



Community Fund Applications

Guidance Notes

April 2023

Guidance notes for applicants

Community Fund - Aims

The Police, Fire and Crime Commissioner for North Yorkshire, (The Commissioner), 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 or priority community locations be or feel safe(r);
- **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 Police 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.

North Yorkshire's Police and Crime Plan 2022 - 25, is an evidence-based plan, informed by the public's identified priorities. A consultation, undertaken by the Office of the Police, Fire and Crime Commissioner (OPFCC) engaged with over 3,500 people and over 2,000 responded to the survey. The subsequent plan aims to respond to the concerns raised, while setting expectations for North Yorkshire Police to achieve.

Key priorities raised through consultation included **public safety**, with a particular focus on the safety of women and girls, **violence, serious and organised crime**, especially those crimes linked to drugs and county lines, **crime prevention** and **police visibility in communities**.

The over-arching ambition for the service is set through the four C.A.R.E. Principles –

- Caring for the vulnerable
- Ambitious collaboration
- Realising our potential
- Enhancing our service for the public

These are under-pinned with five Public Priorities for Change:

1. Actively engage with all communities to identify need and risk and to reassure
2. Work jointly as a trusted partner to prevent harm and damage, intervene early and solve problems
3. Deliver the “Right People, Right Support” every time
4. Maximise efficiency to make the most effective use of all available resources
5. Enhance positive culture, openness, integrity and public trust

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: [Police & Crime Plan 2022.cdr \(northyorkshire-pfcc.gov.uk\)](#)

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 community group, organisation or individual linked to an organisation can apply to the 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.

Applicants should explain how the project adds value, addresses a gap, and evidence links to the Police and Crime Plan, as well as local policing or safety priorities.

*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 every possible attempt is made 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 seized, it can be auctioned and the money used 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;
- how your project adds value or addresses a gap;
- 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 or community safety teams you have spoken with for information and what evidence has been provided)**;
- Consider if your scheme links in with other projects or partners. If it does, how will your project address a gap or add value to these?
- 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 / community safety 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 key priorities within the Police and Crime Plan.

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

How will the project or service continue once the grant has been spent? 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 how your project / service will be funded going forward to ensure it can continue. For some applicants this question may not be relevant, for example, where a grant is requested to support a one-off priority location based project within your community.

Finances

Please provide a **specific breakdown** of the funding requested. The Community Fund cannot provide a generic contribution to an overall project.

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 representatives of North Yorkshire Police, including local policing commanders (or designated deputy), North Yorkshire Fire and Rescue Service and representatives from the Office of the Police, Fire and Crime Commissioner.

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 key priorities of the Police and Crime Plan and contribute towards local policing / community safety 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: [Community fund - Police, Fire and Crime Commissioner North Yorkshire \(northyorkshire-pfcc.gov.uk\)](http://Community fund - Police, Fire and Crime Commissioner North Yorkshire (northyorkshire-pfcc.gov.uk))

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

- Projects or services that aim to prevent or divert people becoming involved in anti-social or offending behaviour;
- Priority community-based diversionary activities for young people;
- Projects to work with people who have been or could potentially be victims of crime e.g. due to mental health or other vulnerabilities;
- Projects to raise awareness of key policing or crime issues such as gender violence, substance misuse, hate crime or fraud;
- Projects that prevent street homelessness;
- One-off costs in priority locations, 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 evidence how they will add value or address a gap;
- 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 the Community 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.
- Evidence of the bank account (name, account number and sort code) relating to the account where the money is to be paid will be required e.g. scanned paying-in slip.
- 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

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

[Apply for the Community Fund - Police, Fire and Crime Commissioner North Yorkshire \(northyorkshire-pfcc.gov.uk\)](https://www.northyorkshire-pfcc.gov.uk)

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

 North Yorkshire
Police, Fire & Crime
Commissioner



nicole.hutchinson@northyorkshire.police.uk