Cumbria Office of the Police and Crime Commissioner

Community Fund Application Pack

Contents

Introduction

This Fund exists specifically for access by the local community, third sector and voluntary groups within Cumbria. It is specifically aimed at supporting projects that are provided within local communities for the benefit of that community.

The Fund is particularly looking to support organisations which believe they can have an impact on the following priorities included within the Police and Crime Plan:-

- Anti- Social Behaviour – including Alcohol- Related Offending

- Youth Justice

- Rural Crime

- Domestic Abuse

- Sexual Violence

- Support for Victims

- Preventing Re-offending

- Veterans

- Hate Crime which encompasses hate, disability, sexual orientation, race, transgender, and religion

- Cyber Crime

The objective is to support community groups to deliver a change within their community which benefits members of that community and supports the Police and Crime Plan.

The Fund will be used to award grants following a funding application. This information pack will explain the process and contains the forms you will need to use to apply for funding. Funding will be awarded on the basis of the expected outcomes that your group aim to achieve from a funding award. Grants will be awarded for amounts between £1,000 and £10,000.

Each grant will be paid in two stages, 80% at the start of the project and 20% at the end of the project. The 20% final payment will be made at the end of the project subject to us having received a report from you setting out how the grant has helped you achieve your objectives and what changes it has brought about.

If you are successful you will receive a notification of funding letter that will tell you how we will pay your grant and set out a terms of funding agreement for you to sign and return to us. The terms of our funding are those conditions that we ask groups to comply with in exchange for our grant. A copy of our terms is included in the information within this pack.

Please be aware that all grant awards and funding agreements will be announced and published within the public domain as part of our policy of openness and transparency.

Making an Application for Funding

Introduction

This section of the pack sets out information to help you complete an application for funding. It sets out some general advice on what to consider when preparing your application. It also lists the questions we will ask on our application form and provides guidance on the information you will need to provide in order to respond.

General advice for consideration when preparing your application

- Your answers to the questions in our application form will help us understand what sort of group you are and why you are doing the work you are doing.

- You need to show us how your group and proposal demonstrate some of the key characteristics we are looking for. A clear explanation of the work you do and how and why you do it is more important than a glossy application.

- Tell us about the need you are addressing from your own experience rather than by quoting official statistics.

- Ultimately we want to understand the vision and energy that inspire your work and how you think funding from the Commissioner could help.

- Please consider if the project is a success how you will continue if further funding is not available from the Commissioner at the end of the project.

- Please where possible give details of matched funding that you will bring to the project where you have raised funds from other opportunities.

- Within your costs please be aware we will expect that you may incorporate costs of administration and management of the project; we will accept these as long as they are proportionate to the value of the grant.

- Please understand that your proposal may be turned down even if your work is valuable and interesting; the Commissioner and his team have to make hard decisions and resources are limited.

- All groups receiving grants will be required to provide evidence upon completion of the activity; normally activity should be completed within 12 months of funding unless we have agreed a different timescale with you; any grant which is unspent will become repayable to the Commissioner.

- Projects that engage volunteers and aim to be self-financing and sustainable beyond the short term will be considered favourably; all applicants must be based in Cumbria and the grant used in the county.
- Grants are awarded for specific projects rather than contributing to general running costs.
- We will only consider information contained on the application form and within the word limit for each question we ask you.

When considering your application we will be seeking evidence that your proposal/project meets the following characteristics: -

- SPECIFIC: - the project has identified a number of specific issues and criteria that it will seek to address in the delivery of the project
- MEASURABLE:- you can measure your progress either by results or by a project plan that details how and when you will achieve things
- ATTAINABLE: - the objectives are achievable
- RELEVANT:- your proposal can be tied back to the Police and Crime Plan objectives
- TIME-BOUND:- you have a timescale in which your project will be completed

We will consider all applications for funding assuming they meet the criteria above and support one or more of the key priorities of the Police and Crime Plan. If you need help completing you application form you can contact us. The ways you can do this are set out at the end of this application pack.

Guidance: Responding to the application form questions

The application form contains a number of questions about what you want to do and what you aim to achieve. Some questions will provide information to us to help us understand your project but are not scored. Some questions will attract a score. The notes below aim to help you understand the type of information we need to evaluate your application. For questions that attract a score, following the guidance will help you to score more points. This is important because the amount of funding we have is limited. If we receive more applications than we can fund we will use the information about your

project and the score you have achieved to help us decide which groups will be successful in receiving a grant.

Question 1

The application form asks you to set out how much funding you want to apply for and for a high level summary of your project. This is your opportunity to describe for us, what your project is and how you plan to use the funding. This is your opportunity to explain to us what you aim to do. You will have an opportunity to set out different elements of your project in more detail further in the application. Think about this part of the form as something you would write if you were communicating your project in a community magazine or newsletter.

Word limit: 250 words

Scoring: N/A

Question 2

The application form asks you about what difference you want to make and how your project relates to the Police and Crime Plan. To score well you need to tell us about what your project will achieve. This is less about what you aim to do but more about the impact your activity will have on your community, victims, at risk groups and the Police and Crime Plan. Tell us what you expect to change, who will benefit from what you plan to do, how many people you expect to help, what impact are you planning to have. You will score more highly if you include specific ways in which you plan to measure your outcomes. You may also find it helpful to read the section of this pack on monitoring and evaluation before you complete this question on your application form.

Word limit: 500 words

Scoring: 10 marks

Question 3

Asks why you are the right group or organisation to deliver your project. This is your opportunity to tell us about your group, the people involved and why those factors make you the best organisation to carry out the project. You should include in this section information on the type of projects and activities that your group has been involved with in the past. If you are new to delivering this type of project, tell us about the skills you have as a group and any other factors about your group that you think will help to make your project as success.

Word limit: 500 words

Scoring: 10 marks

Question 4

Asks you about why you think your project is needed and who the people are that you expect to benefit. In this section you need to clearly define the problem you plan to tackle with funding support. It will help if you can include numeric data, statistics or other information that provides evidence of the problem or issue you want to address. To score well your problem must be within the nine priorities in the introduction. You should provide us with information on how many people you aim to support and why they need help. You need to demonstrate to us either that this help is not already available from other organisations in Cumbria, or that those people you want to support might not be willing or able to access that support.

Word limit: 1,000 words

Scoring: 15 marks

Question 5

asks you to demonstrate to us why you think your project will work. This is about providing us with information to help us assess how successful you are likely to be and whether your plans are realistic. You might provide evidence for us of similar projects that have gone well elsewhere, or where your group has had previous success. Think about describing to us the factors that have influenced your group in considering your project, what you plan to do and why you think it will work.

Word limit: 500 words

Scoring: 10 marks

Question 6

asks you about how long it will take to deliver your project. We will usually expect this to be over 12 months but we may consider funding over a longer timescale.

Question 7

is about how you will plan to organise, control and manage your project. This section of the application form is worth 10 marks and you can write up to 500 words. You will score well by providing us with clear arrangements that set out how you are going to ensure that the activity you are being funded for is managed and delivered well and that you have appropriate arrangements to account for the Funding you receive. You should tell us who will be responsible for this part of your project and what experience or skills they have that will help them to do this. You may also want to include for us an outline of your project plan.

Word limit: 500 words

Scoring: 10 marks

Question 8 asks you to provide information about the costs of your project. This section of the application is worth 10 marks. You need to demonstrate to us that the amount of funding you have applied for is based on a detailed understanding of the costs involved in delivering your project. You should tell us in this section of the application how you have identified your costs. This could be because you have already received a quotation for your expected expenditure or because you know from experience, or similar projects elsewhere, what the costs will be.

Scoring: 10 marks

Question 9 asks you about the other sources of funding that will contribute to the project. It also asks you about any plans to use volunteers for your project. In this section you should detail any other grants, sponsorship, donations and financial contributions that will help to fund your project. You don't need to include funding you already receive to support your general running costs or other projects. Applications will score well if you demonstrate to us that the funding you receive will be supplemented by other funding or by the time and commitment provided by volunteers. If you project involves the use of volunteers, you should tell us how many people you expect to volunteer and how many hours of volunteer time you estimate will help to support your project.

Word limit: 500 words

Scoring: 10 marks

Question 10 asks you if you have considered how your project might be continued at the end of our funding. This section is not part of the formal evaluation score but will help us to assess how long the impact or benefits from your project will last.

The table below summarises our evaluation criteria, setting out the questions that attract a points score as part of the application process.

Q	Criteria	Marks
1	Clear and concise description of what funding is being requested and for what purpose, with clear links to the priorities of the Police and Crime Plan.	N/A
2	Impact of the project on Police and Crime Plan priorities (5); quality of the submission in	10

	detailing ways in which the impact can be measured (5)	
3	Quality of the submission in explaining relevant skills and/or experience (5); other factors supporting the group in being successful (5)	10
4	Explanation of a clearly defined problem/issue within the Police and Crime Plan priority areas (5); evidence/numerical data/statistics quantifying the problem and its impact (5); details of the target group the funding will support and evidence that the supported is needed (5)	15
5	Quality of the submission in explaining why the project will be successful (5); evidence of similar projects and/or other factors providing evidence that the project will work (5)	10
7	Quality of overall arrangements for organising and controlling the project/project plan (5); experience and skills of the group relevant to organising, controlling and managing (5)	10
8	Level of detailed planned cost analysis/planned expenditure is consistent with the description of the project (5); accuracy of costs supported by quotes or other evidence (5)	10
9	Proportion of self-generated funding (5); volunteer support to contribute to the project (5)	10

Monitoring and Evaluation

If you are successful in your funding application we will expect you to monitor and evaluate your project. This section of the application pack tells you what this means. It will help you to think about the information you will need to collate to provide us with an evaluation report at the end of your project. This is important because we will usually only provide 80% of the funding you have applied for at the start of your project with the remaining 20% subject to receiving your evaluation report.

What do we mean by monitoring and evaluation?

Monitoring is about collecting information and keeping track of what is going on with your work, so that you know, for example, how many people you are helping, what activities you are involved in and what kind of progress you are making.

Evaluation is about using the information you collect to make judgements about your activities and whether they have met your aims. It is often done at the end of, but can be done during, a piece of work. You may find it helpful to evaluate your project on a regular basis so that there are no surprises when you reach the end of the funding period.

Monitoring and evaluation will help you to plan your work more effectively and make sure it is responsive to needs; it will give you continuing feedback and allow you to make changes if necessary, particularly if things are not going as intended. It can act as proof that your project is succeeding and so can be used to support future funding applications.

We ask, as part of the terms of the funding you receive from us, that you monitor and evaluate the impact your group has made to the community and the priorities within the Police and Crime Plan. The most important thing to record is the difference your project or group makes. You need to measure your outcomes but we also want to hear about some of the wider learning and value that your project has delivered – this may not always be quantifiable. Also, everyone learns more from mistakes than from perfection; if some things don't work but you have learnt from the experience and are willing to share your learning, this will be just as helpful for other groups wishing to deliver similar projects.

Evaluation Report

Once your project has been delivered we would like you to send us a short evaluation report no more than 2,000 words, detailing how the grant has helped you achieve your aims and what changes your project has brought about. We would ask that you include the response to these questions in your end of grant report:

- What has changed across your organisation since you first received our grant – in terms of the work you do, the strength of the organisation and your financial position?
- Have you achieved what you intended? If not, why not – you may have achieved something unexpected but which is still positive! What difficulties did you face and what helped you along the way?
- What difference have you made to your community? How many people have benefited from your work? How has your grant helped to support the objectives within the police and crime plan?

Your report will be used to assist ourselves and other organisations to learn from your experience and may be published on our website.

We are also interested in feedback on your experience of getting a grant from the Commissioner. We would welcome your views on how could we improve the way we work with applicants and grant holders. You can do this using any of the contact details at the end of this application pack.

Funding Terms

All groups awarded funding following a grant application will be asked to sign a grant agreement. The agreement will set out the terms of our funding. These are set out below. Grant applicants are asked to ensure that they are able to comply with these terms before submitting an application.

Terms and conditions for Community Fund grants made by the Police and Crime Commissioner for Cumbria

Definitions:

"Commissioner" means the Police and Crime Commissioner for Cumbria

"Grant" means grants made by the Commissioner from the Community Fund

1. Grants may only be used for the purpose specified in the approved application and offer letter.
2. Assets or equipment purchased with grant monies may not be sold or otherwise disposed of without written approval of the Commissioner. Where sale or disposal does take place (approved or otherwise), repayment of grant maybe required. The level of repayment and the timescale for this will be determined by the Commissioner.
3. Payment of grant will not be made until the confirmation of acceptance of these terms and conditions and any additional conditions outlined in the offer letter are received by the Commissioner.
4. Any approved grant does not imply any on-going commitment by the Commissioner to make further payments to the applicant organisation.
5. Applicant organisations will inform the Commissioner of any changes to bank details.
6. Applicant organisations shall comply with all relevant legislation, law and taxation rules that apply to their organisation.
7. Applicant organisations agree to participate in publicity the Commissioner may wish to undertake around the specific grant made to the organisation. The organisation will inform the Commissioner where confidentiality considerations are relevant.

8. The organisation will share with the Commissioner prior to publication any publicity that they may wish to undertake in respect of the grant to allow the Commissioner to contribute to the publicity.

9. Applicant organisations will acknowledge the Commissioner in any publicity material they produce specific to the grant. Applicants agree to provide copies of any such materials to the Commissioner.

10. The Commissioner agrees his name "Police and Crime Commissioner for Cumbria" may be used by the applicant organisation to indicate the grant support he has provided.

11. Grants must be spent within 12 months of receipt unless otherwise outlined in the offer letter.

12. Where an applicant overspends on the activity which was the subject of the grant application, no further Funds will be made available by the Commissioner.

13. Where the grant is not spent in its entirety, any unspent balance must be returned to the Commissioner.

14. Applicant organisations must retain all financial records and accounts, including receipts, related to the grant, for at least two years from receipt of the grant or in line with legal and/or taxation rules requirements, whichever is the longer. These records shall be made available to the Commissioner on request. The applicant organisation will permit any officer of the Commissioner or its appointed auditors to visit its premises and/or inspect any activities and records related to this grant.

15. The Commissioner may withhold some or all of the grant or require repayment, in the following circumstances:

    a. These terms and conditions and those of the offer letter are not complied with

    b. If the application form was completed dishonestly, or its contents or those of supporting documentation is false or misleading

    c. The applicant organisation does not promote equality of opportunity or is in breach of the requirements of equalities or health & safety legislation

    d. The applicant organisation does not follow its own policies on safeguarding children or adults

    e. The activities of the applicant organisation or its staff and/or volunteers are likely to bring the Commissioner into disrepute

    f. The applicant organisation fails to complete the evaluation report.

16. An evaluation and monitoring form must be completed in respect of the grant as outlined in the offer letter. Failure to complete this may result in the grant being repayable.

17. By agreeing to these terms and conditions, the applicant organisation permits the Commissioner to record the information they have supplied to the Commissioner in an electronic format. All information will be held in line with the Data Protection Act 1998 and other relevant legislation. Information held will only be used for the purposes of the grant, publicity and monitoring the grant. The Commissioner will, for the purposes of transparency and public accountability, publish details of all grants awarded and this grant agreement.

18. Where applicable the Commissioner and the applicant organisation are required to comply with the Freedom of Information Act 2000.

19. The decisions made by the Commissioner in awarding grants and in operating this Fund are final. There is no appeal process.

20. In no event will the Commissioner be liable to the applicant organisation or any third party for any actions, claims, demands, proceedings, costs, charges, expenses and damages, whether direct, indirect, incidental or consequential, arising out of the use or inability to use the Grant, even if the Commissioner has been advised of the possibility of such actions, claims, demands, proceedings, costs, charges, expenses and damages.

21. The applicant organisation shall insure with a reputable insurance company against all loss of and damage to property and injury to, or death of persons arising out of or in consequence of the Applicant organisation's obligations under this Agreement and against all actions, claims, demands, proceedings, damages, costs, charges and expenses in respect thereof. If your organisation does not have insurance or you think you are unable to comply with this term please contact us.

Contact Us

If you need any help with your application you can contact us:

Website: www.cumbria-pcc.gov.uk

Telephone: 01768 217734

Address: Cumbria Office of the Police and Crime Commissioner

                   1 – 2 Carleton Hall

                   Penrith

                   Cumbria, CA10 2AU

Application Form: Organisation Details Sheet

Please complete the details below where applicable for your group/organisation

Name:	
Group/Organisation:	
Correspondence Address:	
Charity Registered Address: (if different)	
Charity Number or Copy of Constitution	
Contact Tel. No.	
Fax No.	
Mobile Tel No.	
E-mail Address:	
Bank Branch Address:	
Bank Account Name:	
Bank Account No:	
Sort Code:	
Website:	
How many staff involved:	
Copy of annual Accounts attached:	
Registered signatory:	
Date:	

Funding Application Form

1a. What is the value of the grant you are applying for? (minimum grant £1,000 maximum £10,000)

1b. Tell us about your project

(Max 250 words)

2. What difference do you want to make?

Please consider how it relates to the Police and Crime plan?

(Max 500 words: 10 marks)

3. Why are you the right group/organisation to do this work?

(Max 500: words 10 marks)

4. How do you know there is a need for your work, and who benefits from the work that you do?

(Max 1000 words: 15 marks)

5. Please demonstrate why your idea is attainable? (Max 500 words: 10 marks)

6. Over what time period will the project be completed:

Anticipated start date _____

Anticipated end date _____

7. ORGANISATION AND CONTROL (Maximum 500 words: 10 marks)

How will you organise and manage the delivery of the project?

How many volunteers will be involved in the delivery?

8. COSTS

Breakdown of costs for the project that have been thoroughly researched and itemised, with the costs outlined below being based on quotes received or known costs: (10 marks)

ITEM	COST
TOTAL	

9. Will your project be supported by Funds that have come from other sources e.g. fundraising, other grants, business support, and volunteer hours? Please provide details. (10 marks)

Source of Income	Confirmed?		Amount
	Yes	**No**	
Other Police and Crime Commissioner Funding	☐	☐	£
Group's own cash contribution	☐	☐	£
Donations	☐	☐	£
In-kind volunteer time	☐	☐	Total Estimated Hours
Grants and sponsorship* (please provide names of Funders below)			
	☐	☐	£
	☐	☐	£
	☐	☐	£
	☐	☐	£
	☐	☐	£
Total			£

* Please provide only details of grants and sponsorship that are relevant to this project.

10. Have you successfully applied to the commissioner for grants prior to this application?

Yes ☐

No ☐

If yes: -

Amount received   _____

Month / Year received: _____

11. Your project has been a complete success, please give some thought to how you could continue the project if we were unable to provide further funding or indeed could only provide reduced funding a second time?