



Gogledd Cymru
North Wales

Police and Community Trust



MAIN GRANT FUND Application Pack

(Charity Number 1071628)





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North Wales**

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Supporting Communities

PACT, the North Wales Police and Community Trust, seeks out, encourages and supports community-led projects that foster a safer environment, to enhance the quality of life of the people of North Wales.

Since its launch in 1988, PACT has sponsored and supported grass-roots projects and major education programmes that bring people and organisations together. These initiatives address PACT's objectives:

- Reduce crime and anti-social behaviour
- Promote crime prevention programmes
- Increase awareness of drug, alcohol and other substance abuse issues and best responses
- Promote road safety
- Improve relations between young and elderly
- Provide support to Neighbourhood Policing Teams
- Enhance the work of the police and their involvement in local issues

Please ensure you consider these aspects when making your application.

You can find further information and examples of projects supported on our website:
www.pactnorthwales.co.uk

Mae'r ddogfen hon ar gael yn y Gymraeg.
This document is available in Welsh.

Application Criteria and Guidelines:

1. This fund is designed specifically to support community organisations who are working their local policing team with funding to invest in projects that are designed to reduce crime and anti-social behaviour in local communities.
2. Your application MUST indicate how your project will support the current Police and Crime plan. Details of this can be found at:
Police and Crime Plan (northwales-pcc.gov.uk)
3. Maximum amount of application - £2,000.00.
4. 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 most recent bank statement.
5. Applicants should indicate:
 - a) The need for your project
 - b) How your project will contribute towards reducing crime and anti-social behaviour and support policing priorities in your area
 - c) How many people will be involved in your project
 - d) Ages of people involved in your project
 - e) The benefits which the project will bring to your local community
 - f) Who will benefit from the project
 - g) Partners/agencies involved in/supporting your project
6. Application must include a full financial breakdown, giving specific details of how the funding will be spent – e.g. equipment, travel, staff costs etc. Please indicate if you have obtained, or are in the process of obtaining, any match-funding.
7. 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.
8. Applications for CCTV will only be accepted from community organisations and must:
 - a) Show evidence of match-funding in cash
 - b) Show evidence that on-going maintenance costs will be covered by the applicant
 - c) Applications from public bodies will not be considered
9. Trustees' decisions will be final. No correspondence about unsuccessful applications will be entered into.
10. Successful applicants will be required to sign and return our standard Terms and Conditions (Appendix A) prior to receipt of funding.
11. On completion of your project, or within three months of receiving the grant (whichever falls first), successful applicants will be required to complete our Project Evaluation Form which must include details of how you spent our funding and the outcomes you have achieved. (Appendix B)
12. Please return the completed application form by Email to:
PACTNW@northwales.police.uk

Application Details

1. Organisation:

2. Address (including post code):

3. Contact Details:

4. Title of Project:

5. Amount applied for (Max. £2,000):

6. Is this request for:

(See Section 22)

7. Your organisation:

- a) Please tell us about your organisation, including your aims and objectives.
(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?
We would expect to see a minimum of two committee members to sign cheques

- e) If your application is successful, 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 your project will support the current Police and Crime Plan Priorities
(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)

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 project with your local policing team?**
(Please confirm details of discussions including officers concerned)
(Max. 200 words)

- 18. Please indicate which other partners / agencies will be involved and their roles in your project.** (Max. 100 words)

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

(Max. 300 words)

20. If your application is successful, please tell us what will happen to your project after this funding has been utilised and how you can make your project sustainable?

(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 £2,000, 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, and how much funding you have received.

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23. Please use this section to give any further information you think may be relevant.

(Max. 200 words)

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24. Your application MUST be endorsed here by your District Inspector

Please obtain this prior to submitting your application.

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25. Please provide any relevant photographs alongside this application if necessary.

PLEASE NOTE: PACT Trustees meet four times each year:

February, May / June, September and December.

In order to be considered your application must be submitted by:

15th January, 8th May, 5th September and 15th December respectively

If your application is successful we would like to visit your project to see and hear more about it, and meet the people involved.

We will also ask you to complete a formal evaluation form, a copy of which is contained in this pack (Appendix B)

APPENDIX A

The following Terms and Conditions will apply to all successful applicants

This document must be signed, 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 the North Wales Police and Community Trust (PACT).
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 make satisfactory progress with the Project and complete it on time.
6. You must tell us immediately if anything threatens to curtail or delay the Project.
7. 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.

8. 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).
9. 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.
10. 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.
11. 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.
12. 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.

13. 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.
14. 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: North Wales Police and Community Trust (PACT)

15. 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.
16. 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.
17. 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).

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

(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:

(Signature) Witnessed by:

(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
Or email: PACTNW@northwales.police.uk

Appendix B

Project Evaluation

1. Name of your Project:

2. Where and when did your project take place?

3. How much funding did you receive? Please indicate ALL funding (including value of in-kind support) you obtained for your project.

4. Please detail how this funding was spent.
(Please provide copies of receipts for items purchased).

5. Number and age of people involved in developing / delivering your project

Number:

Age:

6. Prior to embarking on your project, what evidence did you have to indicate it was necessary? Please tell us why your project was important to you and your community.

7. Who benefited from the project and how?
(Please indicate numbers and ages of beneficiaries)

8. Please tell us the outcomes your project achieved. What impact did your project have on your community? How successful was your project in reducing crime and anti-social behaviour?

9. Please tell us about any involvement and support you obtained from your local policing team or any other local organisation?

10. Please tell us what will happen to your project, and the people involved, now that our funding has been utilised.

Please use this box to give any further information you think might be useful.
Please also send us a selection of photographs if available.



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