

Northumbria Police and Crime Commissioner Supporting Victims Fund 2017-18

Fund Guidance

1. About the fund

We are delighted to launch the second year of the PCC Supporting Victims Fund to benefit victims of crime across Northumbria. The aim of the fund is to build the capacity and maximise the potential of organisations to help ensure the improved provision of vital services to support victims of crime and help them cope and recover.

This document details the fund criteria and tells you how to apply. The fund is managed by the Office of the Police and Crime Commissioner for Northumbria and is open to proposals for work taking place in the Northumbria area.

The deadline for applications is **2nd February 2017**.

Fund themes and criteria

Grants are available to individual organisations or partnerships providing support to victims of crime to help them cope and recover. Please note, partnership applications will need to be submitted by one lead applicant.

Victims of crime are defined in the Code of Practice for Victims of Crime as ‘a person who has suffered harm, including physical, mental or emotional harm or economic loss which was directly caused by criminal conduct; or a close relative of a person whose death was directly caused by criminal conduct.’

We particularly welcome applications that provide support to those most vulnerable in our society who under the Victims Code of Practice are entitled to enhanced support. Taking this in to consideration and what we know about our particularly vulnerable victims in Northumbria we would particularly welcome applications that help to strengthen support in the areas of:

- Domestic and sexual abuse and violence
- Young people under 18
- Hate crime
- Mental health

Grants are available to cover any innovative costs relating to work which builds the capacity and maximises the potential of organisations working to support victims of crime. This could include but is not limited to:

- Widening geographical coverage
- Enhanced provision through the increase in training
- Strengthening operating procedures and referral routes to maximise victim engagement
- Recruitment and training of volunteers
- Changes to operating procedures to meet victim demand
- New and innovative approaches and techniques

Who can apply?

We are able to accept applications from organisations with the following legal status:

- Constituted voluntary and community sector organisations or groups that have a minimum of 3 management committee members
- Registered charities
- Charitable incorporated organisations
- Community interest companies
- Local authorities, multi-agency partnerships and any other public sector provider

We are unable to consider supporting the following:

- Any party political activities
- Purely commercial ventures (for profit)
- Spending that has already taken place (i.e. retrospective funding)
- Individual sponsorship

Timetable for spending the grant

Successful applicants will be informed in February 2017 and will have until the 31st March 2018 to spend any grant awarded.

An interim report will be expected at 3 intervals (July 2017, October 2017 and January 2018) and a final report will be due on completion of the funding in April 2018. Funds cannot cover activities taking place before any grant is awarded.

2. How to apply

Applications can be completed electronically and submitted direct to the Office of the Police and Crime Commissioner using the following email amy.robson@northumbria-pcc.gov.uk

When completing your budget section please outline all of the individual costs and how you calculated them. Without this level of detail it is very hard to assess whether the costs are appropriate.

Once you have completed the form you can submit the application alongside the following supporting documents:

- Your governing document (e.g. your constitution or memorandum and articles)

- Safeguarding policies if working with young people under 18 or vulnerable adults
- Names and addresses of your management committee
- Partnership agreement or terms of reference (for organisations applying in partnership)

Please contact us if you would like help or are unable to complete an electronic application.

Application Deadline

The deadline for completed applications, including all supporting documents is 2nd February 2017.

Please note we are unable to consider applications that are submitted after the deadline or those that do not have the relevant supporting documents included. Due to volume of applications we receive, we cannot confirm receipt of applications over the telephone but we will do so electronically.

Some top tips for top applications:

- Make sure that every question has been answered in full
- Ensure your budget section has a clear breakdown of all the costs associated with your project
- Ask somebody to read through the application before sending, preferably someone who knows nothing about the project. This is a great way to pick up on any mistakes or lack of information and rectify it before submitting.

3. What happens next?

Decision making

All applications will be assessed by a panel comprising the Police and Crime Commissioner and key staff and where appropriate the PCC will consult with specialist professions. All decisions will be made by the PCC. We will confirm in writing whether you have been successful or not. If you are unsuccessful we will also let you know the reasons for this.

We aim to let you know the outcome of your application within 3 weeks of the closing date.

Need Help?

Please do not hesitate to contact the Office of the Police and Crime Commissioner:

- if you have any queries about your proposal prior to making an application
- if you need help with completing the form or
- if you have problems with providing the supporting documents.

Successful applications

Here are a few things you need to prepare for:

1. We may make ethical assurance checks, particularly in relation to larger projects and initiatives. You may be asked to consent to us making enquiries with the police or regulatory bodies, for example.

2. Payment will normally be made by electronic bank payment (BACS) which will be payable to the named organisation, or if not a formal organisation to the lead applicant.
3. You will need to acknowledge receipt of the money and agree any terms and conditions.
4. You will need to provide feedback or progress reports on your initiative. The larger the award the larger the monitoring processes required.
5. Any changes to how money is spent must be agreed with the PCC using a change management form.
6. Based on your application, you should be able to confirm the best way to show how successful your project has been e.g. what will be the difference between now and after the money has been spent on your project.
7. Once the initiative or project is completed, you will need to provide a report outlining the benefits that were achieved, and the impact it has had on victims of crime and the community.

Contact Us

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