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Commissioner's Grant Scheme 2024/25 Guidance Notes

Please read the guidance notes carefully.

They will help you to decide whether or not you can apply for a Commissioners grant under the 2024/25 scheme, and will also provide you with information on the application form and process.

Introduction

The Police and Crime Commissioner's (PCC's) commissioned services and annual grants programme complement each other and seek to support activities and projects that prevent and divert away from offending, encourage safer road use and also funds much needed services to support the vulnerable and those who have been the victims of crime. Over the last two years the PCC has committed significant funds from his own resources, in addition to securing funding from the Ministry of Justice (MOJ) and the Home Office (HO), to finance an extensive range of services to deliver a programme of services and projects in Warwickshire. The PCC has recently commissioned a new general service to support victims of crime, in addition to various specialist services to support the victims of domestic abuse, sexual violence, child exploitation, modern slavery, drugs and alcohol misuse support services and services to support road victims and their families.

Whilst the PCC remains committed to supporting victims of crime through his commissioning work, he also recognises that investment in 'prevention and diversionary' interventions is vital in order to avoid people being drawn into the Criminal Justice System in the first place. To build on the ongoing efforts to combat crime, reduce reoffending, and protect communities from harm, this year's Commissioners grant funding will be used to fund projects which deliver crime prevention and diversionary work that contribute to reducing crime and will make the roads and communities safer in Warwickshire.

To ensure maximum reach and coverage, applications for grant funding for projects and initiatives that are already delivered through the range of commissioned services and other central Government grant funding, will not be considered eligible. If you are in any doubt regarding the eligibility of your proposed project/application please contact the office for further information.

Under the overarching theme of 'prevention and diversion' applications for grants must be able to demonstrate how they address:

Prevention:

- Targeting the causes of criminality and/or anti-social behaviour in our communities and on our roads, seeking to break the generational cycle of offending to prevent it from occurring in the first place.

and/or

Diversion:

- Supporting individuals who have already begun a journey of perpetrating crime and/or anti-social behaviour in our communities or on our roads, but who, armed with the right knowledge, understanding and commitment, can be diverted from this path towards a brighter future.

The [Police and Crime Plan](#) refers to a number of focus areas, as outlined below. Applications for projects and initiatives will need to address one or more of these:

- Violent crime (county lines and knife crime)
- Organised Crime (drugs, exploitation, fraud and cybercrime)
- Reducing reoffending (including substance misuse, and managing offenders)
- Neighbourhood crime (rural crime, burglary, vehicle crime and theft)
- Violence against Women and Girls (including domestic abuse, sexual violence, and stalking) – *(projects similarly tackling Interpersonal Violence against Men and Boys are also welcome)*
- Vulnerability (mental health, hate crime and homelessness)
- Road Safety (reducing death and injury on the roads)
- Involving communities (listening to people and using volunteers to prevent and divert from crime and anti-social behaviour)
- Crime prevention (upstream prevention of crime and antisocial behaviour to stop it from occurring in the first place)
- Partnership working (collaborating together to make communities safer)
- Improved communications across policing and the criminal justice system, which supports crime prevention and diversion activities
- Justice outcomes (projects that lead to better investigations and timelier results, which can then translate into appropriate diversionary interventions and 'out of court' disposals)

Available funding

Applications from organisations will be accepted for grants up to a maximum value of £15,000 for each separate application.

Organisations are able to submit a maximum of two bids covering any number of the focus areas outlined above. However, each application must be for a different project or initiative and applicants should be aware that each will be evaluated separately.

Duration of funding

The available funding is for the financial year 2024/25 only. This covers the period from the 1st April 2024 to the 31st March 2025. There will be no opportunity to carry forward unspent monies, and any underspends must be returned to the PCC at the year end.

Location

Applications are welcome for projects, pilots or initiatives that will be delivered at a countywide level across Warwickshire or are targeted within a specific locality within the county. All details regarding the location and coverage of the project or initiative need to be clearly outlined in the application.

Who can apply?

Applications are welcomed from new and established community, voluntary or third sector organisations or groups; and statutory organisations¹. Projects that can demonstrate that they have engaged and have the support of other statutory partners may be considered more favourably. The application form provides an opportunity for applicants to outline how they have engaged with such partners, and specific details should be provided wherever possible. These may be followed up as part of the evaluation process or further details requested, as appropriate.

To determine your eligibility, organisations should be able to answer yes to each of the following criteria:

- 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;
- can provide all appropriate policies and practices as detailed in Section 14 of the application form;
- has a bank account with two signatories;
- that all relevant staff and volunteers working on projects are DBS checked.

¹ *Note: Applications will not be accepted from Warwickshire Police as a single agency but are welcome as part of a collaborative bid where the force is not the lead agency.

Online application

Applications to the grants scheme will only be accepted via the [online grants application form](#), and applications submitted by other means cannot be accepted. The online application form is designed to capture all of the information required to fully evaluate the application. If the application form is not completed accurately or in full this may lead to your application being excluded.

What does the application need to consider?

All applicants need to detail and provide evidence to demonstrate how their project supports one or more of the priorities and the various focus areas in the PCC's Police and Crime Plan 2021-25 (set out in more detail at **Appendix A** to this guidance).

The form should be self-explanatory, but please ensure that each of the questions within each section is completed, observing the word count. Further details may be requested, as part of the evaluation process, in support of the application if this is deemed necessary. However, applications may also be disregarded if the information they contain is incomplete or lacks detail.

The following should provide a helpful checklist:

- Provide all requested information about the organisation;
- Describe the project or activity and who the beneficiaries will be;
- Demonstrate clearly how the project will contribute to the Police and Crime Plan's outcomes and the specific focus areas (identifying more than one as necessary);
- Clearly demonstrate and evidence the need for the 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;
- The PCC will be keen to understand if there is a longer term strategy for providing this project, if this is appropriate. The Commissioners grant scheme is for one year funding only, 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, with reference to details regarding what is not considered eligible spend.
- Successful applicants will need to complete and return a minimal financial assistance declaration. Further details will follow.
- It is critical that there is a clear intention by the applicant to monitor outcomes and a demonstrable understanding of how these outcomes will be effectively monitored throughout the life of the project. This will assist the Commissioner to understand the true impact of the project funding, and to determine whether the project has delivered value for money. It is

strongly advised that these aspects of your application are well-developed and articulated in the application. Those that demonstrate this best will be considered most favourably.

Any funding offered will 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, and there should be no assumption that funding will be replicated or offered in future years beyond the financial year.

Is there anything that the PCC will not fund?

The following types of projects and expenditure are not eligible for support. This list provides an example of ineligibility, but is not exhaustive.

- Projects that do not clearly align to the overarching theme of 'Prevention and Diversion'
- Projects that do not contribute to the Police and Crime Plan 2021-25
- Projects that do not directly benefit Warwickshire communities.
- Ongoing staff costs including salaries for permanent or fixed term staff (applications including funding 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, DBS costs, organisations licence fees
- Profit-making projects
- Projects that require ongoing funding beyond the scope of the current financial year in order to be delivered (unless this has already been secured and is outlined as match/additional funding in the application)
- General appeals and sponsorships (only clearly defined projects are eligible)
- Academic research and educational bursaries
- Projects that benefit only one individual or family
- Contributions towards refurbishment, infrastructure, building or maintenance works to roads, cycle lanes, 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 or as a contribution to national organisational costs

- 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 2024
- Prizes
- Loan or debt repayments, topping up of accounts or transferring money to another group
- Projects that should be funded by other local authorities (including those that are a statutory requirement)
- Food banks including food and beverages
- CCTV/Security Installation
- Speed Laser Devices and Speed Activation Devices
- Anything that has already been funded from a different source i.e. services funded through the commissioning programme and/or MOJ, Home Office or other national funding.
- Applications will not be accepted from Warwickshire Police as a single agency but are welcome as part of a collaborative bid where the force is not the lead agency.

Please note that all applications are subject to final decision by the PCC.

How will the applications be assessed?

All applications will undergo an initial review to ensure that they meet the criteria. All applications that pass the initial review will then be considered by a series of evaluation panels within the OPCC, before being presented to the PCC for a final decision. For those who have previously been recipients of PCC Grant funding, the assessment will take into account the success of those projects in contributing to the PCC's objectives.

Applications should show clearly their relevance and importance to this year's theme of 'Prevention and Diversion'. Each bid will be assessed on its own merits using a 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 grant scheme if submitted bids fall below a quality standard.

A decision by the PCC not to award funding in relation to an application is final. There is no appeals process.

Match Funding and Sustainability

Applications which have secured part-funding towards their project from elsewhere are welcome and we therefore encourage applicants to approach other organisations as they see fit, to engage with and to support projects.

Projects must have a robust and sustainable delivery model including plans for future financial sustainability. The PCC would always wish to encourage and enable organisations to move towards their projects becoming sustainable in the longer term. Therefore, where appropriate, applications might wish to demonstrate how organisations will plan to move towards becoming more financially sustainable in the future.

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. It is not always completely 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 Warwickshire Police or local SNT, Community Safety Partnership and schools to discuss the need for such a project/activity in the geographical area.
- Always make an agreement in principle with those settings prior to the submission of the application. The application should include contact details of those organisations that agreement and support arrangements have been made with, and please note that the OPCC may wish to take up confirmations of this as part of the evaluation process.

Such information should always be expressly included in the application. If the OPCC is in any doubt regarding the referral pathway or ability to work and engage with the organisations outlined in the application, further information may be requested. If assurance is not gained, a project may not be considered eligible and will be excluded.

Any individual that a bidder wishes to name in their application as a third party contact must be informed and have given their consent. Applicants should also inform them that they may be contacted by the OPCC and asked to provide a reference or endorse the project, to gain independent assurance that the project addresses local needs and strategic plans for the county.

If an award is granted but it later materialises that the project is either not viable, deliverable or is subsequently deemed unsuitable on the emergence of new information, including that the appropriate contacts and agreements were not made as suggested, then the funding will be withdrawn, and any payments must be returned to the OPCC.

If a project is for funding relating to those aged 18 and under, please ensure that applicants approach the relevant local authority or other statutory partner to gain support for the project and agree viable referral pathways where appropriate, prior to the application being submitted. Confirmation of this needs to be outlined in the

application, and will be followed up by the evaluators. If assurance cannot be provided, an application may be excluded.

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 **Midnight on the 10th November 2023**.

For further information and advice about the Commissioner's Grant Scheme, please contact Sara Ansell, Treasurer, at the Office of the Police and Crime Commissioner by emailing opcc@warwickshire.police.uk.

Appendix A

Commissioners Grants Scheme 2024/25

Criteria Briefs

Priority Areas

The PCC's Police and Crime Plan 2021-25 sets out key priorities, under which there are a number of focus areas. Each application must support one or more of these focus areas in addition to clearly aligning to the overarching theme of Prevention and Diversion. This is to ensure that the funding provided is responsive to current and emerging trends in Warwickshire.

The suggestions identified under each priority/focus area below are for guidance only and by no means precludes any other initiatives that support the priority/focus 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, pilots and initiatives focused on Prevention and/or Diversion in relation to:

Violent crime

- Interventions to reduce violent crime, in particular those that prevent and divert children and young people away from weapon-enabled violence such as knife crime among young people.

Organised Crime

- Tackling organised crime, drugs, exploitation, fraud and cyber crime

Reducing Reoffending

- Working to tackle substance misuse and its impact on communities
- Providing early intervention and prevention interventions within the local community that manage and support offenders to reduce their offending.

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, pilots and initiatives focused on Prevention and/or Diversion in relation to:

Neighbourhood crime

- Community led initiatives in relation to prevention and diversion from acquisitive crime, 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.

Projects, pilots and initiatives focused on Prevention and/or Diversion in relation to:

Violence against women and girls

- Projects and activities working to address violence against women and girls including domestic abuse, sexual violence and stalking (projects similarly tackling Interpersonal Violence against Men and Boys are also welcome).

Vulnerability

- Projects focussing on vulnerability and delivering problem solving approaches to tackle mental health, hate crime and homelessness. There should be a clear evidence of a link with prevention or diversion from offending or anti-social behaviour.
- 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

- Projects focussing on prevention and diversion interventions that will help to reduce death and injury on the roads of Warwickshire

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, pilots and initiatives focused on Prevention and/or Diversion in relation to:

Involving communities

- Listening to people and using volunteers to prevent and divert from crime and anti-social behaviour

Crime prevention

- Upstream prevention of crime and antisocial behaviour to stop it from occurring in the first place.

Partnership working

- Collaborating together to make communities safer

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, pilots and initiatives focused on Prevention and/or Diversion in relation to:

Improved Communication

- Improved communications across policing and the criminal justice system, which supports crime prevention and diversion activities

Justice Outcomes

- Projects that lead to better investigations and timelier results, which can then translate into appropriate diversionary interventions and 'out of court' disposals