

**Application Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Innovation Fund Application Form**

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| **About your group / organisation** |
| Name of individual applicant |  |
| Name of group/organisation  |  |
| Purpose of your group / organisation **(max 50 words)** |  |
| Correspondence address |  |
| Contact numbers  | Landline: Mobile: Email address: |
| Charity registered address (if different) | Landline: Mobile: Email address: |
| Charity number |  |
| Website address (if applicable) |  |
| Is your organisation a formally constituted group?   Yes No**If ‘YES; please provide a copy of your constitution along with a copy of your latest accounts. We cannot progress with your application if these are not provided** |
| Please tick if you have the following documents:   Public Liability Insurance Employers Liability Insurance Indemnity Insurance Adult Safeguarding Policy Child Protection Policy Equality and Diversity Policy Business / Strategic Plan **For those projects working with children, young people and vulnerable adults there is a responsibility for the group/organisation to have an up-to-date safeguarding policy and procedure in place to ensure the welfare and safeguarding of children, young people or vulnerable adults** |
| Please tell us if you have previously received funding from Cumbria OPCC.

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| **Name of Fund****(i.e. Property Fund, Community Fund)** | **What was the funding for?** | **Amount Awarded** | **Financial Year Awarded** |
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| **Details about your project** |
| Q1 | Name of project | Project location (please select) North South West Countywide |
| Q2 | Amount requested(£10,000 - £100,000)  | Timescale for project deliveryStart date: End date: |

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| Q3 | Description of the project. **(Max 1000 words)****This is your opportunity to describe to us:*** **What is the purpose of the project?**
* **What issue/problem does the project aim to tackle?**
* **Who will benefit from this project?**
* **Why is the project needed?**
 |
| Q4 | Describe how your project is innovative (i.e. what makes it different from other projects in Cumbria?) **(Max 500 words)** |
| **Evidence / research behind your project** |
| q5 | Are you aware if a similar project is/has been delivered outside of Cumbria? Yes No **If ‘YES’, please provide further details below (i.e. the name of the project, where it is located and if applicable, a website address)** |
| Q6 | Please explain why you feel the project outlined is the best way of addressing the issue/problem? **(Max 500 words)** **It is important that you include any existing research or evidence you have gathered to inform the basis of your project**  |
| **delivery & resources** |
| Q7 | Please tell us why your group / organisation is best placed to deliver this project? **(Max 500 words)** **It is important that you describe how you will organise and manage the delivery of your project?**  |
| **Police & Crime Plan objectives**  |
| Q8 | Which of the following Police & Crime Plan objectives listed below will your project support. **Please tell us in your own words how your project will support all or some of the objectives** |
| Tackle Crime and Antisocial Behaviour(Objective 3) |  |
| Ensure Offenders Face a Consequence for their Crime (Objective 4) |  |
| Always Put Victims First (Objective 5) |  |
| Focus our Police on Online and Sexual Crime (Objective 6) |  |
| Supporting Young People (Objective 8) |  |
| **cost of your project** |
| Q9 | Please provide an itemised breakdown of how you will spend your innovation fund grant in the table below. **(This must be based on quotes received or known costs. If you anticipate the project running for a period greater than one year please provide estimated costs for each annual period)****YEAR ONE**

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| **Description** | **Cost** | **Number** | **TOTAL COST** | **How has this cost been identified?** |
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**YEAR TWO**

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| **Description** | **Cost** | **Number** | **TOTAL COST** | **How has this cost been identified?** |
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**YEAR THREE**

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| **Description** | **Cost** | **Number** | **TOTAL COST** | **How has this cost been identified?** |
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| Q10 | Please provide details of any funding or any other resources you are using to support this project.

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| **Source of Income** | **Confirmed** | **Amount** |
| **Yes** | **No** |
| Group’s own cash contribution |  |  | £ |
| Donations |  |  | £ |
| In-kind volunteer time  |  |  | (Total Estimated Hours)  |
| Grants and sponsorships (please provide names of funders below) |
|  |  |  | £ |
|  |  |  | £ |
|  |  |  | £ |
| Other (please provide details below) |
|  |  |  | £ |
|  |  |  | £ |
|  |  |  | £ |
| **TOTAL**  | £ |

**(Please provide only details of grants and sponsorship that are relevant to this project)** |
| **Evaluating your project** |
| Q11 | Please detail below what you expect to achieve (the outcomes) during the course of your project. If you anticipate the project running for a period greater than one year then please provide what you expect to achieve within each annual period |

**3 MONTHS (getting started)**

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| What will you do? |
| What will this achieve? |
| How many people do you expect to benefit from this? **(estimate)** | Directly | Indirectly |
| How will you evaluate this?**Please detail what information you intend to collect to evidence a) you have achieved this and b) the impact it is having** |

**6 MONTHS**

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| What will you do? |
| What will this achieve? |
| How many people do you expect to benefit from this? **(estimate)** | Directly | Indirectly |
| How will you evaluate this?**Please detail what information you intend to collect to evidence a) you have achieved this and b) the impact it is having** |

**9 MONTHS**

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| What will you do? |
| What will this achieve? |
| How many people do you expect to benefit from this? **(estimate)** | Directly | Indirectly |
| How will you evaluate this?**Please detail what information you intend to collect to evidence a) you have achieved this and b) the impact it is having** |

**12 MONTHS**

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| What will you do? |
| What will this achieve? |
| How many people do you expect to benefit from this? **(estimate)** | Directly | Indirectly |
| How will you evaluate this?**Please detail what information you intend to collect to evidence a) you have achieved this and b) the impact it is having** |

**18 MONTHS**

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| What will you do? |
| What will this achieve? |
| How many people do you expect to benefit from this? **(estimate)** | Directly | Indirectly |
| How will you evaluate this?**Please detail what information you intend to collect to evidence a) you have achieved this and b) the impact it is having** |

**24 MONTHS**

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| What will you do? |
| What will this achieve? |
| How many people do you expect to benefit from this? **(estimate)** | Directly | Indirectly |
| How will you evaluate this?**Please detail what information you intend to collect to evidence a) you have achieved this and b) the impact it is having** |

**36 MONTHS**

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| What will you do? |
| What will this achieve? |
| How many people do you expect to benefit from this? **(estimate)** | Directly | Indirectly |
| How will you evaluate this?**Please detail what information you intend to collect to evidence a) you have achieved this and b) the impact it is having** |

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| **COMMUNICATION & PROMOTIONAL PLANs** |
| Q12 | Please provide an outline of any communication / promotional plans you are considering to help publicise your project. **(Max 500 words)****You may want to include any opportunities you think the Commissioner may be able to participate in i.e. launch events** |
| **exit strategy** |
| Q13 | Please describe how the project will be sustainable beyond the period of the requested funded. **(Max 500 words)** |

**SUBMITTING YOUR APPLICATION**

**Data Protection**

The information you submit on this application will be held by the Office of the Police and Crime Commissioner (OPCC) and will contribute directly to the decision that is made regarding allocations of funding and for our own research purposes.

We will provide copies of all or some of this information to individuals and organisations we consult with when assessing applications, monitoring grants and evaluating funding processes and associated impacts. These organisations may include external auditors and other organisations involved in delivering the projects.

Summary information from this application may be published on our website to assist other applicants in the future and to inform members of the public of the projects funded by the Police and Crime Commissioner (PCC).

**Freedom of Information**

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 grant applications and grant holders.

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. Your signatures on this form confirms that you understand the PCCs obligations under the Data Protection Act 1998 and the Freedom of Information Act 2000.

**Projects involving children, young people and vulnerable adults**

For those projects working with children, young people and vulnerable adults there is a responsibility for the group/organisation to have an up-to-date safeguarding policy and procedures in place to ensure the welfare and safeguarding of children, young people or vulnerable adults.

**Lobbying**

Any attempt to lobby the Police and Crime Commissioner (PCC), members of the OPCC, Police and Crime Panel or Constabulary employees (directly or indirectly) is likely to lead to your application being withdrawn from the selection process.

**Financial Information**

The following costs are not eligible expenditure: payments that support activity to influence Parliament, government or political parties, the awarding or renewal of contracts and grants, or legislative or regulatory action.

All monies should be spent in accordance with your application. The Office of the Police and Crime Commissioner reserves the right to reclaim all or part of the funding if it is found that the terms of the grant have been breached.

Any funding that is not spent in accordance with your application, or is not spent within the time stated will be returned, unless agreed by the OPCC. The funds maybe the subject of internal financial review.

**DECLARATION**

 I am authorised to apply for the grant set out in this application.

 I certify that all the information given in this application is correct and that any grant money received from the OPCC will be used for purpose stated.

I understand that the OPCC reserves the right to reclaim any grant not used for the purposes stated in this application.

I will inform the OPCC if any of the information given ceases to be correct.

I understand that the grant period is for 18 months only and there is no expectation of funding in future years.

 I understand and agree that any information submitted to the OPCC will be retained in line with the Retention Policy and for the purpose of funding.

I agree with the declaration above.

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| **Name** |  |
| **Signed** |  |
| **Date** |  |

**Please send your completed application form to:**

 **Email:** commissioner@cumbria.pcc.gov.uk

 **Address:** Police & Crime Commissioner, Carleton Hall, Penrith, Cumbria, CA10 2AU

All applications must be received by **(please see OPCC website for details)**. Receipt will be acknowledged for all applications submitted. If you have any further queries, please do not hesitate to contact us on 01768 217734.