



2023-24 Community Chest Round One

Application Guidance

**Please read these notes before completing your Make Notts Safe
Community Chest application form.**

Application deadline: Midday on Friday 31st March 2023



1. Introduction

- 1.1 Welcome to the Make Notts Safe Grants Community Chest Fund. This Fund will provide seed corn funding for third sector community based organisations, and in some cases Parish Councils, to enable local delivery against the Commissioner's priorities.
- 1.2 The Make Notts Safe Community Chest will be available annually with two application windows each year – one in January/February and one in June/July. £50,000 has been set aside by the PCC for Community chest funding per financial year meaning up to £25,000 grant funding available per round.
- 1.3 However for this 2023/24 Community Chest Round One there will be a total of £40,000 funding available with £15,000 of this ring fenced for specific hate crime projects. In relation to this round of funding organisations can apply for up to £10,000 of funding however it is anticipated that awards of between £5,000 and £10,000 will only be given in exceptional circumstances and the majority of grants awarded will be up to £5,000. Any grant which is successfully awarded must be spent and delivered by the end of the financial year – March 2024. Grants may not be carried forward after March 2024.
- 1.4 Organisations will only be awarded one Community Chest grant each financial year, although the PCC may award a further grant in exceptional circumstances.
- 1.5 The Community Chest application forms and the template funding agreement are available on-line at 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.
- 1.6 The deadline for receipt of applications is **midday on Friday 31st March 2023**

2. Community Chest Funding Criteria and Financial Information

- 2.1 The Make Notts Safe Community Chest is open to all third sector 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). In addition, applications from Parish Councils will also be considered. 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 All activity supported through the Community Chest must be based within Nottinghamshire and support Nottingham City and/or Nottinghamshire County residents.
- 2.4 Projects be ready to deliver and must directly address the PCC's priorities below.

- 2.5 Funding cannot be used to fund projects that are a statutory duty of others eg street lighting, road repair, traffic calming etc.
- 2.6 All 2023/24 Community Chest Round One funding must without exception be spent by 31 March 2024. In addition, all services, goods and activities funded by the grant must be fully complete by 31 March 2024. Any grant which is unspent by 31 March 2024 will become repayable to the PCC.
- 2.7 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.
- 2.8 The Make Notts Safe Community Chest grant is public money. If your project is successful, it is your 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.
- 2.9 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 PCC may require the repayment of all or part of the grant monies paid, as may be determined by the PCC and notified in writing to the grant recipient.
- 2.10 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.
- 2.11 All successful proposals must retain copies and details of all spend and receipts relating to the PCC funding for 7 years. Organisations 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.

3. PCC Priorities

- 3.1 As set out in the *Make Notts Safe Plan*¹, the PCC has a vision to 'make Nottingham and Nottinghamshire safe and feel safe' and within her plan has outlined three key

¹ [Nottinghamshire Office of the Police and Crime Commissioner \(pcc.police.uk\)](https://pcc.police.uk)

priorities (see over the page). All funding applications must ensure that they are aligned to one of these three priorities.

Preventing
Prevention and early intervention activities that deal with the causes rather than the consequences of crime and ASB.
Responding
Ensuring there is an efficient and effective response to the issues of greatest concern for local communities.
Supporting
Improved services for victims of crime, safeguarding of vulnerable people and supporting communities to be safe and feel safe.

Hate Crime Initiatives

- 3.2 For this particular round of the Community Chest the Commissioner has provided an additional £15,000 of funding ring fenced specifically for hate crime initiatives.
- 3.3 A hate crime is defined as any criminal offence which is perceived to be motivated by hostility or prejudice towards someone based on a personal characteristic. This can include a persons' social group, race, ethnicity, gender, religious belief, sexual orientation, gender or disability. We would be keen to fund initiatives which seek to impact some or all of the following outcomes for participants:
- Improvements in the police and partnership response to hate crime locally
 - Increases in the proportion of hate crime reported to police
 - Increases in the number of victims accessing local support services
 - Improvements in satisfaction and service outcomes among victims of hate crime
 - Reduction in the prevalence and risk of hate crime in local communities

4. Completing the Community Chest Application Form

4.1 General

The person completing the form should be knowledgeable of the organisation's governance arrangements, the funding proposal for which a grant is being requested and, if applicable, any delivery partners.

Please stick to the stated word limits on all questions.

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 be considered for a Community Chest 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, Parish Council or other not

for profit status.

The PCC 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 (please see the FAQ document for more details on the role of an accountable body).

4.3 Funding Proposal Outline (question 2.1)

Organisations applying for Community Chest funding must be ready to deliver. In this section please explain your proposal, its objectives, details of who will benefit and how it will be delivered. Answers may be brief but must also help the person evaluating your grant application to understand exactly what the funding would be used for. Please assume that the person reading the form knows nothing about your organisation or your work.

4.4 Beneficiaries (question 2.4)

In this section you should clearly outline who will benefit from any funding received. Try to be as specific as possible and where appropriate detail the target age range, ethnicity, gender, specific protected characteristic, geographic location.

4.5 Evaluation: measuring outputs, outcomes and success (question 2.5)

It is essential that any successfully funded proposal monitors its success. Please tell us in question 2.5 how you will measure the success of your proposal including details of any key outputs (for example an event with young people and local police officers) and outcomes (greater trust in the police) that you will be measuring. We require only very brief details.

4.6 Project Partners (question 2.6)

Many successful proposals involve organisations working together (with one organisation as the lead). The PCC is happy to support projects of this nature however we do ask that if you are anticipating delivering work 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 proposal relies on receiving referrals from other agencies eg Nottinghamshire 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 Funding Proposal Budget (question 3.1)

Please complete the funding proposal 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 funding proposal 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 PCC 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”.

The funding proposal budget also asks you to provide detail of any match funding you already have or have applied for. Match funding is not essential.

4.8 Due Diligence (section 4)

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

4.9 Safeguarding (question 4.4)

For organisations who work with children and young people or vulnerable adults it is essential that you have appropriate safeguarding policies and procedures in place. The safeguarding checklist in question 4.4 sets out the policies and systems organisations should have in place to safeguard and protect children and/or vulnerable adults from harm. The checklist will also help us to ensure that organisations we fund are compliant with current legislation and best practice as set out in [Working Together to Safeguard Children 2018 \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/68210/Working_Together_to_Safeguard_Children_2018.pdf).

Where funding proposals are looking to work with children or vulnerable adults, a copy of the organisations safeguarding policy **MUST** be submitted with the application.

We expect all applicants to 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 Notts OPCC on request. In addition, we may liaise with the City and County Safeguarding Boards to ensure they are not aware of any issues which may prevent project leads or organisations working with children or vulnerable adults.

For a more detailed children’s safeguarding checklist for voluntary organisations see the safeguarding resources for the voluntary and community sector provided by the NSPCC on their website [Keeping children safe in the voluntary and community sector | NSPCC Learning](https://www.nspcc.org.uk/keeping-children-safe-in-the-voluntary-and-community-sector/) and the [Safeguarding and child protection self-assessment tool | NSPCC Learning](https://www.nspcc.org.uk/safeguarding-and-child-protection-self-assessment-tool/).

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. Safeguarding resources and training are available from various sources including the [Nottinghamshire](#) and [Nottingham City](#) Safeguarding Children Partnerships, and [Nottingham CVS](#).

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

4.10 Reference (question 4.5)

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.

4.11 Equalities Monitoring (Section 5)

The PCC has 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 Submitting the Application Form

- 5.1 The completed application form **MUST** be signed by an individual authorised to sign on behalf of the organisation.
- 5.2 Completed applications should be emailed to commissioning@notts.police.uk. We **do not** require a hard copy of the application.
- 5.3 Please ensure that the following documents are all submitted as part of your final application:
 - Completed Community Chest application form;
 - Equality monitoring form;
 - One reference
 - Safeguarding policies (if applicable)

- Letter from accountable body (if applicable)
- Where possible please provide us with a scanned copy of the signed declaration section rather than a typed electronic signature.

5.4 Completed applications must be received by the deadline of midday on Friday 31st March 2023. 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.

6 Advice on Funding Applications

- 6.1 If you are considering applying to the Make Notts Safe Community Chest and would like to seek advice on whether your project idea might fit within the PCC's priorities, or you have any questions about the application form, please do not hesitate to contact the Commissioning team on commissioning@notts.police.uk or call 0115 844 5998.
- 6.2 If you require the application form in a different format please do not hesitate to contact the Commissioning team as per the contact details above.

7 Offer of Grants

- 7.1 All applicants will be notified of the funding decision the week commencing 1st May 2023.
- 7.2 All successful applicants will be required to complete and sign a **Funding Agreement**. This will be sent out with the grant offer letter and no funding will be released until this has been returned.
- 7.3 Payment will be made in full in May (unless otherwise specified) but only once all the conditions have been met or agreed to and the above mentioned document has been returned.
- 7.4 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 Notts OPCC about the outcome of your application before 5th May 2023.
- 7.5 All decisions to make awards will be notified to the applicant and published on the PCC's website.

8 Monitoring Arrangements

- 8.1 Successful proposals will be required to report on performance and spend via a brief Monitoring Report which will need to be submitted at the end of the Funding Period. Details of this monitoring report will be sent with the Funding Agreement.
- 8.2 Some organisations receiving funding during 2023-24 may receive a project visit from a staff member from the Notts OPCC.