

**Commissioner’s Road Safety Grants Scheme**

**2022-2022:**

**Guidance Notes**

Please read the guidance notes carefully.

They will help you decide whether or not you can apply to the Commissioner’s Road Safety Grants Scheme and provide you with information on how to complete this form.

## Introduction

The Police and Crime Commissioner’s (PCC) Road Safety Grants Scheme aims to fund projects that make roads safer in Warwickshire. During 2022-23 the PCC is inviting organisations to bid for his Road Safety Grants Scheme.

Building on round 1 and 2 and this year’s successes, the road safety grant round in 2022-23 will continue to support road safety across Warwickshire for all road users. This year’s round will focus on a holistic mix of behavioural change and education to achieve sustainable solutions and interventions which focus on reducing deaths and serious injury. Projects will need to be innovative and go over and above what is already provided by Warwickshire Police, Fire and Rescue and local authorities.

Organisations bidding for funds are expected to show how their work supports the Commissioner’s Police and Crime Plan 21-25. The Commissioner is looking for sustainable value for money projects that offer ‘big wins’ when it comes to delivering positive outcomes and lasting impact on local communities.

Projects funded by the PCC’s office under the Road Safety Grants Scheme run for 12 months or less during the course of the financial year.

## Who can apply?

Applications will be welcomed from all sectors including both established and new 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.

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);
* have at least 3 years of audited accounts;
* are able to provide the last year’s audited accounts;
* provide appropriate policies and practices as detailed in Section 6 of the application form
* complete a Subsidy Allowance Declaration form in accordance with the Trade and Cooperation Agreement (TCA)

The PCC encourages consortia projects and collaborative approaches to applications and encourages organisations to identify how they support and work with their local policing teams and Community Safety Partnerships.

## What does the application need to consider?

All applicants need to detail and provide evidence as to how their projects support one or more of the priority areas of the PCC’s Police and Crime Plan 2021-25 – see <https://www.warwickshire-pcc.gov.uk/police-and-crime-plan/> for details. Every application must demonstrably support at least one of these five priority areas.

The application form is self-explanatory but please ensure you fill in each of the sections in order that you:

* Provide requested 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 impacts of their project or activity;
* Explain the longer term strategy for providing this project. The PCC Road Safety grants scheme is 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.

Provide clear evidence for the need for the project and how it supports the priorities in the Police and Crime Plan. 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.

Any funding offered will normally be made on a one-off basis, for a specified purpose, and with no commitment to renew, increase or extend funding beyond the offer’s terms and conditions. Applicants should therefore have arrangements for dealing with the ending of any funding stream offered by this scheme.

## Is there anything that the PCC will not fund?

The PCC will not fund:-

* Projects that do not contribute to the Police and Crime Plan 2021-25
* Ongoing staff costs (including salaries for permanent or fixed term staff)
* In the case of the Road Safety awards, contributions towards roads engineering or roadside furniture (including speed cameras);
* 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;
* Expeditions or trips
* Bursaries or scholarships
* Projects or activities that have taken place prior to the 1st April 2022;
* Prizes;
* Loan or debt repayments, topping up of accounts or transferring money to another group
* Projects that should be funded by other local authorities
* Individuals
* Projects outside Warwickshire area
* Anything that has already been funded from a different source

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

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

## How will the applications be assessed?

Your application will undergo an initial review to ensure that it meets the criteria. All applications that pass the initial review will then be considered by an evaluation panel within the OPCC, before being presented to the PCC for a final decision.

Each bid will be assessed on its own merits using an evaluation process and scoring system. Some scores may be weighted to reflect areas of importance in the evaluation process.

Please note that the PCC, at his discretion, may opt not to allocate all available funding through the schedules grant schemes if submitted bids fall below a quality standard. Unallocated funding may be allocated at a later date.

## Match Funding and Sustainability

Applications which have secured part-funding towards their project from elsewhere are welcome and we therefore encourage you to approach other organisations to support your project.

Projects must have a robust and sustainable delivery model including plans for future financial sustainability. The PCC wants to encourage and enable organisations to move towards their projects becoming sustainable in the long term. Therefore your application should show how you will plan to move towards becoming more financially sustainable and priority will be given to those organisation who can demonstrate this for the next few years.

## Working in Schools/ Colleges and other organisations

The PCC receives a number of applications for projects to work in schools / colleges or with community groups. From the applications, it is not always clear if prior arrangements have been made with the institution that the project plans to work with. We strongly advise that you approach the relevant organisations and/or Community Safety Partnerships to discuss the need for such a project/activity in the geographical area. We encourage that you consider making an agreement in principle with those settings/projects. The application should include contact details of those organisations that agreement/ support arrangements has been made with.

If your project is for funding relating to those aged 25 and under, please ensure that you approach the relevant local authority to gain support for the project and agree viable referral pathways where appropriate.

## How to apply?

In order to apply, applicants must:-

* Read the specific criteria and guidance for the bid areas (Appendix A)
* Complete the relevant application form electronically
* Submit the application and all required documents electronically by **6PM on the 31st January 2022**;
* Submit the application to grants@warwickshire.pnn.police.uk with \*\***PCC Road Safety Grant Application 2022-23\*\*** in the subject line.