

# Police and Crime Commissioner Funding Proposal Guidance Notes

-  You will need to refer to the Guidance Notes when completing the Funding Proposal.

## Applicant Details

1	<ul style="list-style-type: none"> <li>Please provide the requested information.</li> </ul> <p>The recipient must inform the OPCC in writing immediately if there is a change of Project Manager, or anything else that may affect the delivery of the project, including the use to be made of the grant. Amendments to the project specification or use of the grant must be authorised by the Commissioner.</p>
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## Police and Crime Plan Outcomes

2	<p>Grant funding is awarded to organisations that help achieve the outcomes in the Police and Crime Plan, especially for those helping victims. The aim of the grant is to make South Yorkshire a safe place in which to live, learn and work. This can be achieved by Partners working together with the communities of South Yorkshire to help them feel and be safe.</p> <p>The proposed project must address <b>at least one</b> of the above.</p> <ul style="list-style-type: none"> <li>Indicate which priorities will be addressed by the funded activity.</li> </ul>
2b	<p><b><u>For completion by Commissioner Community Grant applicants only</u></b></p> <p>Having listened to the views of the people and communities in each district as to what they feel would make their area a safe place to live, learn and work. The Police and Crime Plan reflects the concerns and priorities raised as being of most importance in their area.</p> <ul style="list-style-type: none"> <li>Indicate which community priorities will be addressed by the funded activity.</li> </ul>

## About the Project

3	Indicate if the proposed activity is statutory by selecting a <i>Yes</i> or <i>No</i> response.
4	<p>Referring to the response given in Q2 what is the purpose of the grant funded activity?</p> <p>This should be a clear and concise statement explaining how the project will help deliver the outcome identified.</p> <p>Please include;</p> <ul style="list-style-type: none"> <li>Identify the issue(s) to be addressed</li> <li>Potential cause(s) of the issue</li> <li>When and where the issue takes place</li> <li>Target audience/beneficiaries</li> </ul>
5	<p>Detail how the need for the activity has been identified.</p> <ul style="list-style-type: none"> <li>For example this may include public consultation, Joint Strategic Intelligence</li> </ul>

6	<p>What specific activities will be funded and how they will achieve the outcomes identified in Q2.</p> <ul style="list-style-type: none"> <li>• What will be the practical difference to the community and identified individuals?</li> <li>• Detail how the project is different to, or in addition to, what already exists.</li> </ul>
7	<p>Detail additionality and increased capacity being funded by the project that would not otherwise take place.</p> <ul style="list-style-type: none"> <li>• For example this may include additional hours of staffing/support provided.</li> </ul>
8	<p>What evidence is there to support the effectiveness of this approach in contributing to the outcome identified in Q2?</p> <ul style="list-style-type: none"> <li>• For example this may include previous experience, evidence from other areas.</li> </ul> <p>If there is no direct evidence, please describe why this approach will be effective</p>

### Monitoring the Project

9	<p>Thirteen key strands of vulnerability have been identified in South Yorkshire. The Police and Crime Plan states each victim should be treated as an individual and in accordance with their needs.</p> <ul style="list-style-type: none"> <li>• Indicate all the vulnerability strands that will benefit from the funded activity.</li> <li>• Referring to each individual identified key strands of vulnerability provide specific details. This should include; <ul style="list-style-type: none"> <li>which areas/districts of South Yorkshire will be targeted</li> <li>nature of vulnerability</li> <li>age range</li> <li>number of beneficiaries or participants</li> <li>how they have been targeted</li> <li>who can make referrals to the project</li> </ul> </li> </ul>
10	<p>Performance monitoring helps assess progress and contribution towards the aim of the Police and Crime Plan. All funded organisations must therefore provide plans that set out the activity they intend to undertake and details of how performance will be managed to evidence that the outcomes identified in Q2 are being achieved.</p> <ul style="list-style-type: none"> <li>• Please provide a list of performance indicators which include targets and timescales for anticipated improvement in the issue(s) being addressed during the funding period.</li> <li>• For example this may include the percentage reduction in anti-social behaviour and the percentage increase in people's feelings of safety.</li> </ul> <p>There should be <b>baseline measures</b> against which improvement can be assessed.</p>

11	<p>Please provide a list of measures you will use to monitor participation in the project and performance against the indicators detailed in response to Q10.</p> <p>Monitoring participation measures must include the following where possible;</p> <ul style="list-style-type: none"> <li>• Total number of referrals to support services</li> <li>• Number of referrals broke down by referral source</li> <li>• Number of individuals supported in the time period</li> <li>• Number of new individuals supported</li> <li>• Age of beneficiaries (by gender where possible)</li> <li>• Number of beneficiaries by vulnerability strand (as identified in Q9)</li> </ul>
12	<p>It is no longer the sole responsibility of the police service to tackle crime and it is no longer the sole responsibility of other agencies to protect vulnerable people. In order to make a true difference we need to work together.</p> <p>Partners have similar priorities to those set out in the plan to support delivery of more efficient, effective and speedy justice; give support for victims to make their journey through the criminal justice system easier; deliver early intervention to enable young people and offenders to make different choices, especially those at risk of entering the criminal justice system for the first time; and support rehabilitation to reduce reoffending. It makes sense to work together to achieve these. This will prevent us working separately on the same problem, and will lead to a better outcome for victims, witnesses and offenders</p> <ul style="list-style-type: none"> <li>• <b>In list format</b> detail how each individual partner(s) will work collaboratively to support the project/activity. This may include pooling funding/resources to achieve a better service to the public.</li> </ul>
13	<p>The Recipient can acknowledge the Commissioner’s grant for an initiative through the use of the Commissioner’s logo in promotional activities, material, website, provided the Recipient notifies the OPCC in advance and obtains prior approval.</p> <p>The Commissioner should be notified of and invited to any events relating to the initiative subject to grant funding. Funded organisations are required to participate in any promotion by the Commissioner, this may include site visits.</p> <ul style="list-style-type: none"> <li>• <b>In list format</b> detail all promotional activities, events, campaigns and material including dates. Identify where it is proposed the Commissioner logo will be used.</li> </ul> <p>All publicity relating to the project should be shared with the Commissioner’s Communications Team <b>prior to release</b></p> <p>Samantha Mawson, Senior Communications Officer  <a href="mailto:smawson@southyorkshire-pcc.gov.uk">smawson@southyorkshire-pcc.gov.uk</a> 0114 296 4154 or 07833 483511  Follow South Yorkshire PCC on <a href="#">Facebook</a> and <a href="#">Twitter (@SYPC)</a></p> <p>The South Yorkshire Police and Crime Commissioner has an initiative aimed at educating young people on the consequences of getting involved in activities that could cause them harm. The campaign entitled YOYO (You’re Only Young Once) offers important safety advice to young people from 13 years.</p> <p>If your organisation works with young people above the age of 13-years, we would encourage you to share the materials that can be found on <a href="http://www.yoyosyorks.co.uk">www.yoyosyorks.co.uk</a> and YOYO SYORKs on YouTube or follow on Facebook, Instagram and Twitter.</p>

## Budget

14	<p>The Recipient must secure the best value for money and shall act in a fair, open and non-discriminatory manner in all purchases of goods and services.</p> <p>All funded activity must demonstrate the delivery of efficient and effective services that meet the policing and crime needs of South Yorkshire, pooling funding where a better service to the public will be achieved.</p> <p>The Recipient shall not commit the Commissioner, to funding any expenditure beyond the agreed funding period (e.g. by entering into leasing arrangements, contracts or insurance policies).</p> <p>The Recipient must use the grant for the purposes agreed within the Funding Form that will contribute to the Commissioners priorities as set out in the Police and Crime Plan. The grant <b>must not be used for any other purpose</b>.</p> <ul style="list-style-type: none"><li>• All funded activities and expenditure must be completed <b>within 12 months of the grant notification / award date</b>.</li></ul> <p>The title and ownership of all assets chattel and equipment procured through the use of grant shall remain the property of the Commissioner, and shall be clearly identified and marked as such. An up-to-date and accurate asset inventory will be provided by the Recipient to the OPCC for any items purchased with grant with a value exceeding £1,000 for inclusion within its Asset Register.</p> <ul style="list-style-type: none"><li>• Utilising the budget headings detail the proposed spend of Commissioner grant in the table.</li></ul> <p>Description                      e.g. salary/ NI/Super Basis of costing                e.g. Hourly rate/number of hours</p> <p><b>Amendments to the project specification or use of the grant</b> must be authorised by the Commissioner.</p>
15	<p>Provide details of funding from other sources for the project. Indicate if it has been applied for or secured.</p> <ul style="list-style-type: none"><li>• The completed table should <b>show the full project cost</b>.</li></ul> <p>Projects are welcomed that demonstrate pooling funding where a better service to the public would be achieved.</p>