



Northamptonshire
NSRA
Safer Roads Alliance

Northamptonshire Safer Roads Alliance (NSRA)

Road Safety Community Fund 2020-21

Application Form

Organisation name:	Norton Parish Council
Project name:	Community Speed Project
Amount of funding applied for: £500 - £5,000 per bid	£2,500
Grant Reference Number: (for internal use only)	

Please read the Guidance Notes before completing this form.

Section 1 – Organisation details

1.1 Main contact details

Please fill in the following details about the person in your organisation who will be the main contact for your application.

Name:	Mrs Erica Fothergill
Job title:	Clerk
Address (including postcode):	7 Exeter Close, Daventry, NN11 4SY
Tel:	
Mobile:	07788 902300
Email:	clerk@nortonpc.org.uk

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

N/A

1.2 Type of organisation

Please confirm the type of your organisation as stated in the governing document, giving the registration number where appropriate and the year the organisation was established (please complete all those that apply):

Type of Organisation	Registration Number	Year Established
Registered charity		
Company Limited by guarantee		
Unincorporated and not registered as a charity		
Community/ voluntary sector		
Neighbourhood Group		
Parish/ Town Council	N/A	2001
Community Interest Company (CIC)		
Other (please specify)		

1.3 Accountable body

If your organisation is unincorporated (see above question) do you have agreement from a legally constituted organisation to act as your accountable body for the funding?

YES NO NOT APPLICABLE

If yes, please provide details of the accountable body and attach a letter of agreement:

Name of Accountable Body	
Letter of agreement attached	<input type="checkbox"/>

1.4 About your organisation

Please tell us about your organisation, what it does and if you have delivered similar projects to the one you are applying for (**maximum of 250 words**):

A vehicle Activated Sign was installed in 2017 but it has unfortunately had little impact since drivers got used to it. For this reason we intend purchasing a portable Speed Indicator Device which will be moved and deployed at speeding hotspots.

1.5 Due Diligence Checklist

Please complete the following table:

	Yes	No	N/A	
Does your organisation have current public liability insurance?	X	<input type="checkbox"/>	<input type="checkbox"/>	If yes: Value: £
Does your organisation have current employer's liability insurance?	X	<input type="checkbox"/>	<input type="checkbox"/>	If yes: Value: £
Does your organisation have an active Management Committee or Board of Trustees with at least three people who are unrelated?	X	<input type="checkbox"/>	<input type="checkbox"/>	Please provide a copy of the Constitution or Standing Orders
Does your organisation have recent signed accounts?	X	<input type="checkbox"/>	<input type="checkbox"/>	Please provide the most recent set of accounts
Does your organisation have a bank account with 2 signatories?	X	<input type="checkbox"/>	<input type="checkbox"/>	Please provide bank statements for the last 2 months
Does your organisation have a policy on financial controls and management?	X	<input type="checkbox"/>	<input type="checkbox"/>	
Does your organisation have a current safeguarding children and/or vulnerable adults policy? (where relevant to the project)	<input type="checkbox"/>	X	<input type="checkbox"/>	If your project intends to work with children or vulnerable adults we will need to see a copy of these policies
Do staff who will be delivering the project have current DBS checks? (where relevant to the project)	<input type="checkbox"/>	<input type="checkbox"/>	X	Only applicable for staff working face to face with children or vulnerable adults
Does your organisation have a current data protection policy? (where relevant to the project)	X	<input type="checkbox"/>	<input type="checkbox"/>	
Does your organisation have a current equality and diversity policy? (where relevant to the project)	<input type="checkbox"/>	X	<input type="checkbox"/>	
Is your organisation registered with the ICO?	X	<input type="checkbox"/>	<input type="checkbox"/>	If yes: registration number:

1.6 Income and expenditure

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

Financial year	Or state own financial year	Annual income £	Annual expenditure £
2019 – 2020		£21,145.91	£20,180.41
2018 – 2019		£20,365.71	£14,328.72
Other year			

Section 2 – Your Road Safety Community Fund proposal

2.1 Project location

Which geographical location(s) will your project be working in?

Countywide	<input type="checkbox"/>
Individual District / Borough(s)	X Please state which: Norton Parish

2.2 Project outline

Please describe your proposal. If your proposal is a project, you should include the aims and objectives of the project, who and how many will benefit and how the project will be delivered. If your proposal is for equipment, for example a sign, then only answer what is applicable to your bid. Please be specific about what equipment you wish to purchase (**maximum of 500 words**):

We may use this information in publicity material.

Project

Speeding on Daventry Road has been a longstanding problem and there have been numerous accidents and damage to parked vehicles on this road in recent years. The road, coming from Daventry, enters Norton on a downhill which is a contributing factor.

There has been increased development in this area and the Daventry NE SUE which will deliver 3,500 homes adjacent to Norton, which will exacerbate the problem.

Aims

Our aims are to ensure the safety of our residents and their vehicles.

Objectives

- To ensure a Parish-wide community spirit; encouraging the development of a strong, inclusive and vibrant community.
- To use residents who have been adversely affected by the speeding over the years to run the project.
- To ensure that Volunteers have access to high quality training and that they meet all required road safety standards.

2.3 Evidence of need for the project

How do you know there is a need for this project? Do you have examples of this type of intervention working elsewhere, do you have data to evidence the need? (**Maximum 250 words**)

We have been working closely with Highways over the years to alleviate this problem. We have also worked closely with local parishes who have acquired SIDs and they have attested to the increased effectiveness of using this device.

A Traffic Speed and Volume Survey was conducted during week commencing 16th May 2013 showed above average speed, particularly during peak times. We were due to have another traffic speed survey done during 2020, but reduced traffic due to Covid-19 would not have given accurate readings, so it has been postponed.

Since the 2013 survey, the volume of traffic through the village has increased significantly as it is one of the main arterials from Daventry to the A5.

2.4 *Project delivery plan

Please complete the project delivery plan over the page. Where your proposal is for a project, please complete this in as much detail as possible including SMART targets. All successful applicants will be expected to report back on progress against this delivery plan.

Task	Responsibility (by whom)?	Target date	Output/ deliverable	Expected Outcome
Identify the need	Council	15/12/2020	The need was identified after researching the figures	To see the project through to a satisfactory conclusion
Obtain quotations	Clerk	November 2020	Quotations obtained	To appoint a reliable and reputable supplier
Apply for funding	Clerk	January 2021	To apply to organisations for funding	To be awarded a grant
Council to appoint a Highways recommend contractor	Council	12/01/2021	Council to agree on a supplier	To place an order
Purchase and install SID	Council & Volunteers	Jan/Feb 2021	Yes	To finalise the project by 26 February 2021

2.5 Measuring outputs, outcomes and success

In your delivery plan above you must tell us about your outputs and outcomes. Please tell us how you will measure your outputs and outcomes and how you will demonstrate whether you project has been a success. **(maximum of 250 words)**

Council have already identified the need for the project. Having worked with Highways for a number of years, we now feel that we have sufficient evidence to prove that further measures need to be taken and a number of quotations have already been obtained.

We have had a site meeting with the Northamptonshire Highways Road Safety Officer who has indicated that we may be eligible for a grant and we are hoping that our application will be successful so that we shall have the funds to purchase SID.

The outcomes and success of the project will be demonstrated by the decreased speeding through the village, based on statistics downloaded from the SID.

2.6 Referral Pathways or Partners involved in project delivery

If you are intending to deliver this project in partnership with any other organisation(s) or you are anticipating referrals from other organisations please advise who the partner organisations are; their role in the project, and/or the agreed referral pathway (**maximum of 50 words per partner**).

If you intend to make any payments to partners, then you need to ensure that this is clearly shown in the project budget in question 3.1

If you plan to deliver the project with partners or receive referrals from partners, you must submit original written evidence of their agreement to be involved or their agreement around the referral pathway.

Name of Partner	Role	Have you submitted evidence of their agreement to be involved?
N/A	N/A	N/A

2.7 Information sharing agreements

Does your project require the sharing of information from or with other agencies?

YES NO NOT APPLICABLE

If yes, do you have GDPR compliant information sharing agreements in place?

YES NO NOT APPLICABLE

Please provide brief details – who is the information sharing agreement between, when was it written and signed etc.

We have been working with Highways for some time so they are aware that it is our intention to acquire our own device. We are also liaising with them with regard to a Section 50 License

2.8 Priority activities

Funded projects must help deliver at least one of the Northamptonshire Safer Roads Alliance (NSRA) strategic priorities below. Please tick all that apply.

Speed Reduction	<input checked="" type="checkbox"/>
Anti-social Road Use (i.e. racing, risky manoeuvres)	<input checked="" type="checkbox"/>
Distraction Driving (e.g. use of mobile phone)	<input type="checkbox"/>
Drink or Drug Driving	<input type="checkbox"/>
Road Victims and their Families	<input type="checkbox"/>
Use of seatbelts, including Child Restraints and Seats	<input type="checkbox"/>
Educational Initiatives Leading to Positive Behaviour Change	<input type="checkbox"/>
Other, Please Specify:	<input type="checkbox"/>

2.9 Meeting the priorities

Please tell us how your project will meet the priorities that you have identified in 2.9 above (**maximum of 250 words**):

Council have already identified the need for the project by virtue of Traffic Speed and Volume Surveys and Community Speed Watch scheme.

2.10 Project scope

Is this grant for new work, or to support/extend your organisations existing work?

NEW WORK SUPPORT / EXTEND EXISITING WORK

If you are seeking a grant to support existing work, tell us below, in a **maximum of 300 words** how this work was previously funded, why this funding is no longer available, what your project/service has achieved so far and what is the need for it to continue.

2.11 Previous funding from Northamptonshire's Police, Fire and Crime Commissioner

Have you previously received funding for this project from the Commissioner?

YES NO NOT APPLICABLE

If yes, please tell us below what you achieved with the previous funding.

Have we previously received grants from NNC, e.g. VAS?

2.12 Project delivery and management

Please tell us who will manage the project and how you will ensure the project is delivered effectively and well managed? (**maximum of 250 words**)

The Clerk will manage the project, in conjunction with the Council and volunteers. The effectiveness of the SID will be evidenced by traffic flow and speed report statistics extracted from the device

Section 3 - Financial information

3.1 Project budget and detail around Match Funding

Please complete the separate project budget spreadsheet. If your project involves the purchase of any products, please provide at least one quote. If your project involves match funding, please confirm whether the match funding has already been agreed.

3.2 Payments to third parties

Please provide detail of your process of payments to third parties involved in delivering the project, including PAYE:

Not applicable

3.3 Justification of costs

Please use this space to justify any costs which you feel may appear high, including any consultancy costs (**maximum of 150 words**):

3.4 Conflict of Interest

Please complete the Conflict of Interest Form.

3.5 Reference/Letter of Support

Completed Reference Form is attached.

Section 4- Final Declaration

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:

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

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

- (a) 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;
- (b) been made bankrupt or been the subject of insolvency or winding up proceedings;
- (c) been guilty of grave professional misconduct;
- (d) tried to unduly influence the decision-making process of the Office of the Police and Crime Commissioner;
- (e) tried to obtain confidential information that may confer undue advantage; or
- (f) 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. (see appendix A)

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:	Erica Fothergill
Position in organisation:	Proper Officer
Signed: (an original signature is required)	
Date:	

Section 5 - Finishing your application

Checklist - please tick to confirm that:

You have read the Guidance Notes that accompany the application form	<input type="checkbox"/>
You have fully answered all of the relevant questions in this application form	<input type="checkbox"/>
An authorised person has signed the application form with an original signature	<input type="checkbox"/>
You have attached the Constitution or Standing Orders	<input type="checkbox"/>
You have attached the most recent Set of Accounts	<input type="checkbox"/>
You have attached the last 2 months Bank Statements	<input type="checkbox"/>
You have attached the References/Letters of Support	<input type="checkbox"/>
You have completed and signed the Conflict of Interest Form and included it with this application	<input type="checkbox"/>
You have attached your separate Project Budget Form (see question 3.1) together with quotes where appropriate	<input type="checkbox"/>
If applicable: you have attached confirmation from your accountable body that it agrees to act as the accountable body for the project (see question 1.3)	<input type="checkbox"/>
If applicable: you have attached your safeguarding children and/or safeguarding vulnerable adults policies	<input type="checkbox"/>
You have only sent us the information we have asked for and not included any additional documents	<input type="checkbox"/>

The deadline for completed applications is on the website. Please note that this is the deadline for both the electronic copies and hard copy applications to reach us. Late applications will not be accepted.

Please send the electronic copy of this application form and required accompanying documents (listed in supporting documents list)

to: funding@northantspfcc.pnn.gov.uk

If you prefer to send a hard copy of the application then please send the application form and all attachments as listed above, to: Road Safety Community Fund, Northamptonshire Office of the Police, Fire and Crime Commissioner, East House, Force Headquarters, Wootton Hall, Northampton, NN4 0JQ.

Appendix A

*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.

*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.

*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.

*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.

*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.

*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.

*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.

*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.

*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.