**COVID-19 EXTRAORDINARY MOJ FUNDING**

**FOR DOMESTIC ABUSE AND SEXUAL VIOLENCE SUPPORT SERVICES**

**EXPRESSION OF INTEREST FORM 2**

**FOR ORGANISATIONS NOT CURRENTLY COMMISSIONED BY THE PCC**

Please note: this form should only be used for those Sexual Violence and Domestic Violence Support Services that are **not currently commissioned by the PCC**. Organisations who are already commissioned by the PCC should use the Expression of Interest Form 1.

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

Completed forms should be emailed to grants@nottinghamshire.pnn.police.uk

**The deadline for completed Expressions of Interest is 11.59pm Monday 1st June – we cannot accept any Expressions of Interest received after this deadline.**

For any questions in relation to this fund please contact Claire Good, Senior Commissioning and Contracts Officer at the Nottinghamshire Office of the Police and Crime Commissioner on 0115 967 0999 extension 3114154 or email her via: grants@nottinghamshire.pnn.police.uk

**Section 1: Organisational Details**

**1.1 Contact Details**

|  |  |
| --- | --- |
| Organisation:  |  |
| Name of person completing the form: |  |
| Job title: |  |
| Tel: |  |
| Mobile: |  |
| Email: |  |

## 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 | [ ]   |  |
| Other (please specify)  |  |  |

## 1.3 About your organisation and track record

Which victim support service does your organisation provide?

|  |  |
| --- | --- |
| [ ]  Domestic Abuse support only | [ ]  Sexual Violence support only |
| [ ]  Domestic abuse and sexual violence support | [ ]  Generic victim support with tailored support for domestic abuse or sexual violence |

Please tell us about your organisation, what it does and what type of support it provides (eg counselling / IDVA / ISVA / guidance etc (**maximum of 250 words**):

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|  |

Does your organisation provide specialist services for victims with protected characteristics?

*(Eg BAME, LGBT, Disabled). Please provide details in the box below.*

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## 1.4 Due Diligence Checklist

Please complete the following table:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **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 recent signed accounts?  | [ ]  | [ ]  | [ ]  | Please include with your Expression of Interest your latest 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?  | [ ]  | [ ]  | [ ]  | Please include with your Expression of Interest a copy of your safeguarding policy |
| 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 a current data protection policy/information security policy?  | [ ]  | [ ]  | [ ]  |  |
| Does your organisation have a current equality and diversity policy?  | [ ]  | [ ]  | [ ]  |  |
| Does your organisation have a current whistleblowing policy?  | [ ]  | [ ]  | [ ]  |  |
| Does your organisation have an environmental policy? | [ ]  | [ ]  | [ ]  |  |
| Is your organisation registered with the ICO? | [ ]  | [ ]  | [ ]  | Registration number: |

**1.5 Governance and management arrangements**

Please describe what arrangements you have in place to ensure that your services are safe and effective. **(Maximum of 500 words)**

*This should include information around governance, quality assurance and policies relating to information sharing, safeguarding, risk management; as well as detail of how you operationally assess and manage survivors’ safety and risk.*

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**1.6 Partnership working**

Please describe how you will work with commissioned support services\* during the funding period and afterwards. **(Maximum of 250 words)**

|  |
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\* PCC Commissioned Support Services are as follows:

Domestic abuse support for women and children under 18:

Juno Women’s Aid: Nottingham City, Ashfield, Broxtowe, Gedling, Rushcliffe

Nottinghamshire Women’s Aid: Bassetlaw, Mansfield, Newark & Sherwood

Domestic abuse support for men:

Equation: male support in Nottingham and Nottinghamshire

Sexual violence support services:

Adult SARC: Mountain Healthcare Ltd

Paediatric SARC: Nottingham University Hospitals NHS Trust

ISVA and Survivor Support Service: Notts SVS Services

CHISVA: Imara

Counselling: ISAS, Notts SVS Services, SHE UK

**1.7 Sustainability beyond 31 October 2020**

This funding cannot be used beyond the 31st October 2020. Please describe what measures you will put in place to ensure the funding initiative finishes safely by 31 October 2020, or that any continuation will be met through the organisation’s own funds.

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**Section 2: Covid-19 Funding Information**

**2.1 Loss of Income due to Covid-19**

Please use the table below to provide details of any income the organisation has lost or is likely to lose between 24th March and 31st October 2020 due to Covid-19.

*(eg grants not being provided, planned fundraising events not taking place etc).*

|  |  |  |
| --- | --- | --- |
| **Breakdown of lost income streams**  | **Total Cost (£)** | **Evidence that this level of funding would have been guaranteed if it had not been disrupted by Covid-19** |
|  |  |  |
|  |  |  |
|  |  |  |

**2.2. Additional Income Received connected to Covid-19**

Please use the table below to provide details of any additional income the organisation has received or applied for connected to Covid-19.

*(eg income from local government, central government, National Lottery, statutory services, donations and any ongoing donation activity).*

|  |  |  |
| --- | --- | --- |
| **Breakdown and detail of additional income received or applied for and brief detail of what it was or will be used for** | **Total Income (£)** | **Has this been confirmed?** **[yes/no]** |
|  |  |  |
|  |  |  |
|  |  |  |

The PCC will work with the City and County Councils and National Lottery to ensure that there is no duplication of funding within Nottinghamshire.

MoJ will work with other Government Departments to ensure that there is no duplication of funding across Government Departments.

**2.3 Organisational Reserves Information**

Please provide details below about your organisation’s current reserve level and how this compares to business as usual?

*(eg is the organisation having to use their reserves to keep running?)*

**2.4 Additional and Anticipated Costs due to Covid-19**

On the attached excel document please provide details of:

1. The additional costs that the organisation has ALREADY incurred due to Covid-19 between 24th March and 1st June 2020.
2. Your anticipated additional costs due to Covid-19 from 1st June to 31st October 2020.



Where you have incurred or anticipate additional costs due to **an increase in referrals or demand for support** we need to see evidence of this increase demand. Therefore please complete the monitoring table below with details of your referrals/demand for support before lockdown and during lockdown.



**2.5 Additional Comments**

Pease use the box below to include any other information or comments in support of your application **(Maximum of 250 words)**

# Section 3: 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:**

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**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: |  |

**Privacy Notice**

The information supplied in this form will be used to process the application. The Expression of Interest 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 form. 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.

All Expressions of Interest including details of those who have been both successful and unsuccessful 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)