



Community Engagement Groups Funding
Application Form 2010/11

An electronic copy and one hard copy of this form must be received at the MPA offices by noon on 29th January 2010. Failure to submit to the deadline, or to submit all the documentation required, will result in the MPA not considering the application for funding. The MPA takes no responsibility for postal delay.

Section1: Administration and governance

Group name:

1.1 Mailing address

1.2 Legal form of group (tick all applicable)

Charity	<input type="checkbox"/>
Charity registration number	
Company limited by guarantee	<input type="checkbox"/>
Company registration number	
Unincorporated association	<input type="checkbox"/>

1.3 Date of latest version of governing document

Constitution	
Memorandum & Articles of Association	

1.4 Date of last AGM	
1.5 Date of last elections to the Executive	
1.6 Date of next AGM	

1.7 Bank account details

Name & address of bank	
Sort code	
Account no.	

1.8 The Officers of the Group

Role	Name	Address	Telephone	Email
Chair				
Vice Chair				
Treasurer				
Other (specify)				

1.9 The Executive (see guidance notes regarding ethnicity)

Name	Ethnicity	Gender	Age range	Disability	Borough of residence	Borough of paid/voluntary work

1.10 The Group Membership

Please use your group's membership list and identify below how many of those groups represent each of the diversity strands detailed below:

Age	Disability	Ethnicity	Gender	Religion/faith	Sexual orientation

If you have identified any specific gaps in representation amongst your membership, please identify in section 4.1 and/or 4.2 how you have been or intend to address this.

The Administrator

1.11 Administrator Details

Name & Address	
Telephone	
Email	
Fax	

1.12 Name and address of employer (or 'self-employed')

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1.13 Nature of current relationship between Group and Administrator

Service Level Agreement	Yes/No
Other (please specify)	

1.14 Date current SLA, contract or other relationship was signed:

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1.14 Name of Group Executive member with responsibility for overseeing Administrator

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Section 2 - Partnership structure

2.1 Which member of your Group is on the CDRP?

2.2 Please indicate the relationships between your group and the groups listed below (tick as appropriate):

	Member of CPEG	Provides written/Verbal Reports to CPEG	No formal relationship
Safer Neighbourhood Panels			
Borough Independent Advisory Group (or equivalent			
Borough Stop & Search Community Monitoring Group			
Independent Custody Visitors Panel			
Other Borough based community safety groups (Including Sector Working Groups if applicable)			

Section 3: Finance

Three year Income and Expenditure Summary

Expenditure	2008/09 (actual)	2009/10 (budgeted)	2010/11 (bid)
Administrator			
• No. of hours per week			
• Salary			
• On costs			
Accommodation			
• office			
• meetings, events etc			
Stationery; office supplies & equipment			
Photocopying/document reproduction			
Advertising/publicity			
Other expenditure (please specify)			
Total expenditure			
Income			
• Surplus/(deficit) brought forward			
• MPA grant			
• Other income (specify source)			
Total income			
<i>Surplus/(deficit) carried forward; i.e. total income less total expenditure</i>			
Value of any support in-kind (please describe support)			

Section 4 – Community Engagement Activity

Section 4.1 – Community Engagement Activities and Outcomes – current year

HIGHLIGHTS

Key Achievements between 1st January 2009 - 31st December 2009

Budgetary position

Risks Issues and Changes from 1st January 2009 – 31st December 2009

Actions taken to address Risks and Issues (Improvement Plan if required)

Please describe the activities you are using *this year* (2009/10) to engage with your communities, and the outcomes of those activities.

Section 4.2 – Community Engagement Activities and Outcomes, next year

Milestones and Key Deliverables:	Milestone 1 Qtr (April – June)
	Milestone 2 Qtr (July - September)
	Milestone 3 Qtr (October - December)
	Milestone 4 Qtr (January - March)

Please describe the activities you plan to use *next year* (2010/11) to engage with your communities, and the forecast outcomes of those activities (See also Appendix 1). Please number each activity and its corresponding outcome. Photocopy this sheet as many times as you need to cover all activities. **Please note that this section, which contains milestones, will form the basis of the quarterly SLA monitoring meetings that will be held with your MPA Link Officer.**

Section 4.3 – Relevance to MPA

4.3.1 Which Group member(s) attended the Community Engagement Conference on 27 June 2009? *(Include the Administrator if applicable)*

4.3.2 Attendance at LCP2 events – please indicate the number of meetings attended

	Number of events attended
Chairs' meetings	
Administrators' meetings	
Seminars/workshops	
Reasons for not attending LCP2 events.	

Section 5A: Borough Commander's assessment of the Group over the 12 months January – December 2009

Please specifically comment on: (i) the group's arrangements for partnership with relevant local groups (ii) the group's relevance to policing, its representativeness of the local community and/or outreach (iii) Whether overall group is fit for purpose (iv) Other comments
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5A.1

Section 5A.4 Borough Commander's sign off on the projected work plan

I confirm that I have been consulted on the projected SLA for 2010/11	(delete one) Yes/No
I confirm that I approve of the projected SLA for 2010/11	(delete one) Yes/No
The date on which I met the Group Chair to approve the work plan was	
Name (please print):	
Signature:	
Date:	

Please return this assessment to the Administrator of your Community Police Engagement Group, **not to MPA**, by January 22nd 2010

Section 5B: Community Safety Manager’s assessment of the Group over the 12 months January – December 2008

Please specifically comment on:

- (i) The group’s arrangements for partnership with relevant local groups
- (ii) The group’s relevance to policing, its representativeness of the local community and/or outreach
- (iii) Whether overall group is fit for purpose
- (iv) Other comments

Section 5B.1 Community Safety Manager’s sign off on the projected work plan

I confirm that I have been consulted on the projected SLA for 2010/11	(delete one) Yes/No
I confirm that I approve of the projected SLA for 2010/11	(delete one) Yes/No
The date on which I met the Group Chair to approve the work plan was	
Name (please print):	
Signature:	
Date:	

Please return this assessment to the Administrator of your Community Police Engagement Group, **not to MPA**, by 22nd January 2010.

Section 6 – Checklist of documentation required in support of application

All groups must supply the following documentation in hard copy by the deadline date. Failure to supply requested documents will result in the application not being considered. (See *Guidance notes*)

- Completed, signed and dated application form
- List of members
- Annual Report
- Audited or certified accounts
- Service Level Agreement with local authority, CVS etc.
- Group Constitution or Memorandum and Articles of Association
- Equalities Statement
- Local partner assessment and sign-off on projected SLA by Borough Commander and Community Safety Manager

Section 7: Declaration

The Chair and Treasurer must agree, sign and date this application form

“We have overseen the completion of this document, and submit it as a true and accurate application for funding.”

APPLICATIONS WILL NOT BE ACCEPTED WITHOUT THE NECESSARY SIGNATURES

Signed by Chair

Name

Date

Signed by Treasurer

Name

Date

Signed by MPA

Name

Date

For further help:

Contact Natasha Plummer on
020 7202 0131

E-mail: Natasha.plummer@mpa.gov.uk

Please send completed application forms to:

**Maria Cordero
Administrator
Engagement and Partnerships Team
Metropolitan Police Authority
10 Dean Farrar Street
London SW1H 0NY**

by 29th January 2010

<p>FOR OFFICIAL USE ONLY: REVIEW</p> <p>Link Members Signature & Comments:</p> <p>Responsible Officers Signature:</p>		<p>Decision</p>	

CPEG Funding Application Guidance Notes 2010/11

Timetable

The deadline for receiving completed application forms, together with all necessary supporting documentation is 5:00pm on 29th January 2010.

Please note that you are required to obtain the signatures of the two local partners (Borough Commander and Community Safety Manager) to certify that they have been consulted on and approve of your application. You must have these signatures before you send the hard copy of the application to MPA.

We suggest that the application is completed in draft by the middle of January, in time for drafts to be sent to partners for comments/endorsement. *Note that the local partners should return their assessments and signatures to **the Group Administrator** and not to MPA.*

Section 1: Administration and Governance

Legal forms (section 1.2)

If your group is a charity it will have a registration number. If the group is a company limited by guarantee it will have a company registration number. Groups can be both charities and limited companies at the same time. If your group is neither of these it is almost certainly an unincorporated association (the simplest form of governance).

All groups should have some kind of governing document. This will often be a Constitution, but limited companies must by law have a Memorandum and Articles of Association.

Successive AGMs should generally be no more than 15 months apart.

Bank details (section 1.7)

Please provide bank account details, giving the name on the account, the branch address, sort code and account number. If the bank details have changed since the last application form was submitted, it is an MPA Finance Department requirement that you fax the new details, on your letterhead, to 0207 202 0200, marked for the attention of Isiaka Lawal.

The Executive (section 1.9)

Personal information is required for each member of the Executive This information is confidential and solely collected for diversity monitoring purposes.

Self Defined Ethnicity (16+1)

Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background

Black or Black British

Caribbean

African

Any other Black background

Mixed

White & Black Caribbean

White & Black African

White & Asian

Any other Mixed background

Chinese or other ethnic group

Chinese

Any other ethnic group

White

British

Irish

Any other White background

Not Stated (includes refusal to state)

Age groups

Please use the following age groups.

Under 18.

18 – 25,

26 – 35,

36 – 50,

51 – 60,

60 and over

The Executive (section 1.9)

Equalities legislation requires that the Authority monitor groups that it funds and works with to ensure the inclusion of all groups. The Census, the Office of National Statistics, MPA and MPS have all adopted the 16 + 1 ethnic classification scheme, and you should also use this. Please use the more detailed classification (e.g. Pakistani) and not the subheading (e.g. Asian or Asian British). In the case of 'other background', please write the correct name if you know it. Otherwise write 'other' or 'not stated', as appropriate.

Group Membership (section 1.10)

The purpose of this section is to gather information about the level of representation across the 6 diversity strands within the wider group membership.

The Administrator (section 1.11- 1.13)

If your group directly employs an administrator, please provide their details at section 1.11. If your Group has an agreement with the Local Authority please also provide details of the local authority and relevant department.

If the Group has an agreement with another body please write the name of the organisation. If the administrator is self-employed, write 'self-employed'.

Please state the nature of the current relationship between the Group and its administrator.

Section 2: Partnership structure (section 2.2)

The MPA has an expectation that the CPEG has in place effective mechanisms for the representation of Safer Neighbourhood Panels, Independent Custody Visiting Panels and Stop and Search monitoring groups within the borough wide group. Please indicate the nature of the relationship between the Group and the specified bodies.

Section 3: Finance

This year we are asking for a three year income and expenditure summary, covering the actual figures for 2008/09, the budgeted figures for 2009/10 and the amounts you are bidding for in 2010/11.

Expenditure

Hours per week – contracted the hours per week.

Amount - the salary cost or contract fee.

On costs – if applicable.

Please do not enter in-kind support in the main part of this section. In-kind support should be entered in the bottom row only. This covers any support other than money, for example accommodation, supplies or services, donation of a photocopier, rent-free office space.

The MPA may require any money not spent within the financial year to be returned or it may be deducted from the following year's grant. Any use of unspent money or change of use will require the submission of a business case which will have to be signed off by the MPA.

Section 4: Community Engagement activity

(sections 4.1 – 4.2)

In many ways this section is the heart of the application. We require to know, not just how many meetings you have held and how well attended they were, but also, most importantly, an account of your activities, and the outcomes which have resulted from them, during 2009/10. In other words, we would like to know how the activities of your group have improved the engagement of your community in local policing and community safety. This is to enable us to assess the value for money achieved through this MPA funding. This should relate to the SLA quarterly monitoring meetings which have been held with your engagement and partnership officer.

This section of the application will form the basis of the service level agreement (SLA) between the Authority and the CPEG and replaces the need for a separate SLA document. This section should identify your projected work plans and outcomes, which will need to be signed off by your local partners. In developing those work plans you should have regard for the activities and outcomes identified in the Service Level Agreement Guidance attached at Appendix 1.

Section 5: Local partners' assessment and sign off

Groups are required to meet with their local partners to agree the projected work plan before completing the application form. When the form is complete (we suggest a target date of the middle of January for this part of the process) the Group must send it to the Borough Commander and Community Safety Manager to get their individual assessments and signatures.

Section 6: Checklist of documentation required in support of application

- **List of members**
Please list the regular members of your group - both organisations and individual members.
- **Annual Report**
Please enclose the most recent annual report of the group
- **Service Level Agreement (for administrative services)**
The SLA or contract governing the provision of administrative support to the group
- **Group Constitution or Memorandum and Articles of Association**
- **Equalities Statement**
The group's equalities statement should be individual to that group, and is expected to be updated in order to fit into the work of the group. The Equalities Statement should be reflected in the work programme of the group.
- **Local partner assessment and sign-off on projected work plan**
It is vital that you get assessments and formal sign offs from each of the local partners in person. We will only accept substitutes for the main players only if there really is no alternative.