

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

**Covid-19 Community Recovery Fund**

**Application Form**

**Peter McCall |Office of Police and Crime Commissioner**

1-2 Carleton Hall, Penrith, Cumbria, CA10 2AU

[commissioner@cumbria-pcc.gov.uk](mailto:commissioner@cumbria-pcc.gov.uk)

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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.   |  |  |  |  | | --- | --- | --- | --- | | **Name of Fund**  **(i.e. Property Fund, Community Fund)** | **What was the funding for?** | **Amount Awarded** | **Financial Year Awarded** | |  |  |  |  | |  |  |  |  | | | | |
| **Details about your project** | | | |
| Name of project | | Project location (please select)  North South West Countywide | |
| Timescale for project delivery | | | |
| Start date: | | | End date: |
| ***Please note that there is a requirement for all funding to be spend by 31st March 2021*** | | | |

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| **Description of the project**. | | |
| If you are applying for a project, please provide a summary of your proposed project. | | |
| If you are applying for funding to keep your charity running, please summarise how this funding will help you achieve this. | | |
| **What issues are you seeking to address in your community?**  **(Max 500 words)**  What is the purpose of the project?  Why is the project needed?  What services do you deliver?  Why is this service needed and what impact does this have on the community? | | |
| **How many people will/do benefit from being involved in the project/service**  **(Max 500 words)** | | |
| **How many people will/do benefit in the wider community?**  **(Max 500 words)** | | |
| **Police & Crime Plan objectives** | | |
| **What are you applying for:** | | |
| ☐ Short-term funding to keep the organisation running and delivery of an existing service | | ☐ Funding for a new project to deliver for those in isolation |
| ☐ Funding for a new project to deliver during the recovery stages (as restriction are lifted) | | |
| **If applying for a project, which of the Police & Crime Plan themes does your *project* address?**  **If applying for short-term funding to keep your charity running, please indicate which theme(s) your *charity's* activities meet** | | |
| **Please tell us in your own words how your project/funding 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) |  | |
| **evidence / research behind your project** | | |
| Please explain why you feel the project/service 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/service** | | |
| **DELIVERY & resources** | | |
| Please tell us why your group / organisation is best placed to deliver this project/service?  **(Max 500 words)**  **It is important that you describe how you will organise and manage the delivery of your project/service** | | |

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| **FUNDING REQUIREMENT** | | | |
| **How much funding do you require?** | | £ | |
| **How much grant funding from the PCC are you requesting?**  ***This could be any amount up to £5,000.*** | | £ | |
| **What effect has Covid-19 had on your income and operating costs? (Provide figures, or percentage changes)** | | | |
| **Please provide below a breakdown of the expenditure for which you are submitting this application for PCC funding.** | | | |
| **QUANTITY AND UNIT PRICE** | **DESCRIPTION** | | **TOTAL**  **COST** |
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| **SUPPORTING FUNDS**  Please provide details of any funding or any other resources you are using to support this project.   |  |  |  |  | | --- | --- | --- | --- | | **Source of Funding** | **Funding confirmed** | | | |  | **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** | | | £ | | | | |

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| **SUSTAINABILITY** |
| **Please describe how you will build resilience into the project.** Grants will rarely be awarded on an ongoing basis; therefore you will need to describe how the project will be funded in the future. If you assess that it will not be necessary to continue to fund the project, please detail why and how beneficiaries of the project may be referred to other services. |
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| **Evaluating your project** |
| Please detail what evaluation criteria you will use to judge how successful your project is   * How will you keep a record of the activities being delivered and how these will be monitored? * What will you use to evaluate the changes that result from the project?   **(Max 500 words)** |
| Do you plan on measuring any specific milestones during your project? If so what milestones will you be looking at and when do you plan on delivering these?  **(Max 500 words)** |
| **COMMUNICATION & PROMOTIONAL PLANs** |
| Please provide an outline of any communication and promotional plans you are considering to help publicise your project, or how you plan to promote an existing service during the Covid-19 crisis.  **(Max 300 words)**  **You may want to include any opportunities you think the Commissioner may be able to participate in i.e. launch events** |

**SUBMITTING YOUR APPLICATION**

**Data Protection**

The information you submit on this application will be held by the Office of 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).

Full grant applications will be retained for a maximum of 6 years (plus current year). Information will be retained on a database at the Office of Police and Crime Commissioner for statistical and monitoring purposes.

**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 a maximum of 12 months only or as agreed in the grant agreement 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 OPCC Retention Policy and for the purpose of funding decisions.

I agree with the declaration above.

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| **Name** *(please print)* |  |
| **Position** *(please print)* |  |
| **Signed** *(must be completed)*  *Please provide an electronic or wet signature. Where a wet signature is provided please scan the form to return via email.*  *Typed signatures will not be accepted* |  |
| **Date** |  |

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

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

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