Guide to applying for funding

Rural Crime 2023

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# Introduction

The Commissioner is launching this first round of the Commissioner’s Emerging Needs Fund focusing on the theme of **Rural Crime**.

Hampshire and the Isle of Wight have large rural areas which makes policing more challenging and adds to the complexities of crime detection. The majority of residents live in towns, villages, and rural areas across the two counties. Rural communities are more frequently becoming victims of serious and organised crime. These often include machine thefts, hare coursing - which leads to illegal gambling - poaching, trespassing, and fly tipping. This is costing farmers and land owners hundreds of thousands of pounds per year. The Commissioner is committed to representing the concerns of rural communities.

##

## **Your organisation’s eligibility to apply for funding**

Information to consider before you apply.

There are four different application types so please ensure you select the correct one. They are broken down based on if your organisation is applying for funding for a **project** or for a **physical item/s**. Also, there are different applications based upon the level of funding being requested:

**Applications for a project**

* [Application for a project for funding of £5,001 and over](https://survey.alchemer.eu/s3/90519829/Commissioner-s-Emerging-Needs-Fund-2023-Applications-5k-and-above)
* [Application for a project for funding of up to £5,000](https://survey.alchemer.eu/s3/90520170/Commissioner-s-Emerging-Needs-Fund-2023-Applications-for-projects-up-to-4-999)

**Applications for a physical item/s**

* [Application for a physical item/s for funding of £5,001 and over](https://survey.alchemer.eu/s3/90520073/Commissioner-s-Emerging-Needs-Fund-2023-Applications-for-physical-items-5k-and-above)
* [Application for a physical item/s for funding of up to £5,000](https://survey.alchemer.eu/s3/90520151/Commissioner-s-Emerging-Needs-Fund-2023-Applications-for-physical-items-Up-to-4-999)

To be eligible to apply **for funding of £5,001 and over** from the Commissioner, each of the following statements must apply:

* You must be a registered organisation such as a registered charity, a charitable incorporated organisation, or a social enterprise, including companies limited by guarantee and community interest companies in England and Wales, Local Authority, Community Safety Partnership or Town or Parish Council
* You have at least one year of published accounts covering a twelve-month operating period. The accounts must show as ‘received’ on the Charity Commission website. These will need to be submitted with your application
* Your organisation has its own bank account (each applying charity must have its own bank account in the charity’s name. If the application is successful, the grant will be paid into this account.)
* Your organisation has sufficient financial stability and you are able to demonstrate this with the level of reserves held
* Your organisation has safeguarding policies either for children/young people or vulnerable adults
* Your organisation undertakes and maintains current Disclosure Barring System (DBS) checks on staff / volunteers / contractors who will be delivering frontline services with either child/young people or vulnerable adults
* Your organisation has a data handling policy to manage information that contains sensitive personal details referred to as ‘special category of personal data’ in the General Data Protection Regulation and Data Protection Act 2018 (GDPR)

To be eligible to apply **for funding of £5,000 and under** from the Commissioner, each of the following statements must apply:

* Your organisation has its own bank account (each applying organisation must have its own bank account in the organisation’s name. If the application is successful, the grant will be paid into this account.)
* Your organisation has safeguarding policies either for children/young people or vulnerable adults
* Your organisation undertakes and maintains current Disclosure Barring System (DBS) checks on staff / volunteers / contractors who will be delivering frontline services with either child/young people or vulnerable adults
* Your organisation has a data handling policy to manage information that contains sensitive personal details referred to as ‘special category of personal data’ in the General Data Protection Regulation and Data Protection Act 2018 (GDPR)

## **Funding period**

All funding must be spent within a 12-month period.

## **Submitting multiple applications**

The Commissioner is happy to receive more than one application from an organisation, however, you will not be able to submit more than one application per project or physical item/s in an area.

## **Equality and inclusion**

The Office of the Police and Crime Commissioner (OPCC) is committed to supporting and promoting equality and inclusion. Everyone is entitled to respect and dignity and we are committed to building an environment where our staff, volunteers, partners, providers, visitors and the communities of Hampshire and the Isle of Wight are treated fairly. We therefore ask you to keep this in mind when building and delivering your projects and ensure that your organisation has a transparent, consistent and robust approach towards Equality, Diversity and Inclusion within your governance, decision-making, policies, practices and processes as a provider.

The OPCC must comply with our legal obligations set out in Section 149 of the Equality Act 2010 (Public Sector Equality Duty). We therefore are required to ask a number of questions to ensure that the project you are applying to receive funding for has carried out due regard for the below:

* Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited under the Equality Act 2010
* Advance equality of opportunity between persons who share a relevant protected characteristic\* and persons who do not share it
* Foster good relations between persons who share a relevant protected characteristic and persons who do not share it

\*”The protected characteristics” as set out in Section 4 of the Equality Act 2010 means:

“age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including ethnic or national origins, colour or nationality), religion or belief, sex and sexual orientation.”

We also need to ensure that your organisation has shown consideration for advancing equality including:

* Removing or minimising disadvantages suffered by people due to their protected characteristics
* Taking steps to meet the needs of people from protected groups where these are different from the needs of other people
* Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low

We will ask which protected characteristic your project is tailored for, and evidence of your organisation’s track record on delivering to these groups.

We will also ask if your project is inclusive of persons with a relevant protected characteristic or does it exclude any group,and if so, the basis of the exclusion. In all cases, the use of an exemption must be a proportionate means to achieve a legitimate aim. Each situation must be considered on its own merits and due regards must be given to all groups affected by invoking the exemption.

For example, if you are looking to provide a project that works with young people up to the age of 18 years who are at risk of committing offences or who commit offences, in this case you would select the age box. Another example is if you are looking to provide a female only group for victims of sexual violence you may exclude male and transgender people, in this case you would tick the Sex and Gender reassignment box. In both these examples you would then need to explain how the exclusion meets a legitimate aim and what consideration has been given to those groups excluded.

## **Performance management**

Each successful applicant will be required to evidence how well their project is performing against agreed performance areas such as the number of people reached and engaging in the project. The level of detail needed to evidence how well your project is doing will depend upon how much funding you receive. The grant funding that the Commissioner gives out is funding that we receive from central government. As such the OPCC are held to account on these public funds and there is a requirement on us to demonstrate the impact this funding has, this in turn feeds into the performance management process of each project funded.

The evidence for how well your project is delivering against the agreed performance areas will be via a combination of quantitative (the numbers) and qualitative (the narrative) approaches. All projects are required to provide this performance information on a quarterly basis, the level of detail is relative to the grant amount given. One case study will also be required either in quarter two or quarter four and the Commission and Partnerships team will advise the successful applicants.

This information helps the Commissioner to see the progress of your project over the year and identifies areas where additional support and/or resources might be needed. This information will also be used to support future decision making and provides an analysis of the demand locally.

A detailed breakdown of performance and monitoring requirements is provided in the ‘Grant Agreement’ that each successful project receives. Successful applicants should ensure that they thoroughly read their ‘Grant Agreement’ prior to signing.

# **Grant criteria**

## **Grant Criteria**

The Commissioner will be assessing the applications against the following criteria. If the answer is **no** to any of the following questions, your application **will be unsuccessful** in receiving funding:

* Does the project or physical item/s support victims of crime, reduce offending, contribute towards crime prevention or support people who are vulnerable to crime in rural areas?
* If it is a project, does the project display a clear contingency for withdrawal and / or demonstrate that sustainable funding is in place should unforeseen circumstances occur?
* If it is a physical item/s, how will it/they be maintained after this initial funding?
* Has the bidder successfully completed the mandatory safeguarding checklist (providing answers to all questions asked. Copies of the policies are only required if specifically requested by the Commissioning Team)?
* Does the organisation applying for funding have sufficient financial stability and are they able to demonstrate this with the level of reserves held?
* Does the organisation have a bank account in the organisations name

**Only for organisations applying for £5,001 and over**

* Is the organisation applying for funding a registered charity, a charitable incorporated organisation, or a social enterprise, including companies limited by guarantee and community interest companies in England and Wales, Local Authority, Community Safety Partnership or Town or Parish Council?
* Does the organisation applying for funding have at least one year of published accounts covering a twelve-month operating period?

If the answer is **yes** to any of the following questions, your application will be unsuccessful in receiving funding:

* Is the project delivering a service that should be the sole responsibility of another agency?
* Does the project / service provide activities that the Commissioner is already funding through contracts or existing grants?

# **Grant process**

The Commissioner will be accepting applications to the Commissioner’s Emerging Needs Fund as of 9 February 2023 and will **close** **21 April 2023 at 14:00 (2pm).**

**The application forms are web based and links to the four different applications and supporting documents can be found on** **our** [website](https://www.hampshire-pcc.gov.uk/safer-together/funding/apply-for-funding) **. It is recommended to use Google Chrome to fill out the application. All questions must be answered. Failure to do so will invalidate your application. When writing your application please do not write ‘not applicable’. If we have asked a question, then we would like to know the detail. Please also ensure that if you explain any acronyms that you use.**

**All applications must be submitted using this form; however, if you have a valid reason why this is not possible, please email** The Commissioning Team and we will discuss the **options available to you.**

**As part of the application process, we will require all applicants to complete a mandatory safeguarding checklist that is available to download from the Commissioner’s** [website](https://www.hampshire-pcc.gov.uk/safer-together/funding/current-funding)**. If you require a copy of our safeguarding policy, please email** The Commissioning Team **and a copy will be sent to you. We require a safeguarding checklist for every organisation working on a project.**

## **Once your application is completed**

Once you have completed your application form, please click on the submit button. To ensure that your application is recorded correctly please email The Commissioning Team **and provide the following information:**

* **Name of organisation**
* **Name of project applied for**
* **Name of contact person at the organisation**
* **Date and time of final submission**
* **The Safeguarding form for your organisation and any other organisation that are delivering the project / activity with you (we only require copies of the policies if we specifically contact you request them)**

**Only if you are requesting funding of £5,001 and over, we also require -**

* **Your organisations latest Annual Report (including signed accounts)**

**A member of the Commissioning Team will log the application and send a copy of the form to you for your records, along with a reference number. Please ensure that you include this reference in any future communications regarding your application. We then ask that you check the information within your application is correct. It is your responsibility to ensure that you have emailed the Commissioning Team a notification that your application has been submitted and to check that you have received your reference number. We will endeavour to send a copy of your application form and reference number within 5 working days.**

**The Police and Crime Commissioner’s office accepts no responsibility if we do not receive your application and you have not completed all the steps.**

**Please ensure that you read all the information provided before you fill out and submit your application.**