

Policing and Community Safety Partnership (PCSP)

Grants Programme

2019-2020

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:

2019 Deadline for Submission of Application 12.00 noon on Friday:	Scoring of Application By PCSP Grants Panel Working week ending on Friday:
28th June 26th July 30th August 27th September 25th October	5th July 2nd August 6th September 4th October 1st November

PLEASE NOTE: PCSP have a specific budget for grant applications, once the budget has been exhausted or by the 25th October 2019 the grant funding programme will close.

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Contents

1.0 Introduction

- 1.1. Purpose of Grant Programme
- 1.2. Outcome Based Accountability
- 1.3. Grant amounts
- 1.4. Who can apply?
- 1.5 Terms and Conditions of Funding
- 1.6 Who cannot funded?
- 1.7 What if an organisation is not eligible?
- 1.8 General Principles
- 1.9 What can and cannot be funded

2.0 Filling out the Application Form

3.0 Assessment Process Overview

- 3.1 Assessment
- 3.2 Scoring Criteria
- 3.3 Final Award
- 3.4 What happens if an application is successful?
- 3.5 What happens if an application is not successful?

4.0 Late Applications

5.0 Government Funding Database

Appendix 1

Data Protection Act

Freedom of Information Act

1.0 Introduction

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

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. If you are unable to attend the funding roadshows, advice will be given via telephone.

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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 2019 -20 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 2019-20. 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 £5,000** (Five Thousand 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 2020, 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

If you are unsure if your 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.

1.5 Terms and Conditions

- Before Letter of Offer is issued and signed, groups **must** meet with PCSP officer to draw up a detailed project plan. This will help groups to monitor and report on the project in line with Outcome Based Accountability (OBA), which is a requirement for PCSP expenditure.
- 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. The PCSP Logo is available under grants on Causeway Coast and Glens Council website.
- Any item of Clothing or printed/embroidered items must have the PCSP logo on them.
- All publicity materials in relation to the Project **must** be approved by a PCSP officer in advance of publication. Ideally all draft publications should be received by the PCSP at least 10 days in advance of any planned publication.
- PCSP officer will provide your group with a PCSP sign for your use in all photo opportunities and to have on display during your project. This must be returned on submission of the final claim forms.
- 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. Please inform PCSP officers of the dates ASAP to ensure availability of members to attend.
- PCSP members and Officers will/may make unannounced visits to your project based on your project plan submitted. A list of members with photographs will be given to your group at the project planning meeting.
- All project expenditure **must** be completed before 22nd March 2020. 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/Officer.
- All PCSP monies must be spent within the Causeway Coast and Glens Borough unless it is deemed best value to purchase outside the borough or that provision/service/product is not available within the Borough.
- Hospitality / refreshments are eligible costs but the allocation of funds must not exceed 15 per cent of the total PCSP grant awarded, unless deemed/proven essential to the overall project.
- Trips / residential costs are eligible costs but must form part of a wider project or programme. They must be towards the end or at the end of the programme and must take place within the Causeway Coast and Glens Borough Council area unless it is deemed best value to purchase outside the borough or that provision/service/product is not available within the Borough.
- Transport costs are eligible costs but the allocation of funds must not exceed 10 per cent of the total PCSP grant awarded, unless deemed/proven essential to the overall project.

Please Note:

The PCSP Scoring panel marks applications solely on the basis of the information contained within your application form.

The PCSP Scoring panel have the right to scrutinise &/or query any group's application regarding value for money for their proposal/project.

1.6 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
- Organisations or groups that have substantial, demonstrable unrestricted reserves.

1.7 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.

1.8 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. Where statistics are unavailable, and the evidence is anecdotal, this local need, must be supported by PSNI.
- 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.

1.9 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
- Applications for funding which are considered to be the responsibility of another statutory organisation or Council fund. i.e. 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
- Salaries and 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
- Travel outside Northern Ireland

What can be funded? (This list is not exhaustive but to be used as a guidance against commonly claimed items)

- Tutors/facilitators/Co-ordinators (we will not fund employees) – must be named on the invoice and any exceeding £20 per hour must be rationalised within the application form
- Room hire (PCSP will not fund groups own premises)
- Accreditation fees and training
- Essential printing and materials
- Justified equipment purchase or hire

- Hospitality / refreshments are eligible costs but the allocation of funds must not exceed 15 per cent of the total PCSP grant awarded, unless deemed/proven essential to the overall project.
- Trips / residential costs are eligible costs but must form part of a wider project or programme. They must be towards the end or at the end of the programme and must take place within the Causeway Coast and Glens Borough Council area unless it is deemed best value to purchase outside the borough or that provision/service/product is not available within the Borough.
- Transport costs are eligible costs but the allocation of funds must not exceed 10 per cent of the total PCSP grant awarded, unless deemed/proven essential to the overall project.

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 Please provide a name for your project.

Q2 Please specify in which town/village(s) the project will be delivered in.

Q3 Please indicate when the project will start and end, being mindful of the final deadline of 28th February 2020.

Q4 (a&b) 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: (if your project is across several DEA's please indicate the main DEA)



Q5 Please give a detailed description of your project.

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

Please note that the requirement is to explain 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 - Outline the issue(s) your project will address. It is important that you do not assume what those issues are or that the scoring panel knows, but include in your response verifiable evidence that supports your issue(s) e.g. official data/statistics. Quotation(s) from local PSNI officer(s). The more evidence provided, will enhance your application.

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; less fear of crime amongst older people, etc. These must be in OBA (Outcome Based Accountability) format.

- 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.

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. Please include estimated dates (this can be a month or actual date – although these will need to be confirmed, if successful, with the PCSP officer in the detailed project plan, at the pre- letter of offer meeting)

Q10 – Think about who your project will target as participants. Please describe this group of people (male / female and age range) and their relationship to the issue you are addressing. How many participants will you include in your activities? Please note the Scoring panel will scrutinise these cost to ensure value for public money.

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 in order to provide evidence of the positive difference your project will make to the issue(s) you are addressing? How will you collect this data? How will you measure the changes in the issue(s) as a direct result of your project?

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 will be provided as well as a sign for photographs). 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 2019-20 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) and explain clearly how your project will address them and how		X3	15
7	Outline the issue(s) your project will address and the evidence you have to support this?		X4	20
8	Please show the OBA 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 and how many 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.		X2	10
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?

Upon notification by the Funding Unit of your group's application being successful, you must contact the PCSP officer to arrange your project planning session, before activities can commence.

Once the project planning session has taken place and the relevant document submissions made to PCSP, the 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.

PCSP Officers will undertake monitoring and verification visits for all grant recipients. These visits will help both the organisation and PCSP 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.

PCSP 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.

PCSP members will also make unannounced visits throughout the lifetime of your project to independently check activities and to gain more knowledge of how the PCSP funding is helping address local community safety needs. They will be visiting in an observation role and no documents will need to be prepared.

Organisations that are successful with their PCSP grant application will be required to submit progress/monitoring reports as agreed at the project planning initial meeting with PCSP staff 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, PCSP officers 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.