

Policing and Community Safety Partnership (PCSP)

Grants Programme

2018-19

Guidance Notes

This is a rolling Fund and will remain open throughout the year. There will be regular assessment points, each with a deadline by which applications must be submitted in order to be considered for assessment in that period:

<p>2018 Deadline for Submission of Application 12.00 noon on Friday:</p>	<p>Scoring of Application By PCSP Grants Panel</p>
<p>1st June 29th June 27th July 31st August 28th September 26th October</p>	<p>7th June 5th July 2nd August 6th September 4th October 1st November</p>

PLEASE NOTE: PCSP have a specific budget for grant applications, once the budget has been exhausted or by the 26th October 2018 the grant funding programme will close.

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1.0 Introduction

The Causeway Coast and Glens Policing and Community Safety Partnership (PCSP) Grants Programme has been designed to support, promote and develop community safety initiatives throughout the council area.

It would be advisable to discuss your possible project ideas with the PCSP staff or board members at the Funding Roadshow before applying for funding. Please note: This discussion at no point is confirmation of funding, the final decision will be made by the PCSP scoring panel, which comprises of PCSP Board Members.

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1.1 Purpose of Grant Programme

The PCSP grants programme has been developed to provide organisations with project-based funding that will enable specific activities to be designed and implemented. These activities will result in positive and measurable change in at least one of the priority themes being addressed by the programme.

The 2018 -19 grant programme will prioritise actions on the PCSP's six strategic themes as follows:

Early Intervention: Initiatives designed to reduce the risk of individuals, (especially young people aged up to 17 years) from the Causeway Coast and Glens Borough Council area from coming into contact with the criminal justice system.

Alcohol, Drug & Substance Abuse: Working to achieve a reduction in alcohol, drug and substance abuse including prescription medication.

Anti-Social Behaviour: This encompasses a range of behaviours including noise, vandalism, graffiti, anti-social driving, or causing annoyance to people not in the same household.

Societal Abuse: Working to achieve a reduction of levels of physical, mental, financial and cyber abuse. Also includes working to increasing the levels of reporting of the abuse to PSNI and other support agencies.

Reducing opportunities for crime: Working to achieve a reduction in the opportunities to commit crime in rural and urban communities.

Fear of crime: Working to reduce the fear of crime in rural and urban communities and increase community confidence in policing.

These guidelines provide an overview of financial support available through the Causeway Coast and Glens Borough Policing and Community Safety Partnership (PCSP) Grants Programme for 2018 -19. They are intended to help you and your organisation to prepare an application for a grant that will fund activities addressing at least one of the themes prioritised by PCSP for this year's grant programme.

If your application is successful, your organisation will be contractually obliged to work closely with the PCSP Officers in Causeway Coast and Glens Borough Council. This will include agreeing to share information on project plans, enabling Officers to monitor progress of activities and expenditure incurred to date, discussing challenges and obstacles faced which affect the success of the project, and fulfilling the reporting requirements stipulated in the Letter of Offer.

1.2 Outcomes Based Accountability

All groups in receipt of PCSP funding are required to gather data that provides robust evidence of the difference their project activities are making. The data gathering process should begin with a baseline, and continue through all activities to completion of the project.

We will ask:

- How much did you do? e.g number of events, participants etc.
- How well did you do it? e.g. range of feedback provided by participants, beneficiaries or other stakeholders;
- Is anyone better off? e.g. reduction in incidents of crime; number and percentage of participants who feel more confident to report a crime.

All monitoring / progress reports **must** provide evidence in support of the above.

1.3 Grant Amounts

Grants of **up to £7,500** (Seven Thousand & Five Hundred pounds) are available towards eligible costs and groups are limited to one successful application per year.

Please Note: Successful applicants will be required to report on progress during the course of the project and to submit interim financial claims for payment retrospectively. Financial claims must include evidence including receipts, bank statements or any other documentation as stipulated by the Council Funding Unit. If requested documentation is not supplied, payment of the grant will be withheld.

Please do not apply for funding if you cannot fulfil these obligations.

FINAL CLAIMS for reimbursement of expenditure incurred must be received by Council's Funding Unit within two months of the end of the project or by no later than 22 March 2019, whichever occurs first.

There is no provision for extending this deadline or withholding funds for project activities scheduled for after this date.

1.4 Who Can Apply?

Organisations must be from within or operating within the Causeway Coast and Glens Borough Council area. For the purposes of this programme, only formally constituted organisations which are not-for-profit that are open, accountable and representative of the geographical area which they service and which promote and enhance Community Safety can apply. Such as:

- Community and Voluntary organisations; This includes School, PTA's, Churches, youth clubs, Social Enterprises etc.

If you are unsure if you group can apply please contact one of the PCSP staff team.

Only groups which meet these criteria can apply to the PCSP Grants Programme.

If an organisation is satisfied that it is an eligible formally constituted organisation as outlined above, it **MUST** be in a position to meet the following criteria:

- Be based in the Causeway Coast and Glens Borough Council area or have their main activities based in the Causeway Coast and Glens Council area.
- Be committed to Equal Opportunities in terms of organisational policies and the delivery of services to those being served or represented.
- Be non-party political and open to the full range of local opinion.
- Have appropriate and adequate insurance cover for all activities.
- Ensure that all group activities abide by the law and that the necessary permissions are obtained for activities from the appropriate body/authority.
- Ensure that Child Protection Policy / Vulnerable Adults Policy and Procedures are in place and adhered to as and when appropriate.
- Have a bank/building society account.
- Be able to produce an annual statement of independently audited or certified accounts, or be able to present a bank statement in the case of newly established groups.
- Have arrangements in place for dispersing the group's funds if they dissolve/end.
- Agree to Causeway Coast and Glens PCSP's promotion, monitoring, evaluation, and training procedures as required.
- Be prepared to take part in any peer supported workshops that the Causeway Coast and Glens PCSP deems necessary.

Terms and Conditions

- The Project must acknowledge the PCSP funding in all information, press releases, interviews and articles about the project and on any leaflets for promotional purposes.
- All publicity materials in relation to the Project must be approved by a PCSP officer in advance of publication. All draft publications should be received by the PCSP at least 10 days in advance of any planned publication.
- Invitation must be extended to the Chair & Vice Chair of the PCSP to attend any public or significant events during the life of the project.
- All project expenditure must be completed before 22nd March 2019. There is no provision for extending this deadline or for withholding funds for project activities scheduled after this date.
- Any incident or issue that may bring the reputation of the PCSP into disrepute must be relayed immediately.
- Alterations to the project must not be made without prior consultation and written agreement from the PCSP Manager.

1.5 Who cannot be funded through the PCSP Grants Programme:-

It is important to note that this funding programme will not award grants to the following:-

- Individuals
- Groups operating outside the Causeway Coast and Glens Borough Council area
- Organisations with charitable fundraising as their main focus or organisations which are using the project as part of their own fund raising.
- Political Organisations

1.6 What if an organisation is not eligible?

If an organisation is not eligible for funding through Causeway Coast and Glens PCSP Grants Programme, organisations should contact a PCSP officer who will help signpost to other sources of funding.

1.7 General Principles when Applying to the PCSP Grants Programme

The following general principles will apply to Causeway Coast and Glens Borough Council's administration of the grants programme. Council is committed to distributing available grants fairly, efficiently and effectively. These principles are in line with Council's **Grant Funding Policy**.

- **Eligibility:** - Applications to the Council for funding, within the context of the PCSP Grants programme, will only be open to properly constituted groups with memorandum of articles. Evidence that a constitution/memorandum of articles has been formally adopted must be supplied.
- As each grant fund is limited and subject to availability of funds, this is a competitive process and all grant awards will be determined on the basis of merit. Applicants are advised that organisations that have been successful in securing Council funding in the past will not automatically be guaranteed funding in the future.

- It is a prime responsibility of the Council to ensure the proper and efficient use of and accountability for public funding. To this end, applicants will be required to provide relevant and accurate supporting information when applying for grant aid. Any group successful in securing funding will be registered on the Government Funding Database.
- Applicants must demonstrate that their proposal for funding is based on clearly identified local need, bound by PCSP's strategic grant priorities and that they can meet the specific criteria of the PCSP Grants Programme.
- Applicants must demonstrate their commitment to promoting Equality of Opportunity and Partnership Working.
- In addition to describing their project activities, applicants will be required to describe in detail how they plan to measure the impact of their activities. Measurement is important in order that the results can demonstrate a verifiable difference to the specific PCSP theme that the project has been designed to address.
- In the interests of transparency, equality and accountability, all applicants will have a right of appeal should their application be rejected.

1.8 Exclusions

To avoid duplication of funding, if the project activities and / or expected results are deemed to be more closely aligned with the responsibility of other Council Departments (e.g.the Good Relations programme), then the PCSP grant application will be declined and the organisation signposted to the relevant Council department.

What cannot be funded through the PCSP Grants Programme:-

In general the following will not be eligible for funding:-

- Proposals that do not directly benefit Causeway Coast & Glens Borough Council residents
- Statutory duties
- Expenditure occurring in advance of award
- Activity of a political nature
- Contingencies
- Applications where the applicant will have a personal financial benefit
- Costs that are not auditable e.g. cash payments unsupported by an approved petty cash system
- Costs directly attributed to salaries will be deemed ineligible as this is a grant for project costs
- Costs towards ongoing running costs (e.g electricity, rent, insurance etc)
- Building costs/capital expenditure
- Costs towards banking charges and / or repayment of debt.
- Costs that can be claimed back from elsewhere e.g. VAT.
- Festivals /Carnivals/fun days
- Commemorative/anniversary events
- Religious services
- Alcohol
- Gifts, prizes & donations

*****Please note:**

- Hospitality / refreshments / are eligible costs but the allocation of funds must not exceed 10 per cent of the total PCSP grant awarded.
- Trips / residential costs are eligible costs but must form part of a wider project or programme.

2.0 Filling out the application form

Applications should be submitted online at www.causewaycoastandglens.gov.uk

Guidance on completing the application online is provided on the web-site link.

Hard copies can be made available. Please contact the Central Funding Unit on email grants@causewaycoastandglens.gov.uk

All questions must be completed as fully and concisely as possible. Please see below for help in completing your application:

Q1 – Q3 Provide a name for your project, and specify in which area(s) of the Borough it will be delivered. Please indicate when the project will start and end, being mindful of the final deadline of 28th February 2019.

Q4 Please indicate the District Electoral Area (DEA) and the Electoral Ward that your project will take place in; you can identify these from the map below:



Q5 Please describe briefly where the main activities of your project will take place. For example, depending on your project, the main activities may take place in selected schools, or in certain estates within towns or villages, or perhaps across two or more villages or hamlets, or perhaps within football stadiums.

Q6 Please identify clearly which one or more of the PCSP priority themes your project will address. Please reference page 3 in the Guidance Notes for further information in respect of these priority themes.

Please note that the requirement is to address a minimum of one of the themes with activities that deliver high quality outcomes. It is not necessary to meet all of the objectives within a theme, but it is more important to design a project that will deliver good quality outcomes for at least one of the objectives.

Q7 - Think about the issues your project will address. It is important that you do not assume what those issues are, but include in your response verifiable evidence that backs up your description e.g. official data from a statutory organisation.

Q8 – On completion of your project, what will be different in respect of the issue your project is addressing e.g. reduction in incidents of ASB; evidence of improved community relationships; older people have less fear of crime, etc.

Q9 – Think about the different activities you will need to do, and when you will need to do them. Please describe these activities in a logical order from start to finish, and estimate the duration each activity will take to complete.

Q10 – Think about who your project will target as participants. Please describe this group of people (male / female and age range) and their relation to the issue you are addressing. How many participants will you include in your activities?

Q11 – Please provide a full breakdown (individual and total) of all costs for your project. Please refer to section 1.5 of the Guidance Notes for what and who cannot be funded, to ensure that all costs detailed are eligible.

Q12 – How will you demonstrate the effectiveness of your project? What data will you need to collect to provide evidence of the positive difference your project activities are making to the issue you are addressing? How will you collect this data? How will you measure the before / after change in the issue that has occurred as a result of what your project has done?

Q13 – All successful applicants will be required to acknowledge the PCSP funding in all promotion or publicity of their project (Causeway Coast and Glens PCSP logo available on request). Please describe how you intend to publicise your project?

3.0 Assessment Process Overview

Every application that we receive requesting a grant from the PCSP will be assessed for the following:

- to ensure that the organisation is eligible to apply,
- for reassurance of each organisation's capacity to deliver the proposed activities within the agreed timeframe and budget ,
- the feasibility of the described activities to deliver the expected results
- how the expected results can demonstrate measureable change to a specific issue(s) within the six priority themes of the 2018-19 grant programme

The overarching assessment framework for each application stage is detailed below.

3.1 Assessment

If the organisation, based on the information supplied, is not able to satisfy the Council of their eligibility to draw down funds, they will be advised of specific omissions / shortcomings and how these can be addressed to help prepare them for any future funding requests.

The questions in the application are scored and weighted.

The score awarded in the assessment process will determine if a group is successful in receiving funding.

3.2 Scoring Criteria

Questions 6 – 13 will be scored out of 5 as detailed below:

Q	Criteria	Score out of a possible 5	Weighting	Possible Score
6	Please identify the PCSP priority theme(s) that your project will address		x2	10
7	Please briefly describe the issue(s) your project will address and the evidence you have to support this?		X4	20
8	Please describe the difference your proposed project will make i.e. the positive changes / outcomes after your project has been delivered.		x4	20
9	Please list your main project activities in chronological order, and include estimated timescales for each activity.		x2	10
10	Who will your project target as participants?		x2	10
11	Demonstration of value for money and realistic budget		x2	10
12	Please detail the method(s) you will use throughout the lifetime of your project to capture and demonstrate the difference that your project is making.		x3	15
13	How will you publicise your project and acknowledge the funding provided by PCSP?		x1	5
				100

Applications must score **65%** or above in order to avail of funding.

In the event of over subscription, applicants will be ranked according to the score obtained and available funding will be allocated to the highest ranking applications during that funding cycle.

Applicants who have not scored over 65% will be advised that they have been unsuccessful on this occasion.

3.3 Final Award

When the scores are finalised by the PCSP Board member's panel, the successful/unsuccessful applicants will be notified by the Funding Unit.

3.4 What happens if an application is successful?

If an application is successful, Council will issue a Letter of Offer which is a legal agreement with the organisation to deliver on the proposals outlined in their application form.

Letters of Offer MUST be accepted within 14 days of receipt.

Council Officers will undertake monitoring and verification visits for all grant recipients. These visits will help both the organisation and the relevant Council department to monitor progress against agreed timeframes and milestones. The visits will also be an opportunity to verify the evidence included in reports and financial claims previously submitted.

Council Officers will communicate in advance with the designated contact person for the organisation to arrange a visit at a mutually convenient time and date. Organisations will be expected to prepare for these monitoring visits in advance, including any documentation requested, site visits or meetings with beneficiaries if relevant.

Organisations that are successful with their PCSP grant application will be required to submit progress/monitoring reports and interim financial claims. A final project evaluation report will also be requested. The specific dates for submission of reports and interim financial claims will be detailed in the Letter of Offer.

Please see OBA guidance notes for examples of the type of information you will be asked to provide in your reports

3.5 What happens if an application is not successful?

If an application is not successful, officers from the Council will provide feedback to the applicant organisation on request.

An Appeals Process / Review Procedure is also available if an application is unsuccessful. The purpose of this is to ensure that the decisions taken and procedures followed are applied fairly and consistently.

The Review will provide an independent process through which an applicant will have the opportunity to demonstrate to the Review Panel that either:

- the outcome was unreasonable or
- that the proper procedures were not followed

Appeals on any other grounds will not be considered.

4.0 Late Applications

It is the responsibility of each applicant to ensure that their application is submitted prior to the advertised time and date of closing. Applications received after the closing time/date will not be considered for funding. No exceptions will be made and there is no recourse to appeal.

5.0 Government Funding Database

Please be aware we are required our funders to check the Government Funding Database (GFD) prior to making awards in order to avoid duplication of funding. If registered on GFD we ask you to state your organisation's Unique Reference Number (URN) to help with this process.

Appendix 1

Data Protection Act

- We will use the information you give us on the application form during assessment and for the life of any grant we award you to administer and analyse grants and for our own research.
- We may give copies of this information to individuals and organisations we consult when assessing applications, when monitoring grants and evaluating the way our funding programmes work and the effect they have. These organisations may include accountants, external evaluators and other organisations or groups involved in delivering the project.
- We may also share information with other government departments, organisations providing match funding and other organisations and individuals with a legitimate interest in applications and grants, or for the prevention or detection of fraud.
- We might use the data you provide for our own research. We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law.

Freedom of Information Act

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold, subject to certain exemption that may apply. This includes information received from third parties, such as, although not limited to, grant applicants, grant holders and contractors. If information is requested under the Freedom of Information Act we will release it, subject to exemptions; although we may consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply. For further information please visit the Information Commissioner's Office at www.ico.gov.uk.

Policing and Community Safety Partnerships

Policing and Community Safety Partnerships are statutory bodies established under the Justice Act (NI) 2011. There are 11 throughout Northern Ireland, one in each council area.

Each PCSP has a Policing Committee to take forward specific police monitoring and engagement functions, with the wider PCSP taking forward community safety related functions.

“**Community Safety**” is about developing local solutions to local problems in respect of crime, the fear of crime and anti-social behaviour, enabling a partnership approach to resolving local community safety issues.

Policing and Community Safety Partnerships aim to create safer, shared and confident communities.

What do we do?

Causeway Coast and Glens PCSP aims to make our community safer for all. To achieve this we:

- **Consult and Engage** – with the local community on issues of concern in relation to Community Safety & Policing. The Policing committee has a distinct responsibility to provide views to the relevant District Commander & the Policing Board on policing matters.
- **Identify & Prioritise** – the issues & prepare plans of how these can be tackled.
- **Monitor** – A Policing Committee comprising of Elected and Independent members will monitor the performance of the police and work to gain the co-operation of the public with the police when preventing crime.
- **Deliver** – A reduction in crime and enhance community safety in our Borough directly through our own interventions, through work of our delivery groups or through support for the work of others.

PCSP Priorities & Definitions

The PCSP work is informed by a number of regional and local strategies addressing policing and community safety. They include:

- NI Community Safety Strategy Building Safer, Shared and Confident Communities 2012-2017
- NI Programme for Government
- Local Policing Plan 2018-19
- Policing in the Community 2020