

**Community Safety & Violence Reduction Unit Fund 2021-22**

**Helping communities reduce crime and protect victims**

**Application Form**

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| --- | --- |
| **Organisation name:** |  |
| **Project name:** |  |
| **Amount of funding applied for:** |  |
| **Grant Reference Number:**  (for internal use only) |  |

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

**Completed forms should be emailed to** [**grants@nottinghamshire.pnn.police.uk**](mailto:grants@nottinghamshire.pnn.police.uk)

**The deadline for completed applications is midday on Monday 11th January 2021.**

**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: |  |
| Organisation Address: |  |
| Tel: |  |
| Email: |  |

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

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## 1.2 Type of organisation

Please confirm the type of your organisation as stated in the governing document (please complete all those that apply):

|  |  |  |
| --- | --- | --- |
| **Type of Organisation** | **Registration Number** | **Year Established** |
| Registered charity |  |  |
| Company Limited by guarantee |  |  |
| Unincorporated voluntary/community group \*\*(see 1.3 below) |  |  |
| Other (please specify) |  |  |

**1.3 Accountable body**

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| YES |  | NO |  | 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**):

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## 1.5 Due Diligence Checklist

Please complete the following table in relation to your organisation:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Yes** | **No** | **N/A** |  |
| Does your organisation have current public liability insurance? |  |  |  | Value: £ |
| Does your organisation have current employer’s liability insurance? |  |  |  | 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 signed annual accounts? If the organisation is under 12 months old do you have a 6 month cash flow showing predicted income and expenditure? |  |  |  |  |
| Does your organisation have a bank account with 2 unrelated signatories? |  |  |  |  |
| Does your organisation have a policy/statement 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. |
| In relation to safeguarding, where the proposed project involves delivery of regulated activity can you confirm that all staff are subject to valid enhanced DBS checks? |  |  |  |  |
| Does your organisation have the following current policies: |  |  |  |  |
| * Data protection / information security policy? |  |  |  |  |
| * Equality and diversity policy? |  |  |  |  |
| * Health and safety policy? |  |  |  |  |
| * Whistleblowing policy? |  |  |  |  |
| * Environmental policy? |  |  |  |  |
| Is your organisation registered with the ICO? |  |  |  | Reg number: |

If you are using an accountable body please complete the table below in relation to the accountable body organisation:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Yes** | **No** | **N/A** |  |
| Does your organisation have current public liability insurance? |  |  |  | Value: £ |
| Does your organisation have current employer’s liability insurance? |  |  |  | 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 signed annual accounts? If the organisation is under 12 months old do you have a 6 month cash flow showing predicted income and expenditure? |  |  |  |  |
| Does your organisation have a bank account with 2 unrelated signatories? |  |  |  |  |
| Does your organisation have a policy/statement 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. |
| In relation to safeguarding, where the proposed project involves delivery of regulated activity can you confirm that all staff are subject to valid enhanced DBS checks? |  |  |  |  |
| Does your organisation have the following current policies: |  |  |  |  |
| * Data protection / information security policy? |  |  |  |  |
| * Equality and diversity policy? |  |  |  |  |
| * Health and safety policy? |  |  |  |  |
| * Whistleblowing policy? |  |  |  |  |
| * Environmental policy? |  |  |  |  |
| Is your organisation registered with the ICO? |  |  |  | Reg number: |

## 1.6 Income and expenditure

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

|  |  |  |
| --- | --- | --- |
| **Financial year** | **Annual income (£)** | **Annual expenditure (£)** |
|  |  |  |
|  |  |  |

**Section 2 – Your Funding Proposal**

## 2.1 Project summary

Please give a very brief synopsis of the project (**maximum 30 words**).

*We may use this information in publicity material.*

## 2.2 Project location

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

*Please note this is not where your project is based but the location(s) in which the project will be working or where the project will be accepting referrals from. This information will be used to help ensure that wherever possible there is a wide geographic spread of funded projects.*

|  |  |
| --- | --- |
| Nottingham City Only |  |
| Countywide Only (exc city) |  |
| Individual District / Ward(s) | Please state which: |
| Both City and County |  |

## Project outline

Please describe your proposal including: the aims and objectives of the project; details of who will benefit from the project; and details of who will manage the project and how it will be delivered.

**(maximum of 500 words)** *We may use this information in publicity material.*

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## Evidence of need for the project

How do you know there is a need for this project? (You may include national research but we are particularly interested in local research and evidence of need. **Max 250 words**)

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## Project delivery plan

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



* 1. **Project Evaluation: Measuring outputs, outcomes and success**

Is it essential that any successfully funded project is prepared to undertake an evaluation of the success of their project and the delivery method. This is essential to enable us to build up an evidence base as to ‘what works’. Some of the successful projects funded via the VRU around serious violence may also be expected to contribute to a wider local evaluation.

## Please tell us how you will measure your outputs and outcomes (detailed in the project plan above) and how you will evaluate the project to determine whether it has been a success and what worked (maximum of 250 words)

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## Referral Pathways into the project 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 into the project from other organisations please provide details below - we will require written evidence of their agreement to be involved:

***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***

|  |  |  |
| --- | --- | --- |
| **Name of partner organisation** | **Partner role in the project or agreed referral pathway** | **Written evidence submitted?** |
|  |  |  |

## Referrals Out from the Project

It is essential that all successful projects are willing to refer individuals into other agencies / organisations and projects (where appropriate). We would therefore expect organisations to have either existing established referral pathways or be willing to seek to establish referral pathways into appropriate agencies.

Please provide brief details below about how you would meet this expectation:

|  |
| --- |
|  |

**2.9 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 ISA between, when was it written and signed etc:

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| --- |
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## 2.10 Project scope

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

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

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## 2.11 Additionality

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

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**2.12 Priority activities**

Funded projects must contibute to meeting the objectives of the Police and Crime Plan or the VRU vision. Please tick the main objective(s) your project will contribute towards – ***Please tick a maximum of TWO priorities only.***

|  |  |
| --- | --- |
| * + - * **1. Protecting People from Harm** |  |
| Initiatives to raise awareness and help protect **young people** from sexual and criminal exploitation (both on and off line).  Initiatives should focus on prevention. Any support provided to young people as part of this work must, if appropriate, clearly demonstrate links into commissioned domestic abuse teen support services delivered by Juno Women’s Aid and Nottinghamshire Women’s Aid and sexual violence support delivered by East Midlands Children and Young People’s Sexual Assault Service  [Serious Violence] |  |
| * + - * Prevention and awareness raising initiatives to help protect vulnerable people, and **older people** in particular, from online fraud and doorstep crime. |  |
| * + - * Community led initiatives to help identify, tackle and reduce hidden harm and exploitation of **other vulnerable people.** |  |
| * + - * Community led early help services and problem solving approaches for people with **complex needs** who may be victims or perpetrators of crime and ASB. |  |
| * + - * **2. Helping and Supporting Victims** |  |
| * + - * Community led initiatives to increase reporting of local issues and improve victim **trust and confidence** in the police. |  |
| **3. Tackling Crime and Anti-social Behaviour** |  |
| * + - * Neighbourhood-level problem solving approaches to tackle **issues of greatest concern to local communities,** such as drug use and dealing; reckless and dangerous driving and ASB. |  |
| * Community led initiatives that promote **community cohesion**, strengthen sense of belonging within communities and empower local people to help achieve their ambitions. |  |
| * **Diversionary** activity that engages specifically with individuals involved with or at risk of being involved with crime (including serious violence) and anti-social behaviour. The Commissioner would be particularly interested in projects that work with young adults aged 18-24. Initiatives may include:   + Early help interventions that increase individuals’ resilience, build social, emotional and personal competence skills, promote self-esteem with the overall aim to support them to remain on a positive trajectory to adulthood and reduce the likelihood of them becoming a victim or perpetrator.   + Outreach work focused on high risk crime and ASB locations.   + Intensive mentoring programmes for referred individuals which are responsive to increased risk and focus specifically on certain localities, communities or moments of particular crisis.   [Serious Violence] |  |
| **Trauma informed interventions** for young people impacted by **serious violence**. This can include counselling or other therapeutic support for young people who have been impacted by any form of serious violence, whether domestic abuse, knife crime, assault or criminal / sexual exploitation.  Any counselling must be delivered by therapists who are registered with an appropriate UK accreditation body such as BACP or UKCP. In addition, in all cases of domestic abuse and sexual exploitation, the initiative must comply with the CPS’ Pre Trial Therapy Guidance <https://www.cps.gov.uk/publication/guidance-pre-trial-therapy> and will be expected to demonstrate how it will refer into or work with commissioned Domestic and Sexual Violence support services.  [Serious Violence] |  |
| Community led initiatives to prevent **hate crime** and raise public awareness. |  |
| * + **4. Transforming Services and delivering Quality Policing** |  |
| * + Community led initiatives working in partnership with Nottinghamshire Police to facilitate **positive relationships** between BME and/or new and emerging communities and Nottinghamshire Police. |  |

**Projects aimed at tackling serious violence**

Any project proposal which aims to tackle serious violence (see above) must ensure it utilises a public health approach to its design and delivery. If you have identified that one of the main objectives your funded project meets is to tackle serious violence then please tick below which of the five key principles of the public health approach your project will contribute towards. *Please tick all that apply.*

|  |  |
| --- | --- |
| * + - * **Public Health Approaches to Reducing Serious Violence** |  |
| **Intervention is population focussed** An intervention is tailored based on a solid understanding of the needs of the target populations. |  |
| **Intervention targets the causes of the causes** This means the intervention looks behind an issue to understand what is driving it. Often called ‘social determinants’ or ‘structural factors’, these are the circumstances such as housing, education, indebtedness and income that underpin people’s lives and make them more or less likely to experience criminal victimisation, have contact with the police and other services and enter the criminal justice system. |  |
| **Intervention focuses on prevention** This is about stopping a problem occurring in the first place or intervening early when the problem starts to arise. |  |
| **The intervention has a strong emphasis on the importance of data, evidence and outcomes** Interventions/initiatives need to ensure they are as effective as possible both in their design and delivery. This will also help develop our understanding of the frequency, patterns, causes and risk factors for serious violence. |  |
| **The Intervention takes into account partnerships, communities and systems** We need approaches that consider the wider situation in which they are delivering, this includes communities and organisations and how these differing stakeholders relate to each other. We also aim to understand and champion community strengths and assets. |  |

## 2.13 Meeting the priorities

Please tell us how your project will meet the priorities that you have identified in 2.11 (**maximum of 250 words**):

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| --- |
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## 2.14 Previous funding from Nottinghamshire Police and Crime Commissioner

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| YES |  | When? | \_\_\_\_\_\_\_\_\_\_\_\_\_ | NO |  |

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

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## 2.15 Sustainability

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

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# Section 3 – Covid 19 Risks and Mitigation

## 3.1 Covid Compliant Delivery

Given the current circumstances around Covid-19 and the potential for this to be ongoing into 2021 we need to ensure that any project which is funded is able to adapt delivery to meet covid restrictions as and when they change.

Please detail below how you will make sure that you can adapt the project delivery to meet changing covid restrictions.

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| --- |
|  |

## 3.2 Covid 19 Risks and Mitigation

Please detail in the box below the main risks to the project in relation to Covid and the mitigation around these (how they may be managed):

|  |  |
| --- | --- |
| **Risks to the Project** | **Mitigation** |
|  |  |

# Section 4 - Financial information

## 4.1 Project budget and detail around Match Funding

Please complete the attached project budget spreadsheet.



## 4.2 Payments to third parties

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

|  |
| --- |
|  |

## 4.3 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**):

|  |
| --- |
|  |

# 4.4 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 5 – References

References are required with all submitted applications. For grant applications of less than £12,000 only one reference is required. For those organisations applying for grants of £12,000 or more, two references should be supplied.

At least one referee should be from a government body such as a local authority, health agency or the police. Referees must understand the work of your organisation and be able to comment on your ability to deliver the project. Original references should be submitted with the application form. We may contact referees as part of the evaluation process.

## References submitted

Please detail below how many references you have submitted with this application:

One Reference

Two References

# Section 6 – Equalities Monitoring

The Commissioner is under a legal duty to eliminate unlawful discrimination. He wishes to ensure his grant funding is accessible to all the communities of Nottingham and Nottinghamshire, in order to promote inclusive communities.

The equality information below will help us to assess if we are reaching the widest range of communities as possible. We will use the information we gather to review our grant funding priorities as well as our policies and procedures. **The equalities information you provide will not be considered by the assessing staff or panel and will not affect your application.**

Please complete the attached equalities monitoring form. **Please ensure that the completed equalities monitoring form is emailed in as a separate attachment alongside the completed application form rather than embedded so it remains separate.**



# Section 7-Conflict of Interest and Final Declaration

**\* Delete as applicable**

**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]](#footnote-1), |
| 1. Corruption[[2]](#footnote-2); |
| 1. Bribery[[3]](#footnote-3); |
| 1. fraud or theft[[4]](#footnote-4); |
| 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[[5]](#footnote-5) 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[[6]](#footnote-6); |
| 1. any other offence within the meaning of Article 57(1) of the Public Contracts Directive[[7]](#footnote-7): |

**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[[8]](#footnote-8); |
| 1. been made bankrupt or been the subject of insolvency or winding up proceedings[[9]](#footnote-9); |
| 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.

**Conflicts of Interest**

Conflict of Interest refers to situations in which personal interests (which may include financial interests) may compromise, or have the appearance of, or potential for, compromising professional judgement and integrity and, in doing so, the best interests of the Police and Crime Commissioner.

Examples of conflicts of interest include: *(this is not an exhaustive list)*

* Being employed by (as staff member or volunteer) any Police Force or Office of the Police and Crime Commissioner (OPCC)
* Being a member of a Police Force or OPCC management/executive board
* Canvassing, or negotiating with, any person with a view to entering into any of the arrangements outlined above
* Having a close member of your family (which term includes unmarried partners) or personal friends who falls into any of the categories outlined above
* Having any other close relationship (current or historical) with any Police Force or OPCC
* Failure to comply with OPCC’s Gifts, Gratuities and Hospitality Procedure

I/We\* hereby

**confirm that no conflicts of interest exist between the grant applicant organisation (including any employee, volunteer or board member) and the Commissioner (or any of his officers, members or advisors).**

Or

**declare that the grant applicant / someone associated with the grant applicant\* does have a conflict of interest that may prevent our full and unprejudiced participation in this procurement process. The nature of this conflict of interest is described below:**

|  |
| --- |
|  |

**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: |  |
| Organisation Name |  |
| Signed: |  |
| Date: |  |

**Privacy Notice**

The information supplied in this form will be used to process the grant application. Your application form may be shared with third parties and partner agencies who may be involved in the decision making process or whom can verify facts within your application. We may also be required to disclose information outside of the Nottinghamshire Office of the Police and Crime Commissioner to help prevent fraud, or if required to by law.

If your application is successful, general details of grants will be published on the Nottinghamshire Office of the Police and Crime Commissioners website: <https://www.nottinghamshire.pcc.police.uk/Home.aspx>. No personal information will be published.

For further information around privacy and information provided please see full Privacy Notice:



1. 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. [↑](#footnote-ref-1)
2. 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. [↑](#footnote-ref-2)
3. 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. [↑](#footnote-ref-3)
4. 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. [↑](#footnote-ref-4)
5. 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. [↑](#footnote-ref-5)
6. 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. [↑](#footnote-ref-6)
7. 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. [↑](#footnote-ref-7)
8. 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. [↑](#footnote-ref-8)
9. 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. [↑](#footnote-ref-9)