

Funding Network Application Questions for Tier 1 Up to £10,000

Section one – Contact and Organisation Summary

1. Name and address of the organisation

- Organisation name
- Organisation address
- Email address
- Website

2. The main contact person for this organisation:

3. Please supply a second contact person for your organisation:

4. If you are part of a larger organisation or have an umbrella group, please state the name and address of the organisation:

5. Criminal offences/misconduct

Has your organisation:

- been convicted of a criminal offence relating to the conduct of your business or profession;
- committed an act of grave misconduct in the course of your business or profession;
- failed to fulfil obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant state in which you are established;
- failed to fulfil obligations relating to the payment of taxes under the law of any part of the United Kingdom or the relevant state in which you are established?

6. Are there any potential conflicts of interest between the OPCC and funding made available through its grant opportunities, and any senior member of your organisation, or any sub-contractor that your organisation may use or work with? ?

Section two – Quality Assurance

Organisation:

7. Is your organisation based in England?

8. What is the purpose and the aims and objectives of your organisation? This should be based on your governance documents (e.g. constitution).

9. Do you have a diversity, equality and inclusion policy or statement? Please provide a copy. Please also advise how your organisation embeds the following into the work your organisation delivers:

a) The elimination of unlawful discrimination, harassment, victimisation or other conduct prohibited under the Equality Act 2010.

- b) The advancement of equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.
- c) The fostering of good relations between persons who share a relevant protected characteristic and persons who do not share it.
- d) If your organisation excludes people with certain protected characteristics provide details including details and rationale on how the exemption is a proportionate means of achieving a legitimate aim

10. Please provide a copy of the Required Insurances:

- Public liability insurance with a limit of indemnity of not less than 5 million pounds (£5,000,000) in relation to any one claim or series of claims arising from the Project
- Employer's liability insurance with a limit of indemnity of not less than 5 million pounds (£5,000,000) in relation to any one claim or series of claims arising from the Project.
- If applicable to the work your organisation is carrying out - Indemnity Insurance with a limit of indemnity of not less than 2 million pounds (£2,000,000) in relation to any one claim or series of claims arising from the Project

Staff and Management:

11. Do you have procedures around recruitment, induction, and training? Please provide evidence.

12. Please provide evidence that individual staff/volunteers are accountable to an assigned line manager.

13. Please provide detailed information on what training / qualifications the staff and volunteers working at your organisation receive necessary to fulfil their role. Including management training for line managers:

14. What support mechanisms are in place for staff/volunteers for any vicarious trauma they might develop? This should also include compassion fatigue and burnout.

15. What relevant contingencies do you have in place to ensure delivery of a project/intervention? Please include in your response how you would cope if a member of staff delivering the project/intervention was unable to continue.

Financial Management:

16. Please provide evidence of regular monitoring of financial performance with oversight by a specific person

17. Are your accounts externally examined and sent to the charity commission (if a registered charity), companies house (if a company) or published on your website (if a local authority, CSP or Town or Parish Council)?

18. Does your organisation have its own bank account in your organisation's name?

Information Sharing:

19. Please provide evidence that your organisation has data protection, confidentiality and information sharing policies with clear retention and deletion timescales

20. Please provide evidence that your organisation is registered with the Information Commissioner's Office or show exemption

Safeguarding:

21. Does your organisation have a safeguarding policy either for children/young people or vulnerable adults? Please provide a copy of your safeguarding policy

22. Are staff and volunteers aware of their safeguarding responsibilities, including the procedures to report concerns, disclosure or allegations from children/ young people and vulnerable adults? Please provide details of the training given.

23. Does your organisation have a safeguarding lead and do all your staff and volunteers know who it is and how to contact them? Please provide their contact details

24. Does your organisation have a plan on how to respond to a Critical Incident? Please provide a copy of your Critical Incident plan.

25. Do you undertake and maintain current Disclosure Barring System (DBS) checks on staff/volunteers/ contractors who will be delivering frontline services with either children/young people or vulnerable adults? Please provide details of how DBS checks are undertaken and maintained.

Section three – Code of Conduct

26. Please confirm that you have read the Code of Conduct for recipients of Police and Crime Commissioner's Grants and agree to sign up to it.