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| **Violence Prevention Unit**  **Futures without Violence Fund** |

**MAIN CONTACT NAME AND DETAILS**

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| --- | --- |
| **Name of main contact** |  |
| **Position / role in organisation** |  |
| **Address (if different form organisation address)** |  |
| **Phone number** |  |
| **Email address** |  |

**PROJECT / SERVICE DETAILS AND BENEFICIARIES**

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| --- | --- |
| **Project / service name** |  |
| **Project / service start and end date** |  |
| **Are you delivering this in partnership with any other organisations?**   * Please state their name and brief description of their role in the project / service |  |
| **Choose one or more categories which best represent the services you will be providing?** | Prevention  Early Intervention  Support  Advocacy  Crisis |
| **Which local authority area/s will the activity take place?** |  |
| **Which partners are you working with to deliver this project / service and ensure that all potential beneficiaries can access it? Are these new or existing relationships?** |  |

**PROJECT / SERVICE ACTIVITY**

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| **Provide a summary of the project / service that will be funded.**   * What work / activity will be delivered? * Where and when will it be delivered? * Who will deliver it?   300 words max |
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| **Please explain and evidence what the needs of your project / service users are.**   * What are the main needs / issues your beneficiaries face and how does this affect their lives? * How do you know this / what evidence do you have? * If applicable, how have project / service users participated in shaping the project / service?   300 words max |
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| **How will you measure the change (outcomes) that you are making in the lives of people attending this project / service?**  How will performance indicators be selected?  What tools will you use to collect the information and monitor performance against indicators?  How will you collate and evaluate the information collected into your reports? |
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**BUDGET BREAKDOWN**

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| --- | --- | --- |
| **Indicative Lines of Expenditure** | | **Forecast Expenditure (£)** |
| **Expenditure Category** | **Description / breakdown of expenditure** | **Y1** |
| Salary Costs: Employees salary costs, NI, pension |  |  |
| Staff on costs e.g. recruitment, training, expenses |  |  |
| Other people costs: Workers, freelancers, consultants fees |  |  |
| Operational / activity costs |  |  |
| Office / premises costs |  |  |
| Capital (equipment) costs |  |  |
| Marketing and publicity spend |  |  |
| Volunteers costs |  |  |
| Management and administration costs |  |  |
| Onward grants / contracts to partners |  |  |
| Monitoring and evaluation |  |  |
| Other costs (please detail) |  |  |
| **TOTAL OVERALL COSTS** | | **£** |

**SUSTAINABILITY AND EXIT STRATEGY**

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| **How will you ensure this project / service is sustainable after funding has ceased, or if the project / service will close how will you minimise the possible negative impact on beneficiaries?** |
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| **Signed** |  |
| **Name (printed)** |  |
| **Date** |  |
| **Position in the organisation** |  |