Counter fraud fund

Application form

**Supporting local authorities to boost their capability and capacity in tackling non-benefit fraud.**

This form should be submitted to fola@communities.gsi.gov.uk no later than **5pm on 5 September 2014.** Any queries about the fund should also be submitted to this address.

Section A: Applicant contact information

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| Principal local authority name/name of bidding organisation:  | Click here to enter text. |
| Name of Contact(s):  | Click here to enter text. |
| Position in authority:  | Click here to enter text. |
| Telephone number(s) of the contact(s):  | Click here to enter text. |
| Email address of the contact(s): | Click here to enter text. |

Section B: Eligibility criteria

Please complete as appropriate:

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| The bid is from an English principal local authority | YES/NO |
| All expenditure will be spent on counter fraud activities | YES/NO |
| The bid is not dependent on a separate Counter Fraud Fund bid | YES/NO |
| The bidding authority agrees to provide relevant project progress monitoring information to DCLG | YES/NO |
| The proposal has been signed off by the relevant Section 151 officer and this proposal is accompanied by evidence to support this. | YES/NO |
| The bid demonstrates that funding will support additional outcomes and/or service improvements.  | YES/NO |

Section C: Project description

Short project title:Please give the bid a short name, unique to any other counter fraud fund bids involving your organisation.

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| Click here to enter text. |

Short Project Description (75 words maximum):Please give the bid a short description, outlining the key objectives and proposed outcomes of the proposal.

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| Click here to enter text. |

Project Summary (500 words maximum): Please provide a brief description outlining the rationale for the project, the key elements of the scheme planned and how the counter fraud fund funding will be used. You should demonstrate how the funding will be used to achieve additional outcomes and/or service improvements.

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| Click here to enter text |

Grant Requirement: Please state the total amount you are bidding for from the counter fraud fund.

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| 2014/15:2015/16:Total grant sought: |

Bidding partners:Please describe details of any proposed partnership arrangements, detailing the number and name of partners including any local authority matched funding and/or funding from other public or private sector organisations. If this proposal has been submitted on a single authority basis, please detail why it has not been possible to form a partnership, or provide an explanation as to why partnership working would not be appropriate.

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| Click here to enter text. |

Other bids:If you are submitting other bids for counter fraud fund funding, please list all other bids specifying the name of the bid, lead bidding organisation, and the partnership arrangements of the bid.

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| Click here to enter text. |
| Click here to enter text. |

Section D: Financial savings and wider benefits

Your bid should provide reasonable estimates as to how the funds will result in financial savings that are at least equivalent to the funding requested.

Expenditure

Please use this box to detail the funding requested and how the funding will spent. Proposals should work on the basis of approximately one third of the total funding to be allocated in 2014/15 with the remaining two thirds in 2015/16. Additional rows can be added as necessary.

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| **Description of expenditure** | **2014/15 Funding requested****(£)** | **2015/16 Funding requested (£)** | **Total funding requested** |
| (expenditure category eg training) |  |  |  |
| (expenditure category) |  |  |  |
| (expenditure category) |  |  |  |
| (expenditure category) |  |  |  |
| (expenditure category) |  |  |  |
| (expenditure category) |  |  |  |
| Total funding requested |  |  |  |
| Matched Funding (if applicable) |  |  |  |

Please use the box below provide:

* an explanation of why you believe the costs to be reasonable, and confirmation that all costs associated with the project have been identified;
* that financial risks have been identified and mitigation plans are in place (a risk register can be attached);
* the nature and agreement on governance arrangements and project management arrangements, necessary to take forward this project.

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| Click here to enter text. |

Matched funding

If this proposal is to be supported by matched funding, please detail the amount and source of the matched funding in the table below, including the level of organisational and financial commitment and any dependencies.

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| **Click here to enter text.** |

Estimated savings

Please use this box to identify the financial savings that will result from the funding. The savings identified below must be additional to those that would be realised through those counter fraud activities currently planned. Additional rows and columns can be added as necessary.

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| **Description of financial saving**  | **Estimated financial saving (£)** |
| **2015/16** | **2016/17** | **2017/18** | **2018/****19** | **2019/20** |
| (financial saving eg reduction in procurement fraud) |  |  |  |  |  |
| (financial saving) |  |  |  |  |  |
| (financial saving) |  |  |  |  |  |
| (financial saving) |  |  |  |  |  |
| (financial saving) |  |  |  |  |  |
| (financial saving) |  |  |  |  |  |
| (financial saving) |  |  |  |  |  |
| Total financial savings |  |  |  |  |  |

Please use the box below to provide reasonable estimates of how the estimated financial savings have been calculated, including any evidence to support your estimates.

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| **Click here to enter text.** |

Wider benefits

If this proposal seeks to achieve wider benefits, for example reducing the social costs that result from types of fraudulent activity, these should be documented and quantified as far as possible.

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| **Click here to enter text.** |

Section E: Sustainability

Please provide evidence (up to 250 words) of how the funding requested will result in financial savings, and any wider benefits, beyond the funding period.

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| Click here to enter text. |

Section F: Innovation

Please provide an assessment (up to 250 words) on the level of innovation in the proposal and how this approach could be transferred to other local authorities and partnerships.

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| Click here to enter text. |

Section G: Procurement Strategy

Where applicable, please outline any procurement strategy including evidence of compliance with European Procurement Rules as relevant.

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| Click here to enter text. |

Section H: Other Information

Please use this section to provide any additional information that you think the assessors may require to evaluate your bid. Please limit your comments to no more than 250 words (Arial font, size 12).

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| Click here to enter text. |

Section I: Approval

Approval: Bid approved and signed off by Section 151 officer (or authorised person in other public sector partners) for each partner to the bid.

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| Name | Click here to enter text. |
| Organisation | Click here to enter text. |
| Date Approved | Click here to enter text. |

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| Name | Click here to enter text. |
| Organisation | Click here to enter text. |
| Date Approved | Click here to enter text. |

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| Name | Click here to enter text. |
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| Name | Click here to enter text. |
| Organisation | Click here to enter text. |
| Date Approved | Click here to enter text. |

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| **Disclaimer**There shall be no expectation of grant until authorities have been formally notified in writing by the department. All the Applicant’s costs and charges incurred as a result of making this application shall be for the applicant’s account and cannot be claimed as part of the project. |

**The Data Protection Act: Freedom of Information Act 2000**

The Department for Communities and Local Government undertakes to use its best endeavours to hold confidential any information provided in any application form submitted, subject to our contracting obligations under law, including the Freedom of Information Act 2000. If you consider that any of the information submitted in the application form should not be disclosed because of its sensitivity then this should be stated with the reason for considering it sensitive. The department will then consult with you in considering any request received under the Freedom of Information Act 2000 before replying to such a request.

Applicants should be aware that the following conditions will also apply to all bid applications:

* We may use your information for the purposes of research and statistical analysis and may share anonymised information with other government departments, agencies or third parties for research and statistical analysis and reporting purposes.
* Our policies and procedures in relation to the application and evaluation of grants are subject to audit and review by both internal and external auditors. Your information may be subject to such audit and review.
* We propose to include light touch monitoring by the department utilising publicly available information. We would encourage applicants to regularly publicise progress on their websites and disseminate good practice.
* The department will publish summaries of all successful bids.