

ARDS AND NORTH DOWN POLICING AND COMMUNITY SAFETY

Small Grants Application Pack

Applications to be submitted before 4pm Monday 4th April 2022.
Late applications will not be considered.

Please email your completed application in pdf format to
pcsp@ardsandnorthdown.gov.uk.

Policing Community Safety Partnership **Small Grants Guidance Notes 2022-23**

Programme Information.

The Policing Community Safety Partnership (PCSP)

The PCSP is a Committee consisting of local Councillors, independents and statutory agency representatives funded by the Department of Justice and the Policing Board. The aims of the PCSP are to improve community safety by tackling crime and anti-social behaviour and to support initiatives which seek to increase confidence in Policing. Each year the PCSP Committee agree an Action Plan which includes the creation of a small grants programme to fund local initiatives aimed at addressing levels of Anti-Social Behaviour (ASB). Currently the new 2022 – 2023 action plan is being reviewed by the DOJ and Northern Ireland Policing Board with approval expected in April / May 2022. The total amount allocated to the small grants programme is £30k with the maximum amount to be awarded to each project £5K.

Please note that funding for successful applicants is conditional and subject to the necessary budgets being secured by the PCSP.

The ASB Small Grants Programme

Diversions and detached youth engagement projects targeting areas of ASB need within the Borough. The purpose of these small grants is to develop community safety awareness amongst young people to tackle ASB in local neighbourhoods and encourage positive lifestyles.

Projects must demonstrate that they address ASB in hotspot areas where groups gather and engage in a range of negative behaviour including substance abuse, criminal damage, disruption, nuisance, street drinking, trespassing, drug trafficking and rowdy or inconsiderate behaviour.

Details of PSNI recorded ASB incidents in the Borough can be accessed by going online to the Police web site below.

Enter the post code of the target area and edit the crime type and time period to highlight hotspots and trends.

<https://www.police.uk/pu/your-area/>.

Applications will be assessed by a PCSP panel and recommendations will be considered by the PCSP Committee.

During the past year projects funded by the PCSP small grants programme have included mid night soccer, after schools' projects in ASB hotspot areas and supporting youth work in Comber and the peninsula targeting detached teenagers.

The PCSP committee are aware of the challenges facing organisations post Covid 19 adhering to guidelines whilst delivering group work programmes, all successful applications must be delivered within Government Guidelines.

All successful applications will be reviewed before Letters of Offer are issued regards their deliverability against current Covid 19 guidelines and any amendments to the project will be mutually agreed.

Scoring of applications

Your responses for each of the 6 questions will be given a score out of 5 using the scoring matrix detailed in the table below.

Each question will have a weight and the score converted into a percentage. The maximum percentage when all scores are calculated will be 100%. For example, question 1 will be scored using the matrix below and the score of 5 as an example multiplied by a weighting of 6 to support a value of 30%, a score of 4 would equate to 24% etc. Note that all questions are weighted differently, the value indicated beside the question title.

Measure	Score
Excellent response that meets the requirement. Indicates an excellent response with detailed supporting evidence and no weaknesses.	5
A good response that meets the requirement with good supporting evidence. Demonstrates good understanding of the requirement.	4
The response generally meets the requirement but lacks sufficient detail to warrant a higher mark.	3
A response with reservations. Lacks convincing detail to demonstrate that the proposed response will meet the requirement.	2
An unacceptable response with serious reservations. Very limited detail to demonstrate that the proposed response will meet the requirement.	1
The applicant failed to address the question.	0

If you require further information contact Alan McCay 07748148796 or email pcsp@ardsandnorthdown.gov.uk.

Project Performance Measures

The projects which will be funded through the PCSP small grants programme are required to submit OBA progress reports against agreed performance measures. These are defined in 3 categories and form the basis of a mandatory quarterly reporting process.

Measure	Description	Examples
How much did we do?	The number of sessions, events or activities that took place and the number of people who engaged in the project being supported.	14 sessions were delivered 50 young people were engaged
How well did we do it?	This is always a percentage and relates to levels of change or engagement.	% of the young people were satisfied with the quality of programme % of the target group fed back that they had increased awareness of ASB issues
Is anyone better off?	This will relate to the change in levels of ASB in the community targeted. It can also relate to the changes in the number of people who will for example have an increased awareness regarding the consequences of ASB or an increased knowledge of the risks and harm caused by excessive drink and drugs	No & % reduction in ASB in a hot spot area No & % of participants with increased awareness re the consequences of ASB No & % of participants with an increased knowledge of the risks and harm caused by excessive drink and drugs No & % of participants who will change behaviour etc. No & % participants with increased confidence in PSNI following engagement No & % participants more likely to engage with PSNI following engagement

Policing Community Safety Partnership
Small Grant Application Form 2022-23
(For Projects that address levels of Anti-Social Behaviour in hotspot areas within
the Borough as defined under section 2.2.4 of the new
PCSP action plan 2022-2023)

Ref No (for Council use):

Please read guidance criteria before applying

*(*all sections must be completed)*

Name of Group*	
Name of Contact person*	
Postal Address of Contact person*	
	Postcode
Telephone Number*	Home Work Mobile
Email address*	

About your proposal

What is the name of your project?		
When do you expect your project to happen?	Start	Finish
<i>Please note projects should be completed by 1st March 2023 with claims and supporting information submitted to Council within 2 weeks of project closure.</i>		
How many people do you expect to participate in your project?		
What Electoral Ward/ Postcode will your project cover?		

Q1 Please provide a short description of your proposal:(max value 30% weight of 6)

Guidance Notes

Tell us what you want the grant for:

- What do you intend to do?
- Detail the activities that will take place.
- Age of the young people
- Location of the ASB hotspot.
- How will you engage effectively with the target group?
- Detail how you will publicise and acknowledge funding provided by the PCSP.
- What other agencies will you work with?
- How will you work with other agencies such as the Police and PCSP Community safety team?

What we fund

Venue hire
Facilitation
Volunteer expenses
Programme resources
Small items of equipment
Travel costs
Activity costs
Detached youth worker staff

What we don't fund.

Consultancy
General youth work with no clear link to impacting ASB
Vehicles
Repairs and building maintenance
Capital expenditure.

Q 2: Demonstration of need – (max value 10% weight of 2)

You must demonstrate that there is a need for your proposed project, and how this has been demonstrated? You should support your answer using community surveys, public meetings, focus groups and/or external statistics such as PSNI ASB or Neighbourhood statistics, community plans and local knowledge or history of ASB in the targeted area.

e.g.

“During the past 12 months there have been a weekly gathering of 40 young people aged 12-18 at the square littering, creating noise and disturbing the local community. I attach a press cutting and email from local police officer.

Guidance Notes

Question 1

The Funding is only for a project addressing ASB primarily in existing hotspots.

You need to clearly tell us how this project meets that criteria.

Please feel free to attach any relevant documents to support your application.

Give details of the ASB

Is it an ASB Hotspot and why?

Give details of number and frequency of incidents

Provide details of the involvement of other agencies such as the Police or Community Safety Team

Use police statistics, newspaper articles or primary research. e.g. local survey information from residents' groups, youth leaders etc.

Q 3: Outputs and Activities, – (max value 20% weight of 4)

You must define the number and range of activities that will take place see Project Performance Measures on page 4.

e.g.
9 detached sessions will be delivered in High Road Estate with 25, 14-15-year olds.
We will deliver 4 sessions with 12 young adults aged 16-18 discussing ASB in the

Guidance Notes

Question 3

Be specific about sessions, numbers attending, ages content and duration of programme

Q4: Outcomes and Impact. – (max value 20% weight of 4) You must demonstrate clear, realistic and measurable outcomes and impacts which you expect from the project linked to the performance measures defined on page 4

e.g. The project will see the following.
28 young people & 100% of participants with increased awareness re the consequences of ASB
14 young people & 80% of participants with an increased knowledge of the risks and harm caused by excessive drink and drugs
80 young people & 90% of participants who will exhibit changed behaviour etc.

Question 4

We are looking for you to tell us what the project will specifically achieve during its lifetime.

e.g. People no longer gathering at a hot spot.

individuals previously involved in ASB integrating into the local community

Groups using other facilities and no longer causing a nuisance in a place.

Q 5: Financial viability – (max value 10% weight of 2)

You must submit an accurate financial proposal with a clear breakdown of “total” project costs. You must also acknowledge any other grant funding or income and the source of the grant aid. Your proposal must represent value for money.

(grant applications will be considered up to a maximum of £5,000)

Expenditure Details	Total Cost £	Amount Requested from Ards and North Down PCSP (Max of £5000)
Hire of premises for 9 weeks (October-December) @ £50 per week	E.g. £450.00	E.g. £3000
Entry fees for 18 young people and 2 leaders @ £5 each x 2 events= £200	E.g. £200.00	E.g. £200.00
Totals		
If the cost of the project is more than you have applied for, have you identified the rest of the funding you need?		<input type="checkbox"/> Yes <input type="checkbox"/> No
(b) Amount Pending		£

Guidance Notes

Question 5 be clearly listed with an overall total for project cost provided.

Clearly state the total amount of money required from the Ards and North Down PCSP.

This question will be scored, and we seek precise details as detailed in the examples.

Question 6

MONITORING AND EVALUATION – – (max value 10% weight of 2)

How will you monitor the project to demonstrate?

- Appropriate performance indicators i.e. milestones, targets
- Monitoring i.e. evidence of activities
- Evaluation i.e. measuring the effectiveness/benefits and beneficiaries
- Quarterly cumulative projection of progress
- End of project evaluation report

Have you applied for or are you currently in receipt of funding for your project from any other funders? (Please tick appropriate box)

Yes No

If yes, please complete the following table:

Note: - Ards and North Down Community Safety Partnership may seek evidence of letters of offer at a later point.

Project Title	Name of Funder	Amount £	Applied for & Date Confirmation Expected	Awarded

Guidance Notes

Question 6

Use of questionnaires with young people.

Records of nightly programme

Sign in records

Volunteer /participant feedback

Evaluation sheets following event delivery

Team meetings

Evidence of programme activity, pictures, video, written material.

Please provide details of all funding that your group has applied for or that your group is currently in receipt of from other funders for your project.

Declaration:

I confirm that, to the best of my knowledge and belief, all the information in this application form is true and correct. I understand that you may ask for more information at any stage of the application process.

Signed:

(If submitting electronically, please type name

Position in organisation:

Section G

ENCLOSURES CHECKLIST

Have you previously uploaded the following on the Government Funding Database (GFD)? If not have you enclosed them with your fully completed application? Failure to provide all essential documents will result in application not being considered.

Essential documents required	Attached or additional information
Group Constitution (signed and dated)	
Bank details: copy of original latest bank statement	
Full list of current Office Bearers including full contact details of 2 office bearers	
Annual Report including Accounts, Bank statement or inaugural Meeting minutes	
Copy of current public liability insurance and employer liability if relevant.	

Safeguarding

Do you have a safeguarding children and young people policy and or Adults who may be vulnerable policy? Yes/No (please attach)

Have all staff and volunteers with direct access to children and /or vulnerable adults been Access NI checked? Yes/No

Declaration

I/We hereby agree that the above documents will be:

- (i) held on the **Government Funding Database (GFD)** and are the most up to date and fit for purpose for this application period; **Y/N**
- (ii) We agree these documents may be made available to other public sector funders via the GFD. **Y/N**

I/We declare that all the information given is correct.

I/We declare that the group's financial procedures include adequate safeguards against fraudulent or corrupt actions.

I/We declare that no changes will be made to any of the proposals/ activities without the prior approval of Ards and North Down Borough Council.

I/We declare that if successful we will meet with the PCSP Management team to discuss the best way to complete a programme evaluation ensuring the project level outcomes are achieved.

I/We declare that we will acknowledge the Council as funders in any publicity if our application is successful.

It is understood that monies will only be paid out on the production of all original receipts and bank statements. Any grant funding deemed ineligible or not spent will be repayable to Ards and North Down Borough Council.

Signed: _____ **Date:** _____

Position in Group: _____

CLOSING DATE

The deadline for submitting fully completed grant applications is: 4.00pm on Monday 4th April 2022. Late applications will not be considered

Due to Covid restrictions applications are to be emailed in pdf format with all documents listed in section G to pcsp@ardsandnorthdown.gov.uk

In the subject box of the email insert “ASB Small Grant Application”

Applications received after this time will not be considered.

Confirmation of receipt of an application will be sent within 2 working days

NOTICE TO ALL APPLICANTS:

THE RESPONSIBILITY TO PROVIDE SUFFICIENT DETAIL IN ANY APPLICATION FOR COUNCIL’S CONSIDERATION RESTS WITH THE APPLICANT.

SUPPORT AND ADVICE

If you would like to discuss your proposed project, please contact the PCSP management team on 07748 148 796 or email pcsp@ardsandnorthdown.gov.uk

This form is available in other formats on request.

DATA PROTECTION STATEMENT

Ards and North Down Borough Council values your right to personal privacy. Personal information provided to the Council is processed in order to fulfil its obligations under the Together: Building a United Community Strategy. Personal information will not be shared with any other organisation, unless there is a legal requirement to do so, and will be held for a period of seven years. All information will be processed in accordance with the Data Protection Principles.

You have a right to see and review the personal information held on you. If you wish to request your personal information or have a data protection query, please contact the Council's Data Protection Officer), stating clearly who you are and the nature of your query to:

Data Protection Officer,

Ards and North Down Borough Council,

Town Hall

The Castle

Bangor,

BT20 4BT

Email: dataprotection@ardsandnorthdown.gov.uk or tel: 0330 013 3333.

FREEDOM OF INFORMATION / ENVIRONMENTAL INFORMATION REGULATIONS STATEMENT

Ards and North Down Borough Council is subject to the terms of the Freedom of Information Act 2000 and Environmental Information Regulations 2004. Any information, which comes into the possession of the Council will be subject to disclosure under the provisions of the Act and Regulations, unless an exemption applies. Only the Council can make a decision regarding whether information is disclosable or not. In arriving at a decision, the Council will take account of the nature of the information, exemptions provided for in the legislation, opinions of affected third parties where it is considered appropriate and, where applicable, the public interest. If the information is disclosable, the Council has no discretion to prevent its disclosure.

Applicants should be aware that the information submitted in their Application could be disclosed in response to a request under the Freedom of Information Act or Environmental Information Regulations. The Council will proceed on the basis of disclosure unless an appropriate exemption applies.

Applicants should highlight any information that they include within their Application which they consider to be commercially sensitive or confidential in nature and should state the precise reasons why that view is taken.

The decision whether to disclose information rests solely with the Council, however, the Council will consult with Applicants where it is considered appropriate.

I acknowledge the Council's position in respect of the Freedom of Information Act and Environmental Information Regulations.

Signed..... **Date**.....