



**POLICE & CRIME
COMMISSIONER
for Leicestershire**

Prevention | Partnership | Protection

The Police and Crime Commissioner's Prevention Fund

**Information Pack and
Guidance Notes 2020/21**





What is The Police and Crime Commissioners Prevention Fund?

The Police and Crime Commissioner has decided to put aside a pot of money from his Commissioning budget to fund a grants programme. This fund is known as The Police and Crime Commissioner's Prevention Fund. The purpose of this fund is to support the achievement of the objectives within the Police and Crime Plan. The Police & Crime Plan can be found [here](#).

During 2020/21 the fund will continue to operate as a rolling grants programme.

How much funding is available?

There is £350,000 available for the 2020/21 financial year. Due to the unprecedented circumstances of Covid-19 the PCC's Prevention Fund has remained open at a time it would otherwise have closed as a new PCC was elected and they agreed funding for future years. This means that no commissioning budget has been set out for the 2021/22 financial year. As such, we will only be able to approve second year spend for grants in very exceptional circumstances.

It should be noted the amount is an indicative guide to the funding available and is subject to change.

There are 2 levels of funding:

- Up to £9,999 pa
- And £10,000 to £25,000 pa

You may apply for up to £9,999 pa in the lower tier of funding and £10,000 to £25,000 pa in the higher tier. However, in order to support as many projects and initiatives as possible, grants of £10,000 and above will be awarded only for exceptional projects. You are more likely to be successful if you apply for a smaller grant.

Who can apply?

The fund is open to applications from any Community based group, Local Government bodies are not eligible to apply. The application documents can be found [here](#).

Applicants are advised to check the detail of the Funding Agreement to ensure that they can comply with the terms and conditions associated with the funding. There are two Funding Agreements depending on the amount of funding awarded and these can be found with the application documents [here](#).

What can the funding be used for?

The funding can be used for projects/initiatives that meet any of the objectives in the Police and Crime Plan. Funding can be used for new initiatives/provision, to expand existing provision or as replacement funding. When considering whether to apply, applicants are asked to consider both the Police and Crime Plan and the Commissioning Framework refresh which can be found [here](#).

If you wish to apply for a project focussing on a local area we advise you refer to the local Community Safety Partnership plan to ensure that your proposal complements (rather than

duplicates or overlaps) existing provision. A link to Community Safety Partnership Plans can be found on the Office of the Police and Crime Commissioner (OPCC) website, [here](#).

To avoid duplication, we also advise that applicants check the Commissioning pages on the OPCC Website [here](#) to establish what funding has already been allocated.

Throughout the grant documentation the term “project” is used. This has been used as a “catch all” term. We accept that this term may not fit perfectly with all applications but this should not preclude organisations from applying.

What is the application process?

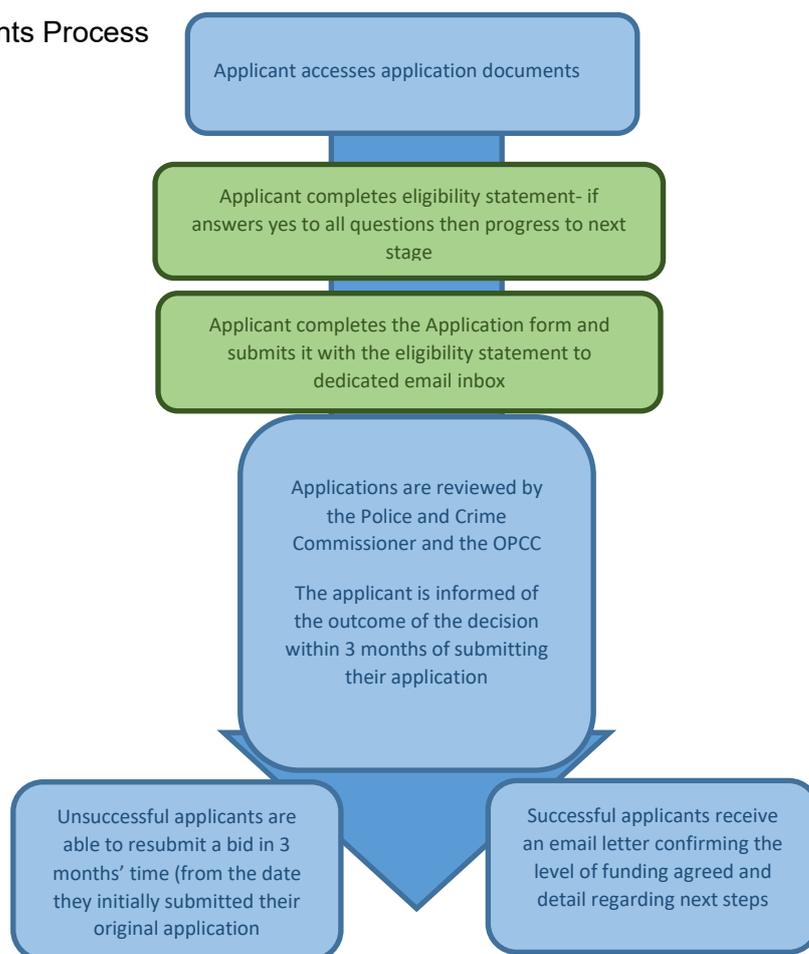
The process will be open throughout the financial year, it should be noted however that the Police and Crime Commissioner has the right at his discretion to close the programme at any point dependant on the continued availability of funding.

All documents related to the application process can be found on the OPCC website [here](#). Please note, applicants should only submit one application at a time. Interested parties must first complete the eligibility statement, if marked ‘Yes’ against all criteria, then applicants can progress to and complete an application form. Both the eligibility statement and the application form should be submitted by email to the Office of the Police and Crime Commissioner via email PCCPreventionFund@leics.pcc.pnn.gov.uk.

Once submitted, applicants will receive an automated email response acknowledging safe receipt of their application. Please complete the form in font size 11 and stick to the stated word limits on all questions as anything over the word limit will be deleted prior to marking.

Throughout the eligibility statement and application form there are information points  which give more clarity on what information is required in that particular section. Please note that for applications of £10,000 and above you will need to complete the additional question 6. If you are applying for funding for a second year then you will need to complete the additional questions 7 and 8 plus the additional information required in question 5. Please note that where applicants are seeking a second years funding answers to questions 1-4 should be related to one year’s delivery only.

The Grants Process



Scoring and decision making

Each application received will be reviewed and evaluated for consideration by the PCC. The application will be scored according to a pre-determined scoring scheme. Each question will be assessed and given a score 0-4 (as per the table below) and then a weighting will be applied.

Score	Criteria
0	The response did not meet any of the requirements
1	The response did not meet the requirements, but had some detail and/or evidence.
2	The response meets the basic requirements but could have been expanded upon with a little more detail and/or evidence.
3	The response meets the requirements with relevant detail and clear evidence
4	The Response meets the requirements with relevant detail, strong evidence and additional supporting content.

Each question has a weighting, either High, Medium or Low (to determine which weighting applies, please refer to the questions in the application form). Please note that an additional minimal quality threshold will be set for Question 7 and 8 for those applications seeking a second year's funding.

Applications will be evaluated periodically (every 4-6 weeks) and we will notify applicants within 3 months of their submission.

We will also consider whether the project represents direct duplication of another successful bid currently in delivery. Taking into account the whole bid the PCC reserves the right to refuse applications on this basis. Applicants can see previous successful bids [here](#).

When will I know if my application has been successful?

If successful, applicants will receive an email. We will endeavour to do this within 90 days of receiving an application. The email will state that the funding application has been agreed, the level of funding, whether a second year's funding will be available and setting out the next steps. Unsuccessful applicants will receive an email again ideally within 90 days, stating that their application has not been successful.

The PCC's decision is final and there will be no appeals process and we are unable to provide specific feedback regarding the application. Unsuccessful applicants, however, are able to resubmit their application in 3 months time

If I am successful what are the next steps?

Funding agreement

If you are successful you will receive a funding agreement, there are two different funding agreements, a more detailed one where the total grant given is £10,000 or above and a less detailed one where the total grant given is under £10,000. We will request that your organisation signs the agreement and returns it to the OPCC.

Payment

Once we are in receipt of the signed funding agreement we will raise a purchase order which will be sent directly to you, you should quote this purchase order on your invoice and then submit it to us.

If you have applied for less than £10,000 then the agreed funding amount will be paid at the beginning of your project.

If you have applied for a second year's funding then year 2 funding will be paid at the beginning of the second year.

Monitoring

We will request performance and financial monitoring to ensure that your project is meeting the outputs as set out in your application and agreed by both parties.

Funding awarded under £10,000 pa will be required to submit a case study at the end of the first 6 months and a monitoring report and case study at the end of the project at 12 months.

Funding awarded for £10,000 pa or more will be required to submit a monitoring report and case study at six monthly intervals.

Funding awarded over a 2 year period will be required to submit a monitoring report and case study at six monthly intervals.

The format of the monitoring report should set out what has been achieved and correspond to the information provided in your application form, specifically questions 2 and 3. The monitoring report

should also include an annual financial breakdown to demonstrate that the funding has been spent as set out in the original application.

Some organisations receiving this funding will receive a monitoring visit from the Office of the Police and Crime Commissioner for Leicestershire.