

THE HIGH SHERIFFS' AWARD SCHEME



Introduction

Dear Applicant

The High Sheriffs' Award Scheme was established in Essex in 1993 to reward community initiatives that address crime and anti-social behaviour. Each year the High Sheriff of Essex makes awards to voluntary groups and gives recognition to those who are tackling local problems. The Awards scheme comprises:

The High Sheriffs' Fund a permanent fund, the income from which supports local community and voluntary activities. Organisations seeking financial support can apply for up to £1,000 for projects that will make local people, of all ages, feel safer in their homes, schools, towns and villages.

The High Sheriffs' Certificate encourages local individuals to nominate an individual or a voluntary organisation to receive recognition for their **outstanding** work promoting crime prevention and community safety. A nomination can be made without a request for financial support.

The Volunteer Centre Essex Award encourages volunteers to nominate their voluntary or community group for an award. A cash award of £1,000 is given to the organisation, which best demonstrates the use of good practice in providing encouragement, support, training and supervision to volunteers. Applications are obtained from your local district Volunteer Centre.

The enclosed Application Form is for The High Sheriffs' Fund and Certificate only. The grant applicant should be a voluntary or community group, working for the benefit of the people in Essex, Southend or Thurrock. Please do not hesitate to contact Essex Community Foundation for any further information or refer to our web site www.essexcommunityfoundation.org.uk.

We look forward to receiving your form.

Yours faithfully



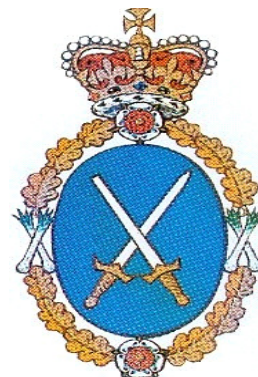
Caroline Taylor
Programmes Director

For office use only: Application RefNomination Ref.....

Application Deadline: 01 December

THE HIGH SHERIFFS' AWARD SCHEME

GRANT APPLICATION FORM



Return completed Application Form to: High Sheriffs' Award Scheme
Essex Community Foundation
121 New London Road
Chelmsford, CM2 0QT
Charity No. 1052061

Section 1: Organisation Details

Name of Organisation:			
Address for Correspondence:			
Contact Person's name:			
Position in Organisation:			
Daytime telephone no:		Mobile	
E-mail Address:			
Website:			
Charity Registration No:		Local Police Division:	

Please attach copies of all relevant documentation (See below)

- | | |
|---|--|
| <input type="checkbox"/> Your organisation's Rules or Constitution | <input type="checkbox"/> Your latest Annual Accounts |
| <input type="checkbox"/> Your Equal Opportunities Policy | <input type="checkbox"/> Minutes of meetings when activity was discussed |
| <input type="checkbox"/> Your Safeguarding Children/Vulnerable Persons Policy * | |
| <input type="checkbox"/> Project budget and/or quote(s) | <input type="checkbox"/> Any other relevant material |

**Essex Community Foundation recognises that it has a duty, as has every organisation working with children or vulnerable adults, to put in place safeguards to protect these client groups according to legislation with regard to beneficiaries, trustees, staff and volunteers. The Foundation is also committed to ensuring that all grant recipients understand and are aware of this duty and must, where relevant, have in place a safeguarding policy that is in line with current legislation and best practice, and procedures for dealing with issues of concern or abuse towards the prevention of risk.*

Best practice includes obtaining Criminal Record Bureau (CRB) or Enhanced CRB and other relevant checks for appropriate trustees, staff and volunteers. We would expect to see a statement to this effect within all safeguarding policy documents.

Section 2: Tell us about your Community Safety Initiative

2.1 What is the Name of your Project?

2.2 Who is involved in this initiative?

2.3 What area does the project cover?

2.4 Date of when the project started/ when it will start? How long will it last?

2.5 Tell us about the project

What problems are you tackling? What research have you done? Who benefits and in what ways? Does the project have the support of your local community? Is your local Community Safety Partnership involved? If the project is underway, what has been achieved so far?

(You may continue your response on one sheet A4 and attach any press coverage; reports: photographs to illustrate the activity)

Section 3: Financial Request

We note that this grant award is subject to the availability of appropriate donor funding. We agree to comply with the conditions below:

- To return the receipt which will accompany the cheque
- Funding is for one year unless stated otherwise
- To complete and return a Monitoring and Evaluation Form by its due date, together with copies of all paid invoices and receipts relating to expenditure of the grant. Please note that satisfactory completion of a Monitoring and Evaluation Form is a prerequisite for any future application for a grant. A visit to your organisation/project may be arranged for evaluation and/or audit purposes.
- To advise ECF immediately if there are significant changes affecting the project or funded organisation including but not limited to: a starting delay of more than 3 months; duplicate funding; changes to the financial stability of your organisation; changes to the project as it develops or any underspend. Approval must be obtained from ECF to use the grant for any other purpose than that stated. The Foundation reserves the right to withhold approval if the proposed expenditure falls outside the criteria of the programme from which the grant was funded, outside the grant-making policy of ECF, or does not clearly contribute to the core aims of the organisation to which the money was granted, in which case, steps will be taken to recover unspent money.
- All publicity generated by your organisation in relation to this grant should include the following line 'our project/group has been funded by the **High Sheriffs' Fund** which is managed by Essex Community Foundation'. Guidance on how to publicise your grant, including logos is available from the 'Apply for a Grant' page at www.essexcommunityfoundation.org.uk or you can call the Grants Team on 01245 356018.
- We cannot sell or dispose of any equipment or other assets funded or part funded by the Foundation without first receiving written permission. If any equipment or assets are sold within their working life without such undertaking, the Foundation can ask for a percentage of the original grant to be re-paid.
- In the event that the funded organisation is in breach of these terms and conditions ECF reserves the right to take action to recover the total grant awarded and any costs or interest associated with the grant award.

Declaration: to be signed by two people, one who is directly connected with the project, the other should be a Trustee or in a senior management position.

We are authorised to make this application on behalf of the organisation and confirm that we have read and understood the terms and conditions. The information provided in this application is accurate, if it changes in any way we will inform Essex Community Foundation promptly. We agree to abide by the terms and conditions of the grant and understand that any offer of a grant will be subject to our proposed work remaining within grant criteria. Our signatures confirm acceptance of these conditions.

Signed	Signed
Print name	Print name
Job Title	Job Title

Please ensure that you keep a copy for your records

Section 4: High Sheriffs' Nomination

Nomination Ref.....(office use)

In addition to providing financial support for particular local crime prevention initiatives, the High Sheriff gives special recognition to individuals and voluntary organisations for their exceptional achievement in promoting crime prevention and community safety in the County. If you would like to nominate a particular local person or group for a certificate, please complete the following section:

I would like to nominate the following for a High Sheriffs' certificate

Name of nominated person/group:

Contact address for nominated person/group:

.....

Postcode:..... Tel. No:

Why are you nominating this person/voluntary group? What is their exceptional achievement in promoting crime prevention and community safety?

What evidence can you provide to support the exceptional achievement that this person or voluntary group has contributed to addressing community safety or reducing crime in their community ie. facts, figures, impact, testimonials:

Signed

Your Name (in capitals)

Your Address

.....

Your Tel No

How do you know the person/ group you have nominated?

.....