Northern Ireland Policing Board

Police Property Fund

Small Grants Scheme

CALL 3

Application Form

November 2023

Citizenship

Heritage

Community Safety

Health

Confidence in Policing

Science

Education

Science

Engage Policing

Human Rights

Culture

Northern Ireland
PolicingBoard

Guidance on completing the application form

- Please note that the forms should be downloaded and saved to your computer before completing. If you are using a MAC you may also need to make sure that you have **Adobe Acrobat Reader** installed.

- Please complete the application form using black ink or typescript (no smaller than Arial 11);

- Please complete all parts as **incomplete application forms will be deemed ineligible;**

- Please ensure that your application form is signed by either the Chairperson or Chief Executive/Officer.

- Please return completed application and requested associated documentation (see checklist at end of application form);

- Please submit all documents in advance of the deadline (late applications will not be processed);

- Please read the Guidance for Applicants provided as part of the application process.

Completed application forms and associated documents should be sent via e-mail to:
Policepropertyfund@nipolicingboard.org.uk

The deadline for receipt of applications is:
12.00 noon on Wednesday 24 January 2024

Queries on the application form or process should be emailed to the address above.

1 Applicant / Application Details

Details of Applicant (Organisation)

Organisation name:

Address:

Postcode:

Date organisation was constituted:

Title of Project / Proposal

Main contact details for the project

Name:

E-mail address:

Address:

Postcode:

Tel no:

Position:

Details of any project partners (if applicable)

Is your local PCSP involved? Yes No

By ticking this box, you are confirming that the proposed project is not currently funded by another public funding source

2 Application Eligibility

Please provide a brief overview of your intended project including its aims and objectives.

What are the key elements of your project? What does it intend to achieve?

(Not scored)

200 words / 1,200 characters

Please state the expected duration of your project
Project duration can be no longer than 24 months

Start Date:

End Date:

2 Application Eligibility

Please describe the level and type of engagement your project has and will have with the PSNI.

Score weighting 30%

300 words / 1,800 characters

2 Application Eligibility

Please outline how your project will make a contribution to community safety and/or building confidence in policing in your area.

Please include how this will be measured and reported at project end.

Score weighting 30%

300 words / 1,800 characters

2 Application Eligibility

Please place an X in the box beside one or more of the charitable purpose(s) the project intends to closely align to:

- The advancement of education
- The advancement of health or the saving of lives
- The advancement of citizenship or community development
- The advancement of the arts, culture, heritage or science
- The advancement of amateur sport
- The advancement of human rights, conflict resolution or reconciliation or the promotion of religious or racial harmony or equality and diversity
- The advancement of environmental protection or improvement

Briefly describe how your project closely aligns to the charitable purpose(s) selected above.

Score weighting 20%   **150 words / 900 characters**

3 Financial Information

*All applicants must complete the template in Appendix 1 (breakdown of budget)

Total funding requested

Match funding provided (if applicable)

Details of any 'in-kind' contributions provided

Details of the financial contact for the project

Name:

Position:

Address:

Postcode:

Email:

Tel no:

◯ **Please tick the box to confirm that you are in a position to provide a set of official accounts for the organisation if successful**

3 Financial Information

Please provide the arrangements for financial control and accountability of the project

This should include details of any financial or governance procedures/ frameworks in place.

300 words / 1,800 characters

4 Measuring Success

Please provide details on the anticipated outcomes/impact of the project

This should include measurements and any expected change that may occur as a result of the project's activities, the intended beneficiaries and how success will be communicated/celebrated within the community.

300 words / 1,800 characters

5 Confirmation of Application Submission

A copy of the organisation's constitution must be submitted with this application. Is this attached?

Yes **No**

I certify that I make this application on behalf of:

(please insert name of organisation) and the information is to the best of my knowledge factually correct.

By signing this you agree to the use and retention of your information as detailed in our Privacy Notice, which can be found in Annex D of the Guidance for Applicants.

Signed:

Date:

(Chairperson / Chief Executive / Chief Officer)

## How to sign or initial your form electronically (Adobe Acrobat)

To sign the PDF form, you can type, draw, or insert an image of your handwritten signature or initials.

1. Open the PDF document in Adobe Acrobat Reader, and click **Fill & Sign** in the right pane.

2. Click the Sign icon in the Fill & Sign toolbar, then choose whether you want to add your signature or initials.
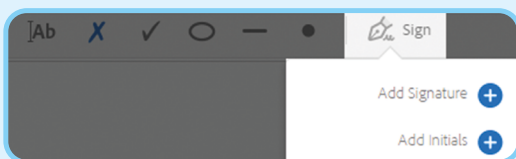
If you have already added signatures or initials previously they are displayed as options to choose from.

3. If you've already added your signature or initials, just select it from the Sign options, and then click to the place in the signature area.
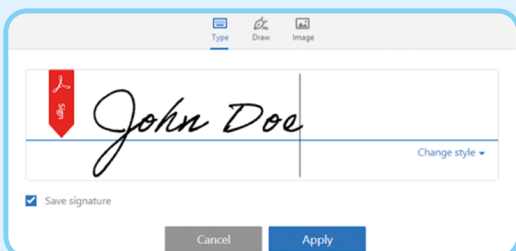
If you are signing for the first time, you see the Signature or Initials panel. Left is an example of the Signature panel.

You can choose to type, draw, or import a signature image. Added signatures and initials are saved for future use.

4. Click **Apply,** and then click in the signature area to the place.

Please note that once your signature is inserted the form may lock and cannot be edited further.

Checklist For Sending Your Application

○ 1. Have you filled in Sections 1 – 5?

○ 2. Have you ticked all the appropriate boxes?

○ 3. Has the application been signed and dated by the Chairperson or Chief Executive/Officer?

○ 4. Have you completed appendix 1 (budget breakdown) and returned it with your application?

○ 5. Have you sent a copy of your organisation's constitution document?

Where did you hear about the Police Property Fund Small Grants Scheme?

Incomplete applications or applications received without a Constitution will be deemed ineligible and will be removed from the process

Appendix 1 Project Budget Breakdown Template

PPF(NI) – Budget Profile Template (Small Grants)

Project Name

Budget heading / expenditure category	Description	Amount £
	Total	

Science

Engage Policing

Culture

Human Rights

Confidence in Policing

Science

Education

Health

Heritage

Community Safety

Citizenship

Amateur Sport

Northern Ireland PolicingBoard

Community Development

Culture

Amateur Sport

Confidence in Policing

Heritage

Health

Environment

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policingboard

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nipolicingboard

Northernirelandpolicingboard