



Application for Funds – Guidance Notes

(Revised 4 April 2018)

Introduction

Local people know what is needed in their area to reduce crime and disorder and reduce the fear of crime. The Police and Crime Commissioner (PCC) for Cleveland is committed to supporting individuals and organisations in reducing crime and disorder. This commitment is set out in his Police and Crime Plan <http://www.cleveland.pcc.police.uk/Your-PCC/Police-and-Crime-Plan.aspx>.

PCC funds

The PCC has funds available to enable local people and organisations to access one off and longer term grants that actively reduce crime and disorder and reduce the fear of crime. These include:

- **Police Property Act**
In accordance with the Police Property Act Regulations (1997) all awards from this fund must be for charitable purposes.
- **PCC Community Safety Initiatives**
In accordance with section 143 of the Antisocial Behaviour, Crime and Policing Act 2014, all awards from this fund must address one or more of
 - Crime and disorder reduction, including antisocial behaviour, in communities and neighbourhoods and/or
 - Reducing the misuse of drugs, alcohol and other substances and/or
 - Reducing reoffending
 - Additional services that help victims, witnesses or other people affected by crime and antisocial behaviour. That is, services that are not already being commissioned by the PCC.

Application criteria

- Community Safety Initiatives and Property Act Fund bids are restricted to one application per financial year.
- Applications must demonstrate that the initiative meets one or more of the Police and Crime Commissioners objectives.
- Applications must have a real impact at a local level in reducing crime and disorder and the fear of crime.

Police Property Act - Who can apply?

- Any individual who is working to improve the lives of people in the Cleveland Police area.
- Any organisation working/operating in the Cleveland Police area.

We won't fund:

- Staffing costs.
- Recurring expenditure, e.g. rent.
- Political activities.
- National Medical research and equipment.
- Animal welfare.
- Large scale projects, where a small grant would not make a difference.

This does not exclude others from applying as we would like to encourage and support a broad range of projects - although the key deciding factor will be how neighbourhoods and communities in Cleveland see the benefits of each project.

PCC Community Safety Initiative - Who can apply?

- Individuals, local voluntary and community groups which are working to improve the lives of people in the Cleveland Police area.
- Organisation working/operating in the Cleveland Police area.

We won't fund:

- Recurring expenditure, e.g. rent.
- Political activities.
- National Medical research and equipment.
- Animal welfare.

We won't normally consider staffing costs but where it is critical to an exceptionally strong application, grants may be made to meet the cost of staffing.

Please note that a decision has been made for Youth Diversion projects to now be directed through the Community Safety Partnerships of each local authority within Cleveland (Hartlepool, Middlesbrough, Redcar & Cleveland and Stockton on Tees). If you would like to receive more information then please contact each Council directly on the following links:

Hartlepool Borough Council - <https://www.hartlepool.gov.uk/>

Middlesbrough Borough Council - <https://www.middlesbrough.gov.uk/>

Redcar & Cleveland Borough Council - www.redcar-cleveland.gov.uk

Stockton on Tees Borough Council - www.stockton.gov.uk

*Smaller projects (under £2,500.00) can still apply to the PCC for funding.

To apply

To apply for the funding it is important that you have thought through some basics. These include the following:

- Has the project been funded previously by the PCC?
- How will your project reduce crime and disorder, antisocial behaviour and the fear of crime in your area?
- What is the money for and how have you estimated the costs?
- What difference will it make to your local community and how will you know that it has worked?
- How do you know that this is what your community needs and who supports your idea?

- How long will it take to implement and is everything and everyone ready to start?
- Who will be responsible for managing the money and how will you account for it?
- Are any other organisations supporting the project?
- Is there anything that might stop the project from being successful that you think is important for us to know?

To request funds from the PCC please complete the application form on the PCCs web page. All of the above needs to be detailed in your application. If you would like any assistance in completing the form, although our resources are limited, we will do our best in helping you through this process.

Completed applications can be emailed or posted

Email to pcc@cleveland.pnn.police.uk

Post to Police and Crime Commissioner for Cleveland
Ladgate Lane
PO Box 70
Middlesbrough
TS8 9EH

Enquiries should be emailed to the address above or contact the OPCC on 01642 301653.

PCC Decision

All applications will be assessed by a panel which includes the Police and Crime Commissioner and the Chief Finance Officer. Where appropriate the PCC may consult with other specialist or technical professionals depending on the content of your application. All decisions will be made by the PCC. The panel will meet monthly to assess whether the application meets the PCC's award criteria and the level of funding which can be provided. We will confirm in writing whether you have been successful or not. If you are unsuccessful we will also let you know the reasons for this.

Successful applications

Here are a few things you need to prepare for:

1. We may make ethical assurance checks, particularly in relation to larger projects and initiatives. You may be asked to provide a copy of your insurance certificates.
2. Payment will normally be made by electronic bank payment (BACS) which will be payable to the named organisation, or if not a formal organisation to the lead applicant.
3. You will need to acknowledge receipt of the money and agree any terms and conditions.
4. Depending on the type of funding you receive you may be required to sign a grant agreement.
5. You will need to provide feedback or progress reports on your initiative. The larger the award the larger the monitoring processes required.
6. Any changes to how money is spent **must** be agreed with the PCC using a change management form.
7. Based on your application, you should be able to confirm the best way to show how successful your project has been e.g. what will be the difference between now and after the money has been spent on your project.
8. Once the initiative or project is completed, within 28 days you will need to provide a report outlining the benefits that were achieved, and the impact it has had on the community.

9. All grant recipients should acknowledge the support of the PCC and use the PCC logo when producing any form of promotional or publicity material, including your website, press release, leaflets and reports.

Please note the PCC is lawfully obliged to carry out regular audits on all of its grant recipients, and all individuals/organisation are selected at random. All receipts and/or evidence of expenditure must be recorded for these purposes and presented in the event of an audit.