***This funding is applicable to:***

We accept applications from those living, working or providing a service within a People Zone area.

Those who can apply - Community based groups, grassroot organisations, registered charities, parish councils and schools.

We can accept applications from local authorities, providing they can evidence ample community support. This can be done by either submitting an application in collaboration with other local organisation/s or by conducting a community consultation.

We can also accept applications from registered businesses, providing they can evidence their service meeting community needs. They must not profit heavily from any project funded by the People Zones Grants Fund. The People Zone team reserve the right to determine acceptable profit margins. All decisions made are at their discretion.

We do not accept applications from the Police, however, they are welcome to support any application put forward.

The People Zones Grants Fund is designed to support sustainable projects only. You must be able to demonstrate the sustainability of said project in order to be successful in being awarded funding. This is to ensure the longevity of projects, as we are focused on supporting communities to build upon their strengths and assets in the long term.

***Monitoring***

Monthly Monitoring Report – We ask for:

Contract:

* Name of Project
* Monitoring Period - Contract start date and end date.

Expenditure:

* How much have you spent this month?
* How much have you spent overall since the project started?

Engagement:

* How many people did you work with this month?
* How many people have you worked with overall since the project started?

Achievements:

* Do you have any positive insights you'd like to share?
* Is there anything particularly positive you think demonstrates the success of your project?

Issues:

* Do you have any problems you would like to share?
* Are there any solutions you think we could assist with?

Any Other Comments:

* Do you have anything else you wish to share with us?
* Do you have any questions or queries you'd like to run by us?

*End of Project Monitoring Report – We ask for:*

Section 1 – Provide a summary of the details of your project - Only basic details required.

Section 2 – Please provide a summary of the project and the work you have been doing - Think about what you have been doing, who you have been working with, what demographic groups and why?

Section 3 – Demonstrate Good Work, Achievements or Challenges over the duration of the project - Look back at what you have done and demonstrate how it has been effective. More detail on this is included below within this section.

This could include things such as:

* Personal journey of a service user:

a) Provide a summary of their background before they engaged with you

b) Describe what work you did with them

c) Describe the positive outcomes that have arisen because of this

d) Images (if available)

Statistical/ factual case studies could include (but not limited to)

* Number of referrals made
* Number of individuals supported
* Number of sessions held so far / number of people who have attended or engaged.
* Statistics on the gender/ age/ ethnicity/ sexual orientation/ disabilities of those who have engaged
* Details of events held / how many attended
* Quotes/ feedback from service users
* Images of work done / events
* Any challenges you have faced

**Section 4** – 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 - In your opinion, how has this project impacted your community and met your chosen research report theme? What difference have you personally noticed?

**Section 5** – 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 - 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?

***Organisational Information:***

Provide a link to your website or your web address if you have one. For example: [www.peoplezones.co.uk](http://www.peoplezones.co.uk)

Companies House - 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 - 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. For example: For Facebook - LeicsPCC

Please be honest when confirming if your organisation, members of your board or senior executives have ever been declared bankrupt - We can verify ourselves.

***Location:***

Please state which People Zone your project will take place in.

***Funding:***

Please confirm you are not requesting funds above £10,000.

Please include the exact sum you are applying for.

***Insurance:***

Do you have Employers Liability Insurance?

Do you have Public Liability Insurance?

If not, will you put this in place and provide evidence before any project activity begins?

***Website:***

**Privacy Notices -**

**Accessibility Statements -**

***Banking:***

Business Bank Account - You must have a business account for the funds to be deposited into.

2 Signatories - Please provide the name and contact details for both signatories.

***Organisational Policies:***

Do you have the following policies in place at your organisation?

* Equality & Diversity
* Safeguarding Policy
* Data Security Policy

Have all staff involved in this project read and understood each of these policies?

***DBS Checks:***

Confirm all staff are cleared to work where this is required, such as working with children etc. You may be asked to provide evidence of this.

***Funding Agreement:***

This means that you have read and understood your funding agreement and the Terms and Conditions that are set out within. You agree to adhere to this at all times and are aware that any breach may result in the termination of the agreement and all funds (the full amount paid) must be returned forthwith.

***Additional Information:***

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 return this document along with your application, quotations and supporting documents, to the People Zone team at:** [**People.Zones@leics.police.uk**](mailto:People.Zones@leics.police.uk)

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