

Guidance notes for the Policing Committee Grants for North and East Belfast District Policing and Community Safety Partnerships

1. Introduction to Belfast Policing and Community Safety Partnership (PCSP)

PCSPs are local bodies made up of Councillors and independent people from each council area who work to make communities safer, and to ensure that the voices of local people are heard on policing and community safety issues. Their aim is to empower communities to develop solutions that will help to tackle crime, fear of crime, antisocial behaviour and to build confidence in policing.

PCSPs work with the community to identify issues of concern in the local area and prepare plans to deliver practical solutions with funding from the NI Policing Board and the Department of Justice (DoJ), Community Safety Unit. They also work in partnership with other organisations which contribute to community safety in the area.

The Belfast District PCSPs are made up of six Elected Members, appointed by their respective parties on Council, and five Independent Members, appointed by the Northern Ireland Policing Board (NIPB), after a public appointments process.

All Partnerships include seven statutory organisations:

- Belfast Health and Social Care Trust (HSCT);
- Education Authority for Northern Ireland (EANI);
- Northern Ireland Fire and Rescue Service (NIFRS);
- Northern Ireland Housing Executive (NIHE);
- Police Service of Northern Ireland (PSNI);
- Probation Board for Northern Ireland (PBNI); and
- Youth Justice Agency (YJA).

2. Overview of Policing Committee Funding

The main aim of the Policing Committee Grants is to improve confidence in policing by increasing engagement with the police to improve community safety locally. DPCSPs have ring-fenced funding to support projects and initiatives with these objectives. Funding is therefore being made available to community groups for work that;

- increases confidence in policing,
- improves engagement with the police, and/or
- increases the likelihood of reporting crime.

The grants aim to provide an opportunity for groups to respond to local issues with funding of up to £2,000 available per project. Up to 2 grants can be provided per

group, per year, however the projects which you apply for must be different from each other.

Policing Committee Grants are only available in North and East Belfast. The grants are open all year and will be considered on a rolling basis but activity must be completed by 20th March 2020. The availability of funding for these grants will be reviewed by DPCSPs throughout the year.

Following successful delivery of a Policing Committee Grant, groups may wish to progress to applying for a PCSP Small Grants for more significant projects. These grants open twice per year with up to £5,000 available per project. Further details can be found at:

<http://www.belfastcity.gov.uk/community/grantsandfunding/grantsandfunding.aspx>

3. Applying for a Policing Committee Grant

It is important to remember that we assess your application on the information you provide. We will not take into account any information that you do not include in this application.

Your responses should be well structured and clearly linked to the question. We recommend you use bullet points and headings where possible.

Officers can meet with you to give advice and guidance on your application and/or project plan. Contact us at pcsp@belfastcity.gov.uk or 02890 270537.

The project must actively involve the PSNI in its delivery and the application must be signed by the Neighbourhood Inspector for your area. If your organisation is a community or voluntary group, you must provide your constitution or governing document. All groups must provide a list of their current management committee or board of directors.

Where possible we would prefer that the initiative for these projects comes from community or voluntary groups within local areas. *However*, we recognise that this may not always be possible and as such we will consider applications from statutory organisations providing they demonstrate community involvement in the delivery and are for initiatives or work that is judged to be additional to their statutory duties and are non-profit making. Applications from statutory bodies must also include endorsement and signature from a Neighbourhood Inspector.

Individuals involved in the delivery of the project, that is, staff, volunteers or board members of the applicant organisation, cannot benefit personally from the award of this grant. This means that they cannot be paid for the provision of goods or services from the grant.

It is also unlikely that you will receive funding if you have previously received a grant from us that was not managed satisfactorily or was not completed. This includes if you did not send us the monitoring and evaluation forms within the agreed timescales or if you did not seek approval for changes to your project.

4. Application and assessment

Application forms can be downloaded from www.belfastcity.gov.uk/PCSP and either emailed or posted to us using the following details:

Email: PCSP@belfastcity.gov.uk
Post: Policing Committee Applications
Policing and Community Safety Partnership (PCSP)
Belfast City Hall
Belfast
BT1 5GS

Either way, it is important that you check that your application has been received by us and so a receipt should be requested if hand delivered and recorded delivery used if you are posting the application. If you would like an application posted to you, please contact us using the email address above or by calling 02890 270537.

Applications must be submitted at least 6 weeks prior to the starting date for delivery of the project to allow officers time to score your submission and convene a meeting of the approval panel.

For your application to be eligible there must be involvement of PSNI officers in the project, and it must be signed by the appropriate PSNI Neighbourhood Inspector before it is submitted to the PCSP for consideration. If either of these things are not evident in your application, it will not be scored.

Applications will be scored by PCSP Officers against a specific set of criteria;

- Need and demand for the project
- How well the project is planned
- Quality of engagement between the PSNI and project participants, and
- How likely the project is to address the identified need

5. What happens next?

If your organisation is successful, we will send you a Letter of Offer outlining:

- the general conditions of the grant;
- any special conditions within your letter of offer;
- the stages we will pay the grant in; and
- your project, its targets and performance measures.

If the grant we offer your organisation does not correspond with the amount you have asked for, you will need to resubmit a project budget reflecting the amount we have awarded.

Before we can release any grant payments, you must sign the Letter of Offer to say you accept it. At the latest, this must happen within six weeks of the date of the Letter

of Offer or we will withdraw the offer of the grant. Your signature on the Letter of Offer confirms that your organisation accepts the grant and its conditions.

We will not fund any project costs you pay or agree to pay before you have signed and returned the Letter of Offer.

You must get our approval before you make any changes to the project or the budget. If you receive a grant offer and no longer want to take it up, please tell us in writing as soon as possible.

The DPCSP's decision on whether to award funding is final, however if your application is unsuccessful you can contact an officer from the PCSP for feedback and advice on future funding applications.

We will pay 60% of your grant when we receive your signed letter of offer and the remaining 40% once we have received a satisfactorily completed monitoring form within six weeks of completing your project. This will include a statement from the PSNI regarding their involvement in the project.

Monitoring & Evaluation

As you are receiving public funding, you must answer for what you do with this money. Because of this, we will expect you to complete an end of project form based on information provided within the application. A staff member from the PCSP will also arrange to visit you during the delivery of the project to monitor delivery. You will need to provide evidence the activity took place and detail how participants are better off in the end of project form.

If your project does not meet its targets and outcomes, we can review and reduce the amount of funding awarded.

Marketing and Promotion

You must acknowledge our support by including our logo on all printed materials or items associated with your programme of work. All publications, leaflets etc must be approved by PCSP Officers ahead of publication. The PCSP should also be referenced in any press releases or social media posts related to the project.

Receiving funding from us does not mean we endorse your project. When you display our logo on published material, you must include the following sentence: "This publication is grant-aided by Belfast Policing and Community Safety Partnership. The views expressed are not necessarily shared or endorsed by the Partnership. The PCSP does not accept any responsibility for these views." We will give you more information about logos if your application is successful.

The relevant DPCSP Chair and Vice-Chair should be invited to attend any significant events during the life of the project.

6. Ineligible and Restricted Costs

We do not fund the following.

Organisations that are:

- not formally constituted, in other words, they do not have a constitution or memorandum and articles of association;
- not operating on a not-for-profit basis (taken from the constitution or memorandum and articles of association) as we cannot support commercial projects or projects that could be carried out commercially.
- able to share out profits (taken from the constitution or memorandum and articles of association);
- not prepared to share learning from their project with us and other relevant groups;
- Local authorities or public-sector organisations;
- Schools, except where there is a clear need demonstrated that the project being funded will serve the community and this need is not being met by another organisation. Please contact us before applying for funding if you fall into this category;
- Individuals

Projects that:

- have no significant benefit to the Belfast City Council area;
- do not seek to improve confidence in the police
- provide no potential benefit to the public, either in the short or long term;
- could be carried out on a commercial basis;
- have already taken place or are already under way at the time of the assessment;
- duplicate what already exists;
- are charity or fundraising events;
- are of a party political nature;
- promote a particular religion; or
- are against Belfast City Council policy. For example, we do not allow balloon or Chinese lantern releases as they are against Council's environmental policy.

If the applicant is considering having a firework display as part of their event they are required to apply to the DOJNI Fireworks and Explosives division in Stormont for a licence two months in advance if possible. Further information can be found on the following website - <https://www.nidirect.gov.uk/articles/fireworks>

If the event involves inflatables, including bouncy castles, applicants should ensure their appointed contracted provider of such items complies with HSE safety advice around 'Bouncy castles and other play inflatables'. This information can be found by visiting <http://www.hse.gov.uk/entertainment/fairgrounds/inflatables.htm>

Applications that are not complete or do not provide a detailed project budget are also not eligible.

We are unlikely to fund an organisation that is in poor financial health or cannot show effective financial control.

It should be noted that the points noted above regarding ineligible or restricted costs are not exhaustive.

Costs must be proportionate to the overall cost of your project and essential for delivering it. If we do not think that the amount you have asked for is good value for money, we may also offer you less than the amount you applied for.

To make sure you provide value for money, we can cap any project costs we are funding for example, facilitators, residentials, catering, and so on. Capped rates for catering vary depending on the duration of activities:

- £4 pp for activity up to 3 hrs
- £7 pp for activity up to 5 hrs
- £10 pp for activities over 5hrs
- Residentials are capped at £100 per person for 24 hours to include all meals and refreshments.

Where eligible, we will only give funding for catering, hospitality or refreshments if these are clearly detailed in your application form, your budget and are essential to the project. If you need to provide catering, hospitality or refreshments, you must explain why it is essential.

You must clearly list any costs for facilitators, mediators, consultants or project evaluators clearly in the budget. You must also describe the work they intend to carry out and how it is reasonable and necessary to your project.

Any item or service bought for £3,000 or over must have at least three written quotes for it while any item or service bought for £8,000 or over must have at least four written quotes for it.

Staff time claimed for the project

Any staff time charged to the project will only be paid at the normal hourly rate of the post and only where the post is not funded from another source.

If you have an appropriate paid member of staff in post (funded from another source) who could deliver all or part of the project we will not provide funding for that part of the project. If you cannot use your member of staff, we will pay external/sessional rates, but you must explain why your own member of staff cannot work on the project, and provide appropriate information. For example, this might be that another project already has a claim on the member of staff, with evidence of the dates and times of the two projects clash or confirmation that your member of staff doesn't have the skills needed and so on.

Internal costs

Costs for use of own facilities or internal charges within an organisation (notional costs) will only be eligible if they are normally used for commercial activity. If you are also in receipt of a grant that contributes to the running of your building and you have

now been awarded funding towards these costs through a Policing Committee Grant, you must notify your PCSP Project Officer. You will also be asked to provide confirmation of this when you complete project monitoring. Overheads must be clearly calculated and apportioned.

If your organisation owns its own minibus, we will not pay commercial hire rates for its use in the project. We will pay a maximum mileage rate based on local government rate which includes insurance, maintenance and fuel use. If you cannot use your own minibus, we will pay hire rates, but you must explain why you cannot use your bus and provide appropriate information, for example, that another project already has a claim on the bus, with evidence that the dates and times when the two projects clash.

You must ensure all expenditure has occurred within the financial year that the project application is made. It is imperative that all funding is spent during the timeframe of the application. You must not vary or alter the project or spend without prior consultation and agreement.

Before submitting your application you should ensure that;

- The application meets the eligibility criteria
- You have enclosed or attached the documents we have asked for;
- You have, or will, arrange enough appropriate insurance for the activities. Where you are holding an event on Belfast City Council property - a risk assessment, proof of public liability insurance up to £5 million and an event management plan **must** be given by your organisation to the relevant Belfast City Council property manager at least 4 weeks before your event. Failure to do so will result in the withdrawal of the grant offer. Templates of a risk assessment and an event management plan are available at www.belfastcity.gov.uk/usingparks; and
- You have or will get any licences or permission you need from any authority to carry out your activities.
- Access NI checks are completed on all staff, coaches and volunteers where appropriate.

Policy requirements

To be eligible for funding, you must have the following policies in place.

- Child protection (If your project involves, or may involve, children or young people under the age of 18)
- Equal opportunities – Only if you employ staff.
- Safeguarding policy

We do not require you to submit copies of your policies with your application. However we may ask to see these if your application for funding is successful.

If you are awarded a grant, Belfast City Council does not provide insurance for any activity you undertake. We strongly advise you to consult an insurance broker or advisor about the possible insurance requirements for your proposed activities.