2006.  I / we hereby confirm that no individual, employed or associated with the Beneficiary, has:

* disclosed that he has a Relevant Conviction;
* been found by the Beneficiary to have any Relevant Convictions (whether as a result of a police check or through the DBS procedures or otherwise); or
* been barred from, or whose previous conduct or records indicate that he would not be suitable to carry out Regulated Activity or who may otherwise present a risk to service users,

and no such individual is or shall be employed or engaged in any part of the provision of the Funded Services. (see appendix A)

**Declaration**

I confirm that I am authorised to sign on the behalf of the organisation and that all the information given or referred to in this application form is true and accurate and that all relevant information has been submitted.

|  |  |
| --- | --- |
| Name: |  |
| Position in organisation: |  |
| Signed: **(an original signature is required)** |  |
| Date: |  |

# Section 5 - Finishing your application

## Checklist

Please tick to confirm that:

|  |
| --- |
| You have read the Guidance Notes that accompany the application form |[ ]
| You have fully answered all of the relevant questions in this application form |[ ]
| An authorised person has signed the application form with an electronic signature |[ ]
| You have attached the **References/Letters of Support** |[ ]
| If applicable: you have attached confirmation from your accountable body that it agrees to act as the accountable body for the project (see question 1.3) |[ ]
| If applicable: you have attached your **safeguarding children** and/or **safeguarding vulnerable adults** policies |[ ]
| If applicable: you have attached original written evidence of partners or referrers agreement to their involvement in the project (see question 2.7) |[ ]
| You have attached your separate **project budget sheet** (see question 3.1). |[ ]
| You have completed and signed the **Conflict of Interest Form** and included it with this application, clearly stating any potential conflict |[ ]
| You have attached a copy of your **constitution** |[ ]
| You have attached your **bank statements**  |[ ]
| You have attached your **statement of accounts** |[ ]
| You have only sent us the information we have asked for and not included any additional documents |[ ]

Please send the electronic copy of this application form and required accompanying documents (listed in supporting documents list) to:

funding@northantspfcc.pnn.gov.uk

If you prefer to send a hard copy of the application rather than email then please send the application form, with an original signature and all attachments as listed above, to: Making Northamptonshire Safer Fund, Northamptonshire Office of the Police, Fire and Crime Commissioner, East House, Force Headquarters, Wootton Hall, Northampton, NN4 0JQ.

**The deadline for completed applications can be found on our website.**

**Please note that this is the deadline for both the electronic copies and/ or hard copy applications to reach us. Late applications will not be accepted.**

**Appendix A**

\*Conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 3 of Council Framework Decision 2008/841/JHA on the fight against organised crime.

\*Corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906.

\*The common law offence of bribery or within the meaning of the Bribery Act 2010 or section 113 of the Representation of the People Act 1983.

\*Fraud as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities; fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978, the Theft (Northern Ireland) Order 1978 or the Fraud Act 2006; fraudulent trading within the meaning of the Companies Act 1985, the Companies (Northern Ireland) Order 1986 or the Companies Act 2006; fraudulent evasion within the meaning of the Customs and Excise Management Act 1979 or the Value Added Tax Act 1994; or an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993.

\*Money laundering or offences relating to the proceeds of crime within the meaning of the Proceeds of Crime Act 2002, the Criminal Justice Act 1988 or the Proceeds of Crime (Northern Ireland) Order 1996.

\*Offences in relation to the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Coroners and Justice Act 2009 or within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994.

\*Offences relating to the Public Contracts Directive as defined by the national law of any jurisdiction outside England and Wales and Northern Ireland; or created, after the day on which the Regulations were made, in the law of England and Wales or Northern Ireland.

\*Referred to in Regulation 56(2) of the Regulations or listed in Annex X to the Public Contracts Directive as amended from time to time.

\*Bankrupt or subject to insolvency: where the organisations assets are administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State.