



COMMUNITY SAFETY PARTNERSHIP GRANT 2017/18



APPLICATION FORM

The Community Safety Partnership has received a budget of £7,300 from the PCC which must be spent on community safety projects which are aligned with the PCC 6 priority areas. This grant will be made available until March 2018 or until all funds are allocated – they will be allocated on a first come basis.

It is essential that you read the CSP Grant 2017-18 **Guidance Notes** before completing this form. We also advise you to contact the CSP Coordinator or your CSP contact on 01594 812372 to discuss your project before submitting your application so that they can better understand your aims **before** it is evaluated against the criteria.

1. YOUR INFORMATION

Name of applicant/main contact	
Role within the Organisation	
Name of the Group or Organisation	
Contact Address <i>(including postcode)</i>	
Telephone Number	
Mobile Telephone Number	
Email Address	
Total amount being applied for <i>(Please note maximum amounts)</i>	
Brief summary of project <i>(No more than 30 words)</i>	

2. YOUR GROUP'S INFORMATION

Constituted Organisations only (up to the maximum amount available)

Please ✓ all that apply:			
Registered Charity		Charity number:	
Company Ltd by Guarantee		Company no:	
Charitable Trust		Constituted Voluntary Organisation	
Community Interest Company		Company No:	

Community/Neighbourhood Groups (Non-constituted – Maximum claim £500)

<p>Describe your group -</p> <ul style="list-style-type: none"> - How it works? - How long it has been running? - How many members do you have? - Who do you expect to benefit from your project? 	
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All organisations

Can you demonstrate:	<i>A commitment to equal opportunities both in terms of recruiting staff and volunteers?</i>	YES		NO	
	<i>Your group or organisation's commitment and capability to deliver the project successfully?</i>	YES		NO	
Which area within the Forest of Dean will your project be based at and who will be the beneficiaries?					

3. YOUR PROJECT INFORMATION

All applicants to complete this section

Have you discussed your project with a Community Safety Partner? Or Parish Council	YES		Who did you speak to?	
	NO			

What will you use this money for?

Which strand of the PCC plan will this project have the most impact on?

(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

What evidence is there to support what you propose to do? *(Please demonstrate evidence of need)*

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

Have you and how have you consulted the potential beneficiaries?

How have you raised the remaining funds? *(Please note that no grant will be awarded until all match funds have been identified and confirmed in place)*

Please state your expected project timescale below:

Start date:	Finish date:

Brief outline of your proposal (To include; How you intend to maintain the project in your community longer term, if this project will form part of your community emergency plan, how you have engaged with the local community to get them actively involved and explain why you think this project is needed for your community.

4. FINANCIAL INFORMATION (Constituted Organisations Only)

Please supply a copy of your most recent audited accounts.

If you have free reserves of more than twelve months income and you are not spending any of these reserves, please explain why.

Please fill in the tables below even if you also send in your own income and expenditure details separately. This speeds up the assessment and helps us compare applications.

All Organisations

MONEY INFORMATION ABOUT YOUR PROJECT – What will the grant be spent on? Please give us a breakdown of how much your project will cost. For example, will you employ staff, rent buildings, hire facilities or buy small pieces of equipment?

Item	Cost £
Sessional staffing	
Rent of buildings/hall or room hire	
Equipment (please attach a detailed price list)	
Activities	
Materials	
Other expenses (please specify)	
TOTAL	

5. MORE MONEY INFORMATION (applications must demonstrate match funding either monetary or “in-kind” volunteer time)

Have you previously applied for funds for this project before?			
YES		If YES, from where?	
NO			
Is this activity already funded by the OPCC?		Yes	NO
Are you getting any other money for your project? For example, from your own fundraising events or from other grants?			
YES		If YES, how much?	£
NO		Where from?	

In-kind time (list the estimated number of participants and estimated number of in-kind hours used on this project) <i>Use the attached calculator for this – appendix 1</i>		
Total number of Volunteers involved in the project		
Total number of volunteer hours (a)		'a' multiplied by 'b' = 'c'
Volunteer rate (b) <i>(See appendix 1)</i>		
Total (c) <i>(Match funding in volunteer time)</i>		

8. Should you be successful how would you like your grant paid? <i>(We may request an invoice from you)</i>	Please ✓
Cheque: Made payable to:.....	
Bank Automatic Clearing Service (BACS) Account name: Account number: Sort code:	

NB: If successful, payment of the grant can be released in two phases:

- 50% available as a cash up front payment to bank roll projects
- Release of the balance of the grant will be tailored to the needs of the project; details are negotiated with the Community Safety Officer following allocation.

Alternatively, full payment can be made at the end of the project

I confirm that the organisation/group named in this form has authorised me to sign this application on their behalf. The information contained in this application is correct, to the best of my knowledge, and I confirm that any grant aid received will be used solely for the purposes specified in the application.

I agree to my name and my organisation's details being held on paper or electronic files. I understand that the information in this form may be shared with other local funders. If this application is successful, in full or in part, the group will keep to the following terms and conditions.

I understand that this is an agreement between the group and the Forest of Dean Community Safety Partnership Grant Scheme and **understand** and agree that:

1. We will use any grant for exactly the purpose set out in this application. The letter which tells us about the award will also explain if the funder wants us to alter any part of this application.
2. We will not make any major change to the project without first receiving the funder's agreement in writing.
3. We will not sell or dispose of any equipment or other assets which we have bought with a grant without first receiving the funder's agreement in writing. If we sell any equipment or assets, we may have to pay the funder part of the money we receive for them. The amount we repay will be in direct proportion to the share of the project cost that came from the funder.
4. We will not use a grant to pay for goods or services which we buy or order before we receive the award letter confirming the grant.
5. If we receive a grant for a pilot project, we understand that the funder will not automatically fund any later projects.
6. We will not change the sections of our constitution which relate to purposes, paying members of the governing body, distributing assets or admitting members without first receiving the funder's agreement in writing.
7. We will inform the funder of any changes to our bank or building society account.
8. We will comply with any relevant legislation affecting the way we carry out our project.
9. We will acknowledge the funder's grant in our annual report, our Chair's or Secretary's report at our AGM, the accounts which cover the period of the grant and in any publicity materials we produce about the project. We will supply copies of these documents to the funder if requested.
10. We will show the grant separately in our annual accounts as restricted funds and will not include it under general funds.
11. The funder can use our name and the name of our project in its own publicity materials. We will inform the funder of any situation where confidentiality is a particular issue.
12. We will spend the grant by **31st March 2018** unless otherwise agreed in writing by FODDC.
13. If we do not spend the entire grant, we will promptly return the unspent amount to the funder.
14. We will monitor the success of the project and complete a monitoring form at the end of the project year.
15. We understand that the funder will not increase the grant if we overspend.
16. We will keep all financial records and accounts, including receipts for items bought with the grant, for at least two years from receiving the grant. We will make these available to the funder if asked. We understand that **this does not release us from our legal responsibility to keep records for longer periods.**
17. The funder may hold back a grant or ask us to repay a grant, in whole or in part, in the following circumstances:
 - If we fail to keep to this contract in any way;
 - If the application form was completed dishonestly or the supporting documents gave false or misleading information;
 - If we do not follow equal opportunities practice in employing people, recruiting new members and providing our services;
 - If any member of our governing body, staff or volunteer acts dishonestly or negligently in their work for us at any time during the project;
 - If we fail to complete the project within the agreed timescales;
 - If we close down, become insolvent, go into administration, receivership or liquidation ('sequestration'), or make an arrangement with our creditors.
18. If our group closes down we will not sell or dispose of any equipment or assets without first receiving the funder's agreement in writing.
19. These terms and conditions will apply until we have spent the entire grant and until the funder has received and approved our monitoring report. If we have bought any equipment or assets with the grant, these terms and conditions will apply until the end of the normal working life of the assets.



In some cases, calculating the value of in-kind contributions can be relatively simple, for example if it's the contribution of a piece of equipment. Other costs could be a little more difficult, for example, the value of volunteer time. Below is a table that indicates the standard rates, which should be used to calculate volunteer time.

Type of voluntary/in-kind contribution	Per hour	Per day
General, unskilled labour (for example, supervised scrub clearance, ditch-digging, planting, basic administrative support)	£7.50	£60.00
Specialist, skilled, trained labour (for example, operations for which certificated training is a requirement, such as operating dangerous equipment, driving off-road vehicles, using chemicals)	£25.00	£200.00
Specialist services, (for example, supervising, training labour teams, surveys, printing, designing, photography)	£35.00	£270.00
Professional services (for example, consultants, lawyers, planners, engineers, accountants, auditors)	£50.00	£350.00