

# Community Fund



## Guidance Notes



## Guidance notes for applicants

As part of the Police & Crime Plan published on the 1st April 2013, the Police and Crime Commissioner for North Yorkshire committed to provide a 'Community Fund'. The aim of the fund is to enable local people and organisations to access grants of between £500 and £20,000 for innovative projects that help communities 'Be Safe and Feel Safe'.



## Who can apply?

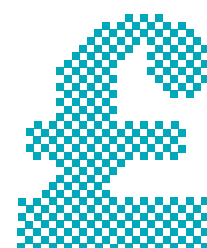
Local people are key in knowing what is needed in their area to reduce crime and disorder and reduce the fear of crime. On this basis the type of applicant that would apply for funding is likely to be a local community group, Watch schemes, parish councils, charities and voluntary groups.

This does not exclude others from applying as we would like to encourage and support lots of different projects - although the key deciding factor will be how communities in North Yorkshire will benefit.

## What do I need to do to apply?

To apply for the funding, it is important that you have thought through some basics. These include the following:

- How will your project help your community 'Be Safe and Feel Safe'?
- What is the money for and how have you estimated the costs?
- How will you know that the project has been successful?
- Why is the project needed?
- How long will it take to implement and is everything and everyone ready to start?
- Who will be responsible for managing the money and how will you account for it?
- Is there anything that might stop the project from being successful that you think is important for us to know?
- Have you looked at any other sources of funding such as Police Property Act - [www.northyorkshire.police.uk/ppfa](http://www.northyorkshire.police.uk/ppfa)  
Why Should They? or Community Safety Partnership funding?  
[www.northyorkshire.police.uk/whyshouldthey](http://www.northyorkshire.police.uk/whyshouldthey)
- Has the project been funded previously?



## What types of criteria will be considered in making the decision to fund a project?

1. Applications must be able to demonstrate how a community within North Yorkshire will directly benefit, operating solely or mainly within North Yorkshire.
2. Minimum grant of £500 and maximum grant of £20,000 per application.
3. An application must be able to demonstrate how it supports the Police & Crime Plan and in particular, reducing crime and disorder and reducing the fear of crime, typically this could be by:
  - Helping to keep children and young people active and safe
  - Improving the support for vulnerable people, specific groups, such as the elderly, victims of crime and anti social behaviour
  - Bringing together parts of the community that find it difficult to talk to or access each other
  - Working with local people to plan for the future, be safe and feel safe
  - Enabling local communities to look after their own people.
4. Applications must be able to demonstrate community support for the funding.
5. We may make some background checks into individuals and organisations before awarding funds. The types and amount of information we ask for will depend on the sum of money applied for and the nature of the activities it will be put towards.

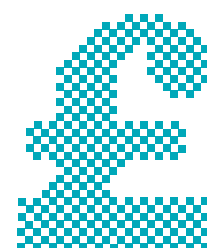
## How will I know if I have been successful?

Once the application has been received, you will receive confirmation of when a decision will be made. The timetable for applications and decision making is detailed below.

Quarter	Quarter Time Period	Submission Deadline	Panel Decision Communication to Applicants
1	April - June 2014	7 July 2014	1 August 2014
2	July - Sept 2014	1 September 2014	26 September 2014
3	Oct - Dec 2014	24 November 2014	19 December 2014
4	Jan - March 2015	23 February 2015	20 March 2015

**Please note:** The quarterly time slots for submissions are to enable a managed approach to the funds available. They do not represent stipulations on when the funds should be spent by. The timescales for delivery of activity and expenditure should be included on your submission and may extend beyond the quarterly time periods.

All applications will be assessed by a panel typically comprising the Police and Crime Commissioner, the Chief Finance Officer and a relevant Safer Neighbourhood Commander and we will confirm in writing whether you have been successful or not.



## Payment details

Once you have received confirmation that your application has been successful, there are a few things you need to prepare for:

- Payment of the grant will normally be made by electronic bank payment (BACS) which will be payable to the named organisation, or if not a formal organisation, to the lead applicant
- You will need to acknowledge receipt of the money and agree any terms and conditions of the grant
- You will need to keep receipts for all purchases that use the grant funding so you can account for how it has been spent
- If you think you need to spend the money differently or for something else connected to the project then we will need to discuss it over the phone, or if it is a major change, in person to ensure we are clear the project will still be beneficial
- The payment method and terms and conditions will be agreed with you at the time the grant is made
- The higher the grant value, the more control you will need to have in place as to how the money is used and spent. We will go through this with you as part of the terms and conditions.

## How will the results be evaluated?

Based on your application, you should be able to confirm the best way to show how successful your project has been e.g. what will be the difference between now and after the money has been spent on your project.

This will determine the basis on which we will evaluate your project, but we may also include other ways of measuring success. This will be agreed as part of the Terms and Conditions of the grant and include things like:

- Timescales for when the project will be evaluated
- Measures that will be used to determine the impact e.g. community surveys, feedback, reductions in anti social behaviour incident, etc
- How has the money been managed and accounted for?

## Contact details

To progress an application for the Community Fund of the Police and Crime Commissioner for North Yorkshire, you:-

- Should complete our on line application form at [www.northyorkshire-pcc.gov.uk](http://www.northyorkshire-pcc.gov.uk)
- If you need these documents to be produced in a different format, then we may be able to arrange this for you.

If you have any questions or need any help then you can email us at [info@northyorkshire-pcc.gov.uk](mailto:info@northyorkshire-pcc.gov.uk) or ask for **Community Fund** through the 101, non-emergency, number.

