

**THROUGH THE GATE**

**PROGRAMME**

**Funding Application**

**2024-26**

**THROUGH THE GATE PROGRAMME**

**FUNDING APPLICATION FORM**

1. **BRIEF PROGRAMME OUTLINE**

The ‘Through the Gate’ programme aims to help reduce offending, improve community safety and – at an individual level – to improve resettlement and reduce the potential for return to custody for those transitioning from custody back into their community. Furthermore, it is intended to improve life management, motivational skills, health/lifestyle, and employment prospects for participants as well as support in reducing factors linked to re-offending.

Two of the plans key themes have particular relevance: reducing re-offending and reducing crime. Operationally the programme also builds on PBNI’s previous Reset model and will evolve from the outgoing Transitions programme.

1. **COMPLETING THE APPLICATION**

Please ensure that all sections of the application are completed in full, the answers are concise and pertinent examples are given where necessary.

1. **DEADLINE AND QUERIES**

The deadline for receipt of completed applications is **12noon on Thursday 16 May 2024**.

Applications must be submitted to Graham Parkinson, PBNI Procurement and Grants Manager, either by hard copy or email to [Graham.Parkinson@probation-ni.gov.uk](mailto:Graham.Parkinson@probation-ni.gov.uk)

**Late applications will not be accepted.**

Any queries in relation to your application should be directed to the PBNI Procurement and Grants Manager at the email address above.

1. **DECISION**

The total programme budget is £120,000 for an initial 2-year period.

Please be aware that it is anticipated the programme will be oversubscribed and therefore not all applications will be successful. Applicants should therefore not make any commitment, financial or otherwise, until the decision of the evaluation panel is publicised.

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| **Section 1: APPLICANT DETAILS** |

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| **Applicant/ Organisation** |  |
| **Contact Address** |  |
| **Contact Person** |  |
| **Contact**  **Telephone**  **Email** |  |
| **Type of Organisation** | **Community/Voluntary Group 🞏**  **Statutory Organisation 🞏** |
| **Is the Organisation constituted?** | **Yes 🞏 No 🞏** |
| **How long has the organisation been in existence?**  **(if less than 12 months please supply a reference from an established organisation/body)** |  |
| **Have you been in receipt of funding from PBNI for this or any other programme?** | **Yes 🞏 No 🞏**  **If yes, please give details.** |

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| **A. Please summarise the aims, objectives and purposes of your organisation, i.e. why was it established? What does it seek to achieve?**  **[Max. 200 words]** |

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| **B. What geographical area does the organisation’s work cover?**  **[Max. 100 words]** |

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| **C. What particular group(s) of people benefit from the services provided by your organisation?**  **[Max. 200 words]** |

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| **Section 2: EVALUATION CRITERIA** |

Please ensure that applicants provide detailed, concise responses specifically addressing each area covered within the assessment criteria.

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| **A. Clearly demonstrate how the applicant has strong relevant skills in engaging with service users to be supervised by PBNI. Please give examples.**  **[Max. 300 words]** |

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| **B. Clearly demonstrate how the applicant has an awareness and understanding of factors linked to offending and community resettlement. Please give examples.**  **[Max. 250 words]** |

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| **C. Clearly demonstrate how the applicant has an awareness of local statutory and community and voluntary sector services to aid resettlement. Please give examples.**  **[Max. 250 words]** |

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| **D. Provide an overview of the programme delivery plan which demonstrates ability to successfully deliver the programme.**  **[Max. 250 words]** |

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| **E. The programme will be asked to report on progress/success under the Outcomes Based Accountability (OBA) model using information supplied in the application. Please complete the Outline Implementation Plan at Section 3 and add any supplementary commentary here, if required.**  **[Max. 200 words]** |

**ion 4: FINANCE**

**Section 3: OUTLINE IMPLEMENTATION PLAN**

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| **Performance measures**  e.g. how much will we do and how will we measure it?; how many beneficiaries will there be? | **Ownership** | **Outcomes**  e.g. will anyone be better off?; what other benefits will there be? | **Timeline** |

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| **Section 4: FINANCE** |

Please outline the applicant’s budgetary requirements to deliver the Through the Gate programme by completing the budget table below.

Whilst only high-level details are required at this stage, if your application is successful additional detail will likely be needed, e.g. full breakdown of Direct Staff Costs.

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| **Budget Category** | **Year 1 £**  **(3 Jun 24**  **– 2 Jun 25)** | **Year 2 £**  **(3 Jun 24**  **– 2 Jun 26)** | **Total**  **£** |
|  |  |  |  |
| **Direct Staff Costs** |  |  |  |
| **Programme / Other Costs** |  |  |  |
| * Training |  |  |  |
| * Travel / Expenses |  |  |  |
| * Supervision |  |  |  |
| * Staff Management |  |  |  |
| * Mobiles |  |  |  |
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| **Overheads\*** |  |  |  |
| **Total** |  |  |  |

\*Overheads are calculated as a 15% flat rate of Direct Staff Costs. This budget category encompasses the following:

* Heat/Light/Power
* Rent/Rates
* Cleaning
* Stationery / Postage / Photocopying
* IT Services
* Insurance
* Telephone / Broadband
* Repairs / Renewals
* Bank Charges
* Sundries

Please note that this list is not exhaustive and is intended to give an indication as to the nature of costs to be classified as Overheads.

Verification or audit of documentation pertaining to Overheads will not be required for inspection nor will justification be requested.

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| **Provide details as to what arrangements will be in place to ensure efficient and effective financial control, management, and accountability of the Through the Gate Programme.**  **[Max. 350 words]** |

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| **Section 5: MONITORING AND EVALUATION** |

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| **A. How will you evaluate the programme and measure its success?**  **[Max. 300 words]** |

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| **B. How will success of the programme be celebrated / communicated?**  **[Max. 200 words]** |

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| **Section 6: 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>

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 |  |