



KNIFE CRIME PREVENTION GRANT APPLICATION

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1.1 Main contact details

Please fill in the following details about the person in your organisation who will be the main contact for your application.

Name:	
Job title:	
Address (including postcode):	
Tel:	
Mobile:	
Email:	

1.2 Type of organisation

Please confirm the type of your organisation as stated in the governing document, giving the registration number where appropriate and the year the organisation was established (please complete all those that apply):

Type of Organisation	Registration Number	Year Established
Registered charity		
Community / voluntary sector		
Community Interest Company (CIC)		
Other (please specify)		

1.3 Accountable body

If your organisation is unincorporated, do you have agreement from a legally constituted organisation to act as your accountable body for the funding?

YES NO NOT APPLICABLE

If yes, please provide details of the accountable body and attach a letter of agreement:

Name of Accountable Body	
Letter of agreement attached	<input type="checkbox"/>

1.4 About your organisation

Please tell us about your organisation, what it does and if you have delivered similar projects to the one you are applying for:

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1.5 Due Diligence Checklist

Please complete the following table:

	Yes	No	N/A	
Does your organisation have current public liability insurance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If yes: Value: £
Does your organisation have current employer's liability insurance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If yes: Value: £
Does your organisation have an active Management Committee or Board of Trustees with at least three people who are unrelated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Please provide a copy of the Constitution or Standing Orders
Does your organisation have recent signed accounts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Please provide the most recent set of accounts
Does your organisation have a bank account with 2 signatories?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Please provide bank statements for the last 2 months
Does your organisation have a policy on financial controls and management?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does your organisation have a current safeguarding children and/or vulnerable adults' policy? (Where relevant to the project)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If your project intends to work with children or vulnerable adults, we will need to see a copy of these policies
Do staff who will be delivering the project have current enhanced DBS checks? (Including external agencies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Only applicable for staff working face to face with children or vulnerable adults
Does your organisation have a current data protection policy? (Where relevant to the project)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does your organisation have a current equality and diversity policy? (Where relevant to the project)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is your organisation registered with the ICO?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If yes: registration number:

1.6 Income and expenditure

Please outline your annual income and expenditure in the past two years?

Financial year	Or state own financial year	Annual income £	Annual expenditure £
2022-23			
2021-22			
Other year			

Section 2 – Your Knife Crime Prevention Project proposal

2.1 Project location

Please confirm that your project will be delivered in the Kingsthorpe, Northamptonshire

Yes, I confirm that the project will be delivered in Kingsthorpe, Northamptonshire

2.2 Project outline

Please describe your proposal. If your proposal is a project, you should include the aims and objectives of the project, who and how many will benefit and how the project will be delivered. If your proposal is for equipment, for example a sign, then only answer what is applicable to your bid. Please be specific about what equipment you wish to purchase:

We may use this information in publicity material.

2.3 Planned impact of the project

What do you hope to achieve through this intervention? Can you show examples of this type of intervention working elsewhere

2.4 Project delivery plan

Please complete this project delivery plan. Where your proposal is for a project, please complete this in as much detail as possible including SMART (SPECIFIC, MEASURABLE, ACHIEVABLE, RELEVANT, TIMELY) targets. All successful applicants will be expected to report back on progress against this delivery plan.

Aims	Who will do it?	When will they do it by?	Desired outcome?	How will success be measured?

2.5 Further information about your project delivery plan

Any other relevant information about your delivery plan

2.6 Referral Pathways or Partners involved in project delivery

If you are intending to deliver this project in partnership with any other organisation(s) or you are anticipating referrals from other organisations please advise who the partner organisations are; their role in the project, and/or the agreed referral pathway

If you intend to make any payments to partners, then you need to ensure that this is clearly shown in the project budget in question 3.1

If you plan to deliver the project with partners or receive referrals from partners, you must submit original written evidence of their agreement to be involved or their agreement around the referral pathway.

Name of Partner	Role	Have you submitted evidence of their agreement to be involved?

2.7 Information sharing agreements

Does your project require the sharing of information from or with other agencies?

YES NO NOT APPLICABLE

If yes, do you have GDPR compliant information sharing agreements in place?

YES NO NOT APPLICABLE

Please provide brief details – who is the information sharing agreement between, when was it written and signed etc.

2.10 Project scope

Is this grant for new work, or to support/extend your organisations existing work?

NEW WORK SUPPORT / EXTEND EXISITING WORK

If you are seeking a grant to support existing work, tell us below, in a **maximum of 300 words** how this work was previously funded, why this funding is no longer available, what your project/service has achieved so far and what is the need for it to continue.

2.11 Previous funding from Kingsthorpe Parish Council?

Have you previously received funding for this project from Kingsthorpe Parish Council?

YES NO NOT APPLICABLE

If yes, please tell us below what you achieved with the previous funding.

2.12 Project delivery and management

Please tell us who will manage the project and how you will ensure the project is delivered effectively and well managed?

Section 3 - Financial information

3.1 Project budget

Please complete the separate project budget spreadsheet (appendix C). If your project involves the purchase of any products, please provide at least one quote. If your project involves match funding, please confirm whether the match funding has already been agreed.

3.2 Payments to third parties

Please provide detail of your process of payments to third parties involved in delivering the project, including PAYE:

3.3 Justification of costs

Please use this space to justify any costs which you feel may appear high, including any consultancy costs (**maximum of 150 words**):

3.4 Conflict of Interest

Please complete the Conflict-of-Interest Form (appendix B).

3.5 Reference/Letter of Support

Please complete the Reference Form or attach a separate letter of support.

Section 4- Final Declaration

I / we hereby confirm that my / our organisation or any directors or partner or any other person who has powers of representation, decision or control have not been convicted of any of the following offences:

- (a) Conspiracy
- (b) Corruption
- (c) Bribery
- (d) fraud or theft
- (e) any offence listed:
 - (i) in section 41 of the Counter Terrorism Act 2006; or
 - (ii) in Schedule 2 to that Act where the court has determined that there is a terrorist connection;
- (f) any offence under sections 44 to 46 of the Serious Crime Act 2007 which related to an offence covered by subparagraph (f);
- (g) money laundering or offences relating to the proceeds of criminal conduct; or
- (h) an offence under section 4 of Asylum and Immigration (Treatment of Claimants etc.) Act 2004;
- (i) any other offence under section 59A of the Sexual Offences Act 2003;
- (j) an offence in connection with the proceeds of drug trafficking
- (k) any other offence within the meaning of Article 57(1) of the Public Contracts Directive

I / we hereby confirm that within the past three years my / our organisation and its directors / trustees have not:

- (a) violated applicable environmental, social and labour obligations established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions;
- (b) been made bankrupt or been the subject of insolvency or winding up proceedings;
- (c) been guilty of grave professional misconduct;
- (d) tried to unduly influence the decision-making process of Kingsthorpe Parish Council
- (e) tried to obtain confidential information that may confer undue advantage; or
- (f) provided misleading information that may have a material influence on decisions concerning grant award.

For the purposes of this declaration, a Relevant Conviction is a conviction involving dishonesty, violence or sexual assault and a Regulated Activity has the meaning given in Schedule 4 to the Safeguarding Vulnerable Groups Act 2006. I / we hereby confirm that no individual, employed or associated with the Beneficiary, has:

- disclosed that he has a Relevant Conviction;
- been found by the Beneficiary to have any Relevant Convictions (whether as a result of a police check or through the DBS procedures or otherwise); or
- been barred from, or whose previous conduct or records indicate that he would not be suitable to carry out Regulated Activity or who may otherwise present a risk to service

users, and no such individual is or shall be employed or engaged in any part of the provision of the Funded Services. (see appendix A)

Declaration

I confirm that I am authorised to sign on the behalf of the organisation and that all the information given or referred to in this application form is true and accurate and that all relevant information has been submitted.

Name:	
Position in organisation:	
Signed:	
Date:	

Section 5 - Finishing your application

Checklist - please tick to confirm that:

You have read the Guidance Notes that accompany the application form	<input type="checkbox"/>
You have fully answered all of the relevant questions in this application form	<input type="checkbox"/>
An authorised person has signed the application form with an original signature	<input type="checkbox"/>
You have attached your organisations Constitution or Standing Orders	<input type="checkbox"/>
You have attached the most recent Set of Accounts	<input type="checkbox"/>
You have attached the last 2 months Bank Statements	<input type="checkbox"/>
You have attached the References/Letters of Support	<input type="checkbox"/>
You have completed and signed the Conflict-of-Interest Form and included it with this application	<input type="checkbox"/>
You have attached your separate Project Budget Form (see question 3.1) together with quotes where appropriate	<input type="checkbox"/>
If applicable: you have attached confirmation from your accountable body that it agrees to act as the accountable body for the project (see question 1.3)	<input type="checkbox"/>
If applicable: you have attached your safeguarding children and/or safeguarding vulnerable adults policies	<input type="checkbox"/>
You have only sent us the information we have asked for and not included any additional documents	<input type="checkbox"/>

Please send the electronic copy of this application form and required accompanying documents (listed in supporting documents list) to: clerk@kingsthorpe-pc.gov.uk

Appendix A

*Conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 3 of Council Framework Decision 2008/841/JHA on the fight against organised crime.

*Corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906.

*The common law offence of bribery or within the meaning of the Bribery Act 2010 or section 113 of the Representation of the People Act 1983.

*Fraud as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities; fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978, the Theft (Northern Ireland) Order 1978 or the Fraud Act 2006; fraudulent trading within the meaning of the Companies Act 1985, the Companies (Northern Ireland) Order 1986 or the Companies Act 2006; fraudulent evasion within the meaning of the Customs and Excise Management Act 1979 or the Value Added Tax Act 1994; or an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993.

*Money laundering or offences relating to the proceeds of crime within the meaning of the Proceeds of Crime Act 2002, the Criminal Justice Act 1988 or the Proceeds of Crime (Northern Ireland) Order 1996.

*Offences in relation to the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Coroners and Justice Act 2009 or within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994.

*Offences relating to the Public Contracts Directive as defined by the national law of any jurisdiction outside England and Wales and Northern Ireland; or created, after the day on which the Regulations were made, in the law of England and Wales or Northern Ireland.

*Referred to in Regulation 56(2) of the Regulations or listed in Annex X to the Public Contracts Directive as amended from time to time.

*Bankrupt or subject to insolvency: where the organisations assets are administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended, or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State.

Appendix B

Conflict of Interest Declaration

Organisation name:	
Project name:	

Conflicts of Interest

Conflict of Interest refers to situations in which personal interests (which may include financial interests) may compromise, or have the appearance of, or potential for, compromising professional judgement and integrity and, in doing so, the best interests of Kingsthorpe Parish Council.

Examples of conflicts of interest include: (This is not an exhaustive list)

- Being employed by (as staff member or volunteer) Kingsthorpe Parish Council
- Canvassing, or negotiating with, any person with a view to entering into any of the arrangements outlined above
- Having a close member of your family (which term includes unmarried partners) or personal friends who falls into any of the categories outlined above
- Having any other close relationship (current or historical) with any members of Kingsthorpe Parish Council.

* Delete as applicable

I/We* hereby confirm that **no conflicts of interest exist** between the grant applicant organisation (and including any employee, volunteer, or board member) and Kingsthorpe Parish Council (or its members, any of its officers or Councilors). I/We* acknowledge that failure to comply with this requirement may result in disqualification from the grant application process, at the discretion of Kingsthorpe Parish Council.

Or

I declare that the grant applicant or someone associated with the grant applicant* **does have a conflict of interest** that may prevent our full and unprejudiced participation in this procurement process. The nature of this conflict of interest is described below:

Name:	
Position in organisation:	
Signed:	
Date:	

Appendix C

Project Budget Breakdown

Organisation name:

Project name:

Budget Heading	Funding sought	Total project cost	Any other Relevant Information
	£	£	
Direct costs			
Project employee/volunteer costs:		0.00	
		0.00	
		0.00	
Project premises costs:		0.00	
		0.00	
		0.00	
Project travel and transport costs:		0.00	
		0.00	
		0.00	
Project supplies and services costs:		0.00	
		0.00	
		0.00	
Subtotal direct project costs	0.00	0.00	
Indirect costs			
Project employee/volunteer costs:		0.00	
		0.00	
Project premises costs:		0.00	
		0.00	
Project travel and transport costs:		0.00	
		0.00	
Project supplies and services costs:		0.00	
		0.00	
Subtotal indirect project costs	0.00	0.00	
TOTAL (add sub totals of direct and indirect costs)	0.00	0.00	