Office of the Police and Crime Commissioner for Northumbria

Commissioners Community Fund 2024/25

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Introduction to the Commissioners Community Fund

What is the Fund?

Some of the money used to create this fund is recovered by the police from criminal activity, under the Proceeds of Crime Act (PoCA).

The PCC is keen to make sure that this money is put back into the hands of the local communities affected by the recent civil unrest, hate crime and Anti-social behaviour (ASB) and used to support local projects to repair the harm hate crime and ASB causes. Projects improving community cohesion, delivering diversionary activities and reducing ASB focused throughout the year including school holidays. The PCC, through this fund, wants to show that our communities are stronger when they work together, that crime does not pay and any wealth criminals make is used to help the communities and prevent others going down a path that leads to crime.

The fund is aimed at communities and grass roots projects who provide locally designed support for vulnerable people, diversionary activities or who seek to turn things around and improve their local neighbourhood and increase community cohesion in response to the recent civil unrest. The PCC is encouraging new ideas to create resilient and flourishing communities where opportunities for combatting hate crime and anti-social behaviour are reduced and will not be tolerated. Communities, local projects and community groups that strive to make where they live a better place are encouraged to get their applications in to stand a chance of receiving a cash boost to help make a difference to local lives.

The OPCC expects that this work be grounded on a commitment to increase trust and collaboration between local communities, stakeholders and statutory partners. Equally, the fund is about increasing the sustainability of community networks, so that they are well placed to respond to local emerging needs and add long-term capacity and support to an area.

These guidance notes are intended to give you clear information about the fund; help you decide if your project or idea is a good fit; and support you in applying for a grant if you decide to go ahead.

Should you have any additional queries, you are welcome to contact us on enquiries@northumbria-pcc.gov.uk or telephone 07761764439

About the Commissioners Community Fund

What is the Commissioners Community Fund and what projects will we support?

The fund allows for constituted groups, social enterprises, charities and schools to bid for a micro grant of up to £1,000 or a larger grant up to £5,000.

There are specific priorities that your project/bid **must** focus on which are preventing crime/improving lives to:

1. Repair the damage caused by hate crime and improve community cohesion.
2. Prevent/reduce youth or adult ASB including the provision of diversionary activities.

We will give priority to applications from:

- Smaller organisations and communities, who typically find it hard to access funding.
- Those areas where recent civil unrest took place.

How much can I apply for?

You can apply for a Micro Grant up to £1,000 or a Larger Grant up to £5,000.

Please note that only <u>one</u> application per organisation can be submitted.

When does my project activity need to take place?

All successful projects will need to be delivered between February 2025 – February 2026

Are there particular groups of people you need to work with?

There are no restrictions on who you work with and we would encourage projects to be inclusive. However, we will give priority to projects that are to be held in areas who experienced recent civil disorder and unrest and ASB hotspot areas.

How will we decide which projects to fund?

We will consider several factors:

- **Meeting the fund priorities** – how well your project meets the fund priorities given above.
- **Confidence and Capacity to deliver** – we will assess your project idea, including your project outline. Please describe what overall success and impact your project will have in your community in addressing hate crime or ASB issues.
- **Participants (who you are reaching and how you will reach them)** – we want to fund projects that work with communities who have been most impacted by increased levels of civil unrest, and ASB. You should show a good understanding of your participants and how you will make sure that they will benefit from your project.

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- **Budget** – set out clearly what you will be spending your funds on and include a detailed breakdown of these costs. Please note that capital costs can be supported however funding cannot be used for building or maintenance costs.

Eligibility

Requirement for Safeguarding Policy

Please note that before you submit your application online you must email a copy of your organisations Safeguarding Policy that meets the below requirements to Enquiries@northumbria-pcc.gov.uk If you do not email a copy of your safeguarding policy your application may not be assessed. Once this has been submitted you can then complete the online application form.

1. If your organisation is working with vulnerable adults, they must have a vulnerable adults safeguarding policy.
2. If the organisation is working with children and young people under 18 years old, they must have a child safeguarding policy.
3. Policy is in the organisation's own name.
4. Clear instructions and process in place on how to recognise, respond to, report and record a safeguarding concern.
5. Have a Designated Safeguarding Lead (DSL) in your organisation.
6. Reference to relevant statutory guidance.
7. Reference to policies and procedures of local authority safeguarding partnership or safeguarding children or adults board.

8. Provide safeguarding training for all staff and volunteers:
    a. Training must be appropriate to the nature of work that the organisation delivers.
    b. Training must be refreshed regularly.
    c. Training should cover both safeguarding best practice and a briefing on the organisation's safeguarding policies and procedures.

9. Ensure that all people working with children and vulnerable adults are subject to Disclosure & Barring Service checks. This includes all staff, management committee, trustees or volunteers who have direct access to children.
10. Periodical reviews of safeguarding policies and procedures, learning from any serious incident or 'near miss'.
11. That the safeguarding policy is in date when submitted.

Who can apply?

Applications will be accepted from constituted groups and the following organisations as long as you work on a not-for-profit basis. Applications from sole traders or private businesses will not be accepted:

- Registered, exempt or excepted charity
- Charitable incorporated organisation (CIO)

- Social enterprises/CICs
- Charitable company (limited by guarantee)
- Registered Community Sports Club
- Constituted but unincorporated club or association
- Constituted community group
- Schools

What do you mean by constituted?

The first stage in becoming a formal organisation is often to adopt a 'constitution'. A constitution is a simple set of rules which help make it clear to everyone involved what you intend to do, and how you operate. If you want some good examples of a constituted group, take a look at this website: https://mycommunity.org.uk/resources/types-of-organisational-structure/

What do you mean by incorporated?

An incorporated group is when an organisation is formally set up as a company. This usually happens when an organisation begins to trade, manage a significant amount of money, employs staff and enters into contracts. There are four types of incorporated legal structure most commonly adopted by community organisations and community enterprises:

- Community Ltd by Guarantee with charitable status (CLG)
- Community Interest Company (CIC)
- Community Benefit Society
- Charitable Incorporated Organisations (CIO)

More advice on this is available at https://mycommunity.org.uk/resources/types-of-organisational-structure/

I have previously received an Operation Payback grant or other funding from the PCC; can I apply again?

Organisations or individuals who were previously successful in gaining Operation Payback funding can apply again. Please note however that if the fund is heavily oversubscribed we may prioritise organisations or individuals who have not previously been supported by the PCC and may not have access to funding that some larger groups or organisations currently have.

Am I eligible to apply?

Before proceeding to application, check the table below and make sure you can say 'yes' to all of the statements.

To apply for the Commissioners Community Fund
You must be able to say 'yes' to all the following:

- I work/my organisation works on a not-for-profit basis.
- You must have provided an upto date safeguarding policy that fits the criteria setout in the online application form and this document and emailed this to enquiries@northumbria-pcc.gov.uk and include the name of the organisation you are applying onbehalf.
- I am not a private business, profit making or sole trader.
- My project will happen within the Northumbria area.
- My project will help local people:

    1. Repair the damage caused by hate crime and improve community cohesion.
    2. Prevent/reduce youth or adult ASB including the provision of diversionary activities.

- My project will take place at some point between February 2025 and February 2026
- I am applying for funding of a micro grant of up to £1,000 or a larger grant up to £5,000
- I have all the necessary up to date safeguarding policies and procedures in place.
- The grant will be used for revenue items and capital costs however not building or maintenance costs.
- I am able to prove my organisation is fully incorporated and constituted, with its own bank account.

Budget and Supporting Information

What will we pay for – and what won't we?

If your project involves costs for the following, we will pay for it (as long as the total is within the maximum limit of your grant, and you can show how the various things are needed to deliver your project effectively).

We will fund:

- **Staff delivery and training costs:** directly related to the running of your project. This could include sessional coaches or instructors which have been created specifically for your project.
- **Equipment:** the hire or purchase of any items of equipment or clothing you may need to run your project – including specially adapted items to ensure equal access and opportunity.
- **Venue hire costs:** for example, what it costs you to pay for a venue, room or rent a pitch or other type of space for your project.
- **Transport:** to help you, participants, your staff and volunteers get to your project and back.
- **Refreshments:** for you, your staff and volunteers, and the people coming to your project.
- **Marketing information:** so that you can spread the word and make sure people know to come.
- **Accessibility costs:** We encourage you to include any reasonable accessibility costs within your project budget.
- **Monitoring:** to ensure you are able to tell us about the impact of your project.

We won't fund:

- General office costs and overheads that aren't directly related to your project
- Core capital costs such as building works or maintenance.

Do I need match funding?

There is no requirement for match funding. However, if you are receiving match funding, either in cash or 'value in kind', then let us know. Please tell us where your match funding is coming from and whether it has been confirmed. Value in kind funding can include volunteer time, free use of your venue, or the donation of equipment.

What is a good budget?

Only clear and tangible spend will be considered. We generally like to see a 'balanced' budget, with as much detail as you can put in at this stage. We assess budgets on a case-by-case basis, so as long as you can back up your requests, they fall within the total grant limit, and within the items listed above, this should be fine. Please make sure you provide a breakdown of your budget and describe what each cost is associated to. This will help the assessor understand your budget against the project description.

What supporting documents do I need?

Before completing your application, please make sure you can meet the following requirements:

- You must provide your UK bank account details

- You are over 18 years old

- You **are not** a sole trader or Private Business or company.

- **You will be responsible for all financial and legal aspects of your project.**
  By the time of project delivery all successful applicants must have relevant insurance, risk assessments, public liability insurance, employers liability and an up-to-date safeguarding policy (including digital safeguarding policies for any online delivery) if you are working with children, young people and vulnerable adults. If successful, you will be asked for copies of the relevant documentation including governing documents at the funding agreement stage.

How to apply

For both the Micro Grants and Larger Grants you will need to complete an online application which can be accessed at the following link https://northumbria-pcc.gov.uk/your-priorities/policy-and-commissioning/current-funding-opportunities/

Depending which grant you are applying for there will be a different set of questions and submission of documents that will need to be answered.

What questions will I be asked?

Applicant Details
- Applicant Details (Name, address, phone number, email)

- How would you best describe your organisation or group?
Eg. Registered Charity, Voluntary Community Organisation, Not for Profit Limited by Guarantee, Community Group, Social Enterprise or Other.
- Are you or your organisation based in the Northumbria Police area?
- What are the stated aims and objectives of your organisation or group?
- Are you applying for a micro grant (up to £1K) or larger grant (up to £5k)?

Micro grant (Up to £1k) questions

- How much funding are you requesting from the Commissioners Community Fund?
- Please list here all the costs that add up to the total.
- Please tell us what you are proposing to do with that funding. Who will it help and how? (max 400 words)
- Where will the project take place?
- Which of the PCC's priorities will your proposal contribute towards achieving?

  1. Repair the damage caused by hate crime and improve community cohesion.
  2. Prevent/reduce youth or adult ASB including the provision of diversionary activities.

Larger grants (up to £5k) questions

- How much funding are you requesting from the Commissioners Community Fund?
- Is your group classed as constituted Eg, registered charity, group or organisation? Please note that only constituted groups can apply for the larger grant.
- What was your organisations annual turnover in 2023/24?
- How will the money be spent if your bid is successful?
- Please list all individual costs of your bid, ensuring they add up to your application total (maximum 100 words)
- Please tell us what you are proposing to do with that funding. Who will it help and how? (max 400 words)
- Please tell us which geographical area(s) will benefit most from your project?
- Which of the PCC's priorities will your proposal contribute towards achieving?

  1. Repair the damage caused by hate crime and improve community cohesion.
  2. Prevent/reduce youth or adult ASB including the provision of diversionary activities.

- Are you aiming to achieve or improve things for a certain group of people? Who and how many? (max 200 words)
- What do you want to see change because of this project? (max 200 words)
- How will you know you have achieved what you are planning to achieve? What would be different and how would you demonstrate that? (max 200 words)

Can I talk to someone about my application before I apply?

Yes, we are happy to speak to you about your application so please get in touch with the team at Commissioning and Policy Team, you can contact us on:

Email: enquiries@northumbria-pcc.gov.uk or
Telephone: 07761764439

When will I find out if I have been successful?

The Commissioners Community Fund will close on 22nd November 2024. Applications received will then be assessed and the PCC will confirm the successful funding grants by February 2025.

Successful applicants

What happens if my application is successful?

You will be contacted by a member of the Commissioning and Policy Team following the Commissioner approving the funding bid. A grant acceptance offer outlining the terms and conditions of the grant will be sent to you. You will be asked to supply further information at this point, as part of our due diligence checks including an up to date Safeguarding Policy. If a safeguarding policy is not up to or not received we will not be able to issue the grant funding.

When will I receive my grant?

On passing our due diligence checks, and on receipt of your signed terms and conditions of the grant, you will receive your grant payment. The grant must be used exclusively for the project and you must keep a record of your spending, with receipts, to show how your grant has been spent.

What will I need to monitor and report on?

We really want to hear about your project achievements. All successful applicants will have to complete a Commissioners Community Fund 'Monitoring return'. This will ask you to report on the following:

- A summary of progress and how the funding has contributed to overall activities, including detail on activities and achievements the funding has provided.
- Any reasons for differences between what you said you would use the funding for and what you did use it for (any changes to your spend plan must be agreed in advance by the OPCC).
- How the OPCC Operation Payback funded project assisted your organisation to:

  1. Repair the damage caused by hate crime and improve community cohesion.
  2. Prevent/reduce youth or adult ASB including the provision of diversionary activities.

- How many individuals you have worked with/supported as a result of the funding.
- Any risks, issues or lessons you have learned through the project which the OPCC has funded.
- Any case studies, good or promising practice that you have encountered as a result of the OPCC funding for your project.
- Demographic information