

A joint initiative
of

The Police and Crime Commissioner for North Wales
and
North Wales Police

Your Community Your Choice

Supporting projects that reduce
crime and anti-social behaviour.

‘Criminals pain – Communities gain’

Participatory Budget Fund for North Wales 2015

APPLICATION PACK

Police and Crime Commissioner and North Wales Police

Your Community Your Choice

Introduction by Commissioner Winston Roddick and Assistant Chief Constable Richard Debicki, North Wales Police

Since first launching a pilot participatory budget grant scheme in 2013 we have been able to support a diverse range of projects which have benefitted many members of our communities. Over the past two years we have been able to invest over £80,000 in local grass-roots projects that make our communities even safer places in which to live, work and play.

The people of north Wales have continued to provide us with positive, innovative ideas for reducing crime and anti-social behaviour and have worked closely with their local policing teams to develop and deliver these ideas.

‘Your Community, Your Choice’ is a joint initiative between the Office of the Police and Crime Commissioner and North Wales Police that has been made possible with funding from the Police and Crime Commissioner together with money made available through assets seized from criminals under the Proceeds of Crime Act.

We value our existing strong relationships with our communities, and this kind of initiative only makes those connections stronger – working together to cut crime and anti-social in our area. When developing your proposal please consider how it will support the current Police and Crime Plan which can be found on the Police and Crime Commissioner’s website www.northwales-pcc.gov.uk

If you need any advice in developing applications for funding, please feel free to make contact with your local neighbourhood policing teams – you will find details on North Wales Police website www.north-wales.police.uk

Thank you very much for your interest, we wish you well with your application.



Winston Roddick CB QC



Assistant Chief Constable Richard Debicki

Please note the following Application Criteria and Guidelines:

1. This fund is specifically to invest in projects that are designed to reduce crime and anti-social behaviour in local communities. Please also refer to the current Police and Crime Plan, April 2015 which can be found at: www.northwales-pcc.gov.uk
2. Maximum amount of application –
£3,000.00 for individual County applicants
£6,000.00 for pan-north Wales applicants. (NB additional question Number 23 for applicants in this category)
3. Applicants must be a properly constituted voluntary organisation, community group or charity working in north Wales. Please note: you may be asked to provide a copy your most recent set of accounts and/or most recent bank statement.
4. Applicants should indicate:
 - a) How your project will contribute towards reducing crime and anti-social behaviour in your area
 - b) How many people will be involved in your project
 - c) Ages of people involved in your project
 - d) The benefits which the project will bring to your local community
 - e) Who will benefit from the project
 - f) Partners/agencies involved in/supporting your project
5. Application must include a full financial breakdown, giving specific details of how the funding will be spent - eg equipment, travel, staff costs etc. Please indicate if you have obtained, or are in the process of obtaining, any match-funding.
6. If any young people involved in your project are aged under eighteen, the group must have the support of adults and appropriate vetting procedures have been carried out. Please confirm in your application that this has been obtained.
7. If you wish to discuss your idea please contact Dave Evans on 01745 588516 or by email to: participatorybudgetfund@nthwales.pnn.police.uk
8. Decisions of the panel and voting public will be final. No correspondence about unsuccessful applications will be entered into.
9. Closing date for applications: 12.00 noon, 2nd October 2015.
10. Projects must be completed, and grant monies spent, by 31st May 2016.
11. Successful applicants will be required to sign and return our standard Terms and Conditions (Appendix A)
12. Please return the completed application form **by Email** to: participatorybudgetfund@nthwales.pnn.police.uk

Or by **Post** to:

North Wales Police and Community Trust
PACT Office
Ffordd William Morgan
St. Asaph Business Park
St. Asaph
Denbighshire
LL17 0HQ

APPLICATION DETAILS

1. Organisation:

2. Address (including post code):

3. Contact Details

Name:	
Position in organisation:	
Email:	
Telephone:	
Mobile:	

4. Title of Project:

5. Amount applied for:

6. Is this request for:

Total Funding:		Part/Match-Funding:	
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7. Please describe your organisation:

a) (If a Registered Charity or Community Interest Company please give your registration number)

b) When was your organisation formed

c) How many members are there on your committee/Board of Trustees?

d) How many people are needed to authorise a payment or sign a cheque?

e) If successful with this application please advise who our cheque should be made payable to:

8. Your project:

Please describe the activities or services you are asking us to fund (*MAX 500 words*)

9. Please tell us how will your project address crime and anti-social behaviour issues in your community:

(MAX 500 words)

10. How have you identified the need for this project.

(MAX 500 words)

11. Please tell us what difference your project will make to your community:

(MAX 500 words)

12. Where will your project take place?

(please also indicate the County / For pan-north wales applicants: please confirm the areas and counties you will be working in)

13. When will the project take place

(please indicate start/end dates)

14. How many people will be involved in the delivery of your project.

(please include age-ranges)

15. How many people will benefit from your project.

(please include age range)

16. Does your project address the needs of any particular group

(Please indicate how)

17. Have you discussed your crime prevention/anti-social behaviour project with you local policing team or your community safety partnership? Tell us how you will work with your local policing team in the delivery of your project.

(please confirm details of discussions including officers concerned) (Max 200 words)

18. Please indicate which other partners/agencies will be involved and their roles.

(Max 100 words)

19. Please tell us how will you monitor and evaluate your project

(Max 300 words)

20. If your application is successful, what will happen to your project after this funding has been utilised.

(Max 200 words)

21. Project Costs

Please give a full breakdown of all costs. Please include approximate value of any in-kind support obtained. If your project costs are greater than £3,000 (£6000 for pan north-Wales projects) please indicate which items our funding would be used for.

Item	Cost
TOTAL	£

22. Have you secured funding from any other funder(s).
If so, please indicate to whom, how much you have received.

FOR APPLICANTS APPLYING FOR A PAN NORTH WALES PROJECT ONLY:

23. Please tell us about your organisations ability to deliver your proposal and the structure in place to support local communities.
(Max. 300 words)

APPENDIX A

The following Terms and Conditions will apply to all successful applicants

This document must be **signed and witnessed** and returned prior to any funding being received.

TERMS AND CONDITIONS FOR PROJECT FUNDING

1. The 'Project' means the project or activity that the Funder has agreed to give you a grant for as set out in your application form together with any supporting documents such as budget information, a timetable and any other documents that set out how your Project will be managed.
2. The 'Funder' means jointly the Police and Crime Commissioner for North Wales and North Wales Police
3. 'You' means the organization that the Funder has given a grant to.
4. The grant may only be used for the Project.
5. You must start the Project within one month of receiving the grant payment from us.
6. You must make satisfactory progress with the Project and complete it on time.
7. You must tell us immediately if anything threatens to curtail or delay the Project.
8. You must tell us if you receive any other funding for the Project from any other source at any time during the Project. If this means that you no longer need the funding from us, you must pay the grant back to us immediately upon demand from us.

If you spend less than the whole grant on the Project, you must return the unspent amount to us promptly. If the grant part-funds the Project, you must return the appropriate share of the unspent amount to us.

9. You must write to us as soon as possible if any legal claims are made or threatened against you and/or which would adversely affect the Project during the period of the grant (including any claims made against members of your governing body or staff concerning the organisation).
10. If you are an unincorporated group, you must provide us with written evidence that the person signing below has the authority of the group to enter into the Grant Agreement on behalf of all the members of the group and that all members of the group will be jointly and severally liable under the Grant Agreement.
11. You must tell us in writing as soon as possible of any investigation concerning your organisation, trustees, directors, employees or volunteers carried out by the Police, Charity Commission, HM Revenue & Customs or any other regulatory body.
12. In carrying out your Project, you must meet all laws regulating the way you operate, the work you carry out, the staff you employ or the goods and services you buy. For example, you are responsible for getting any licences, permissions and insurances that are necessary by law.
13. A clear financial summary, which shows how the grant has been spent, shall be compiled and supplied to the Funder. All invoices, receipts and accounting records relating to the expenditure of the grant will be made available at any reasonable time for inspection or audit by the Funder.
14. A simple record of the project's development, supported by photographs, should be maintained and will be made available at any reasonable time for inspection by an official of the funder.
15. You are required to contact the North Wales Police Press and Media Department and provide details of the initiative **PRIOR TO ANY EVENT ASSOCIATED WITH THE PROJECT.**

Press releases and all publicity material **MUST** always include reference to the financial support provided by:
The Police and Crime Commissioner for North Wales and North Wales Police

16. You must ensure that all reasonable steps have been taken to ensure that any adult assisting with the project has successfully complied with the relevant security and safety checks if working with children and young people.
17. The Funder is purely a grant-making organisation and is not responsible for any acts or omissions of those taking part in the projects and schemes. Such responsibility rests with those who organise the projects and schemes. You are required to consider carefully your legal responsibility as organiser and to take out any insurance cover considered by you to be appropriate.

We may recover the grant in our absolute discretion, if any of the following events occurs:

- 17.1** you close down your business (unless it joins with, or is replaced by, another business that can carry out the Project and we have provided our prior written permission);
 - 17.2** you make any changes to the Project without first getting our written permission;
 - 17.3** you use the grant for anything other than the Project;
 - 17.4** you do not follow our reasonable instructions;
 - 17.5** you do not carry out the Project with reasonable care, thoroughness, competence and to a standard that would be expected for your level of experience in your artistic practice, profession or line of work;
 - 17.6** you do not complete the Project;
 - 17.7** you have supplied us with any information that is wrong or misleading, either by mistake or because you were trying to mislead us;
 - 17.8** you are declared bankrupt or become insolvent, any order is made, or resolution is passed, for you to go into administration, be wound up or dissolved; an administrator or other receiver, manager, liquidator, trustee or similar officer is appointed over all or a considerable amount of your assets; or you enter into or propose any arrangement with the people you owe money to;
 - 17.9** you act illegally or negligently at any time, and we believe it has significantly affected the Project, or is likely to harm our or your reputation; and/or
 - 17.10** without first getting our approval in writing, you sell or in some other way transfer the grant, your business or the Project to someone else.
- 18.** These terms and conditions and the Grant Agreement remain in force for whichever of these is the longest time:
- for one year following the payment of the last instalment of the grant;
 - as long as any part of the grant remains unspent;
 - as long as you do not carry out any of the terms and conditions of the Grant Agreement or any breach of them continues (this includes any outstanding reporting on grant expenditure or Project delivery).
- 19.** The Freedom of Information Act 2000 ('the Act') applies to us. This means that any information you give us could be released to any person who asks for it under the Act. You must tell us if you think that any of the information should be confidential under any of the exemptions of the Act. Please visit www.ico.gov.uk/ for information on the Act.

Proof that these conditions have been complied with may be required.

Name of Organisation

(PRINT FULL NAME) I

have read the above terms and conditions and on behalf of the project team agree to abide by them.

Signed: Date:

(PRINT) Position in organisation:

Witnessed by: (Signature)

(PRINT) Full Name:

(PRINT) Position in organisation:

PLEASE RETURN THIS SIGNED DOCUMENT TO:-

North Wales Police, PACT Office. Ffordd William Morgan. St Asaph Business Park. St Asaph. Denbighshire. LL17 0HQ



HEDDLU GOGLEDD CYMRU

Gogledd Cymru **diogelach**

NORTH WALES POLICE

A **safer** North Wales



In association with
North Wales Police and Community Trust