

Office of the Police and Crime Commissioner for Bedfordshire

Police and Crime Commissioner's Grant Fund 2020/21 Domestic Abuse

Guidance on completing your application



The Police and Crime Commissioner's Grant Fund

The Police and Crime Commissioner's Grant Fund seeks to support organisations and projects whose work helps to prevent offending, protect communities or support victims of crime to cope, recover and move forward.

The fund will be created by combining a grant from the Ministry of Justice with funding taken from the Bedfordshire Police budget, in order to create a single, flexible and accessible grant opportunity that promotes innovative and collaborative working across Bedfordshire. The total funds available for 2020/21 are expected to be finalised in March 2020.

To ensure organisations have sufficient time to prepare their bids for 2020/21, we are now encouraging applications from projects which support cross-cutting themes within the Police and Crime Commissioner's Police and Crime Plan.

It is a priority of the PCC to try and reduce demand on Police and improve confidence in the Police whenever possible.

These are the guidance notes for all applications for providing support to victims of Domestic Abuse using the below criteria:

- Pan Bedfordshire Domestic Abuse Programme Service able to support both male and female victims up to £80k

The OPCC strongly encourages for partner agencies to submit join bids

Full details of the Police and Crime Plan can be found at:

<http://www.bedfordshire.pcc.police.uk/police-and-crime-plan-beds-pcc>

Completing the application:

Please answer all sections on the form which as much information as possible. If we have to make further enquiries this may delay the assessment of your application.

Note that applications must be Pan Bedfordshire, OPCC will not be accepting applications for single or multiple areas.

Please note that applications must be received by 5pm on Friday 10 January 2020.

The OPCC will contact applicants by Thursday 28th January 2020 to inform them if their application has been shortlisted for interview.

Presentations prepared by applicants will be held at Bedfordshire Police Headquarters, Kempston, from week commencing Monday 6th February 2020 for 2 weeks.

If applicants should have any questions regarding this guidance, the application process or require further help in completing the form, please contact the Office of the Police and Crime Commissioner by emailing PCC-Commissioning@bedfordshire.pnn.police.uk or calling 01234 842371.

What we are looking for

In the first instance, bids for funding will be assessed against the following key criteria:

- ✓ **Compliance with the EU Directive:** services must be free of charge, confidential, non-discriminatory (including being available to all regardless of residence status, nationality or citizenship), available whether or not a crime has been reported to the police; and available before, during and for an appropriate time after any investigation or criminal proceedings.
- ✓ **Ability to spend in 2020-21:** all bids for funding from the OPCC Grant Fund will need to provide evidence that the organisation or partnership will be able to spend the proposed funds within the 2020/21 financial year: 1 April 2020 to 31 March 2021.

If the bid passes the above criteria then the remaining application will be assessed against the following criteria:

- ✓ **Meets the PCC's identified areas of need:** as stated above, the PCC is looking to fund organisations and projects dealing with themes related to violence against women and girls, youth at risk, innovative areas of work and capacity building across Bedfordshire as a whole.
- ✓ **Targeting priority categories:** as defined by the Victims' Code of Practice (2015), to support victims of the most serious crime, persistently targeted victims or victims who are vulnerable or intimidated at all levels.
- ✓ **Confidence in ability to deliver:** how ready are service providers to deliver? What are the resource requirements and delivery timescales of the proposed service or project? What is the organisation or partnership track record of working with victims?
- ✓ **Need and equality considerations:** what does your organisation see as the main issues that need to be tackled, or gaps that should be filled in Bedfordshire? How does the service/project fit with this assessment? What equality considerations have been made in the development of this bid? Are there any 'hard to reach groups' that you aim to target with the funding?
- ✓ **Monitoring and measuring outcomes:** how will you measure success? How will you know that your service(s)/project(s) has delivered the required outcomes for victims? How will the proposed services have an impact on your future plans for commissioning support services, and how will you know that your service delivered the outcomes you hoped for? What will be the tangible results that victims in your area will experience?

What we will NOT fund

- × Projects that could have an adverse effect on any PCC priority.
- × Costs that are not Eligible Expenditure for example: payments that support activity intended to influence or attempt to influence Parliament, the Government or political parties, or attempting to influence the awarding or renewal of contracts and grants, or attempting to influence legislative or regulatory action.

- × deficit funding –i.e. debts and arrears
- × party political activities
- × work outside Bedfordshire or the UK, unless there is a clear link to activity or benefit to people or institutions in Bedfordshire
- × Running costs –i.e rent, fuel bills, phone bills etc
- × Overhead costs
- × Office Rental or Venue Costs
- × Management costs

At the end of this document you will also find the key terms and conditions your organisation may be subject to should your application be successful. Final terms and conditions will be provided to successful applicants.

Guidance:

Part One - About your organisation

In part one we are asking for all the relevant information about your organisation. Please complete all sections as fully as possible.

1. Your organisation's details:

Please tell us the name of your organisation and the postal address, email address, website and social media accounts (if you have any).

2. How would you best describe your organisation?

Select the most appropriate description of your organisation. Please provide charity registration number if applicable. Please provide your organisations written constitution and/or governing document and/or governance structure document.

3. Who is the main contact person for this organisation/project?

Provide full details for your organisation's nominated main contact for this project. This person should have a full working knowledge of the project and should be able to answer questions about it when asked.

4. Please supply a secondary contact person for your organisation:

Provide the name of a secondary contact should your main contact be unavailable.

5. What are the stated purposes (objectives) of your organisation? (maximum 100 words)

This should be based on your governance documents e.g. constitution.

Based on your organisation's core objectives briefly describe your organisations purpose, or main aims.

Part Two – About your project / service / activity

The answers given in this section will provide us with the information about the project / service / activity (hereafter referred to as 'project') that you are seeking funding for.

6. Are you partnering with other organisations to apply for this grant?

Provide answer: Yes or No

7. Purpose of other organisations (maximum 100 words)

Please provide details of what is the overall mission and purpose of these organisations, and what work that they do? How would you be working together?

8. What is the name of your project / service / activity to which this application relates?

Please tell us the name of the specific project you plan to fund via the Police and Crime Commissioner's Grant Fund. Please only write the name and no other information

9. What work is your organisation doing (and have you done in the past) to support victims of Domestic Abuse, either directly or indirectly (e.g. training, programme provision)? (maximum 300 words)

We are looking to fund organisations that have track record in supporting victims of Domestic Abuse

In no more than 300 words please explain how your organisation has been providing support/ guidance to others in relation to Domestic Abuse. You may include data from other projects that have run or already running. If you have applied in partnership include details related to the other party as well.

10. What is the delivery format of the project you are asking us to fund?

Please select from the options provided and complete more details in the box provided where you have indicated "Other"

11. Who will deliver the project?

This should be a brief description of who will actually be working within your project. This could be a teacher, social worker, support worker, youth worker or other person. Please outline the relevant skills, experience and expertise required to deliver the project, and explain who and how this will be achieved. The response should include partner organisations and mention all accreditations and memberships of umbrella organisations.

12. Please describe the project you want us to fund. (maximum 350 words)

Please focus on the programme design - what specific activities will be delivered? For each activity describe what it is (e.g. group skills session), where it is delivered (e.g. community setting), by whom (e.g. trained specialist), session duration (e.g. 1 hour) and how often (e.g. twice a week for 10 weeks). If the project is comprised of more than one main activity, please describe each separately.

13. Please tell us whether the proposed project has been run in England or Wales

previously, and if so, please describe the activities of the project and results achieved. If the project has not been run before, this may relate to other published evidence (maximum 200 words)

Please tell us about specifically around the proposed project:

- has this been run
- Outcomes
- Lessons learnt

If the project is new and there is no Data you can include details of:

- How did you identify the need?
- Any published evidence?

14. Please tell us how you will involve users / participants in the development of your project / service / activity. How will you seek their feedback?

In no more than 100 words describe specific methods by which you will seek feedback and how you will use this feedback to adapt your service to improve the user/participant experience in the future.

15. Please specify the start and end dates for this project/service/activity.

Whilst some projects might run throughout the year, some will only be for certain periods. For example, if you only plan to run your project throughout the summer months you might list the date from as May 2020 and the date to as August 2020. Please note that all OPCC funding must have been spent by 31 March 2021.

16. What is the anticipated total number of Bedfordshire residents who will benefit directly from your project?

The Police and Crime Commissioner has stated a requirement for funding projects that are able to work across Bedfordshire as a whole. The number provided should reflect the amount of residents in the county you believe will directly use your service/project over the funding period. While your project may indirectly benefit a whole community, the direct beneficiaries will be those who you are in contact with directly.

17. How will value for money be achieved by funding the project?

(maximum 150 words)

- Responses must demonstrate the project will provide additional outcomes over and above current provision.
- Proposals must set out the forecast outcomes in a way which allows value to be determined.
- Explanation as to how costs have been calculated, e.g. quotes, estimates or previous experience, and why this method has been employed.
- Bids that display poor VfM (i.e. costs exceed benefits) will be scored accordingly.

18. Please give a minimum of three intended outcomes that your project / service / activity will achieve and how these will be measured:

The outcomes you choose must show the changes your project will make and must link to the PCC Police and Crime Plan priorities.

Please list outcomes which demonstrate the impact of the project/service/activity on those who access it. Outcomes describe the changes that will happen as a result of your project.

In the box headed 'measure' please list the ways in which you will measure the change for example via feedback forms, full evaluations or any other suitable means. An outcome describes the difference your project makes that will improve the lives of your target audience.

It is advisable that you provide specific data on outcomes you would be achieving

An example of an appropriate outcome would be:

Service users feel better placed to (re)enter education, training or employment.

The measure for which might be:

Number of users attending the service's CV and interview coaching courses.

Another example of an appropriate outcome would be:

90% of Service users feel safer

The measure for which might be:

Number of users attending sessions and reported feeling safer; Number of service users that have not reported further incidents

More information on the identification of outcomes and their measurements can be found at:

https://www.biglotteryfund.org.uk/-/media/Files/Guides%20and%20Resources/getting_funding_planning_projects.pdf

<http://www.communitymatters.org.uk/content/532/What-are-outcomes-and-outputs>

19. How will you involve other organisations in your project? (maximum 150 words)

For example, making or receiving referrals, working together to deliver aspects of the project, co-operating in other ways.

Partnership working is highly valued by the Police and Crime Commissioner. Applications which have the support of partners and show clear working relationships will be scored more highly.

Part Three – Project Costs

In part three we are requesting information about the costs of the project or service. Your answer should breakdown all costs which should clearly link to the activities described in your application. Where possible costs should be broken down into unit price/hourly rates

and expected amounts. Staffing costs should be broken down and apportioned time shown accordingly.

Your proposed expenditure should be reasonable, realistic and offer value for money. Make sure that you can demonstrate that all your expenditure is documented for audit

20. Please provide full details of the costs of the project you are asking us to fund. If any of the costs do not fit into these headings, please detail them in 'other costs.' Tell us in the 'description of costs' column what each item is and how much it is costing.

Please give a full breakdown under each section – for example; how many hours at how much per hour.

Ineligible Expenses will not be taken into account and may reduce the overall funding if successful;

Costs that are not Eligible Expenditure for example

- × payments that support activity intended to influence or attempt to influence Parliament, the Government or political parties, or attempting to influence the awarding or renewal of contracts and grants, or attempting to influence legislative or regulatory action.
- × deficit funding –i.e. debts and arrears
- × party political activities
- × work outside Bedfordshire or the UK, unless there is a clear link to activity or benefit to people or institutions in Bedfordshire
- × Running costs –i.e rent, fuel bills, phone bills etc
- × Overhead costs
- × Management Costs
- × Office Rental or Venue Costs

21. Other funding secured

22. Details of funding secured (maximum 200 words)

This should include amounts secured, the name of the funder, the date of the funding award and the period that funding has been awarded for.

23. Have you had any funding relevant to your project / activity / service withdrawn or reduced in the last two years? Please explain the circumstances behind this:

A number of organisations have received funding from central government, local or health authorities. If you have been in receipt of funding please state the amount in the relevant column and give a reason for why the funding was withdrawn for example Grant Fund ceased.

(maximum 100 words)

Part Four – Financial Information

This section requests financial information regarding your organisation.

24. Financial Information:

Please state your organisation's income and spending for the past three financial years. These figures should be available from your annual accounts.

If your organisation has been running for less than 12 months, please leave the boxes blank.

Please state the amount of financial reserves (unrestricted and / or undesignated funds) held by your organisation. This means any unallocated funding you have available in your organisation.

24a ONLY TO BE COMPLETED FOR APPLICATIONS ABOVE £50,000.

Please indicate (highlight) which of the following document(s) you are providing by selecting one of the options from below:

- a) *A copy of your audited accounts for each of the most recent two years*
- b) *A statement of your turnover, profit & loss account and cash flow for the most recent year of trading*
- c) *A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position*
- d) *Alternative means of demonstrating financial status if trading for less than a year*
- e) *None available*

Highlight the relevant option and provide the documents with your application.

24b Grant funding is (to be ring-fenced) for use only to support delivery of the Purpose; You must operate effective monitoring and financial management systems.
(Maximum 250 words)

- Describe how you will ensure that the grant find will be used only for the project you have applied for?
- Would you be using separate accounts?

24c Please explain how the proposal could be scaled back were a smaller amount of Funding offered than has been bid for:
(maximum 150 words)

- What aspects of the project could be reduced or not delivered?
- What would the impact be on the project?

Part Five – Other Information

This section captures other information that the PCC may require to make a decision.

25. How did you hear about the Police and Crime Commissioner's Grant Fund?

Please tell us where you heard about the grant fund so we can evaluate the impact of our communication methods.

26. If applicable, please confirm whether you have the following documentation. You will be required to provide all relevant copies should you be successful in your application.

Tell us which documentation you have in place within your organisation and provide copies of relevant documentation alongside your application form.

Privacy Note

The information you have supplied in this form will be used to process your grant application. In order to make a decision on your application some of the de-personalised information provided may go into a public decision report. In addition your application form may be shared with third parties and partner agencies who will be involved in the decision making process or whom can verify specific facts within your application.

In addition we may be required to disclose information outside the Office of the Police and Crime Commissioner for Bedfordshire to help prevent fraud or if required to by law.

We may not be able to process your application if you do not provide all the requested information.

Full grant applications will be retained for a maximum of 6 years (plus current year). Information will be retained on a database at the Office of the Police and Crime Commissioner for Bedfordshire for statistical and monitoring purposes.

Transparency/Open Data

If your application is successful, details of the grant will be published on the Office of the Police and Crime Commissioner for Bedfordshire's website in accordance with government policy.

No personal information will be published.

Declaration

I am authorised to apply for the grant set out in this application for named organisation.

I certify that all the particulars given in the form are correct and that any grant monies received from the Office of the Police and Crime Commissioner will be used for purposes stated in this form. The Office of the Police and Crime Commissioner reserves the right to reclaim any grant monies not used for the purposes stated on this form.

I will inform the Office of the Police and Crime Commissioner if any of the particulars and information given ceases to be correct and will provide updated information as required.

I understand that the grant applied for is dependent on the level of monies allocated to the Bedfordshire Police and Crime Commissioner and Bedfordshire Police from the Ministry of Justice and Home Office. I therefore understand that funding cannot be guaranteed.

I agree to the Privacy Note above: Key Terms of the Grant:

The following are some of the key terms and conditions relating to the grant that you will need to be aware of should your application be successful. Please note that a full terms and conditions document will be sent out alongside other monitoring information if the application is approved and these terms and conditions may differ from those described below.

1. Conditions of Grant

1.1 The project or service must meet one or more of the following purposes:

- emotional and practical support services, practical support measures, and/or restorative justice, for victims of crime (as defined by the EU Victim's Directive¹) to help them cope with the immediate impacts of crime and, as far as possible, recover from the harm they have experienced. Particular attention should be paid to victims in the priority categories outlined in the Victims' Code: victims of the most serious crime, persistently targeted victims, and vulnerable or intimidated victims
- emotional and practical support services for family members (as defined by the EU Victims' Directive²)
- emotional and practical support services for victims of sexual violence and domestic violence
- any associated costs that arise in the process of commissioning / provision of victims' services

1.2 In line with the EU Victims' Directive, the project or service must be:

- free of charge
- confidential
- non-discriminatory (including being available to all regardless of residence status, nationality or citizenship)
- available whether or not a crime has been reported to the police; and
- available before, during and for an appropriate time after any investigation or criminal proceedings

1.3 The availability of the project or service and contact details must be widely publicised.

1.4 The project or service must comply with the Data Protection Act and the General Data Protection Regulation (GDPR).

1.5 Grants given with a wider remit, for example - crime prevention, multi-agency training or partnership capacity building may have conditions of grant that are more relevant

¹ a natural person who has suffered harm, including physical, mental or emotional harm or economic loss which was directly caused by a criminal offence.

² family members of a person whose death was directly caused by a criminal offence and who have suffered harm as a result of that person's death.

to their specific project. This will be confirmed in a grant agreement meeting with successful applicants.

2. Financial Terms

- 2.1 Payment will be dependent on the return of signed forms accepting full terms and conditions, alongside appropriate bank details, as well as acceptance of and compliance with a monitoring and evaluation plan, which includes a qualitative review of the service or project delivered alongside detailed financial accounts of expenditure. Failure to do so may result in the withholding of payments.
- 2.2 In accordance with HM Treasury's Managing Public Money (MPM) rules, the service or project must be delivered within the financial year and any underspend must be returned by the end of March 2021. As soon as is practicable, the OPCC should be notified of any projected underspend.
- 2.3 The grant requires the operation of effective monitoring and financial systems and records must be kept for a period of six years after the end of the funding period of the grant.
- 2.4 If working in partnership with other organisations, the applicant should obtain confirmation that any partner(s) will follow the terms and conditions of the grant.
- 2.5 Any capital expenditure undertaken with this grant will require the maintenance of a list of capital assets recording the date of purchase, price paid, and date of disposal. Proof of insurance coverage must be provided and these items purchased must be available for inspection. Approval should be sought prior to the disposal of any capital assets and any proceeds obtained may need to be returned to the OPCC.