

Application for Spring Activity Fund – Guidance Notes

December 2023

# Introduction

Antisocial Behaviour (ASB) is criminal behaviour and it blights our communities.

A key priority in the 2021-24 Police and Crime Plan is *‘Tackling antisocial behaviour head on’*, and the Police and Crime Commissioner (PCC) has developed this dedicated **Spring Activity Fund** to seek applications that work towards reducing and diverting young people away from ASB and that encourage positive solutions to address and overcome the issues that communities face – specifically during school holiday periods.

# PCC funds

The Police and Crime Commissioner (PCC) has made funding available to enable **local charitable organisations** to access a one-off grant that works towards one (or more) of the below points:

* Reducing ASB
* Diverting people away from ASB
* Encouraging positive solutions that overcome the issues that communities face as a result of ASB
* Building resilience in communities to respond to ASB
* Supporting early intervention approaches to ASB

Applicants are able to apply for a maximum of **£4,000 per project** which must be delivered during the **February half term and Easter school holidays 2024**. Applications do not have to cover both holiday periods, but any applications only covering one holiday period would be able to apply for a maximum of £2,000. Consortium bids are welcomed to a maximum amount of £8,000 (£4,000 per holiday period).

# Who can apply?

The funding stream for this opportunity is the **Police Property Act Fund** so only registered charities can apply. However, consortium bids from local charities encompassing wider partnership delivery arrangements are encouraged. The main aim of the fund is to support local projects delivered by charitable organisations that solely benefit the communities of Cleveland, this includes;

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

We are unable to fund:

* Recurring expenditure
* Political activities
* Large scale projects, where a small grant would not make a difference
* Individuals and un-constituted groups

# To apply

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

* Are you a registered charity?
* Has the project been funded previously by the PCC?
* How will your project address antisocial behaviour in the area?
* What is the money for and how have you estimated the costs?
* What difference will it make to the local community and how will you know that it has worked?
* How do you know that this is what the 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?
* Is there anything that might stop the project from being successful that you think is important for us to know?

To submit an application please complete the fund application form that can be found on the PCC website. 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.office@cleveland.police.uk](mailto:pcc.office@cleveland.police.uk)

Post to**:** Police and Crime Commissioner for Cleveland

c/o St Marks House

St Marks Court

Thornaby

Stockton-On-Tees

TS17 6QW

Enquiries should be emailed to the address above or contact the OPCC on 01642 306619.

# Funding Timeline

|  |  |
| --- | --- |
|  | **Date** |
| Fund Launches | 4 December 2023 |
| Deadline for applications | 14 January 2024 |
| Application Review Meeting | 15 January 2024 |
| Successful applicants confirmed | 26 January 2024 |

# PCC Decision

# All applications will be assessed by a small panel which will include the Police and Crime Commissioner. 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 decision making panel will meet on 15th January 2024.

# 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 consent to us making enquiries with the police or regulatory bodies, for example or provide copies 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. You will need to provide feedback or progress reports on your initiative. The larger the award the larger the monitoring processes required.
5. Any changes to how money is spent **must** be agreed with the PCC using a change management form.
6. 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.
7. 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.
8. All grant recipients should acknowledge the support of the PCC and use the PCC logo when producing any form of promotional or publicity material, inducing 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 / organisations are selected at random. All recipients and/or evidence of expenditure must be recorded for these purposes and presented in the event of an audit.