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**2023/24 Community Chest Round One**

**Application Form**

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| --- | --- |
| **Organisation name:** |  |
| **Project name:** |  |
| **Amount of funding applied for:** |  |

**Please ensure you have read the following documents before completing this form:**

* **Make Notts Safe Grants Overview**
* **Make Notts Safe Community Chest Application Form Guidance**

**Completed forms should be emailed to** **commissioning@notts.police.uk**

**The deadline for completed applications is midday on Friday 31st March 2023**

**If you require this application form in a different format please contact us on the email above.**

**Section 1 – Organisation details**

## Main contact details

|  |  |
| --- | --- |
| Organisation Name: |  |
| Organisation’s Registered Address:  |  |
| Contact Name: |  |
| Job title: |  |
| Tel: |  |
| Email: |  |

Please detail any particular communication needs your main contact has eg 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 (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 200 words**):

|  |
| --- |
|  |

**Section 2 – Funding Proposal**

## 2.1 Funding Proposal outline

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

**(maximum of 300 words)** *We may use this information in publicity material.*

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## 2.2 Evidence of need for the Funding Proposal

How do you know there is a need for this proposal?

|  |
| --- |
|  |

How specifically will your proposed work address the issues you have identified above and how is it additional to any existing provision in Nottingham/shire?

|  |
| --- |
|  |

## 2.3 Funding Proposal location

Which geographical location(s) will your proposal be working in/delivered?

*Please note this is not necessarily where your work is based but the location(s) in which the proposal will be working or where the beneficiaries come from. This information will be used to help ensure that wherever possible there is a wide geographic spread of funded proposals.*

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

## 2.4 Beneficiaries

Who will your funding proposal particularly benefit?

|  |
| --- |
|  |

**2.5 Evaluation: Measuring outputs, outcomes and success**

## Please tell us how you will measure the success of your work, including details of any key outputs and outcomes you will be measuring? (maximum of 250 words)

|  |
| --- |
|  |

## 2.6 Partners

If you are intending to deliver your work in partnership with any other organisation(s) or you are anticipating referrals from other organisations please provide details below.

|  |
| --- |
|  |

**2.7 Information sharing agreements**

Does your proposal 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:

|  |
| --- |
|  |

## 2.8 Scope

Is this grant for new work [ ] , or to support/extend your organisation’s 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 has been achieved so far.

|  |
| --- |
|  |

**2.9 Timeline**

What is the intended start date of the work/proposal? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is the intended end date of the work/proposal? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2.10 Priority activities**

Funded activity must contibute to meeting the Commissioners priorities. Please tick the main priority your work will contribute towards

|  |  |
| --- | --- |
| * + - * **Preventing**
 |  |
| Prevention and early intervention activities that deal with the causes rather than the consequences of crime and ASB.  |[ ]
| **Responding** |  |
| * + Ensuring there is an efficient and effective response to the issues of greatest concern for local communities.
 |[ ]
| * + **Supporting**
 |  |
| * + - * Improved services for victims of crime, safeguarding of vulnerable people and supporting communities to be safe and feel safe.
 |[ ]

## 2.11 Sustainability

Please explain what your plans are to sustain this work once any PCC funding has finished.

|  |
| --- |
|  |

# Section 3 - Financial information

## 3.1 Funding Proposal budget and detail around Match Funding

Please complete the table below showing how the make Notts Safe Community Chest funding would be spent alongside any match funding.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Budget Heading** | **PCC funding sought****2023-24** | **Match funding**  | **Total project cost** | **In relation to the Match funding - please specify who this is being provided by and has it been confirmed?** |
| **£** | **£** | **£** |   |
| **Direct costs** |   |   |   |   |
| Project employee/volunteer costs: |   |   | 0.00 |   |
|   |   |   | 0.00 |   |
| Project premises costs: |   |   | 0.00 |   |
|   |   |   | 0.00 |   |
| Project travel and transport costs: |   |   | 0.00 |   |
|   |   |   | 0.00 |   |
| Project supplies and services costs: |   |   | 0.00 |   |
|  |   |   | 0.00 |   |
|  |   |   | 0.00 |   |
| **Sub total direct project costs** | **0.00** | **0.00** | **0.00** |  |
|  |  |  |  |  |
| **Indirect costs** |   |   |   |   |
| Project employee/volunteer costs: |   |   | 0.00 |   |
|  |   |   | 0.00 |   |
| Project premises costs: |   |   | 0.00 |   |
|   |   |   | 0.00 |   |
| Project travel and transport costs: |   |   | 0.00 |   |
|   |   |   | 0.00 |   |
| Project supplies and services costs: |   |   | 0.00 |   |
|   |   |   | 0.00 |   |
| **Sub total indirect project costs** | **0.00** | **0.00** | **0.00** |  |
|   |   |   |   |   |
| **TOTAL (add sub totals of direct and indirect costs)** | **0.00** | **0.00** | **0.00** |  |

# Section 4 – Due Diligence

## 4.1 Organisation’s General Policy and Procedures

Please complete the following table in relation to your organisation *(if you are proposing to use an accountable body you will need to include their details as well)*:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Applicant**  | **Accountable Body** |  |
|  | **Yes** | **No** | **Yes** | **No** |  |
| 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 the following current policies:  |  |  |  |  |  |
| * Data protection / information security policy?
 | [ ]  | [ ]  | [ ]  | [ ]  |  |
| * Equality and diversity policy?
 | [ ]  | [ ]  | [ ]  | [ ]  |  |
| * Health and safety policy?
 | [ ]  | [ ]  | [ ]  | [ ]  |  |
| Is your organisation registered with the ICO? | [ ]  | [ ]  | [ ]  | [ ]  | Reg number: |

## 4.2 Organisation’s Financial Procedures

|  |  |  |
| --- | --- | --- |
|  | **Applicant**  | **Accountable Body** |
|  | **Yes** | **No** | **Yes** | **No** |
| 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? | [ ]  | [ ]  | [ ]  |  |

## 4.3 Income and expenditure

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

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

## 4.4 Safeguarding

Please complete the safeguarding checklist below:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** | **No** | **Comments** |
| Do you have a safeguarding children/child protection policy and procedures and are they advertised and easily accessible to staff, parents and children?  | [ ]  | [ ]  |  |
| Do you have a safeguarding vulnerable adults policy and procedures and are they advertised and easily accessible to staff, carers and service users?  | [ ]  | [ ]  |  |
| Are safeguarding concerns recorded and monitoring within your organisation?  | [ ]  | [ ]  |  |
| Do all staff (both paid and volunteers) and parents/carers know what to do if there are concerns about a child and/or vulnerable adult?  | [ ]  | [ ]  |  |
| Are children and vulnerable service users given information on where to go for help and advice and are they listened to if they have a complaint or raise a concern?  | [ ]  | [ ]  |  |
| Do you have a designated safeguarding lead (and a deputy) who will take charge if a concern is raised, and do they have access to training and advice?  | [ ]  | [ ]  |  |
| Does your designated safeguarding lead (and deputy) know how to make a referral to social care or the police if necessary?  | [ ]  | [ ]  |  |
| Are adequate checks undertaken at the point of recruitment on staff (both paid and volunteers) that include references and DBS checks where required?  | [ ]  | [ ]  |  |
| Is regular safeguarding training obligatory and available for staff (both paid and volunteers)?  | [ ]  | [ ]  |  |
| Is there guidance om expected standards of behaviour (including the use of social media) for staff, families, and service users?  | [ ]  | [ ]  |  |

## 4.5 Reference

One reference is required with all submitted Make Notts Safe Community Chest applications – ideally this reference would 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. Please tick to confirm a reference has been submitted with this application [ ]

# Section 5 – Equalities Monitoring

The Commissioner is under a legal duty to eliminate unlawful discrimination. Commissioner Henry is keen to ensure that her 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 6-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)