**Transforming Rehabilitation Capacity Building Fund Application Form**

**Deadline: 12pm Wednesday 22 January 2014**

1. **Organisation details**

## Lead organisation and main contact

 Please fill in the following details about the lead organisation for the project and main contact.

 **Name (title, full name):**

 **Organisation:**

 **Address:**

 **Telephone number:**

 **Email:**

## Governing document

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

 Yes [ ]  No [ ]

## 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) | [ ]  |
| Other (please specify) e.g. Company Limited by Guarantee or with a Constitution |  |

## 1.4 Organisation activities

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

|  |
| --- |
|  |

## Organisation experience

Please tell us about your organisation’s networks and experience of developing 3rd sector consortia (**maximium 400 words**):

|  |
| --- |
|  |

## Working with offenders

Please tell us about your organisation’s experience of working with offenders, or working with organisations that work with offenders (**maximum 250 words**):

|  |
| --- |
|  |

## 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 |  |

## Management

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

 Yes [ ]  No [ ]

## 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 [ ]

## Signed accounts

 Does your organisation have recent signed accounts?

 Yes [ ]  No [ ]

## Financial controls

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

 Yes [ ]  No [ ]

## Safeguarding policy

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

 Yes [ ]  No [ ]

## Income and expenditure

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Financial year** | ***Or state your own financial year*** | **Annual income****£** | **Annual expenditure****£** |
| **2011– 2012** please estimate if accounts not yet prepared |  |  |  |
| **2010– 2011** |  |  |  |

1. **Project details**

## 2.1 Project overview

Please outline below (or attach in a separate sheet) your delivery plan, which should include:

* what you aim to achieve with the funding
* the approach you will take to the project
* what activities you will undertake
* timeline
* outputs
* outcomes

|  |
| --- |
|  |

## 2.2 Project partners involved in delivery

If you are intending to develop a consortium in partnership with other organisations, please advise who they are and give a brief description of their role. Do not include potential consortium members, only organisations who will help you to develop the consortium.

**Please only include partners if they have agreed to be involved in the project.**

|  |  |
| --- | --- |
| **Name of Partner** | **Role (50 words maximum)** |
|  |  |
|  |  |

## 2.3 Consortium theme

 Which themed consortium do you wish to develop?

|  |  |
| --- | --- |
| Education, training and employment |  |
| Housing |  |
| Mental health |  |
| Substance Misuse |  |
| Other (please give details of the theme and answer question 2.4 below): |  |

**2.4 Other consortium theme**

 If you wish to develop a consortium other than one themed on education, housing, mental health or substance misuse, please tell us what you think the consortium theme should be, and why (maximum 300 words).

|  |
| --- |
|  |

## 2.5 Project delivery and management

Please tell us who will deliver and manage the project:

|  |
| --- |
|  |

## 2.6 Start of project

 If successful, when will you be able to start work on the project?

|  |
| --- |
|  |

## 2.7 Project budget

 Please provide complete the table below for your project.

|  |  |  |  |
| --- | --- | --- | --- |
| Budget Heading | **Total project cost****£**  | **PCC contribution****£** | **Other contribution****£** |
| **Project employee costs** |  |  |  |
| **Project premises costs** |  |  |  |
| **Project travel and transport costs** |  |  |  |
| **Project supplies and services costs** |  |  |  |
| **TOTAL** |  |  |  |

**2.8 de minimis State Aid**

 The Fund falls under the European Union’s de minimis State Aid rule. There is a ceiling of 200,000 Euros for all de minimis aid provided to any one organisation over a 3 year period.

Please complete the table below to tell us what other State Aid your organisation has received over the last 3 financial years, and whether or not it fell under the de minimis rule.

|  |  |  |
| --- | --- | --- |
| Financial year | **Amount of state aid received****£** | **Amount of de minimis State Aid received****£** |
| **2012/2013** |  |  |
| **2011/2012** |  |  |
| **2010/2011** |  |  |
| **Total** |  |  |

**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. The grant may not be used to purchase equipment or other assets.
4. No costs will be incurred related to the project specified by this approved application before we receive the offer letter confirming the grant.
5. 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.
6. We will inform the NPCC in writing of any changes to our bank or building society accounts.
7. We will comply with all relevant UK and EU legislation affecting the operations of the project.
8. 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.
9. 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.
10. We will spend the grant by 31st March 2014 in accordance with the letter of offer.
11. If we do not spend the entire grant, we will promptly return any unspent balance to the NPCC.
12. We will monitor the project and complete all required Monitoring Reports to the schedules provided and as detailed within the guidance notes.
13. We understand that the NPCC will not increase the amount of grant if we overspend.
14. We will keep all financial records and accounts, including receipts for items bought with the grant, for at least three full financial 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.
15. 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 Police/Vulnerable Adult Policy (if appropriate) in all aspects of ours 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 31st March
* If we close down, become insolvent, go into administration, receivership or liquidation (sequestration), or make an arrangement with our creditors.
1. 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.
2. 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.
3. 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
1. We may not assign, change, sub-contract or novate this Grant Agreement or the Project without the prior written consent of the NPCC.
2. 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.
3. 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.
4. 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.

## 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 |  |

**This form should be returned to** **nopcc@nottinghamshire.pnn.police.uk** **by 12pm on Wednesday 22 January 2014.**