



# APPLICATION GUIDANCE

**GWENT POLICE AND CRIME  
COMMISSIONER'S**

**POLICE COMMUNITY  
FUND**

# About the Fund

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The Gwent Police and Crime Commissioner's (PCC) Police Community Fund has been created to use monies obtained through the Proceeds of Crime Act.

This Fund aims to enable children and young people in Gwent to be safe, healthy and happy, building a better future for themselves and their community by empowering Gwent Police to tackle community based issues in a lasting and impactful way.

Building a positive relationship between children and young people and the police, based on mutual respect, is essential. Through focusing on early intervention and prevention the Fund will support young people who are vulnerable or at-risk to move forward with their lives and realise their full potential, establishing resilient, safer and more inclusive communities.

Neighbourhood Policing Teams are well placed to know the needs of the local community so are fundamental in working with local organisations to support and help solve identified issues. Local Inspectors, together with the Gwent Police Income Generation Officer, will facilitate and enable the generation of project ideas from within their respective communities.

They will take account of areas of deprivation, greatest need and demand on policing to encourage evidence based, targeted projects that complement and enhance the police's work and achieve positive outcomes for children, young people and the community.

## Priorities and Criteria

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The Fund will support not-for-profit organisations seeking to deliver projects and services working with children, young people or vulnerable adults under the age of 25 who live in the Gwent Police Force area. The Fund will focus on projects supporting children and young people who

- may be in danger of entering the criminal justice system, or
- have become victims of crime.

Grants will be awarded for the delivery of projects and services across Gwent, but will have a particular focus on projects that identify needs and achieve positive outcomes for those living in some of the most disadvantaged areas.

Each project will support the Commissioner in achieving the priorities outlined in the Police and Crime Plan. These are:

- Crime Prevention;
- Supporting Victims;

- Community Cohesion; and
- Tackling Anti-Social Behaviour.

## Who can apply?

Grants can be made to not-for-profit organisations, this includes:

- Registered charities
- Voluntary organisations, community groups or associations
- Schools (but not for main stream, statutory activity)
- Faith organisations (but not for promotion of faith)
- Charitable Incorporated Organisation (CIO)
- Community Interest Companies (CIC)
- Companies limited by guarantee
- Social enterprises

All organisation must be properly constituted, have a clear not-for profit clause in their governing document, and where applicable, a dissolution clause or an asset lock clause. The organisation must also have a bank account in the organisations name.

Where applications are made jointly or in partnership, a lead organisation must be identified who will submit the bid and be accountable for and successful grant.

Public bodies, statutory organisations and individuals are not eligible to apply.

## How much funding is available?

Funding will be made available for set periods of time (e.g. six months, one year etc.) up to a maximum of three years.

Bids are encouraged for sums of between £10,000 to £50,000. Consideration will be given to applications outside of this range only in exceptional circumstances.

## What type of activities and costs will be eligible?

Funding may be requested for direct project and revenue costs such as:

- staff costs;
- project costs;
- volunteer expenses;
- small equipment; and
- management and administration costs relating to the project.

Capital costs will also be considered, including equipment, landscaping or property projects. Additional criteria will be required to be met for a capital project, further details will be available on request.

A wide variety of activities may be funded, for example:

- Creative projects, including arts, music, theatre;
- Social and emotional support;
- Outdoor and recreational projects;
- Practical skills; and
- Training and education.

Applicants must demonstrate that the activities delivered with the grant will not treat the Welsh Language any less favourably than the English Language.

The following will not be funded:

- Political groups or activities promoting political activities or beliefs;
- Activities that start or happen before confirmation of a successful bid;
- Items that mainly benefit an individual e.g. equipment that is not shared;
- Projects, activities or equipment that other organisations have a legal obligation to provide e.g. it falls within a Local Authority responsibility;
- CCTV / alarm systems;
- Recurrent expenditure such as utilities, rent, telephone charges, routine repairs and maintenance, as well as permanent salaries (applications for project specific workers are allowable).

## Outcomes

Grant recipients will work towards delivering the Fund's aim by achieving one or more of the following outcomes for the children and young people they are working with through the project /service they deliver:

- Improved health and wellbeing;
- More positive relationships;
- Better informed life choices; and
- Increased safety.

## How to Apply

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The application process is initiated by completing a Pre-Qualification Questionnaire (PQQ), available at [www.bit.ly/PCCPoliceFund](http://www.bit.ly/PCCPoliceFund). The PQQ is completed by the

applicant and submitted to the Income Generation Officer at [PCCPoliceCommunityFund@gwent.pnn.police.uk](mailto:PCCPoliceCommunityFund@gwent.pnn.police.uk).

The Income Generation Officer will review the PQQ and invite applicants to participate in a conversation with the Income Generation Officer and the Local Inspector to discuss the project and establish if it is viable to be pursued via this funding stream.

If the PQQ is recommended by the Income Generation Officer and Local Inspector following the discussion with the applicant, an application form will be sent to the applicant by the Income Generation Officer to start the formal application process.

Whilst applications can be made at any time of the year, completed application forms (please note this must be the application form not the PQQ) are encouraged to be submitted by the following dates to be considered at a quarterly Funding Review Panel.

**27<sup>th</sup> May 2019** – Deadline for applications to be submitted for consideration at Funding Panel on 1<sup>st</sup> July 2019.

**1<sup>st</sup> August 2019** – Deadline for applications to be submitted for consideration at Funding Panel on 3<sup>rd</sup> October 2019

**12<sup>th</sup> December 2019** – Last date for applications to be submitted for consideration at Funding Panel on 27<sup>th</sup> February 2020

**3<sup>rd</sup> July 2020** – Last date for applications to be submitted for consideration at Funding Panel on 11<sup>th</sup> September 2020

Applications received will be assessed against the following:

- Alignment with the Fund's criteria and priorities;
- Demonstrable evidence of need;
- Appropriateness of outcomes and benefits (which must be measurable);
- Suitability of the project or service to meet needs;
- Adequacy of project resources and proposed budget;
- Collaboration, demonstrating 'joined-up' delivery between organisations;
- Organisational governance, finance, history and suitability to deliver the proposed project; and
- Equality and use of the Welsh and English Language.

Applicants will be invited to the Funding Review Panel to present their application and answer any questions members may have. The Funding Review Panel will make its recommendations to the PCC, who will make the final decision on whether an application is successful. Applicants can expect to be notified in writing of the outcome of the PCC's decision around 3 weeks after the Funding Review Panel meeting that their application was discussed at.

# Monitoring and Reporting

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Successful applicants will be required to accept the terms and conditions of the grant which will be outlined in a Grant Agreement and be specific to each recipient. As part of the terms and conditions of funding, grant recipients will be required to report on the project delivered and the difference it made. In order to monitor the progress of funded projects, grant recipients are required to complete a mid-year and an end of year monitoring report form (six monthly return) which will require the following information to be provided for the period:

- Project Activity;
- Project Outputs;
- Project Outcomes;
- Breakdown of financial expenditure;
- Risks; and
- Learning.

Reporting should be outcomes focused using case studies, quotes, anecdotes and feedback from both project beneficiaries and partners to evidence and bring to life the differences made.

Some grants may be selected for further monitoring for example if the project being delivered is of particular interest to the Office of the Police and Crime Commissioner for Gwent (OPCC) or Gwent Police. This may include meetings and visits to the project.

# Publicity

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Successful applicants will be required to publicise the grant they have received from the OPCC. Acknowledgment of the award is important since local awareness of the grant highlights the difference made to the lives of children and young people in Gwent when local projects, Gwent Police and the PCC work together on issues that matter to our communities.

The 'PCC Funded By' logo will be required to be used on marketing and publicity materials such as literature, display materials, signage, websites and any other material that maybe used to promote the project. Grant recipients will be expected to keep the OPCC Communication Team up to date on activity relating to the project, including any events or press releases in respect of the grant, and by highlighting any suitable case studies demonstrating the projects impact.

Grant recipients will be offered support and assistance by the OPCC Head of Communications & Engagement.

# Advice and Support

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The Income Generation Officer for Gwent Police can offer support and advice to potential applicants and we encourage all organisations interested in making a bid to get in touch to discuss an idea in the first instance to ensure you have the best chance of making a successful bid. Where a proposed project does not meet the criteria of this Fund, the Income Generation Officer can also provide advice in relation to alternative funding options for projects which deliver police and crime services in Gwent. They can be contacted at:

[PCCPoliceCommunityFund@gwent.pnn.police.uk](mailto:PCCPoliceCommunityFund@gwent.pnn.police.uk)

Alternatively, if you have a bid which will deliver against the PCC's priorities but does not meet the criteria for this particular fund, you may wish to consider the Gwent High Sheriff's Community Fund which the PCC for Gwent makes a contribution to. Further details can be found on their website: [www.ghscf.org.uk](http://www.ghscf.org.uk)