



Late Night Levy Fund

Completing the Application (2017/18)

COMPLETING THE APPLICATION

Please answer all sections on the form in full to avoid the need for further enquiries which may delay the assessment of your project. Please send the completed form in [a Word format](#). Once you have read the guidance, if you have any queries on how to complete the form or if you need advice about how to position and present your project, email Commissioners.Fund@gloucestershire.pnn.police.uk

Cheltenham's approach to the Late Night Levy revenue & spend

The Late Night Levy Fund is a process to manage the spending of revenue raised from the Late Night Levy in Cheltenham on behalf of Cheltenham Borough Council (the licensing authority) and the Police and Crime Commissioner (on behalf of Gloucestershire Constabulary).

It is a single spending approach developed locally to predominately not fund existing services provided, but instead fund those that are aimed at reducing demand on policing and management of the night time economy as part of a preventative approach.

PROJECT SUMMARY

1. Project name

Give the full name of your project.

2. Name of your organisation

Please provide your organisation's name.

3. Name of main contact

Give the full name of the key contact for the proposed project. Any queries will be directed to this individual.

4. Position within or relationship to organisation

Give the job title of the key contact for the proposed project.

5. Applicant Address

Give the address details for the organisation/individual applying for the project. This must be the organisation that will hold and manage the project funding.

6. Correspondence Address (if different)

Give the address where all correspondence relating to the project should be sent.

7. Type of organisation

Describe the type of organisation that best describes the status of the applicant (for example charity, social enterprise, limited company, local authority etc.) and give a brief description of your organisation.

8. Where will your project take place?

Please indicate the location where your project will take place. Please be aware that funding will only be given for projects that are delivered within or for the benefit of the Borough of Cheltenham.

9. Website/Twitter Username

If your organisation/project has a website and/or Twitter account, please provide the URL link and/or Twitter handle here.

10. PROJECT DETAILS

a) Please describe what the aims of the project are

b) Please describe your proposed activity/project, and state how you are planning to achieve this.

- This will be your objectives and outputs.

- *Avoid using acronyms*
- *Keep your description clear and simple*
- *State what will the money be spent on*

11. OUTCOMES AND IMPACT

a) Please explain the difference your project is going to make locally and more widely. Explain the short term effects (outcomes) and long term effects (impact) of your project.

Outcomes

Short term and intermediate changes that occur as a result of the project's activity

Impact

Long term effects, may not be achievable during the life cycle of the project

b) Please provide a breakdown of the alternative options you have considered for delivery of the project. This might include:

- a different type of project (i.e. a different way of addressing the need),
- a different scale of project,
- a different location,
- a different timescale
- a different set of partners/funders, etc.

At least 4 options should be considered, including not carrying out the project at all ('do nothing') and the proposed project. Provide details of the main advantages and disadvantages for each option, particularly in terms of project costs and impact.

12. TELL US ABOUT THE EVIDENCE YOU HAVE GATHERED THAT SHOWS THERE IS A NEED FOR THE PROJECT

Please provide evidence to support the need for your project, including statistics. The evidence you provide should support the main aim(s) of your project (refer to Q10a).

Please clearly list the evidence and explain how each piece of evidence supports your project, clearly stating the problem it is addressing. Evidence might include: local strategies, previous similar projects, a demand study, a community survey, a feasibility study that identified a new opportunity.

13. WHICH OF THE LATE NIGHT LEVY OUTCOMES DOES THE PROPOSED ACTIVITY ADDRESS AND HOW?

Please only select the outcomes that are most relevant to your project. For each outcome you have selected, please include a supporting statement explaining how the project will deliver that outcome.

- A. Promoting a greater diversity in the night time economy that is not solely focused on alcohol.
- B. Supporting better management of licensed premises and public spaces.
- C. Working together to support safe movement through the night time economy.
- D. Working together to reduce alcohol related health harms by preventing vulnerability, promoting safe drinking limits and reducing pre-loading.
- E. Working together to promote a clean environment.

In addition to the above outcomes, your project will be assessed in terms of the below criteria.

- ❖ Successfully achieve at least one of the Late Night Levy Outcomes above
 - Have no negative impacts on any of the Late Night Levy Outcomes
- ❖ Lever in other contributions (match-funding) from other sources including funding and 'in kind' support.
- ❖ Deliver sustainable benefits that will continue beyond the life of the grant funding.
- ❖ Have the involvement or support of the community, or be of wider value to the community.
 - Bring organisations and people together to cooperate in tackling problems or promoting new ideas.
 - Increase skills and potential within the community.
- ❖ Be realistic, deliverable and financially viable.
- ❖ Be an activity that cannot readily get funded from other public sector sources.
- ❖ Project Partners must have a good track record of delivery and the right expertise and skills.

14. STAFFING

Please describe who will deliver the project and how they are qualified to do so. Please specify who will be responsible for the overall management of the project (the person who will ensure it is delivered to specification, time and budget)

- Line management, completing grant claims, retaining records, etc.
- If more than one person is involved, please list all of them along with what they are responsible for.

If you have already got staff in mind for the role(s), please include details of their **relevant** experience, in particular with regard to the management and use of grant funding.

- If you plan to advertise the post, please provide details of the job description and person specification that you will use in recruitment.

If this is a new area for the individual/organisation, please state this.

- If you plan to outsource the financial management of the project, please explain this here and specify who will carry out this task on your behalf.

15. BENEFICIARIES

Please state which members of the community will benefit from your project, explain how will they benefit and provide the approx. number of beneficiaries that you think there will be. Additionally, please describe how you will identify/involve these beneficiaries. Please consider the following:

- Service providers (specifically the police and local authority)
- Those accessing Cheltenham's late night economy (as visitors and/or residents)
- The wider community who are living and/or working in the borough of Cheltenham
- Any other beneficiaries

16. CONSULTATION AND PARTNERSHIP

a) Name the other organisations involved in delivering or managing the project, and their planned involvement.

- For example, other funders, partners, businesses, training providers, Steering Group members.
- If there is a formal partnership arrangement, please supply documentation, e.g. Terms of Reference.

b) Specify how those who will benefit from the project have been involved in developing the project. For example, you might have held a workshop session with them to decide the best way to tackle the problem you have identified. A good project should be designed to meet the needs of the people it is set up for, and this is where you can explain how you have achieved that for your project.

c) Explain who else you consulted with during the development of the project – this might be other organisations doing similar work or specialists / experts who have provided advice, for example. You might also discuss your ideas with other organisations that can refer people to you for assistance. Include any feedback you received. **If you are able to obtain letters of support, please supply copies of these.**

d) If you have changed your project following these conversations, please explain how.

17. ALTERNATIVE PROVIDERS

Please give details of how your project activities will complement or be additional to those of existing local projects. When your project is appraised, other suggestions may be made of complementary organisations and projects, and you will be expected to link with them wherever practicable.

18. MILESTONES

Please list all the milestones you will use in delivering the project, from your project start through to project end.

- The month/year you expect to complete each milestone should be included.
- These should include start date, interim dates, end dates and frequency of events.

Milestones are key events in the life of the project such as "construction starts", "appointment of project manager", and "course complete".

19. COSTS

Please set out the costs of your project annually.

- Do not change the headings specified under costs
- If you can reclaim VAT, give the figures exclusive of VAT; if not, give the figures inclusive of VAT.

Please include details of additional funding (match-funding) that will support your bid including fees or subscriptions, if any, to be paid by beneficiaries or participants. Please outline all funding sources for the project, providing an annual breakdown (costs and in kind).

- Indicate the date funding was or will be confirmed.
- Note: funding is only secured once the applicant organisation is in receipt of a final approval letter from the funding body. **If applicable, please provide a copy of this (electronically).**

Please let us know whether you have applied for funding for this project elsewhere and **were not successful**. If applicable, please provide the names of the organisations and the reason why.

Please note that consideration should be given to any application around its proportionality and value for money against the planned objectives.

- Projects should look to provide the maximum possible benefit for the funds requested in order to allow the PCC and relevant Cabinet Member to make a cost effective decision around distribution of public funds.

20. FINANCE MANAGEMENT

Please explain how the finances will be managed by your organisation and who will be responsible.

21. EVALUATION

Please explain how will you evaluate the project and who will be responsible for the evaluation.

22. SUSTAINABILITY

a) Your project should achieve/contribute positively towards one or more of the LNL outcomes within the funded period. If the project is intended to run beyond the term of the grant, please:

- Explain need for the continuity of the project
- Consider potential for growing dependency on the funded activity and where applicable, state how this can be reduced
- Outline anticipated funding requirements, as well as how this is intended to be met.

c) Explain what would happen to the project without the LNL funding:

- For example, the project may be delayed, operate on a smaller scale, be run by another organisation or not happen at all.

23. RISKS

Please consider what risks your project may face that might prevent it from being successfully delivered, and what can you do to manage these risks. The severity and likelihood should each be classified as **low, medium or high**. Areas of risk might include some or all of the following:

- **Management** – for example, resignation or sickness of key personnel
- **Technology** – for example, reliability, delivery of new equipment
- **Strategic** - risks from being in a particular industry, for example, weather on a building project
- **Operational** – project specific risks relating to its operation
- **Financial** - risks in relation to resourcing and cash flow
- **Compliance** - risks in relation to laws and regulations, such as Health and Safety
- **Environmental** – for example, cancelled event due to severe weather
- **Innovation** – risks associated with creating a new product or testing an innovative idea.

These contingency plans should be monitored regularly.

24. FINANCIAL DETAILS AND DECLARATION

Please complete this information as if your application is successful, it will allow us to pay your award more quickly.

DECLARATION

Please email your completed application form to:

PCC Commissioning Team: commissioners.fund@gloucestershire.pnn.police.uk

On receipt it will be checked and returned to you if further information or development is needed.

Your project will then go through an evaluation process, at which time you may be contacted again for additional information. Your application will then be considered by the PCC and relevant Cabinet member and you will be notified of the outcome.

Membership of the advisory group will be as follows:

- Elected Members: cross party with a maximum of three members
- CBC Officers: Deputy Chief Executive, Licensing Manager, Strategy & Engagement Manager, Night-Safe Coordinator
- Representative(s) from the Office of the PCC
- Representative(s) of the Chief Constable of Gloucestershire Constabulary
- Trade: Chair and Vice-chair of Night Safe
- Other: Public Health, Voluntary Sector representative

Late Night Levy Fund Timeline:

Fund opens	1 December 2016
Applications deadline	31 January 2017
Evaluation process	January – March 2017
Applicants notified of approval decision	End of March 2017
Projects start	From April 2017

MONITORING PROGRESS AND EVALUATION

25. Monitoring progress and evaluation

Should your bid be successful the application form will be returned to you with this section completed by the Commissioning Team, you will be requested to electronically sign the table at the end of the section and return it. Simply just type your name (example 1) or embed your e-signature (example 2):

Example 1

Signed	John Smith
Name	John Smith
Date	13.05.2016
Organisation	Gloucestershire Community
Position	Project Manager

Example 2

Signed	
Name	John Smith
Date	13.05.2016
Organisation	Gloucestershire Community
Position	Project Manager

The Police and Crime Commissioner & relevant Cabinet Member's collective decision is final