

People Zones Grants Fund

Guidance & Application Pack

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**SECTION A:**

**What is the People Zone Grants Fund?**

In order to support communities in their journey to become stronger, safer, more cohesive and self-sustaining, a grants fund has been created, known as the People Zone Grants Fund.

The purpose of this fund is to support the community in achieving their aspirations, by utilising the themes identified within the community consultation research reports.

These reports can be found on the ‘Reports and Downloads’ section on each Zones page at [www.PeopleZones.co.uk](http://www.PeopleZones.co.uk)

This fund caters for the current existing People Zones in: Bell Foundry, New Parks and Thringstone & Whitwick.

Boundaries have been identified for data related purposes, but that does not preclude you from applying for funding or accessing any People Zone Grants funded projects, providing it still serves those living and working within these areas.

To be clear, people from outside of the boundaries can still apply and benefit from partaking in these projects, as long people from these communities are involved and included in all activity.

**How much funding can be applied for?**

Funding for projects up to £10,000 can be applied for.

Funding for multiple projects by the same organisation can be applied for, providing the total sum for all projects does not exceed £10,000.

For example: Project 1 - £4,000, Project 2 – £4,500, Project 3 - £1,500. Total sum £10,000.

This applies to all three People Zones, you cannot apply for £10,000 in each Zone at the same time.

**Who can apply?**

The fund is open to applicants from any community-based group or individual that has a registered business bank account, who are either living, working, or providing a service within a People Zone.

**What can the funding be used for?**

The funding can be used for projects/initiatives that meet any of the themes highlighted in the research report dedicated to their People Zone area.

Funding can be used for new initiatives/provision, to expand existing provision or as replacement funding.

Funding **must** be used to offer **free** projects/initiatives to the community, to ensure the project is as accessible as possible for all to attend.

Please note, the People Zone Grants Fund cannot be used to pay for staff wages or projects such as Foodbanks (if the project is to purchase food), as we can only fund sustainable initiatives.

This is to ensure the longevity of said projects.

At their discretion, the People Zone team may accept applications requiring funds for ‘Sessional Workers’. These however cannot be fixed or permanent members of staff.

If you wish to apply for funding for projects not related to the identified themes, we advise you refer to the Commissioners Safety Fund as an alternative, which can be found here - [Commissioner's Safety Fund (pcc.police.uk)](https://www.leics.pcc.police.uk/Planning-and-Money/Commissioning/Current-Funding-Available/Commissioners-Safety-Fund.aspx)

If you wish to apply for a project focussing on a local area, we advise you to refer to the local Community Safety Partnership Plan to ensure that your proposal complements (rather than duplicates or overlaps) existing provision.

A link to Community Safety Partnership Plans can be found on the Office of the Police and Crime Commissioner (OPCC) website here - [Community Safety (pcc.police.uk)](https://www.leics.pcc.police.uk/Our-Work/Community-Safety.aspx)

Throughout the grant documentation the term “project” is used. This has been used as a “catch all” term. The People Zone team accept that this term may not fit perfectly with all applications but this should not preclude organisations from applying.

**Eligibility Criteria**

The Eligibility Criteria form is used by the People Zone team to undertake due-diligence checks. This is to ensure public money is being spent both safely and appropriately.

Guidance on how to complete this document can be found below:

* State which themes your project will address.
* Clarify what type of organisation you are e.g. Community organisation, Community Interest Company, Business, Charity etc. (This is not an exhaustive list).
* State that you agree to provide quarterly monitoring updates and an end of project report.
* Provide a link to your website or your web address if you have one.
* Companies House – If applicable, please provide the number. Link – This can be found at: [Find and update company information - GOV.UK (company-information.service.gov.uk)](https://find-and-update.company-information.service.gov.uk/)
* Charity Number – If applicable, please provide the number. Link - This can be found at: [Search the register of charities (charitycommission.gov.uk)](https://register-of-charities.charitycommission.gov.uk/charity-search)
* Social Media - Please provide a link to your social media accounts or your social media handles if you have them.
* Confirm the organisation, members of the board, or senior executives have never been declared bankrupt.
* State in which area the benefits of your project will be realised e.g. Leicester City, Charnwood, North West Leicestershire.
* Confirm that your bid does not exceed £10,000 and share the total sum applied for.
* Confirm your organisation has all the relevant insurance policies required to undertake your work (If not, confirm they will be in place before the project begins).
* Acknowledge your organisation is wholly responsible for legal compliance and ensuring sufficient indemnity and insurances for all activities.
* Confirm you are happy to provide said documents upon request. If you don’t already have them, you will be asked to obtain them prior to the commencement of your project.
* Confirm that if you have a website, you display the appropriate privacy notices and accessibility statements where required.
* Confirm you have a Registered Business Account with 2 signatories. Please also provide the names of these 2 signatories and their contact information.
* Confirm your organisation has an Equality and Diversity policy.
* Confirm your organisation has a Safeguarding policy.
* Confirm your organisation has an Information/Data Security Policy.
* Confirm your staff are suitably DBS checked and cleared to conduct any and all necessary work.
* Confirm that you will be able to adhere to and comply with the Terms and Conditions as set out in your Funding Agreement.

We kindly request that you send your completed Eligibility Criteria document to us in **PDF** format.

To do this: Click **'File'** at the top left of your screen and then click **'Save As'** – Then choose where you wish to save this document, click on the folder to open it - Then click on **'Save as type'** and then in the pop-up screen, scroll down to **'PDF'** and click **'Save'**.

Please note, we will be unable to proceed with your application without having this completed document. If you have any questions or queries, please reach out to us and we will do our best to help.

An example Eligibility Criteria is included within this pack to support the completion of this document. This can be found on page 15.

**What is the Application Process?**

There will be several rounds throughout this financial year.

There will be no grant rounds specific to certain themes. It will be open to all themes listed, in order to ensure that there is no limitation to what projects can be funded, providing said project/initiative benefits the People Zone.

Each round will be open for a period of exactly four weeks, opening at 9am and closing at 5pm sharp. Applications submitted after the deadline cannot be accepted.

It should be noted however, that the People Zone team has the right to close funding rounds at any point dependant on the continued availability of funding.

All documents, including eligibility criteria, quotation documents and additional supporting evidence must be submitted by the deadline.

The People Zone team reserve the right to ask additional clarification questions at their discretion. However, it is not recommended to submit an application with very little detail in the hopes you can elaborate further at a later date.

Please note, that any and all clarification questions must be answered within 5 working days. Anything sent after that time cannot be considered. This is due to internal processes not being able to take place until said responses have been received, which causes delays in payments being made.

**Scoring and Decision Making**

Each application received will be reviewed and evaluated for consideration by an Evaluation Panel. The Evaluation Panel will individually grade your application, then reconvene as a group to agree on a mutual score for all questions, alongside feedback for each applicant.

It is important to note that an independent moderator will be present at all times throughout the Evaluation to ensure the fairness and transparency of the grading process.

The application will be scored according to a pre-determined scoring scheme.

Each question will be assessed and given a score between 0-4 (as per the table below) and then a score weighting will be applied.

|  |  |
| --- | --- |
| **Score** | **Criteria** |
| 0 | The response did not meet any of the requirements. |
| 1 | The response did not meet the requirements, but had some detail and/or evidence. |
| 2 | The response meets the basic requirements but could have been expanded upon with a little more detail and/or evidence. |
| 3 | The response meets the requirements with relevant detail and clear evidence. |
| 4 | The response meets the requirements with relevant detail, strong evidence and additional supporting content. |

Each question has a weighting, either High, Medium or Low (to determine which weighting applies, please refer to the questions in the application form).

For questions with High weighting, it is recommended that you spend the most time on these, as these responses will have the largest impact on your overall score.

Please also make note of the word count for each question.

Answering questions significantly under the word count may mean you receive a lower score.

Anything over the wordcount however will be discounted and therefore not accepted in scoring.

**When will I know if my application has been successful?**

If successful, applicants will receive a letter via email within 4-6 weeks of the submission deadline.

The letter will state that the application has been successful, detail the level of funding being awarded and set out the next steps.

Unsuccessful applicants will also receive a letter via email within 4-6 weeks stating that their application has not been successful at this time and feedback will be provided to support the applicant going forward.

The People Zone team’s decision is final and there will be no appeals process, though unsuccessful applicants are able to request further feedback, support and can resubmit their application in future rounds.

Please note, always check the website for the latest application form.

Applications submitted in older formats will not be accepted, as changes will have been made to the document.

**If I am successful, what are the next steps?**

1. **New Supplier Form**

If you are successful and have not received funding from us before, you will be asked to complete a form that requests your organisation and bank details. This form will be sent to you via email.

Please ensure to answer the form fully, including adding the date you completed the form at the top of the document. Remember this document requires a wet signature (typed will not be accepted). You can print, sign and scan the document back to us. We kindly ask that you please complete and return the form promptly to avoid delays with payment.

If you have received funding from People Zones, the Office of the Police and Crime Commissioner for Leicestershire, or Leicestershire Police previously, you will not need to complete a New Supplier Form.

If your bank details have since changed, you will need to notify us of this change via email in order to update your details on the system.

1. **Funding Agreement**

Once you have been notified of your success, you will receive a Funding Agreement from the People Zone team. We will request that your organisation reads and signs the agreement, returning it to us within 5 working days.

If the Funding Agreement is not returned within 5 working days, the provider may experience delays in receiving payment. Any Funding Agreements that are not returned to the People Zone team within 20 working days, may no longer be eligible to receive funding.

This will be decided on a discretionary basis.

1. **Payment**

For payment, we require a signed copy of the Funding Agreement and an invoice for the agreed funding amount. You **must** provide a wet signature (typed signatures cannot be accepted).

Please only send an invoice once you have received a request from the People Zone team, as you will be required to include an Order Number we can only give you once certain processes have taken place.

Funds will then be transferred into your nominated bank account and will be paid at the beginning of the project. It is important to note that we can only pay into a ‘Business Bank Account’.

All payments are made on a Friday, with funds reaching bank accounts the following Tuesday. All providers will receive the total sum applied for, unless stipulations are put in place by the People Zone team requiring staggered payments.

1. **Project Promotion**

Applicants are also expected to appropriately promote their project to ensure maximum impact across the community.

Any promotional material must include the People Zone logo which can be found on all documents throughout the Guidance and Application Pack.

All social media posts on Facebook and X must also include the tag: **@LeicPeopleZones**

1. **Monitoring**

The People Zones team will request performance and financial monitoring to ensure that your project is meeting the outputs as set out in your application and agreed by both parties.

In the first month of your project, there will be a ‘one month check in’. We understand that things can go wrong, especially when you are just starting out; so, this is an opportunity for you to share any difficulties through a brief Microsoft Forms document. You will not be required to attend a meeting, this is to support you and make sure everything is running smoothly.

You will then be required to complete and submit a quarterly monitoring report and a case study at the end of the project in your ‘End of Project’ report. Said documents can be found at the end of the ‘People Zones Grants Fund Guidance & Application’ Pack.

You are required to attend one People Zone Steering Group meeting within the first six months of your project. Your attendance will raise awareness around the work you are doing and provide important project information to local key community leaders. This will ensure your project is appropriately promoted across the community in which you are working.

\*Please note, if funding you have received from the People Zones Grants Fund is purely for equipment/resource, you will **not** be required to complete quarterly monitoring, just the ‘End of Project’ report.

All relevant monitoring documents will also be sent to you via email so that there is no difficulty gaining access. You will receive this alongside your counter-signed Funding Agreement for your reference.

Some organisations receiving this funding will also receive a monitoring visit from the People Zone team and/or the Police and Crime Commissioner for Leicester, Leicestershire and Rutland.

\*Please be aware that failure to submit all monitoring documents in a timely manner, may preclude your organisation from applying for People Zones Grants Funding in future.

This could also have an impact on the outcome of any applications submitted to the Commissioners Safety Fund as both teams work closely to ensure the appropriate dissemination of Public Funds.

**Application Support**

**Question 1** – **Which of these themes does your project cover?**

Look at the themes for your area (listed on page 2 and 3 of the application).

* Can you explain how your project will meet said themes?

This can be a brief explanation.

Examples of possible projects:

* Youth Provision – Children’s/Youth groups, both social and activity based, including trips etc.
* Health & Wellbeing – Support groups, wellbeing services, sports activity, education and raising awareness etc.
* Access to Services – Providing a service missing in the area, increasing access to services, community taxi to travel to key services outside of the local area etc.
* Community Safety – Creation of new services, increased access to existing services, group activities, education, diversionary activity etc.
* Crime & Anti-Social Behaviour – Creation of community groups, expanding existing groups. Education, resources, diversionary activity etc.
* Substance Use – Diversionary activity, education, support groups etc.
* Pride of Place – Litter picking groups, upcycling groups, community gardens etc.
* Community Cohesion – Creation of community groups, expansion of existing services to cater for increased involvement of the wider community etc.
* Celebrating the People – Community events, celebrations, promotion of the hard work of community leaders, workers and residents etc.

**\*Please not this is not an exhaustive list at all, we welcome all applications for review.**

**Question 2** – **Clearly define the problem your project will address.**

* Identify the local demographic of people whom this problem affects/who have this need (simply say what group/s you wish to work with).
* Provide evidence to demonstrate this need - Look at the data in the report, does it support what you are saying?
* Use said data to back up your point. This can be quantitative (figures and data) or qualitative (a narrative based on community engagement and consultation).

**Question 3** – **What will your project do?**

This is a breakdown of your project.

* Include a project plan and how you plan to mobilise this project (step by step plan of how will you get the project up and running).

Include details around:

* What will be delivered and how often (how many times per week/month etc)?
* Who will deliver this project?
* What resources are required?
* When will project activity take place (what days of the week and times)?

**Question 4** – **How will you demonstrate the sustainability of your project?**

Think about:

* How accessible is your project to the community? (Are the times of the project ideal for many to attend? Is the venue local? Is the building disability friendly? Etc).
* How will you ensure the engagement of the community? (How have you tried to engage people? How have you promoted your project? Do key community leaders know about your project so they can signpost? Etc).
* How do you plan to ensure your project continues beyond 12 months once the People Zones funding has been spent? (What is your plan? Might you be able to absorb the costs yourself now you’ve had 12 months to plan ahead? Do you have any other sources of funding in mind? Any support in place going forward? Etc).

**Question 5** – **How will you promote your project around the community?**

Think about:

* What promotional methods will you use? (Social media, posters, leaflets etc).
* How often will you promote your project? (Think about your timeline, when will be a good time to promote and how often to boost awareness? Etc).
* How will you ensure you reach the whole community? (Online and offline promoting, share information at key community venues, communication with hard to reach groups etc).

**Question 6 –** **How will you demonstrate that your project has been successful?**

Include detail around:

* Who your project will impact (men/women/girls/boys/age ranges etc).
* What you expect the impact to be (increased access to services, more young people in diversional activity, increased feeling of safety in the community, more activity locally available for hard to reach groups/overlooked groups, people feel happier/safer/listened to/respected etc).
* How you plan to measure this impact throughout your project (think about: number of participants who engage, number who report a positive change in their life as a result of the project, pre and post surveys/questionnaires etc).

|  |
| --- |
| **Key Performance Indicators (KPI’s)**  *Along with the objectives identified within your original application and Grant Agreement, here’s a list of key theme specific KPI’s required as part of your monitoring obligation. Please keep these in mind throughout your project’s duration* |
| **Youth Provision**   * Number of participants * Number of participants signposted to access other support / projects / programmes |
| **Health and Wellbeing**   * Number of participants * Number of participants who report an improvement in their health and wellbeing * Number of participants signposted to access other support / projects / programmes |
| **Access to Services**   * Number of participants * Number of residents report an increase in access to services * Number of participants signposted to access other support / projects / programmes |
| **Community Safety**   * Number of participants * Amount of community safety equipment purchased / distributed * Number of resident’s report feeling safer in their communities, and / or at night |
| **Crime and Anti-Social Behaviour**   * Number of participants * Number of participants who report an increase in feelings of safety * Number of participants signposted to access other support / projects / programmes |
| **Substance Use**   * Number of participants * Number of participants who report an improvement in their use * Number of participants signposted to access other support / projects / programmes |
| **Pride of Place**   * Number of participants * Number of resident’s report that their local area has enhanced * Number of residents who report that they’re proud to live in their local area |
| **Community Cohesion**   * Number of participants * Number of participants signposted to access other support / projects / programmes * Number of residents who report an increase in community cohesion |
| **Celebrating the People**   * Number of participants * Number of events e.g. awards evenings * Number of community leaders in the who apply / participate in the Community Leadership Programme (CLP) |

**Question 7** – **What relevant experience do you have that will be beneficial for this project?**

Talk about the experience you have that makes you/your team the right people to run this project.

* What is your past experience?
* What skills do you have that will help aid this project?
* Have you done similar projects before? If so, when did it take place? Who was involved? Who was the target audience? What impact did this project have? How successful was it?
* Include evidence to back up your point. (Evidence could be data, brief case studies, testimonials from participants etc).
* If you haven’t done a similar project before, focus on your skill set and personal experience that makes you the right person for this project.

**Question 8** – **Please provide a breakdown of the costs of your project.**

If you plan to purchase resources/equipment, please include a quotation document showing the costs - This can be simple, include a picture of what you are buying, how many and its cost.

* Please use Table A to breakdown the costs of your project and include the total value of the project at the bottom. Feel free to add columns to the table if needed. Example: Equipment – 20 Footballs x £5 per ball = £100 / Venue Hire - £20 per hour x 3 hours per week x 52 weeks = £3,120).
* Please show how your project demonstrates value for money - Does your project effectively use the funds? (Are you buying the most expensive item? We aren’t looking for the cheapest as that often isn’t good quality, but are you effectively using the funds to ensure you can both maximise what you buy and ensure it can also be used well into the future?)
* In Table A, please tell us what the impact would be if you weren’t awarded this funding (Can it still go ahead as planned? Can it go ahead with smaller numbers involved? Will the project not be able to take place?)
* If your project relies on additional funding from elsewhere also, please complete Table B and breakdown the costs, with the total sum included at the end.
* Please also tell us here what the impact would be if you weren’t awarded this additional funding (Can the project still go ahead as planned? Can it go ahead with smaller numbers involved? Will the project not be able to take place?)

**Additional Information**

How can we support you to mobilise your project should you be successful?

Could we support you with things like:

* Commencement Meetings? (To discuss how to get you started).
* Networking Contacts? (To help boost awareness).
* Promotion on People Zones Social Media platforms? (To reach a different/wider audience).

**For further details around application support, an example application can be found on our website here:** [Funding | People Zones](https://www.peoplezones.co.uk/grant-funding)

**SECTION B:**

**Example Document – Eligibility Criteria**

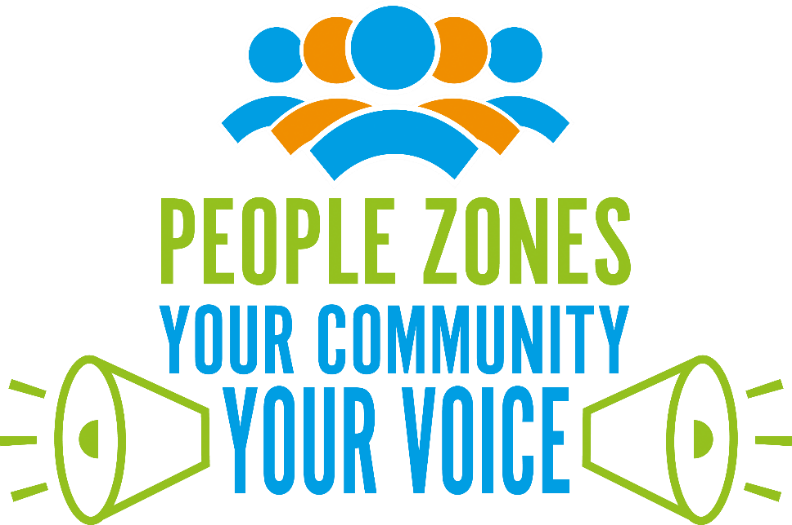
Please read this example to assist you in the completion of your own Eligibility Criteria document.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1) Eligibility Criteria (Put an X in the box on the right to indicate YES)** | X = YES | **2) Further Clarification Question** | **3) Classifications** |  |
| Our project will address one or more of the identified themes | **X** | Which of the following themes does your project address? | Health & Wellbeing | **Our project will address:**  **Health & Wellbeing**  **Youth Provision** |
| Community Safety |
| Crime & Anti-Social Behaviour |
| Substance Use |
| Youth Provision |
| Community Cohesion |
| Access to Services |
| Pride of Place |
| Celebrating the People |
| We are a community-based organisation, school, parish council or business that operates within the designated People Zone area | **X** | Please clarify what type of organisation you are in box on the right e.g. School, Parish, Business, Charity etc. | Organisation type : | **Grassroot community organisation** |
| We will be able to evidence that our project will have a positive impact / address the need / reduce the problem. | **X** | We are happy to provide quarterly monitoring updates and an end of project report. | **Yes** |  |
| I/We provided our Companies House Number / Charity Number and the link to our webpage which includes all up to date information regarding our organisation | **X** | Please provide your Companies House number/Charity Number in column 4 on the right and a link to your website which includes up to date information regarding your organisation.  Companies House information can be found here: [Find and update company information - GOV.UK (company-information.service.gov.uk)](https://find-and-update.company-information.service.gov.uk/)  Charity Number information can be found here - [Search the charity register - GOV.UK (www.gov.uk)](https://www.gov.uk/find-charity-information)  If you have FCA registration you can provide details on this too. | Link to your website: | [**Police and Crime Commissioner for Leicestershire (pcc.police.uk)**](https://www.leics.pcc.police.uk/Home.aspx) |
| Companies House Number: | **N/A** |
| Charity Number: | **1234567** |
| Link to accounts on Charity Commission or Companies House: | **N/A** |
| Social Media handles: | **Facebook – LeicsPCC**  **Twitter/X – LeicestershireOPCC**  **Instagram - LeicestershireOPCC** |
| Confirmation the organisation, members of the board, or senior executives have never been declared bankrupt | **X** | We confirm our organisation, members of our board, or senior executives have never been declared bankrupt. |  |  |
| The benefits of our project will be realised within Leicester, Leicestershire and Rutland | **X** | Please specify the areas where your project will be rolled out. Delete the response (Yes or no) in column 4 as necessary to outline the LLR areas your project will be rolled out to. | Leicester City | **Yes** |
| Charnwood | Yes / No |
| North West Leicestershire | Yes / No |
| The bid does not exceed the £10,000 P/A threshold | **X** | Please specify the total amount requested in column 4 on the right | Total Amount Requested: | **£10,000** |
| I/We confirm that our organisation has all the relevant insurance documents required to undertake our work | **X** | Our organisation has suitable Employers Liability Insurance | **Yes** |  |
| Our organisation has suitable Public Liability Insurance | **Yes** |
| We acknowledge our organisation is wholly responsible for legal compliance and ensuring sufficient indemnity and insurances for our activities. | **Yes** |
| I/We confirm that if our service uses a website, then we display the appropriate privacy notices and accessibility statements where required | **X** | We are happy to provide any relevant insurance documents and information upon request by the OPCC | **Yes** |  |
| Our organisation has a UK bank account with two signatories. | **X** | Please give us the name and contact of the two signatories in column 4 on the right. | Person 1 Name and contact no: | **Ms Jane Smith**  **0116 229 8980** |
| Person 2 Name and contact no: | **Mr John Smith**  **0116 229 8980** |
| Our organisation has an Equality and Diversity Policy | **X** | Our organisation has a Equality and Diversity Policy and we have evidence that all staff/volunteers have read and/or understood this. | **Yes** |  |
| Our organisation has a Safeguarding Policy | **X** | Our organisation has a Safeguarding Policy and we have evidence that all staff/volunteers have read and/or understood this. | **Yes** |  |
| Our organisation has an information/Data security policy/protocol | **X** | **Yes** |  |  |
| We confirm our staff are suitably DBS checked and cleared to conduct the work | **X** | **Yes** |  |  |
| We will be able to adhere and comply with the Terms and Conditions as set out in the relevant funding agreement | **X** | We acknowledge all bidders must be able to accept all of the terms and conditions of the grant agreement attached | **Yes** |  |

**Eligibility Criteria Document**

Please include this in your final submission to the People Zone inbox. We will **not** be able to proceed with your application without this completed document present.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1) Eligibility Criteria (Put an X in the box on the right to indicate YES)** | X | **2) Further Clarification Question** | **3) Classifications** | **If box not applicable, put ‘N/A’.** |
| Our project will address one or more of the identified themes |  | Which of the following themes does your project address? | Health & Wellbeing |  |
| Community Safety |
| Crime & Anti-Social Behaviour |
| Substance Use |
| Youth Provision |
| Community Cohesion |
| Access to Services |
| Pride of Place |
| Celebrating the People |
| We are a community-based organisation, school, parish council or business that operates within the designated People Zone area |  | Please clarify what type of organisation you are in box on the right e.g. School, Parish, Business, Charity etc. | Organisation type : |  |
| We will be able to evidence that our project will have a positive impact / address the need / reduce the problem. |  | Please clarify you will provide quarterly monitoring updates and an end of project report. | Yes / No |  |
| I/We provided our Companies House Number / Charity Number and the link to our webpage which includes all up to date information regarding our organisation |  | Please provide your Companies House number/Charity Number in column 4 on the right and a link to your website which includes up to date information regarding your organisation.  Companies House information can be found here: [Find and update company information - GOV.UK (company-information.service.gov.uk)](https://find-and-update.company-information.service.gov.uk/)  Charity Number information can be found here - [Search the charity register - GOV.UK (www.gov.uk)](https://www.gov.uk/find-charity-information) | Link to your website: |  |
| Companies House Number: |  |
| Charity Number: |  |
| Link to accounts on Charity Commission or Companies House: |  |
| Social Media handles: |  |
| Confirmation the organisation, members of the board, or senior executives have never been declared bankrupt |  | We confirm our organisation, members of our board, or senior executives have never been declared bankrupt. |  |  |
| The benefits of our project will be realised within Leicester, Leicestershire and Rutland |  | Please specify the areas where your project will be rolled out. Delete the response (Yes or no) in column 4 as necessary to outline the LLR areas your project will be rolled out to. | Leicester City | Yes / No |
| Charnwood | Yes / No |
| North West Leicestershire | Yes / No |
| The bid does not exceed the £10,000 P/A threshold |  | Please specify the total amount requested in column 4 on the right | Total Amount Requested: | £ |
| I/We confirm that our organisation has all the relevant insurance documents required to undertake our work |  | Our organisation has suitable Employers Liability Insurance | Yes / No |  |
| Our organisation has suitable Public Liability Insurance | Yes / No |
| We acknowledge our organisation is wholly responsible for legal compliance and ensuring sufficient indemnity and insurances for our activities. | Yes / No |
| I/We confirm that if our service uses a website, then we display the appropriate privacy notices and accessibility statements where required |  | We are happy to provide any relevant insurance documents and information upon request by the OPCC | Yes / No |  |
| Our organisation has a UK bank account with two signatories. |  | Please give us the name and contact of the two signatories in column 4 on the right. | Person 1 Name and contact no: |  |
| Person 2 Name and contact no: |  |
| Our organisation has an Equality and Diversity Policy |  | Our organisation has a Equality and Diversity Policy and we have evidence that all staff/volunteers have read and/or understood this. | Yes / No |  |
| Our organisation has a Safeguarding Policy |  | Our organisation has a Safeguarding Policy and we have evidence that all staff/volunteers have read and/or understood this. | Yes / No |  |
| Our organisation has an information/Data security policy/protocol |  |  |  |  |
| We confirm our staff are suitably DBS checked and cleared to conduct the work |  | Yes / No |  |  |
| We will be able to adhere and comply with the Terms and Conditions as set out in the relevant funding agreement |  | We acknowledge all bidders must be able to accept all of the terms and conditions of the grant agreement attached | Yes / No |  |



PEOPLE ZONE

GRANTS APPLICATION FORM

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| People Zones are locations with a boundary attached that has been identified through crime and public health data.  People Zones follow an Asset Based Community Development approach which focuses on highlighting what assets are in the area and how we can help communities to build upon and enhance them. The People Zones vision is to ‘grow safer communities by building on strengths, creating connections, and empowering everyone to play a role’.  In 2021, a community consultation was undertaken by an external provider called Mapping for Change. Data was collected through semi-structured interviews, informal conversations, online and paper surveys, workshops and focus groups.  The views and opinions of residents and workers across the community have since been collated into research reports. For more information and links to the research reports, please go to the People Zone website: [**www.peoplezones.co.uk**](http://www.peoplezones.co.uk)select your specific Zone and click on ‘reports and downloads’.  Please note, to apply for People Zone funding, you must be living, working or providing a service within a People Zone, and your project must meet one or more of the themes identified with the research reports (identified themes can be found on pages two and three). |



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| When you have completed this form please submit it with your Eligibility Statement and relevant documentation to: [**people.zones@leics.police.uk**](mailto:people.zones@leics.police.uk)**.**  **Please ensure you have adhered to the word limits for each question. Anything written beyond these limits will be disregarded and not taken into consideration.** |

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| **Key Themes Breakdown:**   * **Youth Provision –** Perceived poor access to youth activities for young people in the area, with residents believing this is a direct link to increased anti-social behaviour. * **Health and Wellbeing** – Including support for people’s emotional wellbeing, support relating to unhealthy coping mechanisms such as drug use and Gambling related harms, as well as the perceived lack of resource in the area. * **Access to Services –** Perceived poor access to services and facilities such as, health and wellbeing, shops, public transport and with an increased approach to digitalising services, a digital divide across the older generation has emerged. * **Community Safety** – Including issues such as people feeling safe outside of their homes, street lighting, anti-social behaviour, drug dealing and drug use, knife crime and public nuisance with motorbikes and scooters. * **Crime & Anti-Social Behaviour** – Perceived to be a large issue in the area and major concern for residents, particularly including Knife Crime, Domestic Abuse and Violence Against Women and Girls, as well as low level crime caused by motorbikes and scooters in inappropriate areas and at late hours. * **Substance Use** - Perceived to be a considerable issue across the community, involving a wide range of age groups, regarding substances and alcohol. * **Pride of Place** – Enhanced pride in the community through tackling issues including littering and fly tipping as well as area enhancement projects. * **Community Cohesion -** Enhance community relationships and bring people together across the People Zone. * **Celebrating the People** – Harnessing the great work and desire of residents to enhance and celebrate the community and increase access to opportunities linked to skills development (including volunteering).   These themes will be a point of focus for the People Zone project going forward, in order to support the People Zone communities in their journey to become stronger, safer, more cohesive and self-sustainable.  Please remember to align your application to one or more of the below identified themes in order to be eligible for People Zone project grant funding.  Selected themes must align with those highlighted within each areas specific People Zone Research Report – As seen below in the tick box. |

|  |  |  |  |
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| **CONTACT DETAILS** | | | |
| **Organisation Name:** |  | | |
| **Organisation Address:** |  | | |
| **Project Name:** |  | | |
| **Contact Name:** |  | | |
| **Email:** |  | | |
| **Phone Number:** |  | | |
| **Social Media Accounts and webpage:** |  | | |
| **Amount of funding applied for one year:** |  | | |
| **People Zone location and themes project will meet:**  **(Please tick which location and all themes your project related to).** | **Bell Foundry** | **New Parks** | **Thringstone & Whitwick** |
| Health & Wellbeing | Health & Wellbeing | Youth Provision |
| Community Safety | Community Safety | Community Safety |
| Pride of Place | Crime & Anti- Social Behaviour | Access to Services |
| Celebrating the  People | Substance Use | Community Cohesion |
|  |  | Pride of Place | Pride of Place |
| **What will the funding be used for?**  (please check one of the boxes and explain your reasoning below) | 1. For a new initiative | | |
| 1. To expand existing services | | |
| 1. Replacement funding | | |
| **Data Protection 2018** | Should you be successful, do you consent to the People Zone team to hold your contact information for three financial years from the point of the award of the funding? | | |
| Yes:  No: | | |
| **How did you hear about this funding?** |  | | |

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| **PROJECT DETAILS** |

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| 1. **Which theme(s) does your project cover?**   Please clearly list any themes that your project will address and provide a brief explanation as to how your project will meet said theme(s).  **Word limit 400 words max (Medium)** |
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| 1. **What problem or need will your project address?**   Please describe the need or problem. Your response should:   * 1. Clearly define the problem or need and relate it to an element of the research report. Demonstrate how the project will meet the theme(s) highlighted in the research report.   2. Identify the local demographic of people whom this problem affects/who have this need. Please provide evidence to demonstrate this need. This can be quantitative (figures and data) or qualitative (a narrative based on community engagement and consultation.   **Word limit 500 words max (High)** |
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| 1. **What will your project do?**   Please provide a project plan that includes mobilisation, key milestones, named persons of responsibility, delivery locations and key activities. Your plan should clearly set out:   * 1. What will be delivered/provided and how frequently.   2. Who will deliver/provide it.   3. What resources are required to deliver the project.   4. When the key activities will take place (including days of the week and timings).   **Word limit 500 words max (High)** |
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| 1. **How will you demonstrate the sustainability of your project?**   Please describe how your project will meet our key requirement of long-term sustainability in the community, to ensure services are long lasting and readily available to the community at all times. Your response should set out:   * 1. Is your project filling a gap in provision? Are you avoiding duplication in the area?   2. How accessible is your project to the community?   3. How will you ensure the engagement of the community in your project?   4. How do you plan to ensure your project continues after 12 months, once the People Zone funding has been spent?   **Word limit 400 words max (High)** |
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| 1. **How will you promote your project around the community?**   Please describe how you will do this. Your response should clearly set out:   * 1. What promotional methods you will use.   2. How active you will be in promoting your project.   3. How you will ensure you reach the whole community.   4. How you will raise awareness of and acknowledge People Zones.   **Word limit 400 words max (Medium)** |
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| 1. **How will you demonstrate that your project has been successful?**   Please describe the impact your project will have. Your response should clearly set out:   * 1. Who you expect to impact with your project.   2. What the impact of the project will be.   3. How you will measure this impact.   Please see ‘Key Performance Indicators’ in the Guidance & Application Pack for support.  **Word limit 400 words max (Medium)** |
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| 1. **What relevant experience do you have that will be beneficial for this project?**   Please describe your skill set or experience in delivering similar projects which will enable you to deliver this project successfully. Your response should set out:   * 1. Any previous experience in delivering a project or initiative. Include details of when this took place, any relevant stakeholders, and the target audience. Please demonstrate the success of this project or initiative, including evidence and detail how this was measured.   OR  The relevant skill set and personal experience within your organisation which would enable you to deliver this project. Please detail how these skills will enable you to do so.  **Word limit 400 words max (High)** |
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| 1. **Please provide a breakdown of the costs of your project.**   Please show how the funding will be used using **TABLE A**.   1. This should reflect all aspects of the project that are dependent on People Zone funding. 2. Your response should also **demonstrate value for money.** 3. If your project is being co-funded, i.e., with another party then please provide these costs in **TABLE B**. Only leave blank if not applicable.   **(High)** |

**TABLE A**

The costs below are provided as a guide. Please populate as relevant and add additional costs as required. **If you plan to purchase equipment or resources with this funding, please submit any quotations along with this application.**

|  |  |  |
| --- | --- | --- |
| **WHAT?** | **BREAKDOWN** | **COST?** |
| Equipment |  |  |
| Resources |  |  |
| Training |  |  |
| Marketing |  |  |
| Venue |  |  |
| Other |  |  |
| **GRAND TOTAL** | **£** |  |
|  | | **£** |

**TABLE B**

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| Please provide a breakdown below of all aspects of the project that are reliant on **additional** **funding** being acquired.  Please note, this is for any funds outside of what you require from the People Zones Grants Fund. For example, if this is a co-funded or match-funded project.  We need all of this information to accurately inform our decision. |

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| **WHAT?** | **BREAKDOWN** | **COST?** |
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|  |  |  |
|  |  |  |
|  |  |  |
| **GRAND TOTAL** | | **£** |

What would be the impact should you not be awarded this additional funding?

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How can we support you to mobilise your project should you be successful?

E.g. Commencement meeting, Networking contacts, Promotion on social media etc.

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**SECTION C**

**People Zone Grants Fund Quarterly Update**

*Please complete this form by the dates agreed at project commencement. Please be reminded that the quarters relate to your project’s duration and are not aligned with the financial year. We may use this information in multiple ways as listed below (list is not exhaustive):*

* *Promotion as a case study on social media or to celebrate successes*
* *To understand the project in terms of successes and challenges faced. We may ask permission to use your challenges as ‘lessons learned’ to support future providers*
* *To identify any areas of support that you may require at key points across the 12-month operational period*
* *To utilise the outlined data and information to inform the work and priorities of the People Zones project*

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| --- | --- |
| **Contract Name** |  |
| **Contract Start / End Date** |  |
| **Monitoring Period** *(e.g. Q1, Q2, etc)* |  |

***Expenditure:*** *Please detail below how much of the allocated funding has been spent this quarter, and provide the total spend to date. Please also provide receipts / invoices for any items purchased as per your original application / grant agreement*

|  |  |
| --- | --- |
| **Grant Funded Amount** |  |
| **Monthly Spend Across this Quarter** | Month 1: |
| Month 2: |
| Month 3: |
| **Total Spend to Date** |  |

***Engagement:*** *Please detail by month, how many service users have participated in your project over the last quarter, and how many your project has engaged to date*

|  |  |
| --- | --- |
| **Monthly Participants Across the Quarter** | Month 1: |
| Month 2: |
| Month 3: |
| **Total Participants to Date** |  |

*Based on the Key Performance Indicator’s (KPI’s) set out in your Grant Agreement, please provide details relating to how you’re working towards achieving the overall aims of your project e.g. topics covered, trips, training, equipment purchased / distributed. Please also detail any activities you have planned for the next quarter.*

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**Achievements and Obstacles:** *Please detail below any achievements from the past 3 months, highlight any obstacles you’ve faced and how you’ve overcome them. Where this isn’t your first quarterly return, please detail how you’ve overcome any obstacles from the previous quarter(s) e.g. partnership collaboration, steering group attendance, increased marketing, etc*

*We understand that things don’t always go according to plan and we want to support the success of your project. Please note, it is your responsibility to inform our team of any obstacles or challenges that you may be facing at the earliest opportunity, to allow us to support your project.*

|  |  |
| --- | --- |
| **Achievements** |  |
| **Obstacles Faced** |  |
| **Solutions** |  |

*Please detail below any feedback or suggestions you may have, or any support you may require*

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| --- | --- |
| **Any Other Comments** |  |

**People Zones Grants Fund – End of Project Report**

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| This report can be completed in a range of different ways.  Please complete in the way best suited to yourself and your project.  Examples of this could be through providing statistical data, participants views, videos, pictures, and / or writing a case study etc.  This is not an exhaustive list, we welcome other means of completing this report.  Please be reminded of the Key Performance Indicators (KPI’s) / objectives identified in your Grant Agreement when completing the sections  Guidance Notes:  **Section 1** – Only basic details required.  **Section 2** – Think about what you have been doing, who you have been working with, what demographic groups and why?  **Section 3** – Look back at what you have done and demonstrate how it has been effective. More detail on this is included below within this section.  **Section 4** – We understand that things don’t always go to plan. Consider how you’ve overcome any obstacles and implemented change.  **Section 5** – In your opinion, how has this project impacted your community and met your chosen research report theme? What difference have you personally noticed?  **Section 6** – Think about how you will continue this moving forward – How will you make sure this project is sustainable and continues to have an impact in future?  **Please look at the entire report before completing sections – you may find information is relevant to certain sections only.**  If you have any questions or require any support to complete this document, please email us at: [People.Zones@leics.police.uk](mailto:People.Zones@leics.police.uk) |
| **Key Performance Indicators (KPI’s)**  *Along with the details from your quarterly monitoring reports, and the objectives identified within your original application and Grant Agreement, here’s a reminder of other key theme specific KPI’s. Please keep these in mind when completing this document* |
| **Youth Provision**   * Number of participants signposted to access other support / projects / programmes |
| **Health and Wellbeing**   * Number of participants who report an improvement in their health and wellbeing * Number of participants signposted to access other support / projects / programmes |
| **Access to Services**   * Number of residents report an increase in access to services * Number of participants signposted to access other support / projects / programmes |
| **Community Safety**   * Amount of community safety equipment purchased / distributed * Number of resident’s report feeling safer in their communities, and / or at night |
| **Crime and Anti-Social Behaviour**   * Number of participants who report an increase in feelings of safety * Number of participants signposted to access other support / projects / programmes |
| **Substance Use**   * Number of participants who report an improvement in their use * Number of participants signposted to access other support / projects / programmes |
| **Pride of Place**   * Number of resident’s report that their local area has enhanced * Number of residents who report that they’re proud to live in their local area |
| **Community Cohesion**   * Number of participants signposted to access other support / projects / programmes * Number of residents who report an increase in community cohesion |
| **Celebrating the People**   * Number of events e.g. awards evenings * Number of community leaders in the who apply / participate in the Community Leadership Programme (CLP) |

**Section 1 – Project Details:**

|  |  |
| --- | --- |
| **Name of Organisation:** |  |
| **Name of Project:** |  |
| **Research report themes covered in project:** |  |
| **Contract Commencement Date:** |  |
| **Contract Expiry Date:** |  |

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| **Section 2 - Project Overview**  *Please provide a summary of the project and the work you have been doing.* |

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| **Section 3: Detail your good work and achievements throughout the project**  *This could include things such as:*   * *Personal journey of a service user:* * *Provide a summary of their background before they engaged with you* * *Describe what work you did with them* * *Describe the positive outcomes that have arisen because of this* * *What obstacles they came up against and how you worked together to overcome them* * *Images, videos, examples of any work completed e.g. creative writing, art, etc (if available)*   *Statistical / factual case studies should include, but not limited to, KPI performance, details identified in your original application, grant agreement, etc*   * *Number of participants engaged* * *Number of referrals made* * *Number of sessions held / number of people who have participated / engaged.* * *Statistics on the gender / age / ethnicity / sexual orientation / disabilities of those who have engaged* * *Amount of equipment purchased / distributed, and the impact this had on the project / community* * *Details of events held / how many attended* * *Quotes / feedback from service users* * *Images / videos / examples of work done / events* |

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| **Section 4: We understand that things don’t always go to plan. Please explain any obstacles faced along the way, what could have worked better, or what changes you might implement in the future**  *This could include things such as:*   * *Any obstacles faced during application, commencement, or mobilisation* * *What changes you made during the project, and why* * *How these changes impacted the project* * *What lessons have you learnt along the way* * *What would you have done differently* |
| **Section 5 – Community Benefit**  *Please provide a summary of how* ***you believe*** *this project has benefited your community and met the chosen theme/s highlighted in the People Zone research report*. |
| **Section 6 – Sustainability**  *Please provide a summary on how you plan to continue this work going forward and provide a sustainable service that benefits the community long term.* |