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**CADA Therapy Programme**

**Application Form**

**2023/25**

|  |  |
| --- | --- |
| **Organisation name:** |  |
| **Total amount of funding applied for:** |  |

**Completed forms should be emailed to** **commissioning@notts.police.uk**

**Please ensure completed applications are returned byMidday Monday 20th March.**

**If you require this application form in a different format please contact us on the email above.**

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**Section 1 – Organisation details**

## Main contact details

|  |  |
| --- | --- |
| Organisation Name: |  |
| Organisation’s Registered Address:  |  |
| Contact Name: |  |
| Job title: |  |
| Tel: |  |
| Email: |  |

Please detail any particular communication needs your main contact has eg textphone, sign language, large print, audiotape, Braille or a community language.

|  |
| --- |
|  |

## 1.2 Type of organisation

Please confirm the type of your organisation as stated in the governing document (please complete all those that apply):

|  |  |  |
| --- | --- | --- |
| **Type of Organisation** | **Registration Number** | **Year Established** |
| Registered charity  |  |  |
| Company Limited by guarantee |  |  |
| Unincorporated voluntary/community group \*\*(see 1.3 below) | [ ]   |  |
| Other (please specify)  |  |  |

## 1.3 About your organisation and track record

Please tell us about your organisation, what it does and its track record in delivering similar therapeutic projects to the one you are applying for (**maximum of 200 words**):

|  |
| --- |
|  |

Please advise below your organisation’s track record in specifically supporting victims of domestic abuse? (maximum of 200 words):

|  |
| --- |
|  |

**Section 2 – Funding Proposal**

## 2.1 Therapy Funding Proposal

Please describe your proposed service provision from April 2023 to March 2025. Please include detail of referral pathways, assessments, service delivery, partnership working with commissioned services, provision of therapy and other support.

Please include details of the maximum amount of therapy you would be able to provide per financial year and to how many individuals. Please also provide details of a scalable model showing how this offer could be scaled up, or down, as required.

|  |
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|  |

**2.2 Therapy delivery**

Please describe in more detail your therapeutic approach to helping support CADA, including type and length of therapy.

|  |
| --- |
|  |

In terms of workforce, please provide details of who will deliver the service, and how they will be supported?

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| --- |
|  |

## 2.3 Funding Proposal delivery plan

Please complete the attached delivery plan in as much detail as possible including SMART targets with numbers of children and young people to be supported and realistic timeframes.



## 2.4 Funding Proposal location

Which geographical location(s) are you proposing to deliver therapy in? Please include here an estimated breakdown of the number of individuals you hope to work with per district.

*Please note this is not necessarily where your work is based but the location(s) in which the therapy will be delivered or where the beneficiaries come from.*

|  |  |  |
| --- | --- | --- |
|  |  | **No of CADA estimated to work with**  |
| City | [ ]   |  |
| Mansfield | [ ]   |  |
| Ashfield | [ ]   |  |
| Broxtowe | [ ]   |  |
| Gedling | [ ]   |  |
| Rushcliffe | [ ]   |  |
| Bassetlaw | [ ]   |  |
| Newark and Sherwood | [ ]   |  |

## 2.5 Beneficiaries

Who will your funding proposal particularly benefit?

|  |
| --- |
|  |

**2.6 Equality and Diversity**

How will your organisation ensure that the service provided is fair and equitable, and adheres to the Equality and Diversity Act 2010?

|  |
| --- |
|  |

**2.7 Evaluation: Measuring outputs, outcomes and success**

## Please detail below your initial thoughts about how you might collect data to measure your outline outputs and outcomes, and how you will monitor the success of the therapeutic support programmes.

## (maximum of 250 words)

|  |
| --- |
|  |

## 2.8 Additionality

Please confirm that this work will be additional to any current delivery of therapy in Nottingham/shire? (**maximum of 150 words**):

|  |
| --- |
|  |

# Section 3 - Financial information

## 3.1 Funding Proposal budget

Please complete the table below showing how the grant funding will be spent over the two financial years:

**2023/24**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Budget Heading** | **Mansfield** | **Ashfield** | **City** | **Broxtowe** | **Gelding** | **Rushcliffe** | **Bassetlaw** | **Newark and Sherwood** | **Total project cost** | **Notes** |
|  |  |  |  |  | **£** |  |  | **£** |   |
| **Direct 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 |   |
| **Sub total direct project costs** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |  |
|  |  |  |  |  |  |  |  |  | **0.00** |  |
| **Indirect costs** |  |  |  |  |  |   |  |  | **0.00** |   |
| 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 |   |
| **Sub total indirect project costs** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |  |
| **TOTAL (add sub totals of direct and indirect costs)** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |  |

**2024/25**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Budget Heading** | **Mansfield** | **Ashfield** | **City** | **Broxtowe** | **Gelding** | **Rushcliffe** | **Bassetlaw** | **Newark and Sherwood** | **Total project cost** | **Notes** |
|  |  |  |  |  | **£** |  |  | **£** |   |
| **Direct 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 |   |
| **Sub total direct project costs** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |  |
|  |  |  |  |  |  |  |  |  | **0.00** |  |
| **Indirect costs** |  |  |  |  |  |   |  |  | **0.00** |   |
| 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 |   |
| **Sub total indirect project costs** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |  |
| **TOTAL (add sub totals of direct and indirect costs)** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |  |

# Section 4 – Due Diligence

## 4.1 Organisation’s General Policy and Procedures

Please complete the following table in relation to your organisation *(if you are proposing to use an accountable body you will need to include their details as well)*:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Applicant**  | **Accountable Body** |  |
|  | **Yes** | **No** | **Yes** | **No** |  |
| Does your organisation have current public liability insurance?  | [ ]  | [ ]  | [ ]  | [ ]  | Value: £ |
| Does your organisation have current employer’s liability insurance?  | [ ]  | [ ]  | [ ]  | [ ]  | Value: £ |
| Does your organisation have an **active** Management Committee or Board of Trustees with at least three people who are unrelated?  | [ ]  | [ ]  | [ ]  | [ ]  |  |
| Does your organisation have the following current policies:  |  |  |  |  |  |
| * Data protection / information security policy?
 | [ ]  | [ ]  | [ ]  | [ ]  |  |
| * Equality and diversity policy?
 | [ ]  | [ ]  | [ ]  | [ ]  |  |
| * Health and safety policy?
 | [ ]  | [ ]  | [ ]  | [ ]  |  |
| Is your organisation registered with the ICO? | [ ]  | [ ]  | [ ]  | [ ]  | Reg number: |

## 4.2 Organisation’s Financial Procedures

|  |  |  |
| --- | --- | --- |
|  | **Applicant**  | **Accountable Body** |
|  | **Yes** | **No** | **Yes** | **No** |
| Does your organisation have signed annual accounts? If the organisation is under 12 months old do you have a 6 month cash flow showing predicted income and expenditure?  | [ ]  | [ ]  | [ ]  |  |
| Does your organisation have a bank account with 2 unrelated signatories? | [ ]  | [ ]  | [ ]  |  |

## 4.3 Income and expenditure

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

|  |  |  |
| --- | --- | --- |
| **Financial year** | **Annual income (£)** | **Annual expenditure (£)** |
|  |  |  |
|  |  |  |

**4.4 Therapy Accreditation**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** | **No** | **Comments** |
| Is the therapy that you provide BACP/UKCP/HCPC accredited? *Please provide brief details in the comments box* | [ ]  | [ ]  |  |

## 4.5 Safeguarding

Please complete the safeguarding checklist below:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** | **No** | **Comments** |
| Do you have a safeguarding children/child protection policy and procedures and are they advertised and easily accessible to staff, parents and children?  | [ ]  | [ ]  |  |
| Do you have a safeguarding vulnerable adults policy and procedures and are they advertised and easily accessible to staff, carers and service users?  | [ ]  | [ ]  |  |
| Are safeguarding concerns recorded and monitoring within your organisation?  | [ ]  | [ ]  |  |
| Do all staff (both paid and volunteers) and parents/carers know what to do if there are concerns about a child and/or vulnerable adult?  | [ ]  | [ ]  |  |
| Are children and vulnerable service users given information on where to go for help and advice and are they listened to if they have a complaint or raise a concern?  | [ ]  | [ ]  |  |
| Do you have a designated safeguarding lead (and a deputy) who will take charge if a concern is raised, and do they have access to training and advice?  | [ ]  | [ ]  |  |
| Does your designated safeguarding lead (and deputy) know how to make a referral to social care or the police if necessary?  | [ ]  | [ ]  |  |
| Are adequate checks undertaken at the point of recruitment on staff (both paid and volunteers) that include references and DBS checks where required?  | [ ]  | [ ]  |  |
| Is regular safeguarding training obligatory and available for staff (both paid and volunteers)?  | [ ]  | [ ]  |  |
| Is there guidance om expected standards of behaviour (including the use of social media) for staff, families, and service users?  | [ ]  | [ ]  |  |

# Section 5 - Conflict of Interest and Final Declaration

**\* Delete as applicable**

**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:**

|  |
| --- |
| 1. Conspiracy[[1]](#footnote-1),
 |
| 1. Corruption[[2]](#footnote-2);
 |
| 1. Bribery[[3]](#footnote-3);
 |
| 1. fraud or theft[[4]](#footnote-4);
 |
| 1. any offence listed:
 |
| 1. in section 41 of the Counter Terrorism Act 2006; or
 |
| 1. in Schedule 2 to that Act where the court has determined that there is a terrorist connection;
 |
| 1. any offence under sections 44 to 46 of the Serious Crime Act 2007 which related to an offence covered by subparagraph (f);
 |
| 1. money laundering[[5]](#footnote-5) or offences relating to the proceeds of criminal conduct; or
 |
| 1. an offence under section 4 of Asylum and Immigration (Treatment of Claimants etc.) Act 2004;
 |
| 1. any other offence under section 59A of the Sexual Offences Act 2003;
 |
| 1. an offence in connection with the proceeds of drug trafficking[[6]](#footnote-6);
 |
| 1. any other offence within the meaning of Article 57(1) of the Public Contracts Directive[[7]](#footnote-7):
 |

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

|  |
| --- |
| 1. 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[[8]](#footnote-8);
 |
| 1. been made bankrupt or been the subject of insolvency or winding up proceedings[[9]](#footnote-9);
 |
| 1. been guilty of grave professional misconduct;
 |
| 1. tried to unduly influence the decision-making process of the Office of the Police and Crime Commissioner;
2. tried to obtain confidential information that may confer undue advantage; or
 |
| 1. 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.

**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 the Police and Crime Commissioner.

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

* Being employed by (as staff member or volunteer) any Police Force or Office of the Police and Crime Commissioner (OPCC)
* Being a member of a Police Force or OPCC management/executive board
* 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 Police Force or OPCC
* Failure to comply with OPCC’s Gifts, Gratuities and Hospitality Procedure

I/We\* hereby

[ ]  **confirm that no conflicts of interest exist between the grant applicant organisation (including any employee, volunteer or board member) and the Commissioner (or any of his officers, members or advisors).**

Or

[ ]  **declare that the grant applicant / 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:**

|  |
| --- |
|  |

**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: |  |
| Organisation Name |  |
| Signed:  |  |
| Date: |  |

**Privacy Notice**

The information supplied in this form will be used to process the grant application. Your application form may be shared with third parties and partner agencies who may be involved in the decision making process or whom can verify facts within your application. We may also be required to disclose information outside of the Nottinghamshire Office of the Police and Crime Commissioner to help prevent fraud, or if required to by law.

If your application is successful, general details of grants will be published on the Nottinghamshire Office of the Police and Crime Commissioners website: <https://www.nottinghamshire.pcc.police.uk/Home.aspx>. No personal information will be published.

For further information around privacy and information provided please see full Privacy Notice:



1. 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. [↑](#footnote-ref-1)
2. 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. [↑](#footnote-ref-2)
3. 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. [↑](#footnote-ref-3)
4. 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. [↑](#footnote-ref-4)
5. 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. [↑](#footnote-ref-5)
6. 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. [↑](#footnote-ref-6)
7. 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. [↑](#footnote-ref-7)
8. 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. [↑](#footnote-ref-8)
9. 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. [↑](#footnote-ref-9)