

# 2021-22



## Guidance Notes

**Please read these notes before completing your application form.**

**Application deadline: Midday on Thursday 30<sup>th</sup> September 2021**



## 1. INTRODUCTION

- 1.1 Welcome to the first Make Notts Safe Fund delivered by Nottinghamshire's new Police and Crime Commissioner – Commissioner Henry.
- 1.2 This Fund will provide seed corn funding to third sector community based organisations to enable local delivery against the Commissioner's priorities. Grants of up to £10,000 will be available. Organisations may apply for one grant only which if successful must be spent and delivered by the end of March 2022.
- 1.3 The Commissioner has made available a total of £100,000 for this funding round.
- 1.4 Grant application forms, guidance notes and the template funding agreement are available online at [www.nottinghamshire.pcc.police.uk](http://www.nottinghamshire.pcc.police.uk). Applicants are advised to read over the template funding agreement prior to submission of an application to ensure they can comply with the terms and conditions associated with the funding.
- 1.5 The deadline for receipt of applications is **midday on Thursday 30<sup>th</sup> September**.
- 1.6 This funding is for November 21-March 22 only. The Commissioner is planning on undertaking further Make Notts Safe funding rounds in 2022/23, subject to future funding confirmation.

## 2. FUNDING CRITERIA

- 2.1 The Make Notts Safe Fund is open to all not for profit organisations and charities that are registered on Companies House or the Charity Commission (where they are not they need to have in place an accountable body). Applying organisations or accountable bodies must have a bank account that requires a minimum of two signatures for withdrawals together with a constitution/article of association/trust deeds or similar document.
- 2.2 All organisations must have appropriate policies and procedures in place including safeguarding (where appropriate), health and safety and equality and diversity.
- 2.3 Organisations should be locally based and the beneficiaries of any funding must be local Nottingham City or Nottinghamshire County residents.
- 2.4 Projects must directly address the Commissioner's priorities below.
- 2.6 Projects applying for funding must be ready to deliver.
- 2.7 Funding is only available for delivery and spend between November 2021 to March 2022.
- 2.8 Funding cannot be used to fund projects that are a statutory duty of others eg street lighting, road repair, traffic calming etc.
- 2.9 Funding cannot be used for core costs eg day to day running costs such as utility bills, rent etc.

### 3. PRIORITIES FOR THE MAKE NOTTS SAFE FUND

- 3.1 Following her election in May 2021, the new Police and Crime Commissioner for Nottinghamshire has committed to publishing her statutory plan in November 2021 following a process of extensive engagement and review of the issues, needs and threats impacting upon the police force area.
- 3.2 The Commissioner has a vision to 'make Nottinghamshire safe and feel safe' and has outlined a number of provisional objectives that will shape her 2021-24 Police and Crime Plan as follows.

#### 3.3 Preventing

##### **Stopping crime before it happens and protecting people from harm**

Key areas of activity identified by the Commissioner where third sector organisations may be well placed to deliver projects in relation to this theme include community led:

Crime prevention initiatives and early help interventions that deal with the causes rather than consequences of crime.
Outreach work focused on high risk crime and ASB locations which seek to identify at risk individuals and provide them with advice and support to prevent them from future involvement.
The provision of education and diversionary activities (including sport, arts, music, drama etc) in communities, set up in key locations and at key times that aim to steer young people away from crime.
Work with key partner agencies to reduce reoffending and tackle the drivers of crime and ASB.

#### 3.4 Responding

##### **Ensuring an efficient and effective response to the issues of greatest concern**

Key areas of activity identified by the Commissioner where third sector organisations may be well placed to deliver projects in relation to this theme include:

Community led initiatives to raise public awareness and prevent issues of the greatest concern to local communities, such as ASB speeding and rural crime.
--

#### 3.5 Supporting

##### **Support victims, survivors and communities to be safe and feel safe**

Key areas of activity identified by the Commissioner where third sector organisations may be well placed to deliver projects in relation to this theme include:

Community led initiatives to increase reporting of local issues and improve victim and communities trust and confidence in the police.
Capacity building for small community organisations supporting victims with protected characteristics.
Pre National Referral Mechanism (NRM) support for victims of modern slavery
Piloting of new innovative support for victims that meet a current gap. Any new support for victims must ensure that it links in with the Commissioner's current commissioned victim support service (**)

\*\* The Commissioner invests over £2.1m each year into a wide range of commissioned victim support services. This includes:

- A range of sexual violence support services including Sexual Assault Referral Centres (SARC), Independent Sexual Violence Advisor (ISVA), Survivor Support Services and counselling;
- A range of specialist support services for domestic abuse survivors;
- The Nottinghamshire Victim CARE service for all other victims of crime. The Nottinghamshire Victim CARE model includes support for victims through local groups known as community points; and
- Restorative justice included within Nottinghamshire Victim CARE.

## 4. COMPLETING THE APPLICATION FORM

### 4.1 General

The person completing the form should be knowledgeable of the organisation's governance arrangements, the project for which grant funding is being requested and the partners that are part of the project.

Please stick to the stated word limits on all questions.

Organisations applying for this Fund should ideally be based locally and employ local people. The beneficiaries of any funding must be local Nottingham City or Nottinghamshire County residents. Applications that engage volunteers and aim to be self-financing, and therefore sustainable, will be considered favourably.

### 4.2 Organisational Status (questions 1.2 and 1.3)

In order to receive a grant an organisation must be legally constituted and have either a charity or company number. Organisations may be a charity, social enterprise, company limited by guarantee or other not for profit status. The Commissioner is unable to give grants directly to organisations with no registered legal status (ie no charity or company number). If your organisation does not have registered legal status and you wish to apply for a grant you may do so. However, you **must** demonstrate in your application that a legally constituted organisation is willing to act as an accountable body for your funding, and attach a letter or email from this organisation to confirm its agreement.

### 4.3 Due Diligence Checklist (question 1.5 and 1.6)

This section enables us to assess the appropriateness of potential or intended recipients of grants and therefore must be completed as fully as possible.

If you have stated that you will be using an accountable body please include details of both your organisation and the accountable body in the due diligence table.

Any successfully awarded grants will be paid by BACS. Your organisation (or if applicable the accountable body) must have a bank account in the name of the group, with at least two unrelated signatories. You will be asked for your bank details if you are awarded a grant.

**Please note, grants cannot be paid to individuals.**

#### *Safeguarding*

All applications for projects which will work with children, young people and/or vulnerable adults must have the following safeguarding processes in place before any work can commence.

- All applicants should have in place a Safeguarding Policy (a copy of which **MUST** be submitted with the application). Within the Policy, the applicant should refer to its policies for carrying out Disclosure and Barring Service (DBS) checks on the employees, trustees and/or volunteers within their organisation.
- All applicants should have an up to date record of all the DBS checks that have been undertaken for their employees, trustees and/or volunteers who are working with children and young people and/or vulnerable adults. The responsibility will remain with the organisation concerned to keep all safeguarding records appropriately up to date, and to make the records available to the Nottinghamshire Office of the Police and Crime Commissioner (NOPCC) on request.
- Applicants will also be expected to verify on request that at least one trustee (or equivalent position within their organisation) has received Safeguarding Training.

Organisations that do not currently have an appropriate safeguarding policy may be able to access help to enable them to create and develop their safeguarding policy and processes.

All our grant agreements include terms and conditions about safeguarding so that requirements are clear.

Detail of your organisation's financial position is requested to evaluate the viability of the organisation in delivering the project.

#### **4.4 Project Outline (question 2.1)**

Projects applying for funding must be ready to deliver. In this section please provide a clear explanation of your project proposal, the aims and objectives of the project, details of who will benefit from the project and an overview of how it will be delivered.

#### **4.5 Project Evaluation (question 2.5)**

Is it essential that any successfully funded project monitors the success of their project. You must therefore tell us in question 2.5 how you will measure the success of your project including details of any key outputs and outcomes you will be measuring.

There are many ways to measure key outcomes. Often these involve establishing a baseline at the beginning of the project by asking a set of questions (for example, asking victims how likely they are to report) and then asking the same questions again at the end of the project. If managed properly, this will allow you to establish what changes have occurred as a direct result of the project.

#### **4.6 Project Partners (question 2.6)**

Many successful projects involve organisations working together (with one organisation as the lead). The Commissioner is happy to support projects of this nature however we do ask that if you are anticipating delivering a project in partnership with any other organisation(s) then each partner organisation should be named in question 2.6 of the application form.

Similarly, if the success of your project relies on receiving referrals from other agencies eg police, youth offending teams etc then you must detail this in this section and be able to demonstrate that you have agreements in place with those agencies.

#### **4.7 Project Budget (question 3.1)**

Please complete the project budget table provided in the application form as fully as possible. You should list each item of expenditure under the relevant heading and add in additional rows if required.

The project budget must distinguish between direct and indirect costs. Examples of direct costs are salaries and travel expenses for project staff, venue hire, materials required to deliver the project. Indirect costs are activities or services that benefit more than one project. Examples include rent and utility costs, insurance or audit costs and management time. The Commissioner will not fund projects with indirect costs of **more than 10% of the total direct project costs**.

You should list any payments to third parties, including consultants, as separate items under "direct project supplies and services".

#### **4.8 References (question 4)**

One reference is required for all applications and should be submitted along with the completed application form. Reference letters should be submitted on institutional headed paper and signed by the referee with their title name and position. We will not be contacting referees to request references, it is your responsibility to contact your referees and ask them to provide you with a reference letter for you to submit with your application. We may however contact referees as part of the assessment process to verify any information provided.

Ideally the reference should be from a government body such as a local authority health agency or the police. Referees must understand the work of your organisation and be able to comment on your ability to deliver the project.

#### 4.9 Equalities Monitoring (Section 5)

The Commissioner is under a legal duty to eliminate unlawful discrimination. She wishes to ensure her grant funding is accessible to all the communities of Nottingham and Nottinghamshire, in order to promote inclusive communities.

The equality information provided will help us to assess if we are reaching the widest range of communities as possible. We will use the information we gather to review our grant funding priorities as well as our policies and procedures. The equalities information you provide will not be considered by the assessing staff or panel and will not affect your application

Once you have completed the equalities monitoring form please ensure that this is emailed in as a separate attachment alongside the completed application form rather than embedded so it remains separate.

## 5 FINANCIAL INFORMATION

- 5.1 All grant funding must, without exception, be spent by 31 March 2022. In addition, all services / activities funded by the grant must be fully complete by 31 March 2022. Any grant which is unspent by 31 March 2022 will become repayable to the Commissioner.
- 5.2 The funding is revenue and cannot be used to purchase capital items.
- 5.3 No additional awards will be made to recover the cost of Value Added Tax (VAT), but grant funding can be used to cover the cost of irrecoverable VAT.
- 5.4 The Make Notts Safe Fund grant is public money. If your project is successful, you have a responsibility to ensure that appropriate levels of tax are paid through PAYE. If you are contracting with third parties to deliver some or all of the project, including freelance consultants, please confirm they are responsible to make declarations of income to HMRC.
- 5.5 If any organisation in receipt of this grant fails to comply with any of the conditions set out in this document or the funding agreement, or commits any breach of faith such as misrepresentation or concealment of information, the Commissioner may require the repayment of all or part of the grant monies paid, as may be determined by the Commissioner and notified in writing to the grant recipient.
- 5.6 The following types of expenditure are **not** eligible for grant purposes:
  - Contributions in kind
  - Activities of a political or exclusively religious nature
  - Depreciation, amortisation or impairment of fixed assets
  - Interest payments or service charge payments for finance leases
  - Gifts other than promotional items with a value of more than £10 in a year to one person
  - Entertaining
  - Statutory fines, criminal fines or penalties
  - Payments that support activity intended to influence Parliament, Government or political parties, or attempting to influence the awarding or renewal of contracts and grants, or attempting to influence legislative or regulatory action are not allowed under this grant.

- 5.7 All successful projects would be expected to retain copies and details of all spend and receipts relating to the PCC funding. Projects will be expected to report back on actual spend within their Monitoring Report and may in some instances be asked to show proof of spend.

## **6 MONITORING ARRANGEMENTS**

- 6.1 Successful projects will be required to report on performance and spend via a Monitoring Report which will need to be submitted at the end of the Funding Period.
- 6.2 Some organisations receiving funding during 2021-22 may receive a project visit from a staff member from the Nottinghamshire Office of the Police and Crime Commissioner.

## **7 ADVICE ON FUNDING APPLICATIONS**

- 7.1 If you are considering applying to the Make Notts Safe Fund and would like to seek advice on whether your project idea might fit within the Commissioner's priorities, or you have any questions about the application form, please do not hesitate to contact Claire Good on [grants@nottinghamshire.pnn.police.uk](mailto:grants@nottinghamshire.pnn.police.uk) or call 0115 844 5998.

## **8 SUBMITTING THE APPLICATION FORM**

- 8.1 The completed application form **MUST** be signed by an individual authorised to sign on behalf of the organisation. Completed application forms, equality monitoring forms, references and safeguarding policies (if applicable) should be emailed to [grants@nottinghamshire.pnn.police.uk](mailto:grants@nottinghamshire.pnn.police.uk).
- 8.2 Where possible please provide us with a scanned copy of the signed declaration section rather than a typed electronic signature.
- 8.3 Completed applications must be received by the deadline of midday on Thursday 30<sup>th</sup> September 2021. Applications received after the deadline will not be considered. Please do not enclose any additional information unless we request it. It will not be considered.

## **9 ASSESSMENT OF APPLICATIONS**

- 9.1 **The deadline for receipt of completed applications is midday on Sunday 30<sup>th</sup> September 2021.** Please see above for details of how to submit your application.
- 9.2 Grant applications will be assessed by a minimum of two officers from the Nottinghamshire Office of the Police and Crime Commissioner. Please note that:
- applications will be assessed solely on the information given on the application form;
  - you must adhere to the word limits, as additional text will not be considered;
  - assessors may have no prior knowledge of your organisation or project.
- 9.3 Grants will be assessed against:
- evidence of need for the project;
  - fit with the Commissioner's priority themes and the areas outlined in section 3 above;
  - applicant organisation's experience of delivering similar work;
  - project approach and expected outcomes; and

- value for money.

- 9.4 In addition to the above, the Commissioner may also secure the assistance of key partners from both the city and county who have expertise in key areas of delivery. These partners would have sight of relevant applications and provide comments around:
- Potential duplication of work; and
  - Whether the proposal meets a genuine unmet need.
- 9.5 The assessments will then be considered by a panel which will include representatives from the NOPCC, Nottingham Crime and Drugs Partnership, the Safer Nottinghamshire Board, senior police representatives, the VRU, Youth Offending Teams and Public Health.
- 9.6 Final funding recommendations based on the assessments and recommendations from the panel will then be made to the Police and Crime Commissioner mid October.
- 9.7 The ultimate decision of the Police and Crime Commissioner is final and cannot be appealed against.
- 9.8 There are a significant number of third sector organisations working within Nottingham and Nottinghamshire, providing good quality and excellent services. We anticipate demand will outweigh the amount of funding we have available several times over. Not all applications will be successful. However, this does not prevent you from making future applications for grant funding.

## 10 OFFER OF GRANT

- 10.1 All applicants will be notified of the funding decision the week commencing the 25<sup>th</sup> October 2021.
- 10.2 All successful applicants will be required to complete and sign a **GDPR Due Diligence Checklist** and the **Funding Agreement**. These documents will be sent out with the grant offer letter and no funding will be released until these documents have been returned.
- 10.3 Payment will be made in full in October (unless otherwise specified) but only once all the conditions have been met or agreed to and the above mentioned documents have been returned.
- 10.4 We appreciate you will be keen to find out the result of your funding application, however, because we will be very busy preparing funding letters, please do not contact the NOPCC about the outcome of your application before 1 November 2021.
- 10.5 All decisions to make awards will be notified to the applicant and published on the Nottinghamshire Police and Crime Commissioner's website.

## 11 FUTURE FUNDING

- 11.1 The application form provided is for grant funding November 2021 to 31 March 2022 only.
- 11.2 The Commissioner is planning on undertaking further Make Notts safe funding rounds in 2022/23 subject to funding confirmation. Announcements on future funding available will be made on the Commissioner's website and through community and voluntary sector networks.
- 11.3 The Commissioner is committed to working with community groups wherever possible to prevent and reduce crime and protect vulnerable people and victims.