

**Commissioner’s Grants Scheme 2022-2023**

**General Grants Application Form**

Applications are being accepted for grants between **£1,000 and £10,000**. Where clear evidence of need is identified and evidenced the Commissioner will consider larger applications of up to **£25,000**. Applications should relate to one or more of the five priority areas of the PCC’s Police and Crime Plan (PCP).

Please indicate below which areas of the PCP your funding bid covers, along with the total amount of funding requested. Please note the upper funding limit will only be considered for the most exceptional applications in order to maximise the spread of the available funding.

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| --- | --- |
| **PCP Area** | **Yes/No** |
| **1: Fight crime and reduce offending** |  |
| **2: Deliver visible and effective policing** |  |
| **3: Keep people safe and reduce harm** |  |
| **4: Strengthen communities** |  |
| **5: Deliver better justice for all** |  |

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| **Total amount of funding requested** |
| **£** |

Before filling in this form, please read carefully the guidance notes and any other reference documents related to this grants scheme available on our website at [www.warwickshire-pcc.gov.uk/](http://www.warwickshire-pcc.gov.uk/)grants2022-23. Please note if your project is successful and offered funding our standard terms and conditions will apply to the grant – see [www.warwickshire-pcc.gov.uk/grants-terms-2022-23](http://www.warwickshire-pcc.gov.uk/grants-terms-2022-23). The grant will also be subject to various due diligence checks including financial checks and a signed declaration that your will comply with Subsidy Control Regulations.

**Subsidy Control Declaration**

Note: In order to be eligible to receive OPCC grant support, grant recipients will be required to complete a subsidy control declaration showing that any subsidies awarded to them over a three year fiscal period do not exceed the permitted threshold of 325,000 Special Drawing Rights (circa £335,000).

To confirm that you are eligible to receive a grant from the PCC you must declare the full amount of public subsidies you have already received in the last two and current fiscal years. This may include grants, loans, guarantees or other forms of assistance from any public body including central or local government, a regional development agency or a devolved administration including any State aid previously received under the EU State aid rules. It is important to ensure that subsidy control declarations are completed accurately. If you are unsure about whether to meet the conditions above, please consult <https://www.gov.uk/government/publications/complying-with-the-uks-international-obligations-on-subsidy-control-guidance-for-public-authorities> for further assistance. Furthermore, you may wish to seek your own independent legal advice.

**Section 1: About your organisation**

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| --- | --- | --- |
| **Name of your organisation** |  | |
| **Organisation’s address, including Postcode** | **Postcode:** | |
| **Organisation’s email address** |  | |
| **What type of organisation are you?** | **Community or Voluntary** | Yes / No |
| **Public Sector** | Yes / No |
| **Registered Charity** | Yes / No |
| **Social Enterprise** | Yes / No |
| **Other** (please give details)  ………………………………………….. | Yes / No |
| Registered Charity No. (if applicable) |  |
| VAT No. (if applicable) |  |
| **Main Point of Contact Details:** | **Full name:**  **Position held:** | |
| **Main contact’s telephone numbers** | **Landline (Day time):**  **Mobile:** | |
| **Organisation’s website address** |  | |
| **Please describe the purpose and activities of your organisation (100 words maximum)** |  | |
| **In what year was your organisation formed?** |  | |

**Section 2: About your project**

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| --- | --- | --- | --- | --- | --- |
| 1. **Name of the project** |  | | | | |
| 1. **Brief summary of the initiative** (including objectives and outcomes) |  | | | | |
| 1. **What areas will benefit from this project or activity?** | **North Warwickshire** | | | Yes / No | |
| **Nuneaton and Bedworth** | | | Yes / No | |
| **Rugby** | | | Yes / No | |
| **Warwick** | | | Yes / No | |
| **Stratford on Avon** | | | Yes / No | |
| 1. **Who are the key beneficiaries of your project and how many people will benefit from it?** (Please include demographic information) |  | | | | |
| 1. **Does your project address the needs of a particular identified group or community? If so, please describe.** (for example, ethnic groups, protected characteristics, refuges, young people etc)   (Maximum 200 words) |  | | | | |
| 1. **Is this request for:** | Total funding | £ | Part/Match-funding | | £ |
| 1. **Describe the specific activities are you asking the PCC to fund**   (Maximum 500 words)  (Note: There are later sections on project need and impact) |  | | | | |
| 1. **Who else will be involved in delivering this project or activity?** (if applicable) |  | | | | |
| 1. **When will the project be delivered:** | Start: dd/mm/yyyy (Not Before 01/04/2022)  Finish: dd/mm/yyyy (No later than the 31/03/2023) | | | | |

**Section 3: PCC’s Bid Areas**

**address?**

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| **Please clearly evidence how the project will tangibly contribute to achieving the objectives of the Police and Crime Plan. Your project must address at least one. Please refer to the draft Police and Crime Plan for 2021-25 at:** [**www.warwickshire-pcc.gov.uk/police-and-crime-plan/**](https://www.warwickshire-pcc.gov.uk/police-and-crime-plan/) | |
| 1. **PCP area 1: fight crime and reduce reoffending**   *Co-ordinated action disrupts and deters the most serious and harmful crimes and those which cause most concern to communities, with offenders brought to justice and less likely to reoffend.* |  |
| 1. **PCP area 2: deliver visible and effective policing**   *A**visible police presence with strong welfare support deals effectively with local issues through innovative use of resources, delivering value for money for the taxpayer.* |  |
| 1. **PCP area 3 : keep people safe and reduce harm**   *Women and girls are protected from violence, vulnerable people are safeguarded and there is a sustained reduction in the numbers of people killed and seriously injured on our roads.* |  |
| 1. **PCP area 4: strengthen communities**   *Communities are empowered to shape how policing and community services are developed and delivered, with strengthened partnership working building public confidence and resilience to crime.* |  |
| 1. **PCP area 5: deliver better justice for all**   *Victims and witnesses have a better experience from the point of reporting crime to receiving an outcome, with clear pathways to tailored support services and improved confidence in the process.* |  |
| 1. **Please outline the extent to which the application clearly evidences the need for this project in terms of overall *‘reducing crime, supporting victims and/or make communities safer’* in Warwickshire (Maximum 200 words)** | |
| 1. **Have you discussed your project with your local policing team or your Community Safety Partnership? (please confirm details of discussions including officers concerned) (Maximum 200 words)** | |

**Section 4: What difference will your project make to your community?**

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| --- | --- |
| 1. **Why is your project needed and what evidence supports this need?** (Maximum 500 words) |  |
| 1. **What difference will this project or activity make? How will the project tangibly and successfully achieve the outcomes you have set out?** | **You have told the PCC about the project you plan to deliver. Please describe the three most important differences this project will result in for the users and/ or community?**  **1.**  **2.**  **3**. |
| **Please state how you will collect this information and measure the impact of the project or activities. If your application is successful you will be required to report on these outcomes quarterly.** |
| **Are there any other measures you will monitor to demonstrate the difference your project will make?** |
| 1. **What safeguards have you put in place to ensure that the project can continue in the event Pandemic outbreak?** |  |
| 1. **How will you promote your project or activity?**   **If you need referrals, how will you secure these?** |  |
| 1. **If this is an existing project, how is it currently funded?** |  |
| 1. **As this funding is for a limited 12 month period what will happen to this initiative when the funding, if awarded, comes to an end?** |  |

**Section 5: How much will the project cost?**

**Please give a detailed breakdown of the project budget, including any other financial assistance that has or is being sought or obtained.**

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| **Project Costs** | **£** |
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| **A=Total Project Costs:** | **£** |

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| --- | --- |
| **Funding secured for this project eg from any other grant funding, own funding or match funding etc** | **£** |
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| **Amount of Funding Being Sought from other sources** |  |
| **B= Total non-PCC funding for the project Funding Being Sought / secured from other sources** | **£** |

|  |  |
| --- | --- |
| **C=(A-B) Total Amount of Funding Being requested from the PCC** | **£** |

**Section 6: Supporting documentation**

**Protecting vulnerable people**

**Does your project or activity involve working with children or young people under the age of 18; victims-survivors or perpetrators of Domestic Abuse;** [**Adults in Need of care and support**](https://www.safeguardingwarwickshire.co.uk/safeguarding-adults/i-am-an-adult-with-care-and-support-needs)**; or persons who would otherwise be described as vulnerable?**

***(Note: A person is vulnerable if, as a result of their situation or circumstances, they are unable to take care of or protect themselves or others from harm or exploitation)***

Yes No

**If yes, as a minimum we expect you to:**

* Have safeguarding policies in place that are appropriate to your organisation’s work and the project you are asking us to fund;
* Provide the PCC with a copy of your current safeguarding polices, ensuring appropriate references are made to the Warwickshire MASH and that referral pathways for safeguarding concerns are clearly set out;
* Review your safeguarding policies at least every year;
* Follow established local procedures in Warwickshire in relation to safeguarding
* Complete a rigorous safer recruitment and selection process for staff and volunteers, including:
  + Verification of identity
  + Conducting relevant safeguarding and employment checks, including an ‘Enhanced Check’ (with Barred Lists, if role appropriate) with the Disclosure and Barring Service (DBS)
  + Taking up references that are validated as authentic
* Renew safeguarding and employment checks on existing staff and volunteers at least every three years;
* Adhere to relevant legislation and statutory guidance and take cognisance of relevant established best practice;
* Provide relevant and effective training and guidance to staff and volunteers in relation to safeguarding and health & safety; both on recruitment/induction and as continued professional development;
* Engage positively as part of any Warwickshire multi-agency safeguarding arrangement as necessary
* Carry out a risk assessment, if appropriate;
* Secure extra insurance cover, if appropriate.

**Does your organisation meet these requirements?**

Yes (policy attached) No

**Subsidy Control Declaration**

**Has your organisation completed the Subsidy Control Declaration?**

Yes-Subsidy Declaration From completed and attached No

If no, please specify why.

**Insurance**

**Does your organisation have public liability insurance?**

Yes- Policy attached No

If yes, as a minimum we expect you to:

* provide the PCC with a copy of your current policy with your application.

**Does your organisation have employer’s liability insurance?**

Yes- Policy attached No

If yes, as a minimum we expect you to:

* provide the PCC with a copy of your current policy with your application.

**Constitution information**

**The PCC requires all applicants to submit the organisation’s constitution (if applicable to your organisation) with your application.**

Attached

**Equality and Diversity Policy**

**The PCC requires all applicants to submit the organisation’s Equality and Diversity Policy with your application.**

Attached

**Data Protection**

**Personal data obtained during the evaluation and award of PCC grants/and or commissioned services.**

1. ***What personal information do we hold?***

If you (or your organisation) apply for a grant or to enter into a contract with the OPCC, we may collect some personal data about the individuals who work or volunteer at the applicable organisation. Although most details relating to organisations do not constitute personal data, if your organisations is a partnership or you are a sole trader, it is likely that most of the information that you provide to us is personal data. The information we typically collect from applicants is:-

* Identity data- name, job title
* Contac details data- address, email address, telephone number
* Financial details- bank account details

1. ***How do we collect your personal information?***

We collect the above information via submission of electronic documents sent to us from you via email.

1. ***For what purposes do we use your personal information?***

We only use your information for the purpose of evaluation and awarding PCC grants and/commissioned services. We will keep a record of this information internally for monitoring purposes and your organisation’s name will be published on the website if successful.

1. ***What is the legal basis for our use of your personal information?***

The OPCC is a public authority and has certain powers and obligations. In respect of awarding grants, we will process your personal data in the exercise of our official authority and/or in performance of a task in the public interest. Our public duty can be found in the Police Reform &Social Responsibility Act (section 9) which allows us to award crime and disorder reduction grants.

In respect of awarding contracts and commissioning services, our legal basis for processing your personal data will be on the basis that it is necessary for the performance of a contract or to take steps to enter into a contract.

1. ***Who will we share your personal information with?***

We will not share your personal data with any third party (except that your organisation’s name will appear on our website if you are successful).

For more information about we hold personal data, see our [Records Management and Retention Policy](https://www.warwickshire-pcc.gov.uk/wp-content/uploads/2019/12/FINAL-Records-Management-and-Retention-Policy-Oct-2019.pdf?x83090).

Please note if you provide false or inaccurate information in your application or at any point in the life of any funding we award you and fraud is identified, we will provide details to fraud prevention agencies to prevent fraud and money laundering. If you are a company this will include the names of the Company Directors at the time of the fraud. You must undertake to inform all Directors, Trustees and Committee members of this notice.

**The PCC requires all applicants to have a current Data Protection Policy which is compliant with the Data Protection Act 2018 and this policy must be submitted with your application.** The expectation of the OPCC is that all Data Protection Policies have been and will be reviewed annually.

The PCC requests that all applicants provide the OPCC with examples of how they share personal data with other agencies and where this occurs, an example of the information sharing protocol used to share the data.

**Does your organisation have a Data Protection Policy?**

Yes- Policy attached No

**Does your organisation share data with other agencies?**

Yes No

If Yes, attach your Information Sharing Protocol and Privacy Notice.

Attached

**Freedom of Information Act**

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third parties, such as, although not limited to grant applicants, grant holders, contractors and people making a complaint. If information is requested under the Freedom of Information Act we will release it, subject to exemptions; although we may choose to consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply.

**Financial information:**

**The PCC requires all applicants to submit the organisation’s last signed accounts with your application.**

Attached

**Section 6- Submitting your application**

* **Please check you have completed each of the questions within this application form.**
* **When completing your application please do not write ‘applicable’. If we require an answer to a question then we would like to know the detail.**
* **Please also ensure that you explain any acronyms that you use.**
* **Please do not put links on your application, as these will not be taken into account.**
* **Please ensure you submit all supporting documents with your application. These should include:**
  + **Safeguarding policies e.g. Child Protection and Vulnerable Adult Policy;**
  + **A copy of your Public Liability Insurance certificate;**
  + **A copy of your Employers’ Liability Insurance certificate (if appropriate);**
  + **A copy of the organisation’s constitution;**
  + **A copy of the organisation’s Equality and Diversity policy;**
  + **Data Protection Policy;**
  + **Information Sharing protocol and Privacy Notice;**
  + **Evidence of measures that have been taken or that are intended to be taken to ensure organisation is compliant with GDPR;**
  + **The organisation’s last signed financial accounts.**
* **Please ensure your application is completed electronically. Handwritten applications will not be accepted. If this presents any issues please contact the Office of the Police and Crime Commissioner as soon as possible so appropriate adjustments can be made.**
* **Please ensure the following title is inserted into your e-mail subject field**

**\*\* PCC Grant Application 2022-23\*\***

* **All applications must be received electronically by the Office of the Police and Crime Commissioner (unless appropriate adjustments have been agreed)**
* **The deadline for all applications is 6PM on Monday 31st Jan 2022.**

**Please note any applications received after this time will not be evaluated.**

* **Completed forms and supporting documents must be sent to:**

[**grants@warwickshire.pnn.police.uk**](mailto:grants@warwickshire.pnn.police.uk)**.**

* **All applicants will receive an acknowledgement of their submitted application within 2 working weeks. Due to anticipated demand we request you do not contact the office earlier than this to confirm receipt.**
* **The PCC reserves the right to discuss your application with key stakeholders to understand the wider impact of the project or activities.**
* **It is anticipated that successful applicants will be informed in March 2022. Please do not contact the office prior to this date as we will not be in a position to inform you of your status.**
* **All applicants will receive formal written letters informing them of the outcome of their evaluated application.**
* **It is anticipated that successful applicants will receive funding in April 2022.**

**If you have any questions please feel free to contact Precious Williamson, Commissioning and Grants Officer, at the Office of the Police and Crime Commissioner by email at the following address:**

[**grants@warwickshire.pnn.police.uk**](mailto:grants@warwickshire.pnn.police.uk)

**The PCC wishes you every success in your application and looks forward to receiving it.**