



Making Cumbria even safer

Innovation Fund Application & Supporting Information

Introduction



I am committed to working with local communities, voluntary groups and partner organisations to support them in making Cumbria an even safer place to live. My Innovation Fund provides grants of £10,000 up to £100,000 per year and is designed to support innovative projects that pilot **new ways of working** specifically aimed at addressing one or more of the key objectives within my Police and Crime Plan 2016 – 2020 (Making Cumbria Even

Safer):

- 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)

The Police and Crime Plan, which all Commissioners must produce, sets out the vision and key objectives for policing and community safety. To help inform the plan, I have spoken to as many members of the public as possible and carried out a survey to help me understand the issues facing Cumbria. I have also engaged with stakeholders across the county. The objectives and associated actions within the plan aim to respond to these issues.

The Innovative Fund application form provides you with an opportunity to present your idea and evidence how it will support the Police and Crime Plan objectives. The OPCC will fund initiatives that can clearly demonstrate a positive and measurable impact in assisting the police and local communities, and will also consider applications that seek to embed a nationally tested initiative to the Cumbria locality or form a collaborative partnership to deliver a countywide service.

This pack stipulates the key pieces of information you will need to include in your application to maximise your chance of success. If you would like further guidance or advice then please contact the Office of the Police and Crime and Commissioner (OPCC) on commissioner@cumbria-pcc.gov.uk or 01768 217734.

Points to consider before applying for an Innovation Fund Grant

Applications for the Innovation Fund will be considered once a year. There may be occasions when the Commissioner conducts a tender exercise inviting applications from local communities, voluntary groups and partner organisations to present a project that would assist the OPCC in addressing a specific priority.

A copy of the application form is presented at the end of this information pack or can be downloaded and completed from our website <https://cumbria-pcc.gov.uk/what-we-do/funding/innovation-fund/>. Only one application per project may be submitted at any one time.

Some important things to consider before you start writing your application:

- ✓ Tell us about the need you are addressing from your own experience rather than just quoting official statistics.
- ✓ How do you know that this is what your community needs and who supports your idea?
- ✓ What difference will it make to your local community and how will you know that it has worked?
- ✓ What will the grant specifically be used for and how have you estimated the costs?
- ✓ Who will be responsible for managing the grant and how will you account for it?
- ✓ How will you evidence that you have delivered against your expected outcomes / the Police and Crime Plan objectives and show the benefits the project has brought to the local community.
- ✓ Where possible give details of matched funding that you will bring to the project. Projects that engage volunteers; other partners; look to deliver a countywide solution and aim to be self-financing and sustainable beyond the short term, will be look on more favourably.
- ✓ How will you continue if further funding is not available from the OPCC at the end of the project? Whilst the OPCC will consider funding projects greater than 12 months, in order to plan ahead, each year's subsequent funding will rely upon:

- Achieving the key milestones you have set out and agreed with ourselves and providing evidence of achieving these; and
- Demonstrating the value the project has had and will achieve in the coming 12 months.

Please understand that your application may be turned down even if your work is valuable and interesting. The Commissioner and his team have to make hard decisions and resources are limited.

Police and Crime Plan key objectives

Your application needs to support one or more of the Police and Crime Commissioners key objectives as set out in the Police and Crime Plan.

Tackle Crime & Antisocial Behaviour (objective 3), including:

- Tackle domestic abuse;
- Address hate crime;
- Address crime which affects people in rural parts of the county;
- Tackle alcohol and substance misuse, including new psychoactive substances;
- Focus on serious and organised crime;
- Target speeding and dangerous driving; and
- Protect the vulnerable and elderly from crime.

Ensure Offenders Face a Consequence for their Crime (objective 4), including:

- Reduce re-offending;
- Giving victims the chance to explain the impact of the crime (Restorative Justice); and
- Giving victims a say in how offenders make amends (Community Remedy).

Always Put Victims First (objective 5), including:

- Develop joined up and appropriate support for victims;
- Develop enhanced services for victims of more serious crimes and vulnerable victims;
- Make sure agencies who work with victims of crime meet the national code of practice for victim of crime (The Victims Code); and
- Make it quicker and easier to get people who are having a mental health crisis to be taken to a place of safety and require suitable support.

Focus our Police on Online & Sexual Crime (objective 6), including:

- Help members of the public to be aware of the risk of online crimes and keep themselves safe online;
- Prevent grooming, child sexual exploitation and sexual abuse; and
- Develop joined up and appropriate support for victims of sexual crime and child sexual exploitation.

Supporting Young People (objective 8), including:

- Improve how the police interact with young people; and
- Support activities which provide positive opportunities for young people or which prevent young people from turning to crime.

The Process

The process for awarding the Innovation Fund consists of two parts:

1. **Submission of an application form** which will be assessed by a panel including the Commissioner, the Head of Partnerships and Commissioning and a Chief Officer from Cumbria Constabulary.
2. **Meeting with the panel to present your project.** Where appropriate the Commissioner may invite other specialist or technical professionals depending on the content of your application to be part of the panel. This will be your opportunity to explain in detail how the project will be delivered and the outcomes you will achieve. It also provides an opportunity for the panel to meet the team who will be delivering the project.

Funding will be awarded on the basis that you are able to provide detailed evidence of how your project will be delivered and what evaluation criteria you will adopt to measure its success. We will also consider how the lessons learned for your project can be shared both locally and nationally.

Grants will be awarded for amounts between £10,000 and £100,000. For projects under £10,000 please submit an application through our Community Fund. Please bear in mind that we may make an offer to support your idea but we may not be able to offer the whole amount you ask for so it is important to ensure that you examine a number of funding streams.

Whilst grants will generally be awarded on an annual basis, to ensure that successful innovative projects can plan for the medium term, the OPCC will consider applications that have a requirement for multi-year funding. However, this will only be awarded in subsequent years if the outcomes of the project are achieved. The maximum length of time the OPCC will be prepared to fund a project will be for a period of three years at which point we would expect the project to have developed its own funding streams.

The time frame from submitting your application form to receiving a funding award will be between 2 to 4 months (dependent upon the time of year). We would therefore advise that you make no financial commitments until we have agreed to support your project.

If we do agree to support your project you will receive a **notification of funding letter** that will tell you how we will pay your grant and include a **grant agreement** for you to sign and return to us. The grant agreement sets out the terms and conditions of our funding that you will be asked to comply with in exchange for our grant. An example of a grant agreement is provided at pages 8 to 16. Please be aware that all awards will be announced and published within the public domain as part of our policy on openness and transparency. If you are unsuccessful, we will write to you and let you know the reasons for this.

All grants awarded should be spent on the activity which was the subject of your application. Where the grant is not spent in its entirety, any unspent balance must be returned to the OPCC. Likewise, where an applicant overspends on the activity, no further funds will be made available by the OPCC.

In addition, the Commissioner should also be acknowledged in any publicity material produced specific to the grant which must be shared with the Commissioner prior to publication. The Commissioner also expects the project to take part in any publicity produced by the OPCC in relation to the project.

Monitoring your project

We will monitor all projects that receive a grant award. You will be required to collect information and keep track of what is going on with the work you are doing so that we know, for example, how many people you are helping; what kind of activities you are delivering and what value this is having. It is essential that you understand how you will collect this information to show what progress you are making against your expected outcomes and against the key objectives within the Police and Crime Plan

Evaluating your project

As part of the conditions of the grant agreement, you will be required to attend **quarterly management meetings** where you will **submit an evaluation report** with your request for reimbursement. This is when you should use the information you collect to make judgements about the activities you are delivering to evaluate whether you have met your expected outcomes. It is important we evaluate your project on a regular basis so that there are no surprises when we reach the end of the funding period. Remember though – everyone learns more from mistakes than from perfection; if something does not work but you have learnt from the experience then please do not be afraid to share it with us.

In addition, the Commissioner or a representative of the OPCC may request, at any given time, to visit your project to see how things are working.

You will also be required to submit a **final evaluation report towards the end of your project**. This will need to provide an in depth analysis of how the grant has been used, how it has helped you achieve your outcomes and what changes your project has brought about. Furthermore it will be used to assist ourselves and other organisations to learn from your experience. This may be published on our website.

Funding Terms

All groups awarded funding will be asked to sign a grant agreement. The agreement will set out the terms of our funding. These are set out below.

Grant applicants are asked to ensure that they are able to comply with these terms before submitting an application.

Terms and condition for Innovation Fund grants made by the Police and Crime

Grant Offer

Subject to the Recipient complying with the terms and conditions set out in this Grant Agreement, the Commissioner offers to pay the Grant to the Recipient as a contribution towards eligible expenditure.

- 1.1 The Recipient acknowledges that the Commissioner agrees to fund it only for the amount, the Funding Period and for the Purpose specified in this Grant Agreement.
- 1.2 This Grant is paid to the Recipient in exercise of the power conferred by part 11, section 143 of the Anti-Social Behaviour, Crime and Policing Act 2014 (the "Act").

Purpose and extent of the Grant

- 2.1 The Recipient may not use the Grant for any activities other than the Purpose, or as approved in writing by the Commissioner. Details of the Purpose of the Grant and expected outcomes will be defined in this Grant Agreement following consultation with the organisation / group.

Amount of the Grant

- 3.1 The Commissioner has agreed funding of **up to** the Grant Amount, subject to compliance by the Recipient with the terms of this Grant Agreement.

Timing of the Grant

- 4.1 Payments will be made in arrears and defined in more detail in this Grant Agreement.
- 4.2 In order for any payment to be released, the Commissioner will require the Recipient to:
 - 4.2.1 have signed and returned a copy of this Grant Agreement to the Commissioner,
 - 4.2.2 have provided the appropriate bank details, and

- 4.2.3 be in compliance with the terms and conditions of this Grant Agreement.
- 4.3 The Commissioner reserves the right to withhold all or any payments of the Grant if the Commissioner has reasonably requested information/documentation from the Recipient and this has not been received by the Commissioner in the timescales reasonably required.
- 4.4 The Commissioner is not permitted to pay the Grant in advance of need. If the Commissioner reasonably believes that payment is being made in advance of need, it may change the timing and/or the amount of any outstanding Grant payments.

Eligible expenditure

- 5.1 Eligible expenditure consists of payments by the Recipient for the Purpose. Eligible expenditure is net of VAT recoverable by the Recipient from HM Revenue & Customs and gross of irrecoverable VAT.
- 5.2 The Recipient shall account for the Grant on an accruals basis. This requires the cost of goods or services to be recognised when the goods or services are received, rather than when they are paid for.
- 5.3 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.

Managing the Grant

- 6.1 Each party must notify the other of:
- (a) the nominated person who will act as the party's authorised representative; and
 - (b) the contact details of the authorised representative and any deputies.
- 6.2 The Commissioner requires the Recipient to submit in-year monitoring information against the outcomes set out in this Grant Agreement
- 6.3 The Commissioner may require the Recipient to submit baseline information on specified outputs, outcomes and measures of performance set out in this Grant Agreement.
- 6.4 The Commissioner may, in addition, ask the Recipient to clarify information provided to it. If so, the Recipient shall comply with any reasonable request.
- 6.5 A final Evaluation Report shall be submitted by the Recipient to the Commissioner on or before the end of the grant term. This report must:
- (a) be in the format provided by the Commissioner;
 - (b) be signed by a Treasurer, Finance Officer or equivalent; and
 - (c) contain a detailed breakdown of expenditure for the entire Funding Period and monitoring information against the outcomes set out in this Grant Agreement.

- 6.6 The Commissioner may, in addition, ask the Recipient to provide it with forecast outturn information for the financial year end. If so, the Recipient shall comply with any reasonable request.
- 6.7 The Recipient must notify the Commissioner as soon as reasonably practicable that an underspend is forecast. **Any underspend of Grant funds cannot be carried over to the following financial year except with the express consent of the Commissioner.**
- 6.8 Any underspend of Grant funds must be returned to the Commissioner within 30 days of the end of this Agreement.
- 6.9 If an over payment of the Grant has been made, the Commissioner will notify the Recipient in writing and will expect repayment to be made within 30 days.
- 6.10 The Recipient may not vire funds between this Grant and other grants made to it.
- 6.11 The Recipient's Chief Finance Officer or equivalent will ensure that appropriate professional arrangements are put in place for the management of the Grant and the reporting of expenditure. The Chief Finance Officer, or equivalent should take all necessary steps to ensure that the Grant is accounted for and monitored separately from the Recipient's other funding streams.
- 6.12 The Recipient undertakes to complete the work for which the Grant is provided. The work should be completed within agreed timescales, and the Recipient will report any significant variations to spending on work funded by the Commissioner.
- 6.13 The Recipient will recognise the Commissioner as a partner in any publicity or literature related to the service. The Recipient shall seek approval from the Commissioner when acknowledging the Commissioner's support of its work.

Records to be kept

- 7.1 The Recipient must:
 - (a) maintain and operate effective monitoring and financial management systems; and
 - (b) keep a record of expenditure funded partly or wholly by the Grant, and retain all accounting records relating to this for a period of at least six years after the end of the Funding Period. Accounting records include: original invoices, receipts, minutes from meetings, accounts, deeds, and any other relevant documentation, whether in writing or electronic form.
- 7.2 Where the Recipient is working in partnership and its partner(s) wish to retain such documentation, the Recipient should obtain from the partner(s):
 - (a) an annual, written statement, signed by the partner's treasurer, of how the money was spent;
and
 - (b) a signed undertaking that the partner will retain such documents for the period prescribed above.

- 7.3 Any funds provided under this Grant Agreement used to purchase capital items must be recorded separately to revenue items and identified on a separate payment request form.

Audit and inspection

- 8.1 The Recipient, without charge, will permit any officer or officers of the Commissioner, external auditing bodies or their nominees, to visit its premises and/or inspect any of its activities and/or to examine and take copies of the Recipient's books of account and such other documents or records as in such officers' view may relate to the use of Grant. In addition, examinations may be carried out into the economy, efficiency and effectiveness with which the Grant has been used. The Commissioner shall endeavour, but is not obliged, to provide due notice of its intent to conduct an audit.
- 8.2 The value and purpose of this grant shall be identified separately in the Recipient's audited accounts (or the notes thereto).

Lawful conduct, equal opportunities, use of volunteers and activities funded by the Grant

- 9.1 The Recipient must ensure that all reasonable steps have been taken to ensure that it and anyone acting on its behalf complies with any applicable law for the time being in force (so far as binding on the Recipient).
- 9.2 No aspect of the activity funded by the Commissioner may be party-political in intention, use, or presentation.
- 9.3 The Grant may not be used to support or promote religious activity. This will not include inter faith activity.

Procurement procedures

- 10.1 The Recipient must secure the best value for money and shall act in a fair, open and non-discriminatory manner in all purchases of goods and services.
- 10.2 If the Recipient follows a single tender procedure it must provide and document a full justification that can be robustly defended and maintain the relevant documentation on file. Such justification may apply in exceptional circumstances for example where:
- (a) the requirement can demonstrably be met only by proprietary or specialist equipment; or
 - (b) the requirement can demonstrably be met only by a single available entity with extremely niche skills; or
 - (c) there are simply no alternative sources of supply.
- 10.3 The Recipient must ensure it complies with requirements of the Public Contracts Regulations 2006 (SI 2006/5) when procuring works, goods or services as appropriate using Grant monies.

Conflict of interest and financial or other irregularities

- 11.1 The Recipient and employees of the Recipient shall be careful not to be subject to conflicts of interest.
- 11.2 The Recipient must set up formal procedures to require all such persons to declare any personal or financial interest in any matter concerning the Recipient's activities and to be excluded from any discussion or decision-making relating to the matter concerned.
- 11.3 If the Recipient has any grounds for suspecting financial irregularity in the use of any Grant paid under this Grant Agreement, it must notify the Commissioner immediately, explain what steps are being taken to investigate the suspicion, and keep the Commissioner informed about the progress of the investigation.
- 11.4 For the purposes of Clause 11.3, "financial irregularity" includes fraud or other impropriety, mismanagement, and the use of the Grant for purposes other than those intended by the Commissioner.

Breach of Grant Conditions

- 12.1 If the Recipient fails to comply with **any** of the conditions set out in this Grant Agreement, or if any of the events mentioned in Clause 12.2 occur, then the Commissioner may reduce, suspend, or withhold Grant payments, or require all or any part of the Grant to be repaid. The Recipient must repay any amount required to be repaid under this condition within 30 days of receiving the demand for repayment.
- 12.2 The events referred to in Clause 12.1 are as follows:
 - (a) The Recipient purports to transfer or assign any rights, interests or obligations arising under this Grant Agreement without the written agreement in advance of the Commissioner;
 - (b) Any information provided in the application for the Grant (or in a claim for payment) or in any subsequent supporting correspondence is found to be incorrect or incomplete to an extent which the Commissioner considers to be material;
 - (c) The Recipient takes inadequate measures to investigate and resolve any reported irregularity;
 - (d) The Recipient changes the nature of its operations to the extent which the Commissioner considers to be significant or prejudicial.
 - (e) The Recipient is subject to a proposal for voluntary arrangement or has a petition for an administration order or a winding-up order brought against it; or passes a resolution to wind-up; or make any composition, arrangement, conveyance or assignment for the benefit of its creditors, or purports to do so; or is subject to the appointment of a receiver, administrator or liquidator.

- 12.3 It is hoped that most difficulties encountered by the Recipient can be overcome with the advice and support of the Commissioner. In the event that it becomes necessary to take steps to enforce the terms and conditions of this Grant Agreement, the Commissioner will write to the Recipient giving particulars of its concern or of any breach of a term or condition of the Grant.
- 12.4 The Recipient must act within 30 days (or earlier, depending on the severity of the problem) to address the Commissioner's concern or rectify the breach, and may consult the Commissioner or agree with it an action plan for resolving the problem. If the Commissioner is not satisfied with steps taken by the Recipient to address its concern or rectify the breach, it may take steps to withhold or suspend the further payment of Grant, or to recover Grant funds already paid.
- 12.5 On termination of this Grant Agreement for any reason, the Recipient as soon as reasonably practicable return to the Commissioner any assets or property or any unused funds (unless the Commissioner gives its written consent to their retention) then in its possession in connection with this Grant Agreement.

Insurance coverage

- 13.1 The Recipient shall ensure that it has adequate insurance coverage (including but not limited to public liability insurance) in place, and shall provide evidence of such insurance to the Commissioner on request.
- 13.2 Where the Recipient is a public body and has in place appropriate self-insurance arrangements, the Recipient may request, and the Commissioner, acting reasonably, may agree that the provisions of the Clause 13.1 above shall be waived.

Indemnity

- 14.1 The Commissioner accepts no liability to the Recipient or to any third party for any costs, claims, damage or losses, however they are incurred, except to the extent that they arise from personal injury or death which is caused by the Commissioner's negligence.
- 14.2 The Recipient agrees to indemnify the Commissioner for any costs, claims, damages or losses which arise as a result of negligence by the Recipient or out of any breach by the Recipient of any terms of this Grant Agreement.

Intellectual Property Rights

- 15.1 The Recipient shall grant to the Commissioner at no cost an irrevocable, royalty-free perpetual license to use and to sub-license the use of any material created by the Recipient under the terms of this Grant Agreement for such purposes as the Commissioner shall deem appropriate.
- 15.2 The Commissioner's logo must be used on any branding materials (this includes internet sites) that the funding supports and must be agreed by the OPCC prior to its

use. All media opportunities must be jointly undertaken with the OPCC and where possible a media launch should be discussed and undertaken jointly by the OPCC.

Funding Period and Termination

- 16.1 The Commissioner does not commit to renew or continue financial support to the Recipient after the Funding Period.
- 16.2 The Commissioner may terminate this Agreement forthwith by serving a written notice on The Recipient if:
- the grant or any part of it is being used for any purpose other than the purpose set out in this Agreement;
 - The Recipient has made any false, incorrect or misleading statement in order to obtain this grant or has been involved in any illegal activity or improper act in its administration;
 - The Recipient has failed to remedy any breach of this Agreement within 28 days (or such other period as the Commissioner agrees in writing) of being served with a notice pointing out the breach requiring its rectification.
- 16.3 The Recipient may terminate this Agreement forthwith by serving a notice on the Commissioner in writing if it has made a written request for payment of a sum properly due to it under this Agreement and the Commissioner has failed to make payment of that sum within 28 days of receiving the request.
- 16.4 Notwithstanding Clauses 16.2 and 16.3 above, this Agreement may be terminated by either party giving the other at least three months' notice (or other agreed time period) in writing.
- 16.5 With reference to 16.4 above, in the event that either party exercises its right to give notice of termination under this Agreement, the Commissioner will reimburse the Recipient in relation to expenditure reasonably estimated and actually incurred in providing services within the scope of this Agreement up until the effective date of termination. The right to reimbursement can be excluded if termination of the agreement is enacted under the provisions set out in Clause 16.2 above.
- 16.6 Any termination of this Agreement will be without prejudice to any other rights or remedies of the parties under this Agreement or at law and will not affect any accrued rights or liabilities of the parties at the date of termination.

Amendments to the Grant Agreement

- 17.1 This Grant Agreement sets out the entire agreement between the parties. They replace all previous negotiations, agreements, understandings and representations between the parties, whether oral or in writing.
- 17.2 Any amendments to this Grant Agreement shall only be valid if they are in writing and signed by an authorised representative of both parties.

Freedom of Information

18.1 Where applicable, the Recipient and the Commissioner are required to comply with the Freedom of Information Act 2000 (the "FOI Act"), any subordinate legislation made under the FOI Act and any guidance issued by the Information Commissioner.

18.2 The Recipient agrees to assist and co-operate with the Commissioner to enable the Commissioner to comply with its obligations under the FOI Act whenever a request is made for information which relates to or arises out of this Grant Agreement.

Transparency

19.1 The Recipient acknowledges that the Commissioner shall disclose this agreement and payments made against this grant of value £500 and above, in accordance with the Government's transparency agenda.

19.2 No information shall be disclosed if such disclosure would be in breach of the Data Protection Act, or is exempted from disclosure under the Freedom of Information Act.

Notices

20.1 All notices, invoices and other communications relating to this Grant Agreement shall be in writing and in English and shall be served by a party on the other party at its address shown at the head of this Grant Agreement.

20.2 Notices delivered hereunder shall be deemed to be delivered:

20.2.1 if delivered by hand, upon receipt;

20.2.2 if sent by pre-paid registered first class post (providing it is not returned as undelivered to the sender), two (2) working days after posting.

20.2.3 if sent by electronic mail, on the date of delivery subject to the following conditions:

a) electronic mail should be sent to the Commissioner at commissioner@cumbria-pcc.gov.uk,

b) when an electronic mail is sent on a day which is not a working day or after 3:00pm on a working day, the electronic mail is deemed to have been received on the next working day, and

c) each electronic mail containing a formal notice under this Agreement shall be sent with a delivery receipt requested and shall not be deemed to have been received until the sender receives a confirmation delivery receipt.

Contract (Rights of Third Parties) Act 1999

21.1 No person who is not a party to this Grant Agreement shall have the right to enforce any its terms.

Governing Law

22.1 This Grant Agreement shall be subject to and construed in accordance with English Law and subject to the exclusive jurisdiction of the courts of England and Wales.

Guidance to help you complete an application for funding

This section lists the questions we ask on our application form and provides guidance on the information you will need to provide in order for us to evaluate your application. This is important because the amount of funding we have is limited. If we receive more applications than we can fund we will use the information you provide in your application about your project to help us decide which groups will be successful in receiving a grant.

The application form must be completed by the person that submits it. The applicant should be someone from the organisation who can talk about the project and we can contact during office hours. The applicant must be over eighteen years old.

ABOUT YOUR ORGANISATION / GROUP

The purpose of this section is to provide the OPCC with relevant contact information for your organisation/group.

In addition, you will be asked to identify whether your organisation/group has the appropriate policy and procedures in place to support your project. For example, 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 these groups.

The remaining sections are to help us understand and evaluate what it is you want to do and what you aim to achieve.

DETAILS ABOUT YOUR PROJECT

- **Question 3 – Description of the project**

This is your opportunity to explain in detail what the purpose of your project is, why you think it is needed and what impact you are planning to have. You need to clearly define the problem you plan to tackle (this may include numeric data, statistics or other information that provides evidence of the problem or issue you want to address). You must also tell us how you plan to use the funding, what you expect to change and who will benefit from what you plan to do (including, how many people you expect to help).

Word limit: Max 1,000

- **Question 4 – Describe how your project is innovative?**

You must describe how your project is innovative and new to Cumbria. This is your opportunity to describe what makes it different from other projects in Cumbria and prove that the work is not already being carried out elsewhere in the county. Please note that your application will not be considered if you fail to describe this.

Word limit: 500 words

EVIDENCE / RESEARCH BEHIND YOUR PROJECT

- **Question 5 – Are you aware if a similar project is / has been delivered outside of Cumbria?**

If a similar project is being delivered elsewhere in the country we would like to know the name of the project, where it is located and, if possible, a website address. Question 6 asks you to provide further information about the project.

- **Question 6 – Please explain why you feel the project outlined is the best way of addressing the issue / problem?**

It is important that you can demonstrate to us why you think your project will work. It is about providing us with information to help us assess how successful you are likely to be and whether your plans are realistic. For example, it will help if you can detail what existing research or evidence you have reviewed in order to form the basis of your project. You might provide evidence of similar projects that have gone well elsewhere, or where your group has had previous success. If the project is being delivered elsewhere in the country you must detail why it will work in Cumbria. Please also detail if you have visited the project / had any support from the Project Lead(s).

Word limit: Max 500 words

DELIVERY & RESOURCES

- **Question 7** – Please tell us why your group / organisation is best placed to deliver this project.

Explain why you are the right group or organisation to deliver your project. This is your opportunity to tell us about your group, the people involved and why those factors make you the best organisation to carry out the project. It is important that we understand that the activity you are being funded for is managed well and that you have sufficient resources to do this. You should also include in this section information on the type of projects and activities that your group has been involved with in the past. If you are new to delivering this type of project, tell us about the skills you have as a group and any other factors that you think will help to make your project a success.

Word limit: 500 words

POLICE & CRIME PLAN OBJECTIVES

- **Question 8** – Which of the following Police & Crime Plan objectives listed below will your project support.

Your project **must** support one or more of the objectives listed in the Police & Crime Plan and describe the difference your project will make. This is not about what you aim to do but more about the impact your activity will have on your community. Further information about each objective is provided at pages 4 and 5.

COST OF YOUR PROJECT

- **Question 9** – Please provide an itemised breakdown of how you will spend your innovation fund grant.

You need to demonstrate to us that the amount of funding you have applied for is based on a detailed understanding of the costs involved in delivering your project. You should tell us in this section of the application how you have identified your costs for example you may have already received a quotation for your expected expenditure or because you know from experience, or similar projects elsewhere, what the costs will be.

We have also included tables for year one and two as we appreciate that an innovative project will hope to run for more than one year. We will look to consider funding for subsequent years subject to you achieving your expected outcomes but will not guarantee funds in the long term.

- **Question 10** – Please provide details of any funding or any other resources you are using to support this project.

In this section you should detail any other grants, sponsorship, donations and financial contributions that will help to fund your project. You do not need to include funding you already receive to support your general running costs or other projects. It will also help if you can demonstrate to us that the funding you receive will be supplemented by the time and commitment provided by volunteers. If your project involves the use of volunteers, you should tell us how many people you expect to volunteer and how many hours of volunteer time you estimate will help to support your project.

EVALUATING YOUR PROJECT

- **Question 11** – Please detail 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 please provide what you expect to achieve within each annual period.

This question helps you to describe how you will deliver your project and what it will achieve (your expected outcomes). This will allow us to measure the progress you are making and understand the number of people that will benefit from what you are doing. We appreciate that the project is new and innovative and as such may not have a large uptake initially but we would expect to see this grow each quarter. It is essential that you also detail how you intend to evidence the impact your project is having and how you will demonstrate that you are on track to deliver your expected outcomes.

Again, we have included tables for 18 months, 24 months and 36 months as we appreciate that an innovative project will hope to run for more than one year.

COMMUNICATION & PROMOTIONAL PLANS

- **Question 12** – Please provide an outline of any communication / promotional plans you are considering to help publicise your project.

In this section you should detail any communication and promotional plans you are considering to help publicise your project and if you think there will be any opportunities available for the Commissioner to participate in. This may take the form of media interviews for broadcast, online and print media such as newsletters, social media and web updates, etc.

Word limit: 300 words

EXIT STRATEGY

- **Question 13** – Please describe how the project will be sustainable beyond the period of the requested funded.

This is your opportunity to tell us what you anticipate to happen after the grant funding has been used. You need to consider how sustainable your project is and what the long term plan is. If your project is going to end, what is your exit strategy going to be?

Word limit: 500 words