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## Commissioner's Grants Scheme 2023-24: Small Grants Guidance Notes

**Please read the guidance notes carefully.**

**They will help you decide whether or not you can apply to the Commissioner's Small Grants Scheme and provide you with information on how to complete the application form.**

### Introduction

The Police and Crime Commissioner's (PCC) Small Grants Scheme aims to fund projects that will, **"reduce crime, support victims and make communities safer"**.

During 2023-2024 the PCC is inviting organisations to bid for funding that supports one or more of the focus areas of his Police and Crime Plan (PCP) as detailed below:-

1. Fight crime and reduce reoffending
2. Deliver visible and effective policing
3. Keep people safe and reduce harm
4. Strengthen communities
5. Deliver better justice for all

The information specific to each focus area is detailed at the end of this document.

Organisations are able to submit multiple bids covering any number of the focus areas. However, each application must be for a different project or initiative which clearly aligns to the relevant priority or theme. Each application will be evaluated separately. Funding cannot be awarded for the same project via two different Commissioner's Grant streams.

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

### Available funding

Applications are being accepted for grants between **£1,000 and £10,000**. Where clear evidence of need is identified and evidenced the Commissioner will consider

larger applications of up to **£25,000**. Applications should relate to one or more of the five priority areas of the PCC's Police and Crime Plan (PCP).

## Who can apply?

Applications will be welcomed from 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 Community Safety Partnership (CSP).

## Online application

Applications to the Commissioner's Small Grants can be made via our [new online grants application form](#) which will also be used to manage successful grants. Please note that we are unable to consider applications submitted by other means. If you are unable to use the online application form please contact us for assistance. The online application form is designed to capture all of the information required for us to consider your project.

## 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 (set out in more detail at **Appendix A** to this guidance). 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 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 following types of projects and expenditure are not eligible for support:

- Projects that do not contribute to the Police and Crime Plan 2021-25
- Ongoing staff costs including salaries for permanent or fixed term staff (applications for one-off project specific workers allowable)
- Training costs for existing or planned activities
- Recurrent expenditure such as utilities, rent, telephone and broadband charges, stationery and postage, insurance, Annual DBS Membership Fees, organisations licence fees
- Profit-making projects
- Projects that require ongoing funding
- General appeals and sponsorships (we need to see a clearly defined project)
- Academic research and educational bursaries
- Projects that benefit one individual or family

- Contributions towards refurbishment, building or maintenance works to buildings and premises owned by public organisations, individuals, charity organisations or for-profit organisations
- Used vehicles/routine repairs and maintenance
- 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 1<sup>st</sup> April 2023
- Prizes
- Loan or debt repayments, topping up of accounts or transferring money to another group
- Projects that should be funded by other local authorities (projects that part of a statutory requirement)
- Food banks including food and beverages
- CCTV/Security Installation
- Speed Laser Devices and Speed Activation Devices
- 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.

### **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 31 January 2023**.

For further information and advice about the Commissioner's Grant Scheme, please contact Precious Williamson, Commissioning and Grants Officer, at the Office of the Police and Crime Commissioner by emailing [grants@warwickshire.police.uk](mailto:grants@warwickshire.police.uk).

# Appendix A

## PCC Grant Scheme 2023-2024

### Criteria Briefs

#### Priority areas

The PCC's Police and Crime Plan 2021-25 sets out key priority areas and each application must support one or more of these areas to ensure that the funding provided is responsive to current and emerging trends in Warwickshire.

The themes identified under each priority area below are for guidance only and by no means precludes any other initiatives that support the priority areas. The PCC encourage you to propose new approaches and bespoke solutions.

#### Priority area 1: fight crime and reduce reoffending

Co-ordinated action disrupts and deters the most serious and harmful crimes and those which cause most concern to communities, with offenders brought to justice and less likely to reoffend.

Projects and activities focus on tackling and reducing:

##### Violent crime

- Community led interventions to tackle violent crime specifically county lines and knife crime
- Tackling organised crime, drugs, *exploitation, fraud and cyber crime*
- Targeted programmes and activity to divert children and young people away from crime and anti-social behaviour. Priority consideration will be given to applications that seek to reduce and prevent weapon-enabled violence such as knife crime among young people.

##### Re-offending

- Working to tackle substance misuse and its impact on communities
- Provide early intervention and prevention interventions within the local community by managing offenders and reduce offending and reoffending

#### Priority area 2: deliver visible and effective policing

A visible police presence with strong welfare support deals effectively with local issues through innovative use of resources, delivering value for money for the taxpayer.

Projects and activities focus on:

### **Neighbourhood policing**

- Community led initiatives to deliver neighbourhood policing and reduce serious acquisitive crimes, such as vehicle crime and theft, domestic burglary and rural crime.

### **Priority area 3: keep people safe and reduce harm**

Women and girls are protected from violence, vulnerable people are safeguarded and there is a sustained reduction in the numbers of people killed and seriously injured on our roads.

Projects and activities focus on tackling and reducing:

#### **Violence against women and girls**

- Community led projects and activities working to address violence against women and girls including domestic abuse, sexual violence and stalking.

#### **Vulnerability**

- Community led projects focussing on vulnerability and delivering problem solving approaches to tackle mental health, hate crime, homelessness and tackling road safety. There should be a clear evidence of either link with offending, anti-social behaviour, risk of harm or victimisation or demand to the police.
- Projects working to address complex needs of offenders who are at risk of criminality and homelessness.
- Community led initiatives to prevent hate crime and raise public awareness.
- Community led initiatives to help identify, tackle and reduce hidden harm, including modern slavery, human trafficking, and crimes impacting upon those least likely to report to the police – such as young people and Black, Asian and minority ethnic along with any new and emerging communities.

#### **Road Safety**

- Reducing death and injury

### **Priority area 4: strengthen communities**

Communities are empowered to shape how policing and community services are developed and delivered, with strengthened partnership working building public confidence and resilience to crime.

Projects and activities focus on:

#### **Involving communities**

- Listening to people and using volunteers and working with diverse communities

#### **Crime prevention**

- Supporting communities to deter criminal activity

## **Partnership working**

- Community safety and collaboration

## **Priority area 5: deliver better justice for all**

Victims and witnesses have a better experience from the point of reporting crime to receiving an outcome, with clear pathways to tailored support services and improved confidence in the process.

Projects and activities focus on:

### **Victims and Witnesses**

- Victim and witness rights and securing specialist support e.g. projects and activities to support those who find themselves a victim of crime

### **Improved Communication**

- Across policing and the criminal justice system

### **Justice Outcomes**

- Better investigations and timelier results e.g. supporting those who come into contact with the Criminal justice systems as a victim or offender to get the right support, from the right agencies at the right time.