**SUPPORT FOR BEREAVED FAMILIES OF EMERGENCY SERVICES PERSONNEL**

**APPLICATION FORM**

**Please complete this application form in conjunction with reading the accompanying guidance information.**

1. The deadline for applications is 10 am on **Thursday 4th December 2014.**
2. Applications should be sent electronically to ocs.info@cabinet-office.gsi.gov.uk
3. In the subject line of the application please mark it **BEREAVEMENT ENDOWMENT APPLICATION**. Bids will not be opened until the deadline has passed.
4. If you have a question relating to this application process please email ocs.info@cabinet-office.gsi.gov.uk with the subject heading **BEREAVEMENT ENDOWMENT QUESTION**. Where appropriate answers of general interest will be published on [www.gov.uk](http://www.gov.uk)
5. Your application should consist of answers to all the questions in the application form along with:
* 2 year’s worth of the most recent financial accounts (please provide electronic copies of the documents or links to where they can be accessed) or equivalent documents. This needs to be provided for the lead organisation only if you are applying on behalf of a partnership. We will undertake a light touch financial evaluation on the successful organisation before entering into a grant agreement for the endowment
* A completed charity commission internal financial controls checklist

<http://www.charitycommission.gov.uk/detailed-guidance/money-and-accounts/internal-financial-controls-for-charities-cc8/internal-financial-controls-for-charities-checklist-cc8/>

* The names and contact details of 2 references of previous funders that we can contact (we will only contact the successful organisations referees)

**QUESTIONS FOR INFORMATION ONLY**

1. Full name of the lead organisation

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1. Address of the lead organisation

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1. Contact name, email address and telephone number for the application

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1. Please provide a brief description of your organisation. Please specifically set out if you are an emergency services based organisation (and which service) or a specialist bereavement support organisation:

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| MAX 200 WORDS: |

1. Charity number if applicable:

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1. Company registration number if applicable:

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1. When was your organisation set up?

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**SCORED QUESTIONS**

PARTNERSHIP WORKING

1. If you are applying on behalf of a partnership of organisations please provide details of all partners:

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1. If you are applying on behalf of a partnership of organisations, please provide details of how the partnership will work together to manage this scheme. If you are not applying on behalf of a partnership, please provide details of how you will work across emergency services organisations:

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| MAX 300 WORDS: |

ENDOWMENT MANAGEMENT

1. Explain how you would manage the endowment:

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| MAX 800 WORDS: |

SUPPORT OFFER

1. Set out the needs of bereaved families, your experience of working with this group, the proposed offer of support for bereaved dependents and how much this would cost on average:

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| MAX 800 WORDS: |

1. Set out your proposed application process (including any eligibility criteria you would apply) for this support offer:

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| MAX 500 WORDS: |

1. Explain how you would work across the relevant emergency services to ensure the support offer was available and promoted to all – including dependents of both volunteers and paid personnel:

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| MAX 500 WORDS: |

1. Explain how your offer would enhance but not duplicate existing provision in this area:

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| MAX 500 WORDS: |

BUDGET AND IMPLEMENTATION PLANS

1. Set out your costs for managing the endowment and providing the support offer. Initial set up costs (up to March 2015) will be provided in the form of a grant from the Cabinet Office (additional to the £1 million endowment). Ongoing costs should be met from the returns generated on the endowment. Include in your table direct project costs and indirect project costs (e.g. a proportionate amount towards any overheads). This table should not include the costs of the support offer itself (which should be set out in Q11 – just the set up and ongoing management of the programme).

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| Area of expenditure | Set up costs (up to March 2015) | Ongoing costs – on an annual basis |
| e.g. staff costs |  |  |
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[ADD FURTHER LINES AS REQUIRED]

1. Set out your proposed programme of work to set up the endowment and the offer of support including any key milestones. Please attach a short project plan. Include in this section details of who in the organisation will be responsible for the day to day running of the scheme, and detail any relevant experience.

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| MAX 500 WORDS (PROJECT PLAN NOT INCLUDED IN WORK LIMIT): |

1. Final checklist - please confirm:

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| You are a voluntary, community or social enterprise organisation |  |
| Your governing body or management committee know about this application and have agreed to you sending it to the Cabinet Office |  |
| You are able to comply with the Cabinet Office’s terms and conditions of grant which are provided |  |
| That the endowment would be invested by the 31st March 2015 for a minimum period of 12 months |  |
| You have attached a short project plan |  |
| You understand and accept our obligations under the Freedom of Information Act  |  |
| You have completed the internal financial controls checklist |  |
| You have provided the most recent 2 years of financial accounts |  |
| You have provided the names and contact details of 2 previous funders |  |