

2022-23



Thematic Application Guidance

Please read these notes before completing your Make Notts Safe Thematic application form.

Application deadline: Sunday 26 February 2023.



NOTTINGHAMSHIRE
POLICE & CRIME
COMMISSIONER

1. Introduction

- 1.1 Welcome to Commissioner Caroline Henry's Make Notts Safe Thematic Grant Funding.
- 1.2 This Thematic funding will provide multi-year funding for third sector community based organisations to enable local delivery against two of the *Make Notts Safe Plan* priorities – Rural Crime.
- 1.3 Funding can be applied for for either one, or two years, with all funding finishing by March 2025 at the latest. There is approximately £100,000 available over two financial years.
- 1.4 Organisations may apply for more than one theme, however should only submit one application per theme.
- 1.5 The Thematic 'Calls for Proposals', application forms and the template funding agreement are available on-line at www.nottinghamshire.pcc.police.uk. Applicants are advised to read 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 in relation to both themed rounds is **on Sunday 26th February 2023.**

2. Thematic Funding Criteria and Financial Information

- 2.1 Make Notts Safe Thematic Grant Funding 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). Applicant organisations (or accountable bodies if relevant) 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 a Make Notts Safe Grant must be based within Nottinghamshire and support Nottingham City and/or Nottinghamshire County residents.
- 2.4 Details about each of the themes, their scope and the specific criteria can be found in each of the Themed 'Call for Proposal' documents. Please ensure that you read the appropriate 'call for proposal'.
- 2.5 Funding cannot be used to fund projects that are a statutory duty of others, for example street lighting, road repair, traffic calming etc.
- 2.6 Make Notts Safe Grants funding 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.

- 2.7 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 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.
- 2.9 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 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.
- 2.10 All successful proposals must retain copies and details of all spend and receipts relating to the PCC funding for a period of 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. Completing the Thematic Application Form

3.1 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.

3.2 Make Notts Safe Grant Theme (front page)

Please ensure that on the front page of the application form you clearly mark which Make Notts Safe Grant Theme you are applying for funding for. This is Rural Crime. Organisations may only apply for one project or initiative per theme.

3.3 Organisational Status (questions 1.2 and 1.3)

In order to be considered for a Thematic 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 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).

3.4 Funding Proposal Brief Overview (question 2.1)

This is simply a one or two sentence snapshot of what your proposal is. Please be aware that if successful this information may be used in publicity information.

3.5 Funding Proposal Full Outline (question 2.2)

In this section please provide a clear explanation of your proposal, the main aims and objectives, details of who will benefit and an overview of how it will be delivered. You will need to refer back to the relevant Thematic 'Call for Proposals' and clearly detail how you will meet the scope outlined in this document.

This is the main section in the form that provides you with an opportunity to detail your funding proposal – this answer therefore needs to be clear detailing exactly what the funding would be used for. The answer should be written on the basis that the person reading the form knows nothing about your organisation or your work.

3.6 Funding Proposal Delivery Plan (question 2.3)

The detail on the delivery plan should clearly follow on from the description in question 2.2 above. Where multi-year funding is being requested we would expect the first financial years delivery plan to be as detailed as possible with SMART targets and realistic timeframes. The delivery plans for subsequent years can then be more of an initial outline of proposed plans. There will then be a requirement to completed subsequent financial years delivery plans in more detail during the fourth quarter of each financial year.

In relation to the outputs and outcomes on the delivery plan we are expecting applicants to detail some initial outline outputs and outcomes. If the application is then successful at Stage 1, the OPCC or VRU will then work with the organisation to further develop and define these outputs and outcomes into a theory of change.

Successful applicants will be expected to report back on progress against the final version of the delivery plan agreed during Stage 2.

3.7 Meeting the need/priorities (question 2.4)

When answering this question, please refer back to the relevant Thematic 'Call for Proposals' and outline how your proposed work will specifically address the need and priorities outlined in the 'Call for Proposals' document.

3.8 Beneficiaries (question 2.6)

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.

3.9 Evaluation: measuring outputs, outcomes and success (question 2.8)

It is essential that any successfully funded organisation monitors its proposal's achievements. You must tell us in question 2.8 your initial thoughts about how you might collect data to measure your outline outputs and outcomes (detailed in the project delivery plan). Please note that this is only initial thoughts at this stage. If the application is successful at Stage 1, the OPCC or VRU will work with the organisation to develop these measures further. Being able to successfully measure the impact of your proposal will help with future funding applications as it enables you to provide evidence to show that your proposal can have an impact.

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 crime) 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.

3.10 Project Partners (question 2.9)

Many successful proposals involve organisations working together (with one organisation as the lead). We are happy to support projects of this nature however if you are anticipating delivering work in partnership with any other organisation(s) then each partner organisation should be named in question 2.9 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.

3.11 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 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".

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

3.12 Reduce scale of proposal (question 3.4)

Given the number of applications anticipated it will not always be possible for the PCC to fund all the proposals she would like to in full. This section provides you will an opportunity to detail how you may be able to scale down your funding proposal and what the potential outcomes might be with reduced levels of funding. This question relates to the overall funding you are requesting over all financial years.

3.13 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.

3.14 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/68422/working-together-to-safeguard-children-2018.pdf).

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

We would expect that all applicants 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, Notts OPCC 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 from 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 which clearly set out our requirements.

3.15 Reference (question 4.5)

References are required with all submitted applications. For grant applications of more than £10,000 two references should be supplied. These 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, at least one of the references should be from a government body such as a local authority health agency or Nottinghamshire Police. Referees must understand the work of your organisation and be able to comment on your ability to deliver.

3.16 Equalities Monitoring (Section 5)

The PCC has a legal duty to eliminate unlawful discrimination. We wish 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.

4 Submitting the Application Form

- 4.1 The completed application form **MUST** be signed by an individual authorised to sign on behalf of the organisation.
- 4.2 Completed applications should be emailed to commissioning@notts.police.uk. We **do not** require a hard copy of the application.
- 4.3 Please ensure that the following documents are all submitted as part of your final application:
 - Completed Thematic application form;
 - Equality monitoring form;
 - One/Two references
 - 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.

4.4 Completed applications must be received by the deadline of **Sunday 26th February 2023**. Applications received after the deadline will not be considered. Please do not enclose any additional information unless we request it as it will not be considered.

5 Advice on Funding Applications

5.1 If you are considering applying to the one of the Make Notts Safe Thematic Grant Funding rounds 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 commissioning@notts.police.uk or call 0115 844 5998.

5.2 If you require the application form in a different format please do not hesitate to contact Claire to request this.

6 Offer of Grants

6.1 All applicants will be notified of the funding decision by 20th March 2023.

6.2 All successful applicants will be required to complete and sign a **Funding Agreement**. No funding will be released until this has been returned.

6.3 Payment will be made in full in May/June (unless otherwise specified) but only once all the conditions have been met or agreed to and the above mentioned document has been returned.

6.4 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 20th March 2023.

6.5 All decisions to make awards will be notified to the applicant and published on the Nottinghamshire Police and Crime Commissioner's website.

7 Monitoring Arrangements

7.1 Successful proposals will be required to report on performance and spend via a Monitoring Report which will need to be submitted at relevant points throughout the Funding Period. Details of this monitoring report and reporting deadlines will be sent with the Funding Agreement.

7.2 Some organisations receiving funding may receive a project visit from a staff member from Notts OPCC and or the VRU.