

**APPLICATION FORM**

**Criminal Justice in Wales**

**Race Equality Community Engagement Scheme**

**Please complete the following 6 sections and email to:**

bryn.hall@clinks.org

**SECTION 1 - MAIN APPLICANT DETAILS**

|  |  |
| --- | --- |
| **Q1: Name of main contact**  |  |
| **Q2: Main contacts phone number** |  |
| **Q3: Main contacts email address** |  |
| **Q4: Job title or role** |  |

**SECTION 2 - LEAD ORGANISATION DETAILS**

|  |  |
| --- | --- |
| **Q5: Name of organisation** |  |
| **Q6: Organisation phone number** |  |
| **Q7: Organisation Email address** |  |
| **Q8: Organisation’s registered address** |  |
| **Q9: Organisation website** |  |
| **Q10: Registered charity and /or company number** |  |

**SECTION 3 – GOVERNANCE AND FINANCE**

|  |  |
| --- | --- |
| **Q11: Does your organisation have a governing document?** E.g. constitution, memorandum of understanding etcPlease insert a copy or attach a copy to your submission | [ ]  YES [ ]  NO |
| **Q12. Please attach a copy of:*** **Public liability insurance**
* **Safeguarding policy**
* **Equality Policy**
* **Please tick that you will adhere to GDPR**
 | [ ]  YES  |
| **Q13: Date / year organisation was set up** |  |
| **Q14: How many people are involved in running your organisation?** E.g. trustees, staff, volunteers |  |
| **Q15: How many signatories are needed to authorise payments from your bank account?** |  |
| **Q16: Does your organisation have recent signed and published accounts?**Please insert a copy or attach a copy to your submission | [ ]  YES [ ]  NO  |
| **Q17: Does your organisation have in place appropriate policies and procedures for financial controls and management?** | [ ]  YES [ ]  NO |
| **Q18: What was the organisations income over the last accounting year?** |  |
| **Q19: What was the organisations expenditure over the last accounting year?**  |  |
| **Q20: Have you ever had a grant agreement or a contract terminated for default under the terms of the grant / contract agreement in the last three years?*** If yes, please provide the reason and details, including customer name and contact details.
 | [ ]  YES [ ]  NO |
| **Q21: Has your organisation met the terms of its banking facilities and loan agreements in the past year?*** If no, please provide details.
 | [ ]  YES [ ]  NO |
| **Q22: Has your organisation met its obligation to pay its creditors within 30 days during the past year?*** If no, please provide details.
 | [ ]  YES [ ]  NO |

**SECTION 4 – ENGAGEMENT EXPERIENCE AND REACH**

***Please use the Applicant’s guidance document for support to complete the section***

|  |  |
| --- | --- |
| **Q23: Which racial minoritised community(s)will you aim to engage with?****In which area(s) of Wales?****Please add any other demographic information if applicable** e.g. if you are targeting people in community of a specific age group or Gender |  |
| **Q24. How many people will you aim to speak to and gather their views and insights on criminal justice and the race equality plan?**  |  |
| **Q25: Describe the ways in which you will engage racially minoritised people to gather their views on criminal justice and the race equality plan**  | 300 words max. |
| **Q.26 Please include examples of any previous experience of community engagement**  | 300 words max. |
| **Q27. Please include any previous experience and knowledge of the criminal justice system** | 300 words max. |
| **Q28: Please state you can complete the engagement work and return the report by 3rd December 2021.**  | [ ]  YES  |

**SECTION 5 – EVIDENCE-BASED PRACTICE AND REPORTING EXPERIENCE**

|  |  |
| --- | --- |
| Criminal Justice in Wales want to ensure that through the community engagement scheme the feedback is rich and will ensure that the Race Equality plan has actions that will make a real difference to the lived experiences of People from racially minoritised communities.Therefore…**Q29. Please describe your previous experience of collating community, service user feedback into a report to shape operational, strategic or policy changes?** | 300 words max |
| Q30. Please state that you agree to complete an evaluation of the process so Criminal Justice in Wales can capture the learning and outcomes. | [ ]  YES  |

**SECTION 6 – CAPACITY**

|  |  |
| --- | --- |
| **Q31: Please outline the resources and capacity you can commit to undertaken community engagement on behalf of criminal justice on Wales?*** Provide include relevant experience and expertise of staff who will undertake this work,
 | 300 words max |

**SECTION 7 – PUBLICATION**

|  |  |
| --- | --- |
| You will publicise the grant they have received from Criminal Justice in Wales. Acknowledgment of the scheme is important to increase public confidence that Policing and Criminal Justice organisation in Wales are committed and are listening to the voice of racially minoritised people and Responding effectively to affect change across the system  | [ ]  Yes |

**SECTION 8 – HOW MUCH ARE YOU APPLY FOR?**

|  |  |
| --- | --- |
| **Q32: What is the total cost of the community engagement grant you are applying for?** | **£** |
| **Q33: Please provide a detailed breakdown of all costs that the grant will fund.***Please use the Applicant’s guidance document for support to complete the section* | **£** |

**SECTION 9 - SUPPORTING DOCUMENTATION**

You must be able to submit the following supporting documents with your application, please check the box to confirm that you have included these with your application:

[ ]  Organisations governing document(s), this could be a constitution or memorandum and articles of association, as well as Safeguarding policy, Equality Policy and public liability insurance.

[ ]  Organisations latest annual accounts or an income and expenditure log,

[ ] An official document issued by your bank that confirms the name of the organisation's bank account, sort-code and account number (e.g. bank statement or paying-in slip).

[ ]  Budget Breakdown (embedded within or attached to proposal)

**SECTION 9 - DECLARATION**

* **I am authorised to submit this application on behalf of the organisation / project / service;**
* **I certify that the information provided in this application and all supporting documentation is correct;**
* **I confirm that acceptance of funding offered will not result in duplicate funding in any aspect of the budget requested;**
* **If the information in the application changes in any way I will inform Clinks (on behalf of Criminal Justice in Wales) immediately;**
* **I give permission for Clinks (on behalf of Criminal Justice in Wales) to record the information in this form electronically and to contact my organisation by phone, mail or email with information about its activities and about funding opportunities;**
* **I give permission for Clinks to share the information in this form with Criminal Justice in Wales; and**
* **I agree to participate in monitoring, auditing and evaluation related to these funding stream.**

|  |  |
| --- | --- |
| **Signed** |  |
| **Print name** |  |
| **Date** |  |
| **Position in the organisation** |  |