

Policing and Community Safety Partnership (PCSP) Small Grants Programme 2024-2025 Guidance Notes

This is a rolling Fund and will remain open throughout the year. There will be regular assessment points, each with a deadline by which applications must be submitted in order to be considered for assessment in that period:

2024 Deadline for Submission of Application 12.00 noon on Friday:	Scoring of Application By PCSP Grants Panel Working week ending on Friday:
26th April 31st May 28th June 26th July 30th August 27th September 25th October 29th November 27th December 31st January 2025	3rd May 7th June 5th July 2nd August 6th September 4th October 1st November 6th December 10th January 2025 7th February 2025

PLEASE NOTE:

PCSP have a specific budget for small grant applications, once the budget has been exhausted or by the 31st January 2025 the grant funding programme will close.

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Author	

Date of Screening of Policy	
EQIA Recommended?	YES/NO
Date Adopted by PCSP	
Date Guidelines Revised	

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1.0 Introduction

Policing and Community Safety Partnerships

Policing and Community Safety Partnerships are statutory bodies established under the Justice Act (NI) 2011. There are 11 throughout Northern Ireland, one in each council area.

Each PCSP has a Policing Committee to take forward specific police monitoring and engagement functions, with the wider PCSP taking forward community safety related functions.

“**Community Safety**” is about developing local solutions to local problems in respect of crime, the fear of crime and anti-social behaviour, enabling a partnership approach to resolving local community safety issues.

Policing and Community Safety Partnerships aim to create safer, shared and confident communities.

What do we do?

Causeway Coast and Glens PCSP aims to make our community safer for all. To achieve this, we:

- **Consult and engage** – with the local community on issues of concern in relation to Community Safety & Policing. The Policing committee has a distinct responsibility to provide views to the relevant District Commander & the Policing Board on policing matters.
- **Identify & prioritise** – the issues & prepare plans of how these can be tackled.
- **Monitor** – A Policing Committee comprising of Elected and Independent members will monitor the performance of the police and work to gain the co-operation of the public with the police when preventing crime.
- **Deliver** – A reduction in crime and enhance community safety in our Borough directly through our own interventions, through work of our delivery groups or through support for the work of others.

The Causeway Coast and Glens Policing and Community Safety Partnership (PCSP) small Grants Programme has been designed to support, promote and develop community safety initiatives throughout the council area. To improve confidence in Policing and raise awareness of the PCSP and the role it plays in the local area.

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1.1 Purpose of Small Grant Programme

The PCSP small grants programme has been developed to provide organisations with up to a £999 grant to organise a project or event that will help prevent, reduce, address crime and help people feel safer in their own communities.

1.2 Grant Amounts

Grants of **up to £999** (Nine Hundred and Ninety Nine pounds) are available towards eligible costs and groups may be limited to one successful PCSP grant application per year depending upon the level of demand.

Please Note: Successful applicants will be able to claim 100% up front before the start of the project and if requested by the Council Funding Unit, will need to provide proof of the expenditure if selected for audit.

1.3 Who Can Apply?

Organisations must be from within or operating within the Causeway Coast and Glens Borough Council area. For the purposes of this programme, only formally constituted organisations which are not-for-profit that are open, accountable and representative of the geographical area which they service, and which promote and enhance Community Safety can apply. Such as:

- Community and Voluntary organisations within Causeway Coast and Glens Borough. Please note NI wide groups can partnership with local groups to apply for this grant.

If you are unsure if you group can apply, please contact one of the PCSP staff team.

Only groups which meet these criteria can apply to the PCSP Grants Programme.

If an organisation is satisfied that it is an eligible formally constituted organisation as outlined above, it **MUST** be in a position to meet the following criteria:

- Be based in the Causeway Coast and Glens Borough Council area or have their main activities based in the Causeway Coast and Glens Council area.
- Be committed to Equal Opportunities in terms of organisational policies and the delivery of services to those being served or represented.
- Be non-party political and open to the full range of local opinion.
- Have appropriate and adequate insurance cover for all activities.
- Ensure that all group activities abide by the law and that the necessary permissions are obtained for activities from the appropriate body/authority.
- Ensure that Child Protection Policy / Vulnerable Adults Policy and Procedures are in place and adhered to as and when appropriate.
- Have a bank/building society account.
- Be able to produce an annual statement of independently audited or certified accounts or be able to present a bank statement in the case of newly established groups.
- Have arrangements in place for dispersing the group's funds if they dissolve/end.
- Agree to Causeway Coast and Glens PCSP's promotion, monitoring, evaluation, and training procedures as required.
- Be prepared, if requested, to showcase your project to others and PCSP members via a media your group feels comfortable with, such as slide show, scrap board, story board, video etc.

1.4 Terms and Conditions

- The Project **must** acknowledge the PCSP funding in all information, press releases, interviews and articles about the project and on any leaflets for promotional purposes. The PCSP Logo is available under grants on Causeway Coast and Glens Council website.

- Any item of Clothing or printed/embroidered items must have the PCSP logo on them.
- Invitation **must** be extended to members of the PCSP to attend any public or significant events during the life of the project. Please inform PCSP officers of the dates ASAP to ensure availability of members to attend.
- PCSP members will attend to monitor and review your project.
- Any incident or issue that may bring the reputation of the PCSP into disrepute **must** be relayed immediately.
- Alterations to the project **must not** be made without prior consultation and written agreement from the PCSP Manager/Officer.
- All PCSP monies must be spent within the Causeway Coast and Glens Borough unless it is deemed best value to purchase outside the borough or that provision/service/product is not available within the Borough.

Please Note:

The PCSP Scoring panel marks applications solely based on the information contained within your application form.

The PCSP Scoring panel have the right to scrutinise &/or query any group's application regarding value for money for their proposal/project.

1.5 Who cannot be funded through the PCSP Grants Programme: -

It is important to note that this funding programme will not award grants to the following: -

- Individuals
- Groups operating outside the Causeway Coast and Glens Borough Council area
- Organisations with charitable fundraising as their main focus or organisations which are using the project as part of their own fund raising.
- Political Organisations
- Organisations or groups that have substantial, demonstrable unrestricted reserves.

1.6 What if an organisation is not eligible?

If an organisation is not eligible for funding through Causeway Coast and Glens PCSP Grants Programme, organisations should contact a PCSP officer who will help signpost to other sources of funding.

1.7 General Principles when Applying to the PCSP Grants Programme

The following general principles will apply to Causeway Coast and Glens Borough Council's administration of the grants programme. Council is committed to distributing available grants fairly, efficiently and effectively. These principles are in line with Council's **Grant Funding Policy**.

- **Eligibility:** - Applications to the Council for funding, within the context of the PCSP Grants programme, will only be open to properly constituted groups with memorandum of articles. Evidence that a constitution/memorandum of articles has been formally adopted must be supplied.
- As each grant fund is limited and subject to availability of funds, this is a competitive process, and all grant awards will be determined based on merit. Applicants are advised that organisations that have been successful in securing Council funding in the past will not automatically be guaranteed funding in the future.
- It is a prime responsibility of the Council to ensure the proper and efficient use of and accountability for public funding. To this end, applicants will be required to provide relevant and accurate supporting information when applying for grant aid. Any group successful in securing funding will be registered on the Government Funding Database.
- Applicants must demonstrate that their proposal for funding is based on clearly identified local need, and that they can meet the specific criteria of the PCSP small Grants Programme.
- Applicants must demonstrate their commitment to promoting Equality of Opportunity and Partnership Working.
- In the interests of transparency, equality and accountability, all applicants will have a right of appeal should their application be rejected.

1.8 Exclusions

To avoid duplication of funding, if the project activities and / or expected results are deemed to be more closely aligned with the responsibility of other Council Departments (e.g. The Good Relations programme), then the PCSP grant application will be declined and the organisation signposted to the relevant Council department.

What cannot be funded through the PCSP Grants Programme: -

In general, the following will not be eligible for funding: -

- Proposals that do not directly benefit Causeway Coast & Glens Borough Council residents
- Applications for funding which are considered to be the responsibility of another statutory organisation or Council fund. i.e. Statutory duties
- Expenditure occurring in advance of award
- Activity of a political nature
- Contingencies
- Applications where the applicant will have a personal financial benefit
- Costs that are not auditable e.g. cash payments unsupported by an approved petty cash system
- Salaries and costs directly attributed to salaries will be deemed ineligible as this is a grant for project costs
- Costs towards ongoing running costs (e.g. electricity, rent, insurance etc.)
- Building costs/capital expenditure
- Costs towards banking charges and / or repayment of debt.
- Costs that can be claimed back from elsewhere e.g. VAT.
- Festivals /Carnivals
- Commemorative/anniversary events
- Religious services
- Alcohol
- Gifts, prizes & donations
- Travel outside Northern Ireland

2.0 Filling out the application form

Applications should be submitted online at www.causewaycoastandglens.gov.uk
Guidance on completing the application online is provided on the web-site link.
Hard copies can be made available. Please contact the Central Funding Unit on email grants@causewaycoastandglens.gov.uk

All questions must be completed as fully and concisely as possible. Please see below for help in completing your application:

Q1 What is your project/event?

Q2 How will it help prevent, reduce, address crime and help people feel safer in your community?

and

Break down of the costs of the project.

3.0 Assessment Process Overview

Every application that we receive requesting a grant from the PCSP will be assessed for the following:

- to ensure that the organisation is eligible to apply,
- for reassurance of each organisation's capacity to deliver the proposed activities within the agreed timeframe and budget,
- the feasibility of the described activities to deliver the expected results
- how the expected results can answer question 2.

The overarching assessment framework for each application stage is detailed below.

3.1 Assessment

If the organisation, based on the information supplied, is not able to satisfy the Council of their eligibility to draw down funds, they will be advised of specific omissions / shortcomings and how these can be addressed to help prepare them for any future funding requests.

The questions in the application are scored and weighted.

The score awarded in the assessment process will determine if a group is successful in receiving funding.

3.2 Scoring Criteria

Questions 2 and costs breakdown will be scored out of 5 as detailed below:

Q	Criteria	Score out of a possible 5	Weighting	Possible Score
1&2	What is your project/event? How will it help prevent, reduce, address crime and help people feel safer in your community?		X16	80
	Reasonable costs for project/event		X4	20
				100

Applications must score **65%** or above to avail of funding.

In the event of over subscription, applicants will be ranked according to the score obtained and available funding will be allocated to the highest-ranking applications during that funding cycle.

Applicants who have not scored over 65% will be advised that they have been unsuccessful on this occasion.

3.3 Final Award

When the scores are finalised by the PCSP Board member's panel, the successful/unsuccessful applicants will be notified by the Funding Unit.

3.4 What happens if an application is successful?

Upon notification by the Funding Unit of your group's application being successful, you must contact the PCSP officer to arrange your project planning session, before activities can commence.

Once the project planning session has taken place and the relevant document submissions made to PCSP, the Council will issue a Letter of Offer which is a legal agreement with the organisation to deliver on the proposals outlined in their application form.

Letters of Offer MUST be accepted within 14 days of receipt.

PCSP members will also make unannounced visits throughout the lifetime of your project to independently check activities and to gain more knowledge of how the PCSP funding is helping address local community safety needs. They will be visiting in an observation role and no documents will need to be prepared.

3.5 What happens if an application is not successful?

If an application is not successful, PCSP officers will provide feedback to the applicant organisation on request.

An Appeals Process / Review Procedure is also available if an application is unsuccessful. The purpose of this is to ensure that the decisions taken, and procedures followed are applied fairly and consistently.

The Review will provide an independent process through which an applicant will have the opportunity to demonstrate to the Review Panel that either:

- the outcome was unreasonable or
- that the proper procedures were not followed

Appeals on any other grounds will not be considered.

4.0 Late Applications

It is the responsibility of each applicant to ensure that their application is submitted prior to the advertised time and date of closing. Applications received after the closing time/date will not be considered for funding. No exceptions will be made and there is no recourse to appeal.

5.0 Government Funding Database

Please be aware we are required our funders to check the Government Funding Database (GFD) prior to making awards in order to avoid duplication of funding. If registered on GFD we ask you to state your organisation's Unique Reference Number (URN) to help with this process.

Appendix 1

Data Protection Act

- We will use the information you give us on the application form during assessment and for the life of any grant we award you to administer and analyse grants and for our own research.
- We may give copies of this information to individuals and organisations we consult when assessing applications, when monitoring grants and evaluating the way our funding programmes work and the effect they have. These organisations may include accountants, external evaluators and other organisations or groups involved in delivering the project.
- We may also share information with other government departments, organisations providing match funding and other organisations and individuals with a legitimate interest in applications and grants, or for the prevention or detection of fraud.
- We might use the data you provide for our own research. We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law.

Freedom of Information Act

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold, subject to certain exemption that may apply. This includes information received from third parties, such as, although not limited to, grant applicants, grant holders and contractors. If information is requested under the Freedom of Information Act we will release it, subject to exemptions, although we may consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply. For further information please visit the Information Commissioner's Office at www.ico.gov.uk.