



# **Community Fund Applications**

**Guidance Notes**

**December 2020**

## Guidance notes for applicants

### Community Fund - Aims

The Police, Fire and Crime Commissioner for North Yorkshire, (The Commissioner), Julia Mulligan, has been committed to providing a Community Fund since 2013. The fund enables local groups and organisations to apply for grants between £500\* and £20,000, for **new or innovative projects** that support local communities within North Yorkshire or City of York to **feel safe and be safe**.

The Community Fund aims to invest in projects at a local level which can achieve positive outcomes for individuals and communities across three key areas:

- **Locations / Communities:** to support key community locations be or feel safe
- **Victims:** to provide services or deliver projects which aim to prevent people from becoming victims of crime or anti-social behaviour (ASB), or decrease the chance of people becoming repeat victims
- **Offenders:** to provide services or deliver projects which aim to prevent people from becoming offenders or decrease the chance of people becoming repeat offenders.

Community Fund applications should clearly evidence how they will deliver positive change in relation to one or more of the key areas outlined above.

### Police and Crime Plan

The Police and Crime plan, which all Commissioners must produce, sets out the vision and priorities for policing and community safety, as well as the objectives and ambitions that the Chief Constable will be held to account against.

**“By 2021, North Yorkshire Police will be synonymous with exceptional service, in the round”.**

North Yorkshire’s Police and Crime Plan 2017 – 2021, is an evidence-based plan that responds to real concerns and needs of the people of North Yorkshire. The Commissioner’s research, which included a full public consultation of more than 2,000 people, found that issues that have a direct and immediate impact on people and communities—burglary, anti-social behaviour, drug dealing, alcohol-fuelled disorder and road safety—remain amongst the public’s top concerns.

The priorities and associated objectives identified in the plan aim to respond to these needs, whilst incorporating issues and emerging threats from evolving crime. The four priorities outlined in the Police and Crime Plan are:

- **Caring about the vulnerable:**

- To have an in-depth understanding of how to best protect the most vulnerable people in our society and to invest in services, skills and partner relationships to deliver the best possible outcomes.
- **Ambitious collaboration:**
  - To reach out to partners and drive innovation forward to enhance policing, public protection, community safety and local justice services.
- **Reinforcing local policing:**
  - To equip our people with the technology, skills, capacity and personal support to prevent and tackle crime and reduce demand.
- **Enhancing the customer experience:**
  - To embed an 'outward facing' perspective to guide all endeavours, providing an exemplary service that exceeds expectations, whether that be in serving the public, shaping the organisation or working with colleagues and partners

Community Fund applications should explain how the new project / initiative supports one or more of these priorities. The full Police and Crime Plan for North Yorkshire can be found here:

<https://www.northyorkshire-pfcc.gov.uk/police-crime-plan/>

### Who can apply?

The Commissioner believes that local people are most likely to have the greatest understanding of the ways in which their communities can promote a sense of being and feeling safe.

Therefore any local community group, organisation or individual can apply for a Community Fund, however the proposed **new or innovative project must benefit North Yorkshire communities directly**, through addressing one or more of the priorities outlined above and explaining how the project links to the Police and Crime Plan.

### \*Applications up to £1,000

Each year, North Yorkshire Police seizes property as part of criminal investigations, or confiscates property by order of court. Although we make every possible attempt to return items to their rightful owners, this isn't always possible.

Thanks to the Police (Disposal of Property) Regulations 1975, if no one has claimed ownership of the property we have seized, we can auction it, and use the money to give funding to community and voluntary initiatives in North Yorkshire – particularly projects which could have a positive impact on reducing crime and disorder at a local level.

The Chief Constable of North Yorkshire Police and the Police, Fire and Crime Commissioner have identified an additional **£25,000.00** for the Community Fund annual budget to support smaller, community based projects using the proceeds from this funding.

**If you have not received funding from the Police Property Fund or Community Fund in the last two years and your application is for £1,000 or less, your application may be considered for this funding.**

### Points to consider before completing your application form

The Community Fund application form provides you with the opportunity to present your innovative project to the Commissioner and evidence how it will support your North Yorkshire community to be safe and / or feel safe, through addressing one or more of the priorities outlined above.

The application form asks five key questions in relation to your project and we have outlined the key pieces of information which need to be included to maximise the chance of success:

**Project description (300 words):** your response to this question should describe your project in detail (referencing the Community Fund aims and Police and Crime Plan priorities that it will support) and including;

- how your project is new or innovative;
- what you hope to achieve overall and how;
- who the project is aimed at supporting i.e. who will benefit from your project (referring how the project participants will be identified, targeted and referred into the project, how many people the project hopes to support). For example, if your project is to deliver a diversionary activity to a targeted group of young people, how will you ensure the right young people can access and engage in the activity?
- who will deliver your project
- timescales for your project

**Why is your project needed? (200 words):** your response to this question should explain what has led you to submit the application; what problems and issues is your project trying to address? Your response should include:

- How you know the project is needed i.e. what evidence do you have that there is local need / demand for this project and how do you know this; **(please include names of partner agencies, such as neighbourhood policing teams or community safety hubs you have spoken with for information);**
- Consider if your scheme links in with other projects or partners. If it does, how will your project address a gap and add value?
- An outline of the level of demand e.g. any information you have regarding the number of people in need (referring to the people it will benefit)

**How will you know that your project has been successful? (200 words):** your response to this question should outline how you will measure whether your project has delivered what you wanted it to:

- What outcomes can you demonstrate and how do these relate to local police and crime priorities?
- What measures will you use to show success? For example, if your project is to deliver training to targeted groups to raise awareness, how will you know that individuals who took part increased their knowledge?
- Consider if your scheme links in with other projects or partners. Are other partners able to give feedback on whether you have delivered what you set out to achieve?

**How will the project deliver against the Community Fund aims and key priorities within the Police and Crime Plan ? (200 words):** your response to this question should explain how your project delivers positive change in relation to one or more of the Community Fund areas **and** one or more of the four key priorities within the Police and Crime Plan.

It might also be useful to contact your local neighbourhood policing team to find out how your project could support some of the policing priorities for your local area.

**If a new service is proposed to be delivered using Community Fund monies, outline how the service will continue once the grant has been spent? (100 words):** A Community Fund grant will, in the majority of cases, be agreed as a *one off amount of money to help your project for the period of time* outlined in your application. It is important that you consider and outline to us how your project / service will be funded going forward. For some applicants this question will not be relevant, for example, where a grant is requested to support a one off location based project within your community.

#### **How will my application for a community fund grant be assessed?**

Once an application has been submitted, it will be assessed by a group of professionals comprising members of North Yorkshire Police, including local policing commanders (or designated deputy), a representative from North Yorkshire Fire and Rescue Service and representatives from the Police, Fire and Crime Commissioner's Office.

If upon receipt of your application we require clarity relating to the information contained within it, we may contact you directly before sharing with the panel to review.

The panel will consider to what extent the application provides evidence that the proposed project will deliver against the Community Fund aims, the four key priorities of the Police and Crime Plan and contribute towards local policing priorities of the area in which the project will be taken forward. The panel will then decide to either approve, decline or request further information.

On occasion, it may be necessary for decisions to be made outside of the normal timescales. In these circumstances, a panel member from each organisation (NYP, PFCC and NYFRS) will always be consulted.

#### **What Community Fund grant applications are typically approved?**

Community Fund applications are most likely to be successful if they clearly evidence *how* they will deliver positive change in relation to one or more of the key areas outlined above **and** one or more of the Police and Crime Plan priorities.

Previously successful Community Fund projects can be found on the North Yorkshire Police, Fire and Crime Commissioner website: <https://www.northyorkshire-pfcc.gov.uk/for-you/fund/>

Examples of the types of projects that have been approved in previous years include:

- Services that aim to prevent or divert people becoming involved in anti-social or offending behaviour;

- Projects to work with people who have been or could potentially be victims of crime due to mental health or other vulnerabilities;
- Projects to prevent street homelessness;
- One-off costs that specifically support crime prevention measures to enable the community to feel safe; (please note this does **not** include CCTV)
- Community-based pilot training opportunities for vulnerable people at risk of becoming victims or offenders.

Unsuccessful applications include those that:

- Do not evidence links to the key priorities within the Police and Crime Plan
- Overlap services already commissioned by North Yorkshire Police, the Commissioner or other local partners
- Do not demonstrate how the success of the project will be measured
- Do not specify how the funding will be used

**Some examples of the types of project this fund cannot support include**

- **CCTV;**
- **Vehicle Activated Signage (VAS);**
- **residential trips;**
- **on-going costs to support core delivery without added value;**
- **VAT;**
- **any services or activity already delivered through a statutory agency or commissioned provider;**
- **regular committed expenditure such as subscriptions, maintenance, service and/or repairs.**

**The final funding decision rests with the panel / PFCC if required.**

### **Community Fund Key Facts**

- Applications can be for any value between £500 and £20,000.
- Only one application per project may be submitted at any one time.
- Repeat funding for the same project / service will not usually be supported.
- Applications are invited on a quarterly basis although the spending of grants does not need to match these quarterly timeframes.
- Successful applicants will be required to provide progress report(s) on how the money has been spent and the positive change it is achieving.
- All successful applicants will be required to complete a final evaluation report outlining of the benefits the project has brought the local community and the overall impact of the project, in relation to the aim of the Community Fund and key priorities of the Police and Crime Plan.
- All successful applicants will be required to evidence how the money has been spent.
- All successful applicants will be required to complete and sign a Document of Understanding and Grant Agreement prior to the grant being released.

- A representative of the Commissioner may request to visit the project supported by the Community Fund grant.

### **Payment Details**

If your application has been successful, the Commissioner will arrange for the Community Fund grant to be provided to you via your designated bank account, subject to completion of the Agreements outlined above.

### **Please note:**

- Payments are usually made by electronic BACS transfer to the named organisation.
- A scanned copy of the bank paying in slip or other evidence relating to the account where the money is to be paid will be required.
- Evidence of the expenditure of the grant must be retained and made available to the Commissioner as part of the end of project report.
- Any changes in the way the grant is to be used must be discussed and agreed with the Commissioning and Partnerships Manager on behalf of the Police, Fire and Crime Commissioner.

### **Contact Information**

Completed applications should be emailed to [info@northyorkshire-pfcc.gov.uk](mailto:info@northyorkshire-pfcc.gov.uk)

Further information on the Community Fund and the application form can be found on the PFCC website:

<https://www.northyorkshire-pfcc.gov.uk/how-can-we-help/community-projects/apply-community-fund/>

If you cannot find the answer to your query on the website, please contact Commissioning and Partnerships Manager, Nicole Hutchinson:

[nicole.hutchinson@northyorkshire.pnn.police.uk](mailto:nicole.hutchinson@northyorkshire.pnn.police.uk)