



VERA BAIRD^{QC}
POLICE & CRIME COMMISSIONER

Northumbria Police and Crime Commissioner Supporting Victims Fund 2017-18

Guidance notes for completing the application

These are guidance notes to help you complete some of the key questions in the application form for Northumbria PCC Supporting Victims Fund.

Organisations can apply to the fund individually or in a consortium or partnership, the application form is the same in both cases. Several questions on the form need to be completed only by organisations that are applying in partnership – these are clearly indicated in the section heading.

If you are completing this as the lead organisation of a partnership please fill in section 1 with the details of your organisation only. All other sections should relate to the work done by the whole partnership. In section 5 you will find specific questions asking for the details of your partnership.

Section 1: About your organisation

Organisation Name and Address

Please provide details of your organisation. For partnership application this should be the details of the lead organisation which is submitting the bid.

Main Contact Person

Please provide details for the main person who we should contact in relation to this application.

What type of organisation are you

Please indicate the type of organisation you are and let us know the month and year that your organisation started. If you are a registered charity please supply your charity number.

Staffing and volunteers

Please let us know how many full and part time staff your organisation employs. If applicable let us know how many members and volunteers your organisation has.

Section 2: About Your Grant Application

Project name

If your project has a name please put it here, if it has no name please leave this box blank.

Project duration

Please put the forecasted project start and end date. Successful applicants will have until March 2018 to spend the grant. Your project start date should be April 2017 and the project end date should not be after March 2018.

Which area (estate/neighbourhood/local authority area) will most of the people who benefit come from?

Please tell us what area your project will serve in the Northumbria area. This may be a local authority area or a specific neighbourhood or estate. If the activity or support is available across multiple areas please indicate this.

Is this new work?

Please identify if the work proposed is new for your organisation, if you are applying to continue existing work or to enhance existing work.

What would you like to do with the grant?

This is where we ask you to tell us about what you need the money for. If you are applying to enhance ongoing activities or new work, what is it that you would like to do? Tell us if this is a specialist service or a particularly innovative approach.

Please explain how you know that people in the community need your work and what evidence you have to demonstrate this

We are interested in understanding more about the need for the work that you do with victims of crime. Have you undertaken any surveys, had feedback from current users or local residents, or have you identified a gap in provision? Is it because there is nothing else in the area? Has it been set up in response to local demand? Is there any relevant research?

Please explain how the people or community accessing your services have been affected by crime and the issues they face

Who is it that benefits from your work with victims of crime? This might be a particular age group, residents in a certain area, particular groups of people such as women who have been trafficked or LGBT people who have experienced hate crime. Please explain what type of crime these people experience and what the consequences are for them. We also ask for further information on the beneficiary group in Section 3 so make sure the two answers tie up.

Please outline the benefits and outcomes you expect to achieve as a result of the funding

What are the benefits or outcomes of your project? Please explain clearly how the funding will build the capacity and maximise the potential of your organisation AND how this will enable you to continue or improve the services that you offer to support victims of crime.

Please also detail any direct outcomes for victims that will help to address victim cope and recovery needs:

- Mental and physical health
- Shelter and accommodation
- Family friends and children
- Education, skills and employment

- Drugs and alcohol
- Finance and benefits
- Outlook and attitudes
- Social interactions

Please tell us about your organisation's aims and current activities, please tell us about your track record / experience in relation to the project you have applied for

Please give a short description of what your organisation does at the moment, and tell us about the outcomes of your previous work in this field. Tell us if you have been funded before from the PCC Supporting Victims Fund and what you think were the key outcomes for your organisation and service.

Please explain how you will collate, measure and report the benefits and changes that you describe above

Please explain how you plan to track and measure the change that this grant would have on your organisation and victims.

If you are successful in securing a grant you will be required to provide progress updates quarterly and a full report once funding is completed. This will be an opportunity to use data that you have collected.

How do you see this project / activity progressing after this funding comes to an end

You might be looking at trialling a new approach to your work or you may be asking for funding to enhance your current activities. Please tell us about it here.

Section 3: Impact

In this section we want you to think about the long term impact that this funding will have on your organisation's beneficiaries rather than the immediate internal impact for your organisation.

Please describe the impact your project will have?

Think about how your project will help to support a victim of crime and those at risk of becoming a victim.

How many people will benefit from this grant?

Please estimate how many people will benefit from any changes to your organisation as a result of this funding. We realise that you cannot give exact figures but please estimate as accurately as possible. This information is important and will be used to evaluate the project at the end of the grant period.

Beneficiaries

Please describe what best reflects **the majority** of the **beneficiaries** of your organisation who are victims of crime. Please think about who the primary beneficiaries will be but also others who will benefit. This doesn't have to be 100% accurate, you're just giving an indication.

Ethnicity

Please indicate the **ethnic** group that best reflects **the majority** of the users of your organisation who are victims of crime. You should also indicate other ethnic groups that will be affected. Again, this doesn't have to be 100% accurate, you're just giving an indication.

Issues addressed

We are interested in the **Issues** that will be addressed by this grant. Please indicate **the primary** issue that will be addressed by this grant. The issue is the problem or need your work with victims of crime addresses and not the activity you are undertaking.

Age group

Finally we would be interested in knowing which **age groups** would benefit from this grant. Please indicate the age group that represents **the majority** of the beneficiaries of your organisation who are victims of crime.

Section 4 – Project budget and additional information

Project Budget

This section asks you to provide details regarding the amount of money you are applying for and what type of items you will be spending it on.

What is the total cost of the project?

If you are asking us to fund part of a staff salary, for instance, what is the total salary each year? If you are asking us to contribute towards a project or activity, what are the total costs?

How much has been raised so far?

If you are not asking us to fund the full costs, how much have you raised already or have you secured as match funding?

How much money are you applying to us for?

Please enter the amount of funding you are requesting from us.

Are you seeking other funding towards this project

Tell us here if you are applying to other funders for funding towards the work, if yes please provide details.

Budget breakdown

Here you itemise the costs that will be incurred in running your project. You should include costs such as staff costs, volunteer costs etc. Please indicate what costs will be met from the grant award.

Note for volunteer expenses - Only out-of-pocket expenses can be paid to volunteers, who should submit receipts and/or proof of payment such as bus/rail tickets for your records. Volunteers should not be paid a flat rate as they will be classed as employees of your organisation.

Section 5 - Additional Information for Consortiums or Partnerships

Partnership questions - these three questions should ONLY be completed by organisations applying to the fund in a consortium or partnership

Please list the organisation name, organisation addresses, charity or company number (if applicable), and the contact details of the main contact for all partners involved in this bid.

If your application is successful we will need to be able to contact all partners directly. Please include information about each group's aims and give a short description of what the organisation does at the moment.

Please tell us about each partner's track record in supporting victims of crime, and the history and track record of the consortium or partnership where applicable (please state if this is a new partnership)

This is about your partnership's track record, as individual organisations and working together. Please explain how the partnership was formed, what work you have done together, if any and, if applicable, how your partnership is formalised. Please explain what complementary skills and experience each partner brings and why you have chosen to work together. We want to see clear evidence of the outcomes and success that any previous joint work has had.

Please provide any additional details about how your partnership would use the grant and who would lead or carry out each part of the work

Please explain how the grant would be broken down across partners.

Section 6 - Additional Information

Declaration - For all applicants

Please sign this section to authorise submission of this application and to confirm that all information provided is true and correct.

Supporting Documents

Please do not forget to attach the following documents when submitting your application:

- A copy of your governing document (e.g. constitution, memorandum & articles or set of rules)
- A copy of your safeguarding policies if you will be working with children or vulnerable adults.
- A list of the names and addresses of your management committee
- Partnership agreement or terms and conditions (for partnership applications only)

If for any reason you are not able to provide one of the required document please explain why you do not have it.

Please clearly label each document with a name and a short description of what it is:
e.g. Name – Hope Consortium – Safeguarding Policies

When you have completed your application

Once you have completed the form please email to amy.robson@northumbria-pcc.gov.uk
It is important that you take time to complete all required fields so we can fully understand your project and the grant you are applying for.