

Application Questions

for

projects up to £5,000

**(This is NOT the application form)**

**Rural Crime 2023**

### **Contents**

[Introduction 3](#_Toc124503279)

[application questions 3](#_Toc124503280)

[Pre-application questions 3](#_Toc124503281)

[About your project 4](#_Toc124503282)

[About your project continued 6](#_Toc124503283)

[Equality and Inclusion 7](#_Toc124503284)

[Demonstrating the impact of your project 9](#_Toc124503285)

[Financial Information 9](#_Toc124503286)

[Financial Information continued 10](#_Toc124503287)

[Other Information 11](#_Toc124503288)

[Privacy Note 12](#_Toc124503289)

[Declaration 12](#_Toc124503290)

[Once you have submitted your application 13](#_Toc124503291)

Cover photo: Logo

# Introduction

This document is for informational purposes only and does not replace the online application form that can be found by clicking on this link: [Online Application Form](https://survey.alchemer.eu/s3/90520170/Commissioner-s-Emerging-Needs-Fund-2023-Applications-for-projects-up-to-4-999)

Applications not using the web-based application will not be accepted by the Commissioning Team as part of this grants round.

# **application questions**

## **Pre-application questions**

You will need to confirm the following:

* That your project supports victims, works reduce offending, support people who are vulnerable to crime or provide crime prevention in **rural** areas of Hampshire and the Isle of Wight

If you answer no to the above questions then the Commissioner will not be able to support your project under this grants round.

**About your organisation**

1. Please give the name of the organisation for which this application for funding is for and the contact address. If successful, payment will only be made to the organisation specified in this question:
* **Organisation name**
* **Organisation address**
* **Email address**
* **Website**
1. **How would you best describe your organisation?**
* **Registered charity (registration number is required)**
* **Charitable Incorporated Organisation (registration number is required)**
* Company limited by guarantee **(registration number is required)**
* **Community Interest Company (registration number is required)**
* **Public Limited Company (registration number is required)**
* **Social Enterprise (description and registration number is required)**
* **Community Safety Partnership**
* **Local Authority**
* **Town or Parish Council**
* **Other (further clarification required)**
1. **Who is the** main contact person in respect of this funding application**?**
* **First Name**
* **Surname**
* **Position in organisation**
* **Contact address**
* **Email**
* **Telephone**
* **Mobile**
1. **Who is the second contact person** in respect of this funding application**?**
* **First Name**
* **Surname**
* **Position in organisation**
* **Contact address**
* **Email**
* **Telephone**
* **Mobile**
1. **If you are part of a larger organisation or have an umbrella group, please state the name and address of the organisation?**
2. **A. What relevant contingencies do you have in place to ensure this project will be delivered in full? Please include in your response how you would cope if a member of staff delivering the project was unable to continue or if you had funding withdrawn from elsewhere.**

## **About your project**

1. What is the title of the project you are seeking funding for?
2. Please give a short summary of what you intend to use this funding for in order to reduce crime or support victims of crime **specifically** in the **rural** areas of Hampshire and the Isle of Wight. 40 words is the maximum you can use to answer this question.
3. Please provide specific details of your project in relation to this application, including what the project will do and how it will be delivered.

For example what type of project is it and how often will it be delivered. Please ensure your response is written in a way that anyone who knows nothing about your organisation or the work you do could understand what you intend to deliver. 600 words is the maximum you can use to answer this question.
4. Please tell us how your project aims to reduce the demand on frontline policing? 400 words is the maximum you can use to answer this question.
5. A. Please advise which age groups you are planning to work with:
* **0 – 4 years**
* **0 – 5 years**
* **12 – 17 years**
* **18 – 25 years**
* **26 – 37 years**
* **38 – 49 years**
* **50 – 59 years**
* **60 years and over**
1. **B.** **In order to help us understand the level of support you are offering, please tell us which of the following best reflects your service:**
* **Primary (prevent a problem occurring in the first place)**
* **Secondary (when a risk has been identified, offer more targeted support to prevent further escalation and increase protective factors)**
* **Tertiary (support for high risk and high harm individuals with entrenched needs)**
1. **C. If** **necessary please provide additional information.**
2. **A.** Please provide evidence of the need for your project in **rural** area/s that is not already be adequately met. Please include details of why it is specially needed in the **rural** area/s that you are proposing to deliver in.

Please include details of what **rural** issues you are looking to address and what is causing them. Where possible please include statistical evidence to provide support to your application. 500 words is the maximum you can use to answer this question.
3. **B.** **Please provide detailed information on how your project compliments other projects / services in the geographical area being applied for, and how it is not duplicating any projects / services already in place.** 500 words is the maximum you can use to answer this question.
4. **Please provide full details of your organisation’s background, expertise and experience, which would support and benefit the intended outcomes of the grant.** 500 words is the maximum you can use to answer this question.
5. **A. Are you planning on working with any other organisations to deliver this project? Yes or No.**
6. **B. If the answer to the above is yes, please provide full details of any other organisations that you will be working with including the name and the organisation’s background, expertise and experience to deliver this project.**
7. **C. Please confirm that you will provide a safeguarding form for any organisations that you are working with on this project. Yes or No.**
8. Please provide information on what training / qualifications your staff and volunteers delivering the project receive or are expected to have that is specifically relevant to the funding be requested**.**

## **About your project continued**

1. **Is your project new or on-going.**
2. **For what period are of time are you applying for funding? From and** **To.**
3. **Please state the frequency of your project.**
4. **What is the estimated number of Hampshire & Isle of Wight service users who will benefit directly over 12 months. (This should only be the number of people who are in direct contact with the project and will directly benefit as a service user).**
5. **Please tell us which geographical area(s) will benefit from your project in relation to this application and include the percentage of cover each area will receive. There is a table on the application form to complete with the percentages.**
6. **A. Will your project be delivered in any schools / colleges or in prisons. Yes or No.** Please note that The Commissioner will not be able to progress your application if agreement has not been sought.
7. **B. If the answer to the above is yes, have you already sought agreement from the establishments to deliver the project. Yes or No**
8. **C. Please give details below, including how the project may form part of the curriculum.**
9. **Please state the venue(s) / location(s) that your project will be run from.**

**Please state how individuals will physically access the project in each area. For example, is the venue near public transport, or will transport to the project be provided? If your project is located out of the geographical area it covers, please advise how individuals will travel and access the service.**

1. **A. Please give details on how individuals will be referred into your project and where referrals will come from. Please include details on the referral mechanisms (form on your website, email, telephone etc.) that will be used.**
2. **B. Please give details on how you will refer individuals on after they have used your project and who you will refer them on to. For example, if you identify any safeguarding concerns.**

## **Equality and Inclusion**

In order for the OPCC to demonstrate that it complies with its legal obligations set out in Section 149 of the Equality Act 2010 (Public Sector Equality Duty), we need to ensure that your organisation has a proven track record of providing services for particular groups with “protected characteristics” (as set out in Section 4 of the Equality Act 2010), including but not limited to, LGBT, disabled and BAME individuals. The next few questions will ask you to provide evidence of how your organisation has taken steps to meet the needs of people from protected groups where these are different from the needs of other people.

“The protected characteristics” as set out in Section 4 of the Equality Act 2010, means:

“age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including ethnic or national origins, colour or nationality), religion or belief, sex and sexual orientation.”

1. A. Please advise which protected characteristics your project is / can be tailored for:
* Age
* Gender reassignment
* Pregnancy and maternity
* Religion or belief
* Sexual orientation
* Disability
* Marriage and civil partnership
* Race
* Sex
1. B. Please provide information below to evidence your organisation has a track record of this provision and ongoing commitment. 500 words is the maximum you can use to answer this question.
2. A. Is your project inclusive persons with a relevant protected characteristicor does it exclude any groups?

You must provide us with assurances that your project does not exclude any people with a relevant protected characteristic. If this is the case please provide us with a statement confirming that you will not exclude anyone with a relevant protected characteristic from your project.

If your project does exclude any people with a relevant protected characteristic then please explain the basis of the exclusion. In all cases, the use of an exemption must be a proportionate means to achieve a legitimate aim. Each situation must be considered on its own merits and due regards must be given to all groups affected by invoking the exemption.

For example, if you are looking to provide a project that works with young people up to the age of 18 years who are at risk of committing offences or who commit offences, in this case you would select the age box. Another example is if you are looking to provide a female only group for victims of sexual violence you may exclude male and transgender people, in this case you would tick the Sex and Gender reassignment box. In both these examples you would then need to explain how the exclusion meets a legitimate aim and what consideration has been given to those groups excluded.

1. B. If your project is inclusive of everyone, please provide assurances that your project can be accessed by for everyone, including those having a protected characteristic\*.
2. C. If you exclude certain groups please tell us which protected characteristic groups you will be excluding:
* Age
* Gender reassignment
* Pregnancy and maternity
* Religion or belief
* Sexual orientation
* Disability
* Marriage and civil partnership
* Race
* Sex
1. D. If you exclude certain groups please provide details below on the exclusion and the rationale for the exclusion including how the exemption is a proportionate means of achieving a legitimate aim. 500 words is the maximum you can use to answer this question.
2. Please outline how your organisation ensures (in no more than 500 words):
3. The elimination of unlawful discrimination, harassment, victimisation or other conduct prohibited under the Equality Act 2010.
4. The advancement of equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.
5. The fostering of good relations between persons who share a relevant protected characteristic and persons who do not share it.

## **Demonstrating the impact of your project**

It is really important that the Commissioner is able to demonstrate the impact of any funding being given to another organisation in order to show the value. The Commissioner reports on the impact of all funding to the Police and Crime Panel for Hampshire and the Isle of Wight**.**

1. Please give a minimum of three intended outcomes that your project will achieve and how you will evidence that you have met these outcomes over the course of the funding period. Please tell us how you will collect any data to demonstrate this and attach an example of any evaluation / questionnaire forms you will use.

An 'Outcome' is what you want your project to achieve. A 'Measure' is how you will measure that your outcome has been successfully achieved.

When setting your Outcome and Measure please consider the following in relation to your project:
- How will your project contribute to an increase in reporting from rural communities?
- How you best evidence the impact your project has had on reducing rural crime?
- Which crimes will your project have help to prevent in rural areas?
- Are there any risks, challenges or barriers which could impact on the successful delivery of your project?
- If so, how do you intend to mitigate against these?
- Can you share any feedback from the local community or partners who will have benefited from the impact of your project (directly or indirectly)
- What impact will your project have on confidence levels amongst rural communities?

## **Financial Information**

1. Financial reserves. Please give details about the level of free reserves (unrestricted and undesignated funds) held by your organisation - both the total amount and also the amount in terms of number of months running cost:
* Free reserves held
* Number of months running costs this equates to
* Please state the amount of funds held by your organisation which could be used for this project
1. Please provide an item breakdown and description of all the costs required to carry out your project in the table below (this is shown on the electronic application form). Please provide as much detail as possible including categories of spend that would help us understand what you are going to use the funding for. If you are using funding for employees please give details on each individual post. Total to be used in question 32i.
2. A. Have you secured any other sources of funding for your project (Including any of your own funding committed). Only select no if you are applying for funding to cover the entire cost of your project. This question refers to any other funding you have secured towards your project. Other secured funding will strengthen your application for funding from the OPCC. Yes or No.
3. B. Please let us know your income for your project as detailed in this application that covers the period that you are applying for. If you are applying to any other statutory/non statutory funder(s), for the purposes described in this application, please tell us. There is a table on the electronic application form to complete. It asks for organisation names, is the funding secured, are you awaiting the result of the funding.
4. Total of sourced funding / income for your project (Total amount from previous question to also be used in question 32ii)
5. Project finance summary.
* Total cost for project (question 29)
* Total sourced funding for project (question 30)
* Shortfall – This is the ‘Total cost for project ’ above minus ‘Total sourced funding for project’
1. Total funding requested from the Police and Crime Commissioner for Hampshire (please note this should not be more than £5,000).

## **Financial Information continued**

1. Please advise how your project provides value for money.
2. A. Is the amount being requested from the Commissioner less than the shortfall for your project. Yes or No.
3. B. Please tell us how you intend to seek the additional funding needed for your project.
4. Please tell us if your project will be sustainable in the long term. If it is dependent on grants generally, please outline how your organisation intends to fund the project once the funding period ends or how you intend to bring the project to a close. (Please indicate if it is for a one-off event.
5. A. How would you minimise the impact on your project if you received a 25% reduction in the funding level applied for.
6. B. How would you minimise the impact on your project if you received a 50% reduction in the funding level applied for?
7. Have you had any funding relevant to your project withdrawn in the last two years. Yes or No. And please provide the details if no.

## **Other Information**

1. Does your organisation have a quality mark or are you working towards one. Yes, no or working towards one. If yes provide details.
2. Please confirm whether you have the following documentation (those which apply):
* Public Liability Insurance – Amount of cover
* Employers Liability Insurance – Amount of cover
* Indemnity Insurance – Amount of cover
* Adults Safeguarding Policy
* Health and Safety Policy
* Constitution
* Child Protection Policy
* Vehicle Insurance
* Equality and Diversity Policy
* General Data Protection Regulation Policy
* Business Plan
1. Tell us about your organisation:
* How many trustees/members of the management committee do you have
* How many paid staff (excluding trustees)
* How many volunteers (excluding trustees)

## **Privacy Note**

The information you have supplied in this form will be used to process your grant application. The lawful basis for processing your personal data is on a public task basis.

We may be required to disclose information outside the Office of the Police and Crime Commissioner for Hampshire to help prevent fraud, or if required to by law.

We may not be able to process your application if you do not provide all the requested information.

Full grant applications for successful bids will be retained for a maximum of 6 years (plus current year). Full grant applications for unsuccessful bids will be keep for a maximum of 18 months.

Information will be retained on a database at the Office of the Police and Crime Commissioner for Hampshire for statistical and monitoring purposes.

You can contact the Police and Crime Commissioner’s Data Protection Officer at opcc.dataprotection@hampshire.police.uk

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner’s Office at <https://ico.org.uk/concerns/>

**Transparency/Open Data**

If your application is successful, details of grants of £500 and over will be published on the Office of the Police and Crime Commissioner for Hampshire’s website in accordance with government policy. No personal information will be published.

## **Declaration**

1. You will need to tick the following boxes on the electronic application form:
* I am authorised to apply for the project set out in this application
* I certify that all the particulars given in the form are correct and that any grant money received from the Office of the Police and Crime Commissioner will be used for purposes stated in this form. The Office of the Police and Crime Commissioner reserves the right to reclaim any grant not used for the purposes stated on this form
* I will inform the Office of the Police and Crime Commissioner if any of the particulars and information given ceases to be correct
* I confirm that we have a safeguarding policy and that I have completed the safeguarding form. I will email this to the Commissioning mailbox with my application submission
* I understand that the grant applied for is one off funding with no expectation of funding in future years
* I agree to the Privacy Note above

## **Once you have submitted your application**

To ensure that your application is recorded correctly, please email the Commissioning team on opcc.commissioning@hampshire.police.uk and provide the following information, as entered on your application:

* Name of Organisation
* Name of Project applied for
* Name of main contact person at the organisation (as per question 2)
* Date and time of final submission
* The Safeguarding form for your organisation and any other organisation that are delivering the project with you

Once we have received this information, a member of the Commissioning Team will log the application and send a copy of the form to you for your records, along with a reference number. Please check that the information within your application is correct - it is your responsibility to ensure that you have emailed us notification that your application has been submitted and to check that you have received your reference number. We will endeavour to send a copy of your application form and reference number within five working days.

The Police and Crime Commissioner accepts no responsibility if her team does not receive your application and you have not completed all the steps.

Please note that the OPCC will not be accepting any amendments to your application after it has been submitted.