



## **Community Fund Applications**

### **Guidance Notes**

**May 2024**

## Guidance notes for applicants

### Community Fund - Aims

The York and North Yorkshire Office for Policing, Fire, Crime and Commissioning (OPFCC) has been committed to providing a Community Fund since 2013. The fund enables local groups and organisations to apply for grants between £500\* and £20,000, for **new or innovative projects** that support local communities within North Yorkshire or City of York to **feel safe and be safe**.

The Community Fund aims to invest in projects at a local level which can achieve positive outcomes for individuals and communities across three key areas:

- **Locations / Communities:** to support key or priority community locations be or feel safe(r);
- **Victims:** to provide services or deliver projects which aim to prevent people from becoming victims of crime or anti-social behaviour (ASB), or decrease the chance of people becoming repeat victims;
- **Offenders:** to provide services or deliver projects which aim to prevent people from becoming offenders or decrease the chance of people becoming repeat offenders.

Community Fund applications should clearly evidence how they will deliver positive change in relation to one or more of the key areas outlined above.

### Police and Crime Plan

The Police and Crime plan, which all Police Commissioners must produce, sets out the vision and priorities for policing and community safety, as well as the objectives and ambitions that the Chief Constable will be held to account against.

North Yorkshire's Police and Crime Plan 2022 - 25, is an evidence-based plan, informed by the public's identified priorities. A consultation, undertaken by the OPFCC engaged with over 3,500 people and over 2,000 responded to the survey. The subsequent plan aims to respond to the concerns raised, while setting expectations for North Yorkshire Police to achieve.

Key priorities raised through consultation included **public safety**, with a particular focus on the safety of women and girls, **violence, serious and organised crime**, especially those crimes linked to drugs and county lines, **crime prevention** and **police visibility in communities**.

Community Fund applications should explain how the new project / initiative supports the Police and Crime Plan and local community safety. The full Police and Crime Plan for North Yorkshire can be found here: [Police and Crime Plan 2022 - 2025 - Police, Fire and Crime Commissioner North Yorkshire \(northyorkshire-pfcc.gov.uk\)](https://www.northyorkshire-pfcc.gov.uk)

## North Yorkshire and York Community Safety Partnerships

The Crime and Disorder Act 1998 places a statutory duty on local authorities to create multi-agency partnerships to tackle crime, disorder, anti-social behaviour, substance misuse, other behaviour adversely affecting the local environment and to reduce re-offending. The world of community safety continually changes and despite significant organisational change, the need for partners to work together is essential.

The strategic plan for North Yorkshire Community Safety Partnership aims to identify the national and local influences that affect the agreed priority areas for delivery during 2022-24. A new strategic plan is being developed for launch in 2024. Priority Areas for Delivery:

- Partnership development (link across safeguarding)
- Community safety hubs (operational hubs that support local community safety delivery across North Yorkshire)
- Domestic abuse/ Violence Against Women and Girls (VAWG)
- Early intervention and prevention (serious and organised crime)
- Hate crime and community cohesion.

Safer York Partnership is also in the process of updating its strategy. This will be the ninth strategy since it was established in 1998. The latest strategy was in November 2023 and the priorities included:

- Keeping City Centre Safe
- Counter Terrorism: Protect, Prepare, Prevent
- Domestic Abuse
- Safer Supported Communities
- Serious Organised Crime: County Lines, Exploitation and Modern Slavery
- Serious Violence

### Who can apply?

The OPFCC believes that local people are most likely to have the greatest understanding of the ways in which their communities can promote a sense of being and feeling safe.

Therefore any community group, organisation or individual linked to an organisation can apply to the Community Fund, however the proposed **new or innovative project must benefit North Yorkshire communities directly**, through addressing one or more of the priorities outlined above.

Applicants should explain how the project adds value, addresses a gap, and evidence links to the Police and Crime Plan, as well as local policing or safety priorities.

**The maximum amount available for each application to this fund is £20,000.00.**



**\*Applications up to £1,000**

Each year, North Yorkshire Police seizes property as part of criminal investigations, or confiscates property by order of court. Although every possible attempt is made to return items to their rightful owners, this isn't always possible.

Thanks to the Police (Disposal of Property) Regulations 1975, if no one has claimed ownership of the property seized, it can be auctioned and the money used to give funding to community and voluntary initiatives in North Yorkshire – particularly projects which could have a positive impact on reducing crime and disorder at a local level.

The Chief Constable of North Yorkshire Police and the OPFCC have identified an additional £25,000.00 for the Community Fund annual budget to support smaller, community based projects using the proceeds from this funding.

**If you have not received funding from the Police Property Fund or Community Fund in the last two years and your application is for £1,000 or less, your application may be considered for this funding.**

### Points to consider before completing your application form

The Community Fund application form provides you with the opportunity to present your innovative project to the funding panel and evidence how it will support your North Yorkshire community to be safe and / or feel safe, through addressing one or more of the priorities outlined above.

The application form asks five key questions in relation to your project and we have outlined the key pieces of information which need to be included to maximise the chance of success.

All applications should include **measurable outcomes** and demonstrate how they **add value** or **address a gap** in delivery.

The final funding decision rests with the panel /OPFCC if required.

**Project explanation (300 words):** your response to this question should describe your project in detail (referencing the Community Fund aims and Police and Crime Plan priorities that it will support) and including;

- how your project is new or innovative;
- how your project adds value or addresses a gap;
- what you hope to achieve overall and how;
- who the project is aimed at supporting i.e. who will benefit from your project (referring to how the project participants will be identified, targeted and referred into the project, how many people the project hopes to support);
  - For example, if your project is to deliver a diversionary activity to a targeted group of young people, how will you ensure young people most in need can access and engage in the activity?
- who will deliver your project;
- timescales for your project.

**Why is your project needed? (200 words):** your response to this question should explain what has led you to submit the application; what problems and issues is your project trying to address? Your response should include:

- How you know the project is needed i.e. what evidence do you have that there is local need / demand for this project and how do you know this; (**please include names of partner agencies, such as neighbourhood policing or community safety teams you have spoken with for information and what evidence has been provided**);
- Consider if your scheme links in with other projects or partners. If it does, how will your project **address a gap or add value** to these?
- An outline of the level of demand e.g. local consultation, information you have regarding the need for the project to take place

**How will you know that your project has been successful? (200 words):** your response to this question should outline how you will measure whether your project has delivered what you wanted it to:

- What outcomes can you demonstrate and how do these relate to local police and crime / community safety priorities you are trying to address?
- What measures will you use to show success? For example, if your project is to deliver training to targeted groups to raise awareness, how will you know that individuals who took part increased their knowledge and are less likely to become involved in / victims of Anti-Social Behaviour or Crime?
- Consider if your scheme links in with other projects or partners. Are other partners able to give feedback on whether you have delivered what you set out to achieve?

**How will the project deliver against the Community Fund aims and key priorities within the Police and Crime Plan / Community Safety priorities? (200 words):** your response to this question should explain how your project delivers positive change in relation to one or more of the Community Fund areas **and** one or more of the key priorities within the Police and Crime Plan. It might also be useful to contact your local neighbourhood policing or community safety team to find out how your project could support some of the policing or community safety priorities for your local area. Details can be found here: [Home | North Yorkshire Police](#)

**How will the project or service continue once the grant has been spent?** A Community Fund grant will, in the majority of cases, be agreed as a **one off amount of money to help your project for the period of time** outlined in your application. It is important that you consider and outline how your project / service will be funded going forward to ensure it can continue. For some applicants this question may be simple to answer, for example, where a grant is requested to support a one-off priority location based project within your community.

#### **Finances**

Please provide a **specific breakdown** of the funding requested. The Community Fund **cannot provide a generic contribution** to an overall project.

#### **How will my application for a Community Fund grant be assessed?**

A panel, convened by the OPFCC and including representatives from North Yorkshire Police (local policing commanders or designated deputy) and North Yorkshire Fire and Rescue Service will consider to what extent the application provides evidence that the proposed project will deliver against local community safety / policing priorities.

If upon receipt of your application we require clarity relating to the information contained within it, we may contact you directly before sharing with the panel to review.

On occasion, it may be necessary for decisions to be made outside of the normal timescales. In these circumstances, a panel member from each organisation will always be consulted.

The closing dates for applications will be on the OPFCC website and can be found here:

[Apply for the Community Fund - Police, Fire and Crime Commissioner North Yorkshire \(northyorkshire-pfcc.gov.uk\)](http://northyorkshire-pfcc.gov.uk)

## What Community Fund grant applications are typically approved?

Community Fund applications are most likely to be successful if they clearly evidence *how* they will deliver positive change in relation to one or more of the key areas outlined above **and** one or more of the Police and Crime Plan priorities.

Previously successful Community Fund projects can be found on the North Yorkshire Police, Fire and Crime Commissioner website: [Community fund - Police, Fire and Crime Commissioner North Yorkshire \(northyorkshire-pfcc.gov.uk\)](https://www.northyorkshire-pfcc.gov.uk)

Examples of the types of projects that have been approved in previous years include:

- Projects or services that aim to prevent or divert people becoming involved in anti-social or offending behaviour;
- Priority community location diversionary activities for young people;
- Projects to work with people who have been or could potentially be victims of crime e.g. due to mental health or other vulnerabilities;
- Projects to raise awareness of key policing or crime issues such as gender violence, substance misuse, hate crime or fraud;
- Projects that prevent street homelessness;
- One-off costs in priority locations, that specifically support crime prevention measures to enable the community to feel safe; (please note this does **not** include CCTV)
- Community-based pilot training opportunities for vulnerable people at risk of becoming victims or offenders.

Unsuccessful applications include those that:

- Do not evidence links to the key priorities within the Police and Crime Plan;
- Overlap services already commissioned by OPFCC or other local partners;
- Do not evidence how they will add value or address a gap;
- Do not demonstrate how the success of the project will be measured;
- Do not specify how the funding will be used.

Some examples of the types of project the Community Fund cannot support include;

- CCTV;
- Vehicle Activated Signage (VAS);
- Residential trips;
- On-going costs to support core delivery without added value;
- VAT;
- Any services or activity already delivered through a statutory agency or commissioned provider;
- Regular committed expenditure such as subscriptions, maintenance, service and/or repairs.

The final funding decision rests with the panel / OPFCC if required.



## Community Fund Key Facts

- Applications can be for any value between £500 and £20,000.
- Only one application per project may be submitted at any one time.
- Repeat funding for the same project / service will not usually be supported.
- Applications are invited on a quarterly basis, although the spending of grants does not need to match these quarterly timeframes.
- Successful applicants will be required to provide progress report(s) on how the money has been spent and the positive change it is achieving.
- All successful applicants will be required to complete a final evaluation report outlining of the benefits the project has brought the local community and the overall impact of the project, in relation to the aim of the Community Fund and key priorities of the Police and Crime Plan.
- All successful applicants will be required to evidence how the money has been spent.
- All successful applicants will be required to complete and sign a Document of Understanding and Grant Agreement prior to the grant being released.
- A representative of the OPFCC may request to visit the project supported by the Community Fund grant.

## Payment Details

If your application has been successful, the OPFCC will arrange for the Community Fund grant to be provided to you via your designated bank account, subject to completion of the Agreements outlined above.

### Please note:

- Payments are usually made by electronic BACS transfer to the named organisation.
- Evidence of the bank account (name, account number and sort code) relating to the account where the money is to be paid will be required e.g. scanned paying-in slip.
- Evidence of the expenditure of the grant must be retained and made available to the OPFCC as part of the End of Project report.
- Any changes in the way the grant is to be used must be discussed and agreed with the Commissioning and Partnerships Manager on behalf of the OPFCC.

## Contact Information

Completed applications should be emailed to [info@northyorkshire-pfcc.gov.uk](mailto:info@northyorkshire-pfcc.gov.uk)

Further information on the Community Fund and the application form can be found on the OPFCC website:

[Apply for the Community Fund - Police, Fire and Crime Commissioner North Yorkshire \(northyorkshire-pfcc.gov.uk\)](http://northyorkshire-pfcc.gov.uk)





**Please note late applications will not be considered.**

If you cannot find the answer to your query on the website, please contact Commissioning and Partnerships Manager, Nicole Hutchinson:

[nicole.hutchinson@northyorkshire.police.uk](mailto:nicole.hutchinson@northyorkshire.police.uk)