



**THE
COMMISSIONER'S
FUND**

Breaking the cycle of crime

The Commissioner's Fund

Community Fund

Application Form (2017-2021)

Name of project:

Organisation:

Dear Applicant,

To submit an application, please complete all sections of this form and email to **commissioners.fund@gloucestershire.pnn.police.uk**. The completed form should be returned **in a Word format**.

Please answer all sections on the application form to the best of your knowledge and in full to avoid the need for further enquiries, which may delay the assessment of your project.

PROJECT PRESENTATION

Due to the sum of money requested exceeding over £20,000 per annum, as part of the Application process we may ask that you give a presentation to the Police and Crime Commissioner, the panel and members of the Commissioning Team. During the presentation we would like you to present your project in a way that best demonstrates your intentions, please feel free to be as creative or innovative as possible. The presentation should last no longer than 10 minutes to allow 5 minutes at the end for questions. When presenting on the day please utilize PowerPoint or a handout to help guide the Committee through your presentation. The PowerPoint and/or handouts should be provided to the Commissioning Team in advance of the meeting.

Projects should meet the criteria listed below:

- Achieve successful outcomes by progressing at least one of the PCC priorities
- Have no negative impacts on any of the priority outcomes
- Leverage 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.



Project Name														
Organisation name														
Name of Main Contact														
Position within or relationship with Organisation														
Applicant details	Email: Phone number:													
Type of organisation	<input type="checkbox"/> Public sector <input type="checkbox"/> Private sector	<input type="checkbox"/> Voluntary and Community sector <input type="checkbox"/> Charity	<input type="checkbox"/> Other (Please state) <input type="text"/>											
Which of the PCC'S Priorities does your proposed Project meet?	Please tick all those that apply <input type="checkbox"/> Safe & social driving <input type="checkbox"/> Accessibility and Accountability <input type="checkbox"/> Young people becoming adults <input type="checkbox"/> Safer Cyber <input type="checkbox"/> Older but not overlooked <input type="checkbox"/> Safer days and nights													
Where will the project take place?	Please tick all those that apply <input type="checkbox"/> Countywide <input type="checkbox"/> Stroud <input type="checkbox"/> Cotswolds <input type="checkbox"/> Cheltenham <input type="checkbox"/> Forest <input type="checkbox"/> Tewkesbury <input type="checkbox"/> Gloucester													
How many years are you requesting funding for?	<input type="checkbox"/> One off <input type="checkbox"/> 1 year <input type="checkbox"/> 2 years <input type="checkbox"/> 3 years													
Funding requested	Total Funding requested per annum from the PCC <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">17 /18</th> <th style="width: 20%;">18/19</th> <th style="width: 20%;">19/20</th> <th style="width: 20%;">20/21</th> <th style="width: 20%;">Total</th> </tr> </thead> <tbody> <tr> <td>£</td> <td>£</td> <td>£</td> <td>£</td> <td>£</td> </tr> </tbody> </table>				17 /18	18/19	19/20	20/21	Total	£	£	£	£	£
17 /18	18/19	19/20	20/21	Total										
£	£	£	£	£										
Total Match funding	£													
In kind match funding? (for this specific project)	£													

PROJECT DETAILS

(Please use no more than 500 words for this section)

- Describe the aims of the project:
- Describe your project/proposed activity and state how you are planning to achieve this:

When are you planning to start the project?

Start date

Day Month Year

Do you intend for the project to continue beyond any funded period?

Yes No

Is your project part of an existing piece of work?

No

Yes

If answered "yes" please specify below ...

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OUTCOMES AND IMPACT

Please can you briefly propose no more than 5 short term effects (outcomes) and 5 long term impacts of your project, as well as the timeframe in which you hope to complete this by?

(Please use no more than 30 words per box)

* Please note that the outcomes and impacts stated here will be assessed and evaluated in each quarterly monitoring form throughout the funded period, should you be successful in this process.

	Description	Timeline (When will you achieve this by)
Outcome One –		
Impact One -		
Outcome Two -		
Impact Two -		
Outcome Three-		
Impact Three -		

EVIDENCE

What Evidence have you gathered that shows there is a need for this project?

**Please provide case studies/ statistics and data in support of this application, if this is a new project is there already existing organisations that are doing something similar?*

(Please use no more than 300 words, should you wish to include any additional information in support of your application please feel free to include and Appendix)

WHICH OF THE PCC'S PRIORITIES DOES THE PROPOSED ACTIVITY ADDRESS AND HOW?

(1) Accessibility and Accountability	(2) Older but not overlooked
(3) Young people becoming adults	(4) Safe days and nights for all
(5) Safe and social driving	(6) Safer Cyber

STAFFING

(Please use no more than 200 words)

Who will deliver the project (list key personnel) and what experience do they/you have of delivering such work?

CONSULTATION AND PARTNERSHIP

(Please write no more than 300 words for this whole section)

a) Which other people or organisations are going to work with you to deliver the project?

b) Have you consulted the potential beneficiaries? Yes No

If “yes” how have you consulted with them?

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.....

c) Who else have you discussed the project with, how did they respond?

d) Have you changed the plan to reflect those conversations?

ALTERNATIVE PROVIDERS

a) Is anybody else addressing this need (any similar projects) in the same location? Yes No

If “yes” how does your project fit with those?

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BENEFICIARIES

(Please use no more than 300 words for this whole section)

a) Who will benefit from your project and how?

HOW WILL THE PROJECT BE EVALUATED?

(Please use no more than 300 words)

WHAT WILL YOUR PROJECT COST?

Please detail your funding requests in the table below, including any match funding (please add more rows if needed):

PCC Cost breakdown	Item/ Service			2018/19	2019/20	2020/21	Total amount requested from PCC (£)
Capital Costs							
Operating Costs							
Total requested from the PCC per year				£	£	£	£
Match Funding	Organisation providing the match funding or in kind support	Item/ Service they are providing	Date the funding was / will be confirmed	2018/19	2019/20	2020/21	Total Amount of match funding (£)
In Kind – Match funding							
Total cost of the project	Total funding requested from the PCC Commissioner's Fund						
	Total match funding obtained						
	Total cost of the project (=amount requested + match funding)						

Risk - Please identify the risks to the project	Low	Medium	High (Please provide more details)
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 – e.g. cancelled event due to severe weather			
Innovation –identify risks with creating a new product or testing an innovative idea.			

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DECLARATION

I confirm that all the information contained within this application is accurate to the best of my knowledge and that I am authorised to apply for funding on behalf of the organisation. I understand that if it is successful there will be monitoring and evaluation responsibilities to fulfil. I also confirm that I have read the guidance notes associated with the completion of this form.

Data Protection Statement

The information you submit on this application and associated appendices will be held by the PCC and will be shared in full with the registered appraisers acting on behalf of the group(s). It will contribute directly to the decision that is made regarding allocation of funding. If you are awarded funding, the information you have supplied will form part of a binding contract.

Whether or not you are successful, summary information from this application may be published online to assist other applicants in future. Your personal details will not be published online. It is your responsibility to ensure that staff, team members and volunteers associated with the project are appropriately qualified and hold the relevant security/vetting level (to include compliance with Safeguarding Protocols) if required.

Projects involving children, young people and vulnerable adults

It is your responsibility to have an up-to-date safeguarding policy and procedures in place to safeguard the welfare of children, young people or vulnerable adults. This policy and procedures must inform and guide those involved in the project and include any activity involving children, young people and vulnerable adults.

Lobbying

Any attempt to lobby the PCC, members of the PCC office, Police and Crime Panel, Police Officer or Constabulary employee (directly or indirectly) is likely to lead to disqualification from the programme.

Financial information

The following costs are not Eligible Expenditure: Payments that support activity intended to influence or attempt to influence Parliament, government or political parties, or attempting to influence the awarding or renewal of contracts and grants, or attempting to influence legislative or regulatory action.

Signed	
Name	
Position in Organisation	
Date	