**Police & Crime Commissioner Victims Fund**

**2016/17 Application Form**

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| 1. **Basic Bid information** |

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| **1.1 Organisation details** | |
| Project Manager |  |
| Name of Project |  |
| Name and address of organisation |  |
| Email address |  |
| Telephone number |  |
| Website address (if applicable) |  |

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| Status of Organisation –  □ Voluntary □Local Authority □Community Group □Business / private  □Public Sector Partner (community safety) □Criminal Justice Partner |

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| **1.2 Funding requested** |
| Please provide a figure for the total amount of funding requested in this bid: |

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| **1.3 Brief description of the proposed service/project** |
| *Please summarise in no more than 250 words. You will be asked to provide further detail in the following questions* |

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| **1.4 Showstopper criteria check** | Yes | No |
| 1. Will the funding be used to support victims of crime to cope and recover? |  |  |
| 1. Will the service be easily accessible to victims and free of charge? |  |  |

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| 1. **Showstopper criteria statements** |

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| **2.1 Supporting cope and recover** |
| *How does the proposed service/project support victims of crime to cope and recover and how many people will you provide the service to?*  *Further information on monitoring/measuring outcomes is required at (3.4 and 4.2) below.* |

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| **2.2 Accessibility and cost** |
| *Set out how the proposed service/project will be accessible to victims and provided free of charge* |

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| 1. **Victim Strategy** |

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| **3.1 Needs assessment and equality considerations** |
| *Describe why there is a need for your project. What equality considerations have been made in the development of this bid?* |

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| **3.2 Area for delivery** |
| In which policing areas will your project be delivered?  □ Elmbridge □ Epsom & Ewell □Guildford □ Mole Valley  □ Reigate & Banstead □ Runnymede □ Spelthorne □ Surrey Heath  □ Tandridge □ Waverley □ Woking □ County-wide □ Areas outside Surrey |
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| **3.3 Consultation** |
| Has any engagement taken place with victims or partners? If yes what? |

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| **3.4 Fit with eight categories of need** |
| *Describe how your proposed service/project will meet the requirements of some, or all, of the eight categories of need (developed at the time of the consultation “Getting it right for victims and witnesses”): mental and physical health; shelter and accommodation; family friends and children; education; skills and employment; drugs and alcohol; finance and benefits; outlook and attitudes; and social interactions.* |

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| **4. Performance monitoring** |

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| **4.1 Readiness to deliver** |
| When is the project intended to –  Start –  Finish –  Please provide a clear timeline of delivery |

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| **4.2 Plans to monitor and measure outcomes** |
| *Please state the outcomes the project will achieve and how you will you measure these. What baseline data is available? (If successful you will be expected to provide evidence of change against this baseline)* |

**rformance monitoring**

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| **5. Financial information** |

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| **5.1** Has this project previously received funds from the Office of the Police and Crime Commissioner? (if yes, please provide details) |

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| **5.2** Has your organisation previously received funds from the Office of the Police and Crime Commissioner? (if yes, please provide details) |

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| **5.3** If you are making any other bids to the Victims Fund, please provide the a brief outline of the nature of the bid and requested funding:   |  |  | | --- | --- | | Other bid | Amount applied for | |  |  | |  |  | |  |  | |

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| **5.4** What is the total cost of the project? |

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| **5.5** How much funding have you requested/secured from other sources?   |  |  |  | | --- | --- | --- | | Funding Source | Amount applied for | Amount awarded | |  |  |  | |  |  |  | |  |  |  | |

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| ***5.6*** *Set out how you intend to spend the requested funding from the Victims Fund* ***(as stated in section 1.2)*** *within the 2016/17 financial year and your plans to monitor spend.*   |  |  | | --- | --- | | Item | Cost | |  |  | |  |  | |  |  | |  |  | |  |  |   *Monitoring arrangements:* |

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| **5.7** If this project requires on going funding where will this come from? |

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| **5.8** Please tick to indicate that a copy of your organisation’s accounts is included for the most recent financial year end. |  |

1. **Financial information**

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| 1. **Other information** |

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| **6.1** Other information |
| *You may provide information in this section that you feel will further support your bid.* |

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| 1. **Statement of Applicant** |

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| I confirm that the information on this application form is correct. If a grant is awarded from the Office of the Police and Crime Commissioner, it will be used as detailed in the form and according to any conditions specified.  I confirm that I have read, understood and agree to the terms and conditions included on this form.  I attach references and external accreditations that support my application  I attach a copy of relevant data protection and safeguarding policies   |  |  |  | | --- | --- | --- | | Name | Signature | Date | |  |  |  | |

Please return your completed form to:

Victims Fund, OPCC, PO Box 412, Guildford, Surrey, GU3 1YJ

Or email:

[pccfunding@surrey.pnn.police.uk](mailto:pccfunding@surrey.pnn.police.uk)

**VICTIMS FUND 2016/17 TERMS AND CONDITIONS**

Grant recipients will be expected to operate in accordance with the following terms and conditions for acceptance of funding and any further conditions which may from time to time be published:

# Conditions of the grant

* 1. The Recipient will ensure that the OPCC Victims Fund Grant is spent on all or one of the following:
     1. services for victims of crime and particularly victims in the priority categories outlined in the Victims’ Code: victims of the most serious crime, persistently targeted victims, and vulnerable or intimidated victims, to help them cope with the immediate impacts of crime and, as far as possible, recover from the harm they have experienced. (Victims are further defined in Article 2 (a) of the Victims’ Directive);
     2. services for victims of sexual and/or domestic violence;
     3. support services for family members (as defined in Article 2 (b) of the Victims’ Directive[[1]](#footnote-1));
     4. any associated costs that arise in the process of commissioning/ provision of victims’ services.
  2. In order to comply with the requirement in the Victims’ Directive, services commissioned or provided by the recipient must be in the interests of the victim and be:
     1. free of charge;
     2. confidential;
     3. non-discriminatory (including being available to all regardless of residence status, nationality or citizenship);
     4. available whether or not a crime has been reported to the police; and
     5. available before, during and for an appropriate time after any investigation or criminal proceedings.
  3. The recipient must ensure that the availability and contact details of services provided or commissioned are widely publicised in a variety of media and locations.
  4. Any services and/or arrangements put in place by the recipient must comply with requirements under the Data Protection Act when dealing with personal data and sensitive personal data.

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

* 1. If relevant, those people working with children and/or vulnerable adults must have the appropriate checks (i.e. [Disclosure and Barring Service (DBS)](https://www.gov.uk/government/organisations/disclosure-and-barring-service/about)) If your application is successful, evidence of these checks will be required prior to the funding being released.
  2. Services comply with current national and local legal framework with regard adult and child safeguarding, information sharing, and data protection including compliance with Local Safeguarding Children Board’s policies and procedures and any obligations that may ensue as a result of a child being made subject to a Child Protection Plan.
  3. In respect of the activities supported by the Victims Fund Grant, the recipient will ensure that there is no discrimination on the grounds of race, colour, ethnic or national origin, disability, age, gender, sexuality, marital status, or any religious affiliation, where any of these cannot be shown to be a requirement of the job, office or service in respect of employment, provision of services and the involvement of volunteers.
  4. No aspect of the activity funded by the OPCC must be party-political in intention, use, or presentation.
  5. The Grant must not be used to support or promote religious activity. This will not include inter-faith activity.

# Financial Terms

* 1. The 2016/17 Victims Fund grant including any underspend cannot be carried over to the following financial year in accordance with HMT’s Managing Public Money (MPM) rules.
  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.
  3. If any capital asset costing more than £1,000 is purchased with funds provided by the OPCC, the asset must not be sold or otherwise disposed of within five years of purchase without the OPCC’s written consent. The OPCC may require repayment of all or part of any proceeds of any disposal or sale.
  4. The recipient will maintain a register of any capital assets purchased with funds provided by the OPCC. This is register will record, as a minimum, (a) the date the item was purchased; (b) the price paid; and (c) the date of disposal (in due course).
  5. The recipient must not attempt to raise a mortgage or other charge on OPCC-funded assets without the prior approval of the OPCC.
  6. Where there is balance of funding unspent, this must be returned to the OPCC no later than 28 days following the conclusion of the grant period.
  7. A copy of the accounts (statement of income and expenditure) for the most recent financial year must be provided.

# Evaluation

* 1. Upon request, you will be required to provide evidence of the outcomes of your project/initiative, reporting periodically throughout the life of the project and at its conclusion.

# Breach of Grant Conditions

* 1. If the recipient fails to comply with any of the conditions of the grant, or if any of the events mentioned in Clause 5.2 occur, then the OPCC may 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.
  2. The events referred to in Clause 5.1 are as follows:
     1. The recipient purports to transfer or assign any rights, interests or obligations arising under this Grant Application without the agreement in advance of the OPCC
     2. Any future information provided in relation to 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 OPCC considers to be material;
     3. The recipient takes inadequate measures to investigate and resolve any reported irregularity.
  3. In the event that it becomes necessary to take steps to enforce the terms and conditions of the Grant, the OPCC will write to the recipient giving particulars of its concern or of any breach of a term or condition of the Grant.
  4. The recipient must within 30 days (or earlier, depending on the severity of the problem) address the OPCC’s concern or rectify the breach, and may consult the OPCC or agree with it an action plan for resolving the problem. If the OPCC is not satisfied with steps taken by the recipient to address its concern or rectify the breach, it may recover Grant funds already paid.
  5. On termination of the Grant for any reason, the recipient as soon as reasonably practicable, must return to the OPCC any assets or property or any unused funds (unless the OPCC gives its written consent to their retention) that are in its possession in connection with this Grant.

# Publicity and Intellectual Property Rights

* 1. The recipient must grant to the OPCC 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 for such purposes as the OPCC shall deem appropriate.
  2. The recipient must seek approval from the OPCC prior to using the OPCC’s logo when acknowledging the OPCC financial support of its work.
  3. Whenever publicity is sought by or about your project, the assistance of the OPCC is acknowledged and, where there is an opportunity for the OPCC to be represented at launches or related events, that this information is communicated to the OPCC as soon as possible.
  4. That the OPCC be given the opportunity to display its logo on all literature developed for use by the project and on any publicity documents.

# Additional Information

* 1. The OPCC reserves the right to refuse any application. The panel will consider and assess your application and you will be notified of the outcome following the assessment process.
  2. If your application is successful, you will be required to accept and sign the OPCC’s full terms and conditions, prior to funds being released.

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| **For official use** |

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| Date Received - |

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| Copied to - |

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| Date and time of panel – |

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| Any views sought – |

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| Decision – |

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| Amount awarded – |

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| Notification sent – |

1. Directive 2012/29 of the European Parliament and of the Council establishing minimum standards on the rights, support and protection of victims of crime, and replacing Council Framework Decision 2001/220/JHA [↑](#footnote-ref-1)