

**Community Service**

**Grants**

**Funding Application**

**2023-24**

Probation Board for Northern Ireland

# Grant Funding Application

Please:

* complete using black ink or typescript
* answer **ALL** the questions
* continue on separate sheets if necessary
* ensure you read and understand the agreement of funding before completing this application
* be aware that the information provided on this form may be made available to other Departments/Agencies for the purposes of preventing or detecting crime

### Part 1 Organisation Details

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Name

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Address

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Postcode

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Tel

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E-mail

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Status

*\*Status (Limited Company, Trust, Charity etc.)*

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Main contact for this application:

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Position within organisation:

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To whom do they report:

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Position within organisation:

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E-mail address if different from above:

How long has your organisation been in existence?\*

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*\*If less than 12 months, please supply a reference from an established organisation / body.*

### Part 2 Aims and Objectives of Organisation

Summarise the aims, objectives and purposes of your organisation, i.e. why was it established? What does it hope to achieve?

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What geographical area does your organisation cover?

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What particular group(s) of people benefit from the services provided by your organisation?

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Equality

How will your organisation support and promote equal opportunities?

(This includes promoting equality of opportunity and good relations in accordance with Section 75 of the Northern Ireland Act 1998).

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Basic Trauma-informed Training

Organisations must be committed to participating in trauma-informed training to harness understanding and empathy for Service Users. Please outline your commitment to Supervisors being suitably trained in this speciality.

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Data Protection

Please click the link below to review chapter on Controller and Processor of Information.

<http://www.legislation.gov.uk/ukpga/2018/12/part/3/chapter/4/enacted>

Please tick the box to confirm you have read the information on Controller and Processor and your organisation meets PBNI requirements

Existing Relationships/Partnerships

Does your organisation involve partnership across the statutory, voluntary and / or community sectors? If so, please give details of the nature of the partnership, contribution and contact details of other partner organisations.

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Social Clause

Given the target demographic of this funded programme, please provide details of any policy or practice the organisation has in place specifically targeted at engaging people who have previously offended.

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### Part 3 Criteria

**The number of placements awarded will be dictated by PBNI’s assessed needs and geographical location.**

The criteria for assessing Community Service/Supervised Activity Order Placements providers is summarised below:

1. **Work that will be undertaken**
2. **Ability to supervise and carry out oversight function of placements**
3. **Proven track record of working with people who have offended**
4. **Restorative Outcomes**
5. **Community Relations**
6. **Employability**
7. **Record Keeping and Data Protection**

**Please complete the following boxes to demonstrate your organisation’s experience and expertise in each of these areas.**

All boxes must be completed

In the boxes below please provide recent examples (including dates) which clearly demonstrate that your organisation can meet the criteria outlined:

**1. Demonstrate in detail the work that will be undertaken by the placements.**

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| **(a) Type of Duties and Placements available**  This should include types of duties you can provide for people under supervision (including those who have physical or emotional issues)  **Number of placements available (note that this must be a minimum of 6)** |

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| **(b) Confirm specifically where placements will be allocated to undertake the work.**  **(c) Confirm when placements will be working, e.g. (Days/Evenings/Weekends\*)**  **(d) Confirm that you can meet the minimum requirement of offering each placement a minimum of 336 hours in total. This equates to 7 hours per week over a period of 48 weeks.**  **If a service user does not complete the 336 hours, then you must accept a replacement who will work the remaining hours. For monitoring purposes, this will constitute 1 placement in total.**  \*Preference may be given to those organisations who can provide evening and weekend work. |

2. Demonstrate ability to supervise and carry out oversight function of placements.

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| **(a) Outline how the placements will be effectively supervised.** |

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| (b) Confirm that you are prepared to meet the needs of a diverse range of service users, particularly those with more complex requirements who may be considered “difficult to place”.  Please explain how your organisation is suitable to meet the needs of these service users. (Provide examples) |

3. Demonstrate proven track record of working with people who have offended.

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| **Provide recent examples (within the past 3 years – including dates)** |

4. Restorative Outcomes

**Please outline how your organisation will contribute towards restorative outcomes, i.e. how it will enable the service user to make reparation for the harm caused as a result of their offending.**

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1. **Community Relations**

**Please outline how you plan to measure evidence of success in the promotion and delivery of effective community relations.**

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1. Employability

Organisations who provide access to accredited training courses to fulfil a proportion of placement hours will likely be awarded extra points in the scoring process, if this is available.

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| Please describe where this is the case, giving examples of any such courses. |

1. Record Keeping and Data Protection

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| 1. **Please detail systems in place for updating and maintaining operational/financial records.** |

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| 1. **Please detail Data Protection systems in place in your organisation.** |

Part 4 Performance/Monitoring

Proposals for Measurement of Outcomes

Complete the table below, giving targets and dates on which these are expected to be attained. Provide appropriate commentary. (Please note that these should relate to the criteria in section 2 above)

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| Measurable outcome | Target | Dates on which targets are expected to be attained |
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| Commentary | | |

If you wish to provide any other information in support of this application, please do so here.

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**EXPENDITURE**

Successful applicants will be expected – at the 6 and 12 month review periods – to report on expenditure incurred.

Please note the following will be deemed **ineligible expenditure**:

* Activities of a political or exclusively religious nature;
* Goods or services that another Department, organisation or agency has a statutory duty to provide;
* Core Costs, to include rent, rates, insurance, management charges and utility charges except where a voluntary or community organisation is the lead delivery agent for the project. In this case, core costs will be appropriately apportioned;
* Payments reimbursed or to be reimbursed by other public or private sector grants;
* Contributions in kind; donations
* Affiliation or membership fees;
* Endowments, loan payments;
* Depreciation, amortisation or impairment of fixed assets owned by the Grant Recipient;
* The acquisition or improvement of fixed assets by the Grant Recipient;
* Interest payments (including service charge payments for finance leases);
* Gifts to individuals other than promotional items with a value no more than £10 a year to any one individual;
* Entertaining (entertaining for this purpose means anything that would be a taxable benefit to the person being entertained, according to current UK tax regulations);
* Statutory fines, criminal fines or penalties; and
* Liabilities incurred before the issue of this funding agreement unless agreed in writing by PBNI.

### Part 5 Risk Assessment

If your application is successful, a PBNI Risk Assessment of the Site / task will be undertaken and only when this has been successfully completed will funding be advanced.

Part 6 Declarations

6.1 Funders’ Passport Declaration

Under the “Code of Practice for Reducing Bureaucracy in grant funding to the Voluntary and Community Sector”, Voluntary and Community Organisations (VCO’s) have the choice whether they prefer to send the five key documents that are required by all funders at application stage, or to upload to the Government Funding Database. The five key documents (collectively known as the Funders’ Passport) are:

* Organisation’s constitution;
* List of Office Bearers;
* Organisation Chart;
* Audited Accounts or Financial Statement; and
* Rental Agreement/Lease or evidence of ownership.

Please complete the Funders’ Passport Declaration at Annex A and return with this application form stating whether the documents are the most up to date and fit for purpose, are held on the Government Funding Database or have been attached to this application.

To log on to the Government Funding Database please visit:

<http://govfundingpublic.nics.gov.uk>

6.2 Polices and Procedures Declaration

Please complete the Policy and Procedures Declaration, attached at Annex B and return with this application form. These policies do not need to be sent to PBNI, however PBNI can at any time ask to see any supporting evidence in support of this declaration.

All organisations must have an in-date Public Liability Insurance certificate that MUST be sent with this application.

CHECKLIST

Please check that all of these are provided when making your application.

Completed and signed Application form

Annex A Funders’ Passport Declaration

Annex B Policies and Procedures Declaration

The five documents stated in the Funder’s Passport are enclosed (if not included

on the Government Funding Database), namely, a

* Copy of your organisation’s constitution/Memorandum of Association;
* List of your Office Bearers or Board of Governors;
* Your Organisation Chart;
* A Copy of your Audited Accounts or Financial Statement;and
* Your Rental Agreement/Lease or evidence of ownership.

A Public Liability insurance certificate (in date)

**ANNEX A**

**FUNDERS’ PASSPORT DECLARATION**

I hereby declare that the following documents:

**Constitution/Memorandum of Association Y/N**

**List of Office Bearers or Board of Governors Y/N**

**Organisation Chart Y/N**

**Audited Accounts or Financial Statement Y/N**

**Rental Agreement/Lease or evidence of ownership** **Y/N**

[please delete (i) or (ii) below as appropriate]

1. held on the Government Funding Database (GFD) are the most up to date and fit for purpose for this application period;
2. which are not up to date and fit for purpose on the GFD for this application period are now provided with this application.

I agree these documents may be made available to other public sector funders via the GFD. **Y/N**

I also accept that this information may be published by PBNI

Signed………………………………………………. Chairperson

Signed………………………………………………… Another Office Bearer

**Annex B**

**POLICIES AND PROCEDURES DECLARATION**

**I, as Chairperson of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, declare that the policies and procedures listed below have been formally adopted, are regularly reviewed and are deemed fit for purpose by my organisation at the time of this application for funding.**

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| **POLICY/PROCEDURE** | **IN PLACE Y, N OR N/A** |
| Strategic/Operational Plan |  |
| Procurement/tender procedures |  |
| Statutory requirements i.e.   * Equal Opportunities * Fair Employment * Disability Discrimination * Age Discrimination |  |
| Fraud Policy |  |
| Health and Safety Policy |  |
| Health and Safety Risk Assessments in Place |  |
| Employer and Public Liability Insurance |  |
| Mobile Phone Policy |  |
| Child Protection Policy |  |
| Data Protection Policy |  |
| Information Asset Policy |  |
| Internet Policy |  |
| Document Retention Policy |  |
| Conflict of Interest Register/Policy |  |
| Travel Policy |  |
| Volunteering Policy |  |
| Recruitment Policy |  |
| Staff Induction Policy |  |
| Reserves Policy |  |
| Staff Appraisal System |  |
| Assets Register or Inventory |  |