

**2025/26**

**COMMUNITY SERVICE PLACEMENTS GRANTS**

**Funding Application**

**Section 1: Applicant Details**

**Section 2: Your Proposal**

**Section 3: Declarations**

**The deadline for receipt of completed applications is Monday 24 March 2025 (noon).**

**Applications should be signed and submitted in PDF format to the PBNI Procurement and Grants Manager** [**Graham.Parkinson@probation-ni.gov.uk**](mailto:Graham.Parkinson@probation-ni.gov.uk)

**SECTION 1 – APPLICANT DETAILS**

Organisation Name:

Organisation Address:

Organisation Status:

(Limited Company, Trust, Charity, etc.)

Summary of Aims / Objectives / Purpose of the Organisation:

Contact Person Name:

Contact Person Position:

Contact Person Email/Phone:

**SECTION 2 – YOUR PROPOSAL**

Total Number of Placements Requested:

Provide details of duties and activities to be undertaken by placements:

Provide details of where (specific locations) and when (days / evenings / weekends, etc/) the placements will be undertaking their duties and activities:

Provide details of how the placements will be effectively supervised:

Applicants must be prepared to meet the needs of a diverse range of service users, particularly those with more complex requirements who may be considered “difficult to place”.

Please outline how your organisation is suitable to meet the needs of such service users (provide examples).

Does your organisation have experience with people who have offended? If so, please provide examples.

**SECTION 2 – YOUR PROPOSAL** (cont’d)

Please outline how you plan to measure evidence of success in the promotion and delivery of effective community relations.

Please outline if your organisation will be able to provide access to accredited training courses to fulfil a proportion of placement hours. If so, please provide examples. This is preferable, but not a mandatory requirement.

**SECTION 3 – DECLARATIONS**

For your application to be considered for funding, there are six key documents that the applicant organisation must have in place. These are:

* Constitution / Memorandum of Association;
* List of Office Bearers;
* Organisational Chart;
* Audited Accounts or Financial Statement;
* Public Liability Insurance; and
* Rental Agreement/Lease or evidence of ownership.

These documents do not need to be submitted with your application, however PBNI can at any time request to view these.

There is an expectation that the applicant organisation will have a number of policies and procedures in place for governance and best practice purposes. These are listed below. Please state which your organisation has in place.

|  |  |
| --- | --- |
| **POLICY / PROCEDURE** | **IN PLACE?**  **STATE Y, N OR N/A** |
| Strategic/ Operational Plan |  |
| Procurement/ Tender Procedures |  |
| Statutory requirements i.e.   * Equal Opportunities * Fair Employment * Disability Discrimination * Age Discrimination |  |
| Fraud Policy |  |
| Health and Safety Policy |  |
| Health and Safety Risk Assessments |  |
| Employer and Public Liability Insurance |  |
| Mobile Phone Policy |  |
| Child Protection Policy |  |
| Data Protection Policy |  |
| Information Asset Policy |  |
| Internet Policy |  |
| Document Retention Policy |  |
| Conflict of Interest Register/Policy |  |
| Travel Policy |  |
| Volunteering Policy |  |
| Recruitment Policy |  |
| Staff Induction Policy |  |
| Reserves Policy |  |
| Staff Appraisal System |  |
| Social Clause Policy |  |
| Assets Register or Inventory |  |

**I, as Chairperson, declare that:**

**The documents, policies and procedures listed above are in place (where stated), are regularly reviewed and are deemed fit for purpose by my organisation at the time of this application for funding.**

Signed ………………………………………………

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**Chairperson**

Signed ………………………………………………

Print \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Another Office Bearer** (please state position)

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_