

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’

The Community Partnership Fund for North Wales 2016

APPLICATION PACK

Police and Crime Commissioner and North Wales Police

Your Community Your Choice

Introduction by Commissioner Arfon Jones and Assistant Chief Constable Richard Debicki, North Wales Police

We are delighted to be able to announce the fourth year of funding for 'Your Community, Your Choice' with £40,000 being made available to community groups across north Wales.

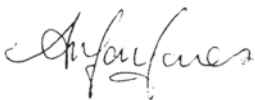
Your Community, Your Choice' is a joint initiative between the Office of the Police and Crime Commissioner and North Wales Police that has been made possible with funding from the Police and Crime Commissioner together with money made available through assets seized from criminals under the Proceeds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

Previous applicants have made a positive difference to the lives of people in their communities thanks to this funding and, once again, we are encouraging community organisations to apply for funding that will make a positive difference to people's lives, and projects which can support neighbourhood policing in the prevention of crime and anti-social behaviour.

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. Working in effective partnership is a key priority of this year's Plan, and community organisations have a vital role to play to ensure we are working together to make our communities even safer.

This year funding will be awarded to two successful organisations in each county, plus two organisations working across north Wales, which have received the most public votes. We would encourage you to make contact with your local safer neighbourhood policing teams and work in partnership with them to develop your proposal - you will find their details on the 'Your Neighbourhood' pages of the North Wales Police website www.north-wales.police.uk.

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



Arfon Jones
Police and Crime Commissioner
for North Wales



Richard Debicki
Assistant Chief Constable

Please note the following Application Criteria and Guidelines:

1. 'Your Community, Your Choice' aims to support local community groups/organisations with funding, decided by a public vote, to develop new or existing projects that help to improve the quality of life in local communities. All proposals are expected to support the current Police & Crime Plan, and encourage the development of positive working partnerships that help to reduce crime and anti-social behaviour. You can find the current Police and Crime Plan (April 2016) at: www.northwales-pcc.gov.uk
2. Maximum amount of application –
£2,500.00 for individual County applicants (Anglesey, Conwy, Denbighshire, Flintshire, Gwynedd, Wrexham)
£5,000.00 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) Tell us how you have evidenced the need for 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
 - g) Applicants must discuss their application with the local policing team and receive the support of the district Inspector before submitting
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: yourcommunityyourchoice@nthwales.pnn.police.uk
8. Decisions of the panel and voting public will be final. No correspondence about unsuccessful applications will be entered into. A maximum of four votes per household/ISP address will be allowed per project.
9. Closing date for applications: 12.00 noon, 30th September 2016.
10. Projects must be completed, and grant monies spent, by 31st May 2017.
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: yourcommunityyourchoice@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

Your Community, Your Choice 2016

Timetable

Application period: Opens Closes	05.09.16 30.09.16
County Panel Meetings	Week commencing 17.10.16
Notification to applicants of Panel Decisions	Week commencing 24.10.16
Public Internet Voting Period: Opens Closes <i>A maximum of four votes per household/ISP address will be allowed per project</i>	31.10.16 25.11.16
Announcement of Successful Applicants Cheque presentation event to successful applicants. To be held at Police Headquarters, Colwyn Bay	05.12.16 January 2017

Please Note: Applicants will be advised should any dates change

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. (Please include evidence)

(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 your local safer neighbourhood policing team?

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 and that your proposal has the support of the district police Inspector

(Max 200 words)

18. Working in Partnership: Please indicate which other partners/agencies will be involved in your project 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 £2,500 (£5000 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 which counties you will be working in and 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

Registered Charity Number 1071628