



# Police and Crime Commissioner for Warwickshire Road Safety Fund 2019-2020: Guidance notes

Please read the guidance notes carefully.  
They will help you decide whether or not you can apply to the Grant Scheme and provide you with information on how to complete this form.

## Grant Background

The Road Safety Fund has a total of £500,000 available for 2019-20. There is no minimum or maximum bid for applicants.

The PCC invites applications for any project that aims to address Road Safety problems in Warwickshire, and which will have outcomes aligned to the Police and Crime Plan priorities. All applications should be for one-off funding for a specific project. Projects may be focused on prevention, engagement, education and/or enforcement.

## Application Guidance

The grant scheme is open to both established and new service providers. All applications will need to detail and provide evidence as to how their application fits the specific grant fund criteria they are applying against and how it will address road safety concerns in the context of one or more of the priorities of the Warwickshire Police and Crime Plan:-

- Put Victims and Survivors First;
- Ensure Efficient and Effective Policing;
- Protect People From Harm;
- Prevent and Reduce Crime.

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Police and Crime Commissioner for Warwickshire  
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Further information in regards to the Warwickshire Police and Crime Plan can be accessed through our website. [www.warwickshire-pcc.gov.uk/key-information/police-and-crime-plan/](http://www.warwickshire-pcc.gov.uk/key-information/police-and-crime-plan/)

There is a requirement that all applicant organisations:-

- are constituted as a legal entity or operate under a formal constitution (equivalent in form to the Charity Commission model constitution);
- provide the last year's audited accounts;
- provide the Commissioner with appropriate policies and practices as detailed in Section 6.

If you are unsure whether you have some of these policies or practices, our office can assist you.

Applications will be welcomed from community, voluntary, third sector and statutory organisations that deliver projects or services at a countywide level or for projects that are targeted in one or more local authority areas within Warwickshire.

Organisations are able to submit multiple bids to the scheme. Each application will be evaluated on its own merits and evidence.

The PCC encourages collaborative approaches to applications and encourages organisations to identify how they support and work with their local Community Safety Partnership (CSP).

Projects funded by the PCC's office under other grants schemes run for 12 months or less during the course of the financial year. The Road Safety Grant has commenced after the beginning of the 2019 financial year, and so the delivery timescales of projects will be judged on a case by case basis during evaluation. However, as a general guideline, we would advise that applicants plan projects to operate for 12 months from the date of funding (should the application be successful).

## **Application Process**

Successful applicants will need to:-

- Submit the application form and all required documents electronically by **noon on the 3<sup>rd</sup> June 2019**. Late or incomplete submissions will not be accepted or evaluated under the 2019-2020 Road Safety Grant Scheme;
- Provide general information about the organisation;
- Describe the project or activity and who the beneficiaries will be;
- Demonstrate clearly how their project will contribute to the Police and Crime Plan's outcomes and priorities;

- Clearly demonstrate and evidence the need for their project or activity;
- Provide clear understanding of what differences the project or activity will make and how this will be measured and reported. All successful applicants will be required to provide a quarterly grant update report detailing the outcomes, outputs and impact of their project or activity;
- Detail the timeline for delivery of the project;
- Explain the longer term strategy for providing this project. PCC grants are time limited and successful applicants should be able to demonstrate to the Commissioner their longer term vision on sustainability, mainstreaming or funding opportunities;
- Provide a clear breakdown of project costs. This should include match funding and volunteer time.

Providing clear evidence for the need for the project and how it supports the priorities in the Police and Crime Plan is very important. It is also critical that there is a clear intention to monitor outcomes and a demonstrable understanding in all grant applications of how these outcomes will be effectively monitored throughout the life of the project. This is so that the true impact of a project funded can be illustrated to the OPCC and to the public. It is strongly advised that these aspects of your application are well-developed.

### **Exclusions:**

The PCC will not fund:-

- Profit-making projects;
- Contributions towards major refurbishment, building or maintenance work;
- A contribution to an organisation's running costs for an unspecified purpose;
- Projects that promote religious or party political beliefs;
- Projects or activities that have taken place prior to the 1<sup>st</sup> April 2019;
- Prizes;
- Loan or debt repayments.

Please note that the PCC, at his discretion, may choose not to fund a project that is politically-sensitive or contains politically-sensitive elements.

### **Evaluation**

Each bid will be evaluated on a case by case basis. The PCC may choose not to allocate the total amount during this round of applications in the event that not enough satisfactory bids are received.

Each bid will be assessed on its own merits using an evaluation process and scoring system. Weighting of scores will be allocated on the following proportions:-

- 80% of the score will be awarded against the quality of the project, the difference it will make, how it will address the priorities of the Police and Crime Plan and the applicants' ability to evidence the outcomes;
- 20% of the score will be awarded against Value for Money. This will include the actual cost of the project and the added value of the project, including the organisation's understanding and evidencing of the project's wider social impacts and social values.

Any funding offered from this scheme will normally be made on a one-off basis. Funding will be offered only for a specified purpose and subject to a specified financial limit, with no commitment to renew, increase or continue funding beyond the limited time period supported by the offer. Applicants should therefore have arrangements for dealing with the ending of any funding stream offered by this scheme.

**Please note the deadline for submitting applications and supporting documents is noon on Monday 3<sup>rd</sup> June 2019.**

**Please email completed applications and supporting documents to Abby Simkin, Policy Lead for Commissioning Grants and Engagement, at [grants@warwickshire.pnn.police.uk](mailto:grants@warwickshire.pnn.police.uk)**