**ARDS AND NORTH DOWN**

**POLICING AND COMMUNITY SAFETY**

**Small Grants Application Pack 2025-2026**

(Including Guidance Notes)

**PLEASE NOTE THE FUNDING FOR SUCCESSFUL APPLICANTS IS CONDITIONAL ON AND SUBJECT TO THE NECESSSARY BUDGETS BEING SECURED BY THE PCSP**

Applications to be submitted by 4pm on Tuesday 29 April 2025.

Late applications will not be considered.

**Please email your completed application in PDF format to**

[**pcsp@ardsandnorthdown.gov.uk**](mailto:pcsp@ardsandnorthdown.gov.uk)

Policing Community Safety Partnership

**Small Grants Guidance Notes For 2025-2026 Financial Year**

**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 with a focus on diversion and prevention. Its purpose is to fund local initiatives aimed at addressing local issues under **Strategic Priority 2.** Subject to approval by the DOJ and Northern Ireland Policing Board, the new Ards and North Down PCSP 2025– 2026 action plan has allocated £54k to the small grants programme. **Applicants may apply for any amount between £1000 and £5000.**

**Strategic Priority 2: To improve community safety by prioritising and addressing local community safety issues, tackling crime and anti-social behaviour through:**

* Utilising the partnership created by the statutory, elected, and independent/ community membership of the PCSP to initiate and lead work to improve community safety and tackle ASB locally.
* Working in partnership to develop outcome and locality focused interventions to address the most pressing crime types and behaviours impacting local community safety, as evidenced by local need, with appropriate targets and indicators so that impacts can be measured.
* Drawing on best practice, promote early intervention and collaborating effectively to improve PCSP-supported projects and programmes that address the underlying causes of ASB, crime and the fear of crime in the community, including, where appropriate, a focus on changing behaviours.
* Enhancing safety and feelings of safety, in particular for those who might be more vulnerable.
* Engaging with partners in the district, to horizon scan to respond to and re-direct resources to respond to emerging local community safety issues.
* Having cognisance of the Community Safety Framework in developing local plans, and providing a feedback loop to the Community Safety Board on local

issues to inform community safety policy development – and vice versa; and

Providing comprehensive community input into decision making processes about tackling actual and perceived anti-social behaviour and giving feedback to the community on the effectiveness of interventions on meeting outcomes.

Applications are invited from individuals/communities that can help address some of the following local issues through creative and innovate solutions and focusing on community engagement.

* ASB - Projects must demonstrate that they can help reduce ASB in areas where groups gather and engage in a range of negative behaviour eg diversionary activities, information sessions, awareness raising, consequences of negative behaviour and the impact on the victims.
* Drugs and Alcohol Abuse - To deliver initiatives which will raise awareness of the impact of drug and alcohol misuse within our communities. Identify local and emerging issues eg vaping and the long term damage it may have.
* Hate Crime - Raise awareness of the types of hate crime and hate incidents and the impact on the victim and the perpetrator. Encourage victims to report hate crime. Identify projects/ activities that will integrate communities regardless of race, age, religion.
* Cyber Crime – To deliver initiatives to raise awareness of cybercrime to all ages including sextortion and scams, eg what is cybercrime, the impact it could have and how to recognise the signs of fraud and exploitation.
* Road safety - Safety awareness project to include road and pedestrian safety and the dangers associated with reckless driving and speed.
* Youth Engagement – Initiatives and diversionary activities to engage youth on the dangers associated with any of the above

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

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

Enter the PSNI as the police service you are interested in and ask for data on the Newtownards area which will show you the overall crime mapping for PSNI C district.

You can then check out the data for target area you are interested in and edit the crime type and time to highlight hotspots and trends.

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

The PCSP committee are aware of the challenges facing organisations delivering activities howeverall successful applications must be delivered within appropriate legislation including safeguarding guidelines.

**Scoring of Applications**

Your responses for each of the 5 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 Emma Keenan on 07748148796, or email the PCSP officers at [pcsp@ardsandnorthdown.gov.uk](mailto: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 participants who had increased awareness of negative behaviour  % of participants who were satisfied with the quality of programme |
| Is anyone better off? | This will relate to the change in the community targeted. It can also relate to the changes in the number of people who will eg have an increased awareness regarding the consequences of negative behaviour and associated risks | No & % of participants with improved awareness and understanding of what negative behaviour is    No & % of participants with increased awareness of the consequences of negative behaviour and associated risks  No & % of participants with changed behaviour. |

Policing Community Safety Partnership

Small Grant Application Form

2025 - 26 Financial Year

Projects that will address local issues through workshops/ talks/ activities and community engagementwith a focus on diversion and prevention in areas within the Borough as defined in Strategic Objective 2 PCSP action plan 2025-2026

Ref No ***(for Council use)***:

## Please read guidance criteria fully 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\* |  |
| Alternative Contact Person\* |  |
| 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 |
| What Electoral Ward/ Postcode will your project cover? |  | |
| Total Amount Requested from PCSP |  | |
| ***Please note projects should be completed by Friday 28th February 2026 with claims and supporting information submitted to Council within 10 days of project closure. This is to allow the PCSP to meet the end of year financial deadline.*** | | |

**What theme will your project address** (place an X in at least 1 of the boxes)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Anti-Social Behaviour |  | Hate Crime |  | Road Safety |  |
| Drug & Alcohol Initiatives |  | Cyber Crime |  | Youth Engagement |  |
| Other (please give details |  |  | | | |

**Target Age Group** (Place an X in at least 1 of the boxes)

|  |  |  |  |
| --- | --- | --- | --- |
| 7-11 |  | 18-25 |  |
| 12-17 |  | 25+ |  |

**How many people will the project benefit?** (Place an X in the relevant box)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 0-10 |  | 11-20 |  | 21-30 |  |
| 31-40 |  | 41-50 |  | Over 50 |  |

**Q1: Please describe your proposed project in detail** - (max value 30% weight of 6)

|  |
| --- |
| e.g. *include information of the sessions / activities to be delivered, approx. dates, who will be involved, and content* |

**Please list any partners the programme will work with:**

|  |  |  |
| --- | --- | --- |
| **Name of Organisation** | **Contact Name** | **Role** |
| *e.g., PSNI* | *Area Commander* | *Designated PSNI officers to deliver updates.* |
| Council / PCSP |  |  |
| Local community group |  |  |
| Seniors group |  |  |
| Others |  |  |

**Q2: Demonstration of need** – (max value 20% weight of 2)

Please demonstrate clearly the need for your proposed project and the negative behaviour it will help address. Support your answer using recent community surveys, or recent public meetings, focus groups and/or external statistics such as PSNI or Neighbourhood statistics.

|  |
| --- |
| *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.* |

**Q3: What are the expected outputs and activities?** *(The outputs are general, and the targets are more specific; defining the numbers of people engaged, Dates are approximate). -* (max value 20% weight of 4)

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Outputs** | **Specific Targets (Numbers/Data)** | **Dates** |
| 1 | Numbers attending project | *e.g. 12 young adults aged 14-18* |  |
| 2 | Numbers of activities/ sessions/ workshops delivered | *e.g. 4 sessions discussing negative behaviour. 1 diversionary activity to reduce negative behaviour* |  |

**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 5.

|  |  |  |
| --- | --- | --- |
| **No** | **Outcomes** | **Data** |
| 1 | **How much did we do?** *(Plan of sessions)*   * # Of schools / students / individuals engaged   # Of workshops/ sessions/ activities held | *e.g. 25 young people aged 14-18, 4 workshops, 1 activity.* |
| 2 | **How well did we do it?** *(e.g., a list of people attending each session)*  # Of participants who had increased awareness of negative behaviour  # Of participants who were satisfied with the programme | *e.g. 20 young people had an increased awareness of negative behaviour.*  *20 participants were satisfied with the programme.* |
| 3 | **Is anyone better off?** *(e.g., use questionnaires to gather feedback)*  # & % of participants with improved awareness and understanding of what negative behaviour is  # & % Of participants who had increased awareness of the consequences of negative behaviour | *e.g. 20 / 80% of participants had improved awareness and understanding. 20/80% of participants had increased awareness of the consequences of negative behaviour. 10/40% of participants would change their behaviour.* |

**Q5: 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. Note that all successful applicants will be required to be on the Government funding Data Base and the PCSP will require your unique reference number. This requirement is to prevent ineligible double funding.

**Detailed breakdown of Project Costs:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Expenditure Details** | **Quarter 1 – Apr – Jun 2025** | **Quarter 2**  **Jul - Sept 25** | **Quarter 3**  **Oct - Dec 25** | **Quarter 4**  **Jan – Feb 26** | **Total Cost £** | **Amount**  **Requested from AND PCSP**  **£1000 - £5000** |
| *e.g: Hire of premises for 9 weeks Oct- Dec @ £50 per wk* |  |  | *E.g. £450* |  | *E.g. £450* |  |
| *e.g: - Entry fees for 18 young people and 2 leaders @ £5 each x 2 events* |  |  | *e.g. £200* |  | *e.g. £200* |  |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
| **Overall Total** |  |  | *£650* |  | *£650* |  |

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 Policing and 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** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Future funding may be withheld if any required closing documentation is still outstanding for previous grants administered by Ards and North Down Borough Council, including invoices, receipts, accounts, bank statements and evaluation reports.

Grant retention

10% of the award may be withheld until the applicant has submitted all financial claims and monitoring information.

Publicity post award

Grant recipients are required to:

• Acknowledge the Council’s and PCSP grant support in all press releases and publicity material including social media

• Include the following statement on all printed material “Supported by Ards and North Down Borough Council and Ards and North Down Policing and Community Safety Partnership”

Where grant recipients do not comply with the Council’s publicity requirements, 10% of the total grant awarded may be withheld.

**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:

|  |
| --- |
|  |

Please email the completed form to [pcsp@ardsandnorthdown.gov.uk](mailto:pcsp@ardsandnorthdown.gov.uk):

**Private & Confidential**

Policing and Community Safety Partnership

Ards and North Down Borough Council

Signal Centre

2 Innotec Drive

Balloo Road

Bangor

BT19 7PD

## **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** |
| Most Recent 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 |  |
| Latest 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:

1. held on the **Government Funding Database (GFD)** and are the most up to date and fit for purpose for this application period; **Y/N**
2. 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.

I/We declare that I/we shall comply with all relevant data protection obligations including those imposed under the UK GDPR and the Data Protection Act 2018.

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 Thursday 29th April 2025. Late applications will not be considered.

**Applications are to be emailed in pdf format with all documents listed in section G to** [pcsp@ardsandnorthdown.gov.uk](mailto:pcsp@ardsandnorthdown.gov.uk)

**In the subject box of the email insert “PCSP Small Grant Application 2025 - 2026”**

**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 RESPONSIBILTY 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](mailto:pcsp@ardsandnorthdown.gov.uk)

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

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 UK GDPR and DPA 2018.

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](mailto:dataprotection@ardsandnorthdown.gov.uk) or tel: 0330 013 3333.

**FREEDOM OF INFORMATION / ENVIRONMENTAL INFORMATION REGUALTIONS 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…………………...**