Safer Communities Fund 2025 Application Form

Applicants should consult the guidance notes before completing the form. All applications that are received that do not meet the eligibility criteria will be discounted.

Note: We may ask you for further information for audit purposes.

**Project Title**

**Section 1. Contact Details**

* 1. **Name of Organisation**

**1.2 Primary contact’s details**

Contact name:

Contact position:

Address:

Postcode:

Telephone:

Email address:

**Section 2. Governance**

**2.1 What is the status of your group? (Please tick all boxes that apply)**

1. Registered Charity[ ]  Number:

2. Company Limited by guarantee [ ]  Number:

3. Social Enterprise [ ]

4. Community Group [ ]

5. CIC [ ]

6. CIO [ ]

7. Other [ ]  Please state:

**2.2 Do you have a governing document or constitution?**

Yes [ ]

No [ ]

**2.3** **Do you have public liability insurance?**

Yes [ ]  (You may be asked to supply evidence if your application is successful)

No [ ]

**2.4 Do you have safeguarding policies and DBS checks for the organisation and people involved in place?**

Yes [ ]

No [ ]

N/A [ ]

**2.5 Do you require any licences, permission or insurance for the project?**

Yes [ ]

No [ ]

Please list:

If so, have these been secured? Yes [ ]  No [ ]  N/A [ ]

**2.6 Can your organisation recover VAT?**

Yes [ ]  VAT number:

No [ ]

**Section 3. Project Details**

3.1 Proposed Start Date:

3.2 Proposed Completion Date:

**3.3 Proposed location/s that your project will take place including postcode (this must be within Herefordshire).**

**3.4 Tell us what your project will do?**  *Include the type of activity, who it is for, and how it will be delivered (Max 300 words)*

**3.5 What are the expected benefits of this project?** Tell us how it will contribute towards the KPI’s listed in section 4. (Max 300 words)

|  |
| --- |
| **Section 4 Project KPI’s** |
| Funding awarded under this grant scheme must contribute towards achieving one or more of the KPI’s listed below. You will be expected to demonstrate how you have contributed towards one or more of these KPI’s |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **4.1 Will your project target any of the following?** | **Y** | **N** | **How many children or young people do you expect to benefit?** | **Please describe the number of hours/sessions delivered** |
| South Wye |  |  |  |  |
| Leominster |  |  |  |  |
| Bromyard |  |  |  |  |
| Kingstone |  |  |  |  |
| College Estate |  |  |  |  |
| Churchill Gardens |  |  |  |  |
| Rural areas |  |  |  |  |
| Young people (11-19 years old) |  |  |  |  |
| SEND – particularly those who may have a need but are currently not met by EHCP’s |  |  |  |  |
| Increasing youth provision |  |  |  |  |
| Reducing hate crime perpetrated by children or young people |  |  |  |  |
| Reducing anti-social behaviour by children and young people |  |  |  |  |
| Reducing and /or preventing substance misuse by children and young people |  |  |  |  |
| Preventing children and young people from vulnerability to child exploitation |  |  |  |  |
| Building community resilience |  |  |  |  |

|  |
| --- |
| **4.2 Project Outcomes****If your project is targeted at any of the following, please complete the table below***Outcomes will need to be evidenced as part of your quarterly claims and final report* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Baseline** | **Target** | **Source of baseline data** | **Frequency that data source is updated** |
| Reducing hate crime perpetrated by children or young people |  |  |  |  |
| Reducing anti-social behaviour by children and young people |  |  |  |  |
| Reducing and /or preventing substance misuse by children and young people |  |  |  |  |
| Preventing children and young people from vulnerability to child exploitation |  |  |  |  |
| Building community resilience |  |  |  |  |

**5. If you plan for the project to continue beyond the grant period, how will it be sustained? (Max 150 words)**

**6. Project Costs**.

**6.1 Please itemise your individual project costs in the Project Costs form**. The Project Costs form is a separate excel document and can be downloaded from the grant scheme guidance webpage. All included costs must be revenue items. For items over £250 please provide quotes along with your submission. Receipts, invoices and other evidence of costs must be submitted as part of any project claim.

a) Amount of Safer Communities Fund grant you wish to apply for £

b) Total Project Costs £

c) Match funding (if any): £

You will be asked to provide a **current** bank statement if successful

**7. Risk Management**

**7.1 Summarise the key risks to the project and what process will be used to monitor risk? (Max 300 words)**

All approved projects are required to adhere to the Fund Branding and Publicity requirements.

**Fraud statement**

By completing the application or accepting the grant, you are confirming that you are eligible for the grant. If your eligibility circumstances change after making an application or receiving this grant, you must notify us immediately. Herefordshire Council will not accept deliberate manipulation or fraud, and any instances will be actively investigated. Any individual who falsifies their records or dishonestly provides inaccurate information to gain a grant will face prosecution. The council reserves the right to recoup funds or grant awarded equipment and claw back any grants given in error. The personal information we have collected from you will be shared with fraud prevention agencies who will use it to prevent fraud and money-laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance, or employment. Further details of how your information will be used by us and these fraud prevention agencies, and your data protection rights, can be found on the Herefordshire Council website here:

<https://www.herefordshire.gov.uk/directory-record/6201/fraud-prevention-privacy-notice>

**Data protection**

Herefordshire Council is the Data Controller under data protection law for any personal data provided by you and we will only use the information you provide on this form to administer, process and assess your application for funding under the Safer Communities Fund Grant Scheme and to administer any funding if your application is successful. The legal basis for processing this data is that it is necessary for the performance of a contract with you or to take steps preparatory to such a contract.

Individuals have a number of rights under data protection law, including the right to request their

information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner’s Office <https://ico.org.uk>

We will keep your data once an application is approved, and funding released for the period of 10 years as defined by the funding body. Information may be shared with other persons or organisations helping us with the assessment and monitoring of applications. Information you provide may also be shared with government departments, agencies and third parties appointed in connection with the administration of this grant.

**Declaration**

**Signatures are required from two people who are authorised to sign on behalf of your organisation and will usually be the Director/Chair plus one other senior member e.g. Treasurer. Please do not type your signature, electronic signatures are required.**

**I/we confirm that I/we have read and understood the Fraud Prevention Notice and confirm that the information contained within this application form is true and accurate.**

Name: Position in organisation:

Signature 1 Date:

Email address:

Name: Position in organisation:

Signature 2  Date:

Email address:

**Please note that you are signing on behalf of your organisation – we may require copies of minutes or other evidence to show that your organisation has agreed to undertake this project/activity**

**If your application is approved, you will need to provide the following documents before an offer is made:**

* A copy of your organisation’s constitution
* Supporting evidence that other funding is in place (where relevant)
* Copies of any licences/permissions or insurances (where relevant)
* A recent bank statement

**To help us improve our service, please comment on how easy you found this form to complete. What would make it easier?**



If you would like help to understand this document or would like it in another format or language, please contact the delegated grants team at Herefordshire Council on 01432 260753 or delegatedgrants@herefordshire.gov.uk.

We would like projects to be both environmentally and economically sustainable wherever possible and help and advice is available by calling 01432 261930.

**Please submit your application by email to:** **delegatedgrants@herefordshire.gov.uk**