



Nottinghamshire

**POLICE & CRIME COMMISSIONER**

## **The Community Safety Partnership Fund**

**Helping communities reduce crime  
and protect victims**

# **Application Form**

<b>Organisation Name</b>	
<b>Project Name</b>	
<b>Grant Reference Number (for internal use only)</b>	

## **Welcome to the Nottinghamshire Police & Crime Commissioners Community Safety Partnership Fund**

This application form is for voluntary and community organisations that wish to apply for a Community Safety Partnership Grant.

**Before completing your application, please make sure you have read the guidance notes** (available at [www.nottinghamshire.pcc.police.uk](http://www.nottinghamshire.pcc.police.uk) ). You must submit both an electronic copy and a hard copy of your application form and letter(s) of endorsement:

An electronic copy of your application must be submitted to [nopcc@nottinghamshire.pnn.police.uk](mailto:nopcc@nottinghamshire.pnn.police.uk) by **5.00pm on Friday the 24<sup>th</sup> May 2013**. Please make sure you include the name of your organisation in the file title. Please use a minimum 12pt Arial typeface.

One signed hard copy of your application and letter(s) of support must be received no later than **5.00pm on Tuesday 28<sup>th</sup> May 2013**. Both must be original documents and must be signed. Hard copies should be sent to:

The Nottinghamshire Office of the  
Police & Crime Commissioner  
County Hall  
West Bridgford  
Nottinghamshire  
NG2 7QP

The decision will be made early May and decisions will be communicated to all projects mid-late May. Both successful and unsuccessful applicants will be advised of the outcome.

If you are successful, we will then ask to see some of the supplementary information referred to in the application form (e.g. accounts where available). Subject to satisfactory checks we will send you a grant agreement to sign.

### **Applications received after these deadlines will not be considered.**

Please note:

- the first version of your application that we receive will be assessed - if you subsequently submit a revised hard copy, it will not be assessed.
- applications will be assessed solely on the information given on the application.
- when completing the form please ensure you adhere to the word limits, as additional text will not be considered.
- you must respond appropriately to each question - only information provided in the answer box will be considered. Information provided elsewhere in the application form which may be relevant will not be considered.
- it is important that you assume that assessors have no prior knowledge of your organisation or project.

Please do not enclose any additional information unless we request it.

## **Section 1 – Organisation details**

### **1.1 Main contact details**

Please fill in the following details about the person in your organisation who will be the main contact for your application. This is the person we will contact to discuss the application in more detail should we need any clarification.

Title		Forename(s) (in full)		Surname	
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Position or job title
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	Postcode

Phone number 1 (or textphone)	Email address (if applicable)
Phone number 2 (or textphone) if applicable	Fax number (if applicable)

Please tell us if we should be aware of any particular communication needs your main contact has. This might include textphone, sign language, large print, audiotape, Braille or a community language.

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### **1.2 Governing document**

Does your organisation have a set of rules, memorandum of understanding, or constitution?

Yes ☐

No ☐

### 1.3 Type of organisation

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

Type of Organisation	Registration Number
Registered charity	
Not-for-profit company	
Social enterprise	
Unincorporated and not registered as a charity (please put a cross [x] in the box if applicable)	<input type="checkbox"/>
Other (please specify) e.g. Company Limited by Guarantee or with a Constitution	

### 1.4 When was your organisation founded?

Please state the month and year in which your organisation was established.

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### 1.5 About your organisation

Please tell us about your organisation and what it does (maximum of 150 words)

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## 1.6 Employees

Please state below the number of paid workers and volunteers currently for your organisation.

Type of position	Number
Full-time paid employees	
Part-time paid employees	
Volunteers	

## 1.7 Management

Does your organisation have an **active** Management Committee or Board of Trustees with at least three people (who are unrelated)?

Yes ☐

No ☐

## 1.8 Bank account

Does your organisation have a bank account in the name of the group, with at least two unrelated signatories?

Yes ☐

No ☐

If no, do you understand the requirement to set one up should you be granted funding?

Yes ☐

No ☐

## 1.9 Signed accounts

Does your organisation have recent signed and published accounts?

Yes ☐

No ☐

## 1.10 Financial controls

Does your organisation have a policy on financial controls and management?

Yes ☐

No ☐

### 1.11 Safeguarding policy

Does your organisation have appropriate policy/processes for safeguarding Children and Young People and/or Vulnerable adults (if applicable)?

Yes ☐

No ☐

### 1.12 Income and expenditure

What has been your annual income and expenditure in the past two years?

Financial year	<i>Or state your own financial year</i>	Annual income £	Annual expenditure £
<b>2011 – 2012</b> please estimate if accounts not yet prepared			
<b>2010 – 2011</b>			

### 1.13 Partners involved in project delivery

If you are intending to deliver this project in partnership with other organisations, please advise who they are and give a brief description of their role. Please only include partners if they have agreed to be involved in the project (maximum of 50 words per partner)

Name of Partner	Role

## **Section 2 – Your Community Safety Partnership Fund proposal**

### **2.1 Project location**

Which geographical location(s) will you be working in?

Local Authority	
City and County	
Policing Area	

### **2.2 Priority activities**

Which priority activity/activities are you applying for?

Your proposal must be related to at least one of the priorities listed below. Please cross [X] the box of all that apply.

Protect, support & respond to victims, witnesses & vulnerable people.	<input type="checkbox"/>
Improve the efficiency, accessibility & effectiveness of the criminal justice process.	<input type="checkbox"/>
Focus on those areas that are most affected by crime & anti-social behaviour.	<input type="checkbox"/>
Reduce the impact of drugs & alcohol levels of crime and anti-social behaviour.	<input type="checkbox"/>
Reduce the threat of organised crime.	<input type="checkbox"/>
Prevention, early intervention & reduction in re-offending.	<input type="checkbox"/>
Other: Please state	

### **2.3 Project overview**

Please describe your proposal. Please note that we may use this information in publicity material (maximum of 350 words)



## 2.4 Meeting the priorities

Please tell us how your project will meet the themes that you have identified in 2.2 above (maximum of 250 words):

## 2.5 Project scope

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

New work ☐

Support/extend existing work ☐

If you are seeking a grant to support existing work, please explain below how and why your existing approach(es) work well (maximum of 150 words):

## 2.6 Project timeline

Please provide an indicative project timeline, showing the stages and dates by which you will implement your proposals (maximum of 250 words). This will be used to help us monitor your project.

## **2.7 Track record**

Please outline your organisation's track record in delivering similar projects and working with the target group (maximum of 250 words):

## **2.8 Identifying the need for the project**

How do you know there is a need for this project? What research have you undertaken? (maximum of 250 words)

## **2.9 Impact on the local community**

What do you believe the impact of the project will be on the local community and how do you plan to measure this? (maximum of 250 words)

## **2.10 Project delivery and management**

How will you ensure the project is delivered effectively and well managed?  
(maximum of 250 words)

## **2.11 Project beneficiaries**

How many young or vulnerable people will be engaged with during the lifetime of your project? As well as a total figure, please state how many will be engaged each year:

## 2.12 Beneficiary breakdown

Please provide an estimate of the percentage of beneficiaries the project will be working for each of the following groups

Boys (10-17 yrs)		Girls (10-17 yrs)	
Young men (18-19 yrs)		Young women (18-19 yrs)	
Offenders/ex-offenders		Black, Asian and Minority Ethnic	
Victims		Refugees and asylum seekers	
Parents		Vulnerable people	
Other (please state with associated %)			

## **Section 3 - Financial information**

### **3.1 Grant amount**

How much money are you applying for? Please put a total in the box. **The maximum you can apply for is £25,000 in 2013/14.**

<b>Period</b>	<b>Amount Requested</b>
Total	£

### **3.2 Project budget**

Please provide a budget for the project you are applying for. Please remember that the maximum size of the grant is £25,000 per year and that we need sufficient detail to assess your application for good value for money and to identify how you plan to make best use of the available funds. **Please refer to the guidance notes for further information.**

<b>Budget Heading</b>	<b>£ Total cost</b>
<b>Staff and volunteer costs</b> (please provide a breakdown of costs)	
<b>Operational / activity costs</b> (please provide a breakdown of costs)	
<b>Publicity costs</b> (please provide a breakdown of costs)	
<b>Monitoring and evaluation costs</b> (please provide a breakdown of costs)	
<b>Management and overheads</b>	
<b>TOTALS</b>	

### 3.3 Justification of costs

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

### 3.4 Match funding

If, in question 3.2, the total cost of your project is more than the amount requested in the grant, please use the table below to explain where the remainder of the money will come from. If partners are contributing to the finances of the project please also provide these details here.

Source of funding	Total amount contributing to project costs	Period of time that match funding covers	Can you supply confirmation of match funding?
	£		
	£		
	£		
	£		



## **Section 4 - Finishing your application**

### **4.1 Source of referral**

We are interested to know how you heard about the programme (please indicate all that apply):

Press article (please state publication)	
Public sector organisation (e.g. Home Office, Office, Local Authority, Police & Crime Commissioner, Police etc) (please state)	
Funding website (please state which one)	
From another local community organisation (please put cross [X] in box)	<input type="checkbox"/>
From a partner organisation (please put cross [X] in box)	<input type="checkbox"/>
Other (please state)	

### **4.2 Checklist**

Please cross [x] the following boxes to confirm that:

You have read the Guidance Notes that accompany the application form	<input type="checkbox"/>
You have answered all of the questions in this application form	<input type="checkbox"/>
You have signed the application form	<input type="checkbox"/>
You have only sent us the information we have asked for and not included any additional documents	<input type="checkbox"/>
You have e-mailed an electronic copy of this application form (and any letters of support if an electronic copy is available) to <a href="mailto:nopcc@nottinghamshire.pnn.police.uk">nopcc@nottinghamshire.pnn.police.uk</a>	<input type="checkbox"/>
You have included at least one letter of support/ reference. For those applying for grants of £10,000 or more, two references are required.	<input type="checkbox"/>

#### **4.3 Terms, Conditions and Reporting Requirements for Grant approved by the Police & Crime Commissioner**

We understand and agree that:

1. The grants will only be used for the exact purpose specified in the approved application as summarised above, and no other purpose. The letter of offer, which confirms the award, will also explain if the Nottinghamshire Police & Crime Commissioner (NPCC) wants us to alter any part of this application.
2. No major changes can be made to the project without the express written approval of the NPCC.
3. We will not sell or otherwise dispose of any equipment or other assets purchased with the grant without the express written approval of the NPCC. If we sell any equipment or assets we may have to repay a part of any money received. The amount we repay will be in direct proportion to the share of the project costs which came from the NPCC. The decision taken by the NPCC on the amount to be repaid will be final; except in the case of a clear error.
4. No purchase or order of any goods or services specified by this approved application will be made before we receive the offer letter confirming the grant.
5. If a pilot project is funded by this grant we understand that the NPCC will not automatically fund any later project.
6. We will not change the sections of our Constitution which relate to purposes, paying members of the governing body, distribution of assets, or admitting members without first receiving the express written permission of the NPCC.
7. We will inform the NPCC in writing of any changes to our bank or building society accounts.
8. We will comply with all relevant legislation affecting the operations of the project.
9. We will acknowledge the NPCC in our Annual Report, our Chair or Secretary's report at the AGM, the accounts covering the grant period, and any publicity material we produce about the project. We will supply copies of all these documents is requested.
10. We will agree that the NPCC can use our name and the name of our project in its own publicity materials, and we will inform them of any situation where confidentiality is a particular issue.
11. We will spend the grant by 31<sup>st</sup> March 2014 in accordance with the letter of offer.
12. If we do not spend the entire grant, we will promptly return any unspent balance to the NPCC.
13. We will monitor the project and complete all required Monitoring Reports to the schedules provided and as detailed within the guidance notes.
14. We understand that the NPCC will not increase the amount of grant if we overspend.
15. We will keep all financial records and accounts, including receipts for items bought with the grant, for at least two years from receipt of the grant. Receipts for items of expenditure over £200 should be retained and copies submitted with monitoring forms. These records will be made available to the NPCC on request. We understand that this does not release us from our legal responsibility to keep records for a longer period.

16. The NPCC may withhold the grant, or ask us to repay the grant, in whole or in part, in the following circumstances:
- If we fail to keep this contract in any way
  - If the application form was completed dishonestly or the supporting documentation gave false or misleading information
  - If we do not follow equal opportunities practice in employing people, recruiting new members and providing our services
  - If we do not implement and follow our Child Protection Policy/Vulnerable Adult Policy (if appropriate) in all aspects of our activities
  - If any member of our governing body, staff or volunteers acts dishonestly or negligently in their work on behalf of the group at any time during the project
  - If we fail to complete the project by 31<sup>st</sup> March
  - If we close down, become insolvent, go into administration, receivership or liquidation (sequestration), or make an arrangement with our creditors
17. If our group closes down we will not sell or otherwise dispose of any equipment and assets without first receiving the specific written agreement of the NPCC.
18. These terms and conditions will apply until we have spent the entire grant, achieved the project outcomes and the NPCC has received and approved our Monitoring Report. If we bought any equipment or assets with the grant, these terms and conditions will apply until the end of the working life of the assets.
19. The NPCC reserves the right to impose further terms and conditions on the grant in the following circumstances:
- If we are in breach of the Grant Agreement
  - If any part of the other sources of funding for the project referred to in our application to the NPCC is withdrawn
  - If the NPCC becomes aware of any actions on the part of the members or the governing body, volunteers or staff of our organisation or any person or organisation substantially involved in the delivery of the Project which may have a detrimental effect on the Project
  - If in the reasonable opinion of the NPCC such conditions are necessary or desirable to ensure delivery of the Project in the manner anticipated in grant application; or following an agreed change to the Project
20. We may not assign, change, sub-contract or novate this Grant Agreement or the Project without the prior written consent of the NPCC.
21. This Grant Agreement shall as regards this project supercede all prior understandings between you and us and shall constitute the whole agreement between us and shall not be modified or varied without the prior written consent of the NPCC.
22. These conditions shall be governed by and construed in accordance with the law of England and parties hereby choose to submit to the exclusive jurisdiction of the English courts.
23. No provision of this Grant Agreement is intended to create any right or benefit enforceable against the parties to this Grant Agreement under the contracts (Rights of Third Parties Act 1999).

We give permission for the Office of the Nottinghamshire Police & Crime Commissioner to record the information given in this form electronically and understand that personal information will be treated confidentially. All information will be treated confidentially. All information will be held in line with the Data protection Act and other relevant legislation. The only purposes the information will be used for is in deciding whether or not a grant can be awarded to your organisation, for customer care and for publicity and monitoring. The information will be used anonymously for monitoring purposes and will not affect the outcome of your application. By providing us with accurate information you are enabling us to improve the support we can give voluntary and community groups across the City and County.

#### **4.4 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	
Date	

#### **4.5 Next steps**

There are a significant number of organisations and groups working within the City and County of Nottinghamshire, providing good quality and excellent services that the Office of the Police & Crime Commissioner anticipates will be applying for this grant. Indeed, we anticipate demand will outweigh the grant we have available several times over.

Given these times of austerity and the limited funding available not all of the applications will be successful. If you have not received a letter of Grant Offer by 30<sup>th</sup> June you will not have been successful this year. However, this does not prevent you from making future applications for grant funding.

All of the applications will be assessed against the criteria detailed within the application form and guidance notes. Where necessary further information may be requested for clarity and in support of the application.

The decision of the Police & Crime Commissioner to award or not award a Grant is final. There is no appeal process.