



Partnership Fund Guidance Sheet

GUIDANCE

THIS YEAR'S DONATIONS

This grant scheme is funded by the proceeds of crime awarded to Gwent Police and also from the sale of unclaimed found property. The total amount available for 2015/16 is £150,000.

This year, the Police and Crime Commissioner will be giving grants to assist charities, voluntary organisations and community groups involved in activities that have a positive impact on the communities they serve in Gwent whilst at the same time contributing towards delivering the Commissioner's priorities.

PRE QUALIFICATION REQUIREMENTS

- ◆ The grant should be used for a specific project;
- ◆ Organisations must have a presence in Gwent (or be willing to establish one) and 100% of the funding must be spent for the benefit of Gwent and its residents;
- ◆ Publicity of the project by the Police and Crime Commissioner and the use of the Police and Crime Commissioner logo **will** be required;
- ◆ Bids are welcomed from £250 up to £10,000;
- ◆ The following **will not** be funded:
 - Capital projects e.g. Fencing, purchase of vehicles, major building, refurbishment, landscaping or property projects with the exception of small projects (at the Commissioner's discretion);
 - CCTV / alarm systems
 - Political groups or activities promoting political activity beliefs;
 - Recurrent expenditure such as utilities, rent, telephone charges, routine repairs and maintenance, as well as permanent salaries (applications for project specific workers are allowable).
 - Activities that start or happen before we confirm a successful application to our grant.
 - 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.
 - Projects that you cannot maintain because of high on-going costs or the need for specialist skills
 - Projects that cannot be completed by 31st March 2016

THE PROCESS

In order to reduce the administrative burden placed on applicants, the Commissioner has developed a two stage application process.

STAGE 1

Stage 1 will involve applicants completing the Partnership Fund application form, (please note that no other supporting documents will be considered, therefore please do not submit them). The information provided in the application will then be assessed against the criteria detailed below and those that have been unsuccessful at this stage will be notified by the end of April 2015.

ASSESSMENT CRITERIA

- ◆ Projects must be able to demonstrate a positive impact on the communities they serve, whilst at the same time contributing to delivering the Commissioner's priorities. It is essential that you evidence this on your application form: The priorities are:
 - To prevent and reduce crime;
 - To take more effective action to tackle anti-social behaviour; and
 - To protect people from serious harm.
- ◆ The outcomes of the project must be measurable;
- ◆ Collaborative projects, demonstrating 'joined-up' delivery between organisations, will receive additional credit;
- ◆ Only one bid can be submitted per organisation / group
- ◆ Applications must be received by 4pm on the closing date specified;
- ◆ Application forms must be fully completed; and
- ◆ The project funding must be utilised by 31st March 2016.

STAGE 2

Applicants who have been successful at Stage 1 will move forward to Stage 2. Stage 2 will involve either a visit to your organisations premises or a telephone discussion with a member of the Commissioner's team, this will be dependent on the information provided in your application and will be used to further assess the suitability of your application.

Visits and phone calls will be scheduled between April and May 2015.

Notification of your success, or otherwise, at Stage 2 will be made available by the beginning of July 2015.

The closing date for receipt of the application form is 4pm on 6th March 2015.

Please e-mail the completed and signed application form to:

pccpartnershipfund@gwent.pnn.police.uk

Alternatively post a hard copy to – Office of the Police & Crime Commissioner for Gwent, Police Headquarters, Croesyceiliog, Cwmbran, NP44 2XJ

DECLINED APPLICATIONS

Please note that if your application is declined at either stage it will not be possible to provide specific feedback due to the high volume of applications received

IF WE OFFER YOU A GRANT

If we offer you a grant we need you to confirm what you told us in your application before we will pay the grant to you. This means that our grant offer is conditional on a senior contact from your organisation signing and returning our Acceptance of Grant form that will be included within your grant agreement. By signing this form you are accepting the terms and conditions of your grant. Signatories must be over eighteen years old and the senior contact must be your main Project Manager or equivalent. Your Treasurer / Finance Officer (if different from the Project Manager) will also need to sign the form and provide your bank account details for the grant payment.

MONITORING YOUR GRANT

If we fund your project we will need you to complete an end of year monitoring report to confirm how the grant has been spent. We will review the outcomes and expenditure against this project e.g. we will ask you for your original receipts so please make sure you retain them. We will also look to assess how your outcomes have met the Commissioner's priorities.

We may visit you at any point for the duration of the grant to check how the award has been spent and to ensure that the Commissioner's "Funded By" logo has been used on all marketing materials such as literature, display materials, signage, websites or any other material that may be used to promote your project .

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