



## COMMUNITY GRANT APPLICATION TERMS & CONDITIONS

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The Safer Dorset Fund Community Grant is a financial resource provided by the Police & Crime Commissioner to support activities in Dorset that contribute to one or more of the six Police and Crime Plan Priorities.

### THE SIX PRIORITIES ARE:

- 1 Reduce the number of victims of crime and anti-social behaviour
- 2 Reduce the number of people seriously harmed in Dorset
- 3 Help protect the public from serious threats to their safety including organised crime and terrorism
- 4 Reduce re-offending
- 5 Increase people's satisfaction with policing in Dorset
- 6 Support neighbourhood policing that is appropriate for both rural and urban communities in Dorset

You can view the [Police & Crime Plan](#) here

### WHO CAN APPLY?

Applications from community groups and voluntary organisations are welcomed.

- CICs are welcome to apply for the grant however they must be a limited by guarantee company and must also ensure that any funding received is ring fenced so that it is not a part of any profits that may be shared to members and/or directors of the CIC

Please Note: Applications should be made electronically, however a hard copy is available on request. Contact details are provided on the application form. Priority will be given to services not currently available in Dorset

### HOW WILL APPLICATIONS BE ASSESSED?

Applications will be considered by a representative panel, comprised of OPPC team members and members of the wider Dorset Community.

### HOW MUCH FUNDING CAN YOU APPLY FOR?

Applications from £100 up to £3000 will be considered

### WHEN IS THE APPLICATION DEADLINE?

Funding will be allocated on a quarterly basis and the deadline for each round of funding will be advertised on the Community Grant Webpage on the OPCC website.

Please read these [guidance notes](#) carefully before completing the application form.

### WHAT ARE THE FUNDING CRITERIA?

- The PCC will only award funding to a project that reduces crime or the fear of crime and makes Dorset a safer place to be via the 6 PCC priorities as set out in the Police & Crime Plan. (see bullet points to the left)
- The PCC will only fund such projects that have a community benefit
- Funding will only be awarded to non-profit making projects

### IN YOUR APPLICATION PLEASE PROVIDE:

- The full name of your project
  - The name(s) of all partners
  - The location(s) for your project (collaborative approaches are welcomed.)
  - Amount of funding required
  - Details of any additional funding sources
  - An indication of whether the project is new or replaces a previous activity or service
  - The start date, key timescales and how the project will be sustained.
  - How many people the project will serve?
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## SUMMARY

- Background summary of the project and its purpose: -
- Explain how you know this project is needed
- Explain how participants and the community will benefit from the project?
- Explain how you will deliver this project, and tell us if you are working in partnership?

## EXPLAIN YOUR BUDGET

- Breakdown the costs of your project
- Explain what you want the PCC to pay for
- Tell us if you have match-funding for this project and if this is confirmed, or if you are applying to other funders

## OUTCOMES AND OUTPUTS

Explain what activities you will deliver (outputs) to bring about the positive changes (outcomes) through your project and please be:

- **Specific** - Be concise but clear. Explain what type of activities or change you want to happen. State how many people you will support or how often people will engage in the activities you will deliver, and how often your service will run
- **Measurable** - This enables you to monitor what you are delivering and shows specific detail about how many changes or activities you expect to deliver. E.g. you aim to engage 10 people at each session and you will deliver 15 sessions
- **Achievable** - Can the activities physically be delivered? Do you have people with the relevant skills to deliver this? Is there evidence that by delivering your chosen activity this will create the desired change in the people you want to make?
- **Realistic** - Have you set reasonable goals for the amount of people you want to engage or the amount of activities you want to deliver given the timescales and budget of your project
- Clear about the **timescales** for delivering the activities and when you think the changes will happen for your project participants

## MONITORING & EVALUATION

**OUTPUTS** - Consider how you will keep a record of the activities you deliver to monitor that you are delivering as expected

**OUTCOMES** - Consider what methods you will use to evaluate the changes in participants. Consider if you will need to interview or survey participants. Will you need to work with partners to evidence improvements in peoples' behaviour or to measure reductions in crime and incident reports?

## WHAT CAN BE FUNDED:

- Innovative approaches to making people living in or visiting Dorset be safer and feel safer

## WHAT CAN'T BE FUNDED?

- Projects that do not contribute to the police and crime plan priorities
- Ongoing staff costs (including salaries of permanent or fixed term staff.)
- Expenditure for an item or service that has already been ordered or paid for
- Anything that has already been funded by a different source
- Items or services that will only benefit an individual
- Loan repayments, topping up of accounts or transferring money to another group
- Fundraising activities for your organisation or others
- Used vehicles/routine repairs and maintenance

## CONDITIONS OF A SAFER DORSET FUNDING AWARD

- Grant Holders must undertake monitoring and evaluation activities to demonstrate the success of and/or learning of the project and as outlined in the project proposal
- You must inform us if you change the nature of your project compared to the initial application, or there are changes in the status of your organisation
- The Grant Holder will keep monitoring records of beneficiaries (service users) recording age, gender, ethnicity and whether beneficiaries regard themselves as disabled

## FUNDING

- Funding is subject to Grant Holders signing and upholding the OPCC Grant Agreement
- The PCC makes no commitment to renew or continue award grant support after the initial award
- Grants should be spent within the timescales agreed with the OPCC
- Any unspent funds must be returned to the OPCC for redistribution through the Community Grant
- Grant Holders must keep financial records that evidence how the award has been spent
- Grant Holders should make every effort to get value for money when purchasing goods or services and may be asked to evidence this
- Payment will be made by BACS transfer (this may be via two instalments subject to conditions, if appropriate.)

## POLICY

- Organisations must possess and implement appropriate written policies (E.g. those relating to children and young people and vulnerable adults, and equality and diversity)
- If the Grant Holder is working with children under the age of 18 they will have a current safeguarding policy and child protection procedures. All staff and volunteers in contact with children will hold a DBC certificate
- The Grant Holder will have a vulnerable Adults Policy

## INDEMNITY

- The Grant Holder will hold public liability insurance cover in connection with the Project, including employers' insurance where appropriate
- The Grant-holder is solely liable for all loss, cost or damage relating to the Project and agrees that the OPCC shall not be liable for any loss, cost or damage suffered by any person relating to the Project, including any Project activities and/or Project Asset purchases
- The Grant Holder will agree to undertake monitoring and evaluation to demonstrate project success as per the fund requirement and as outlined in the project application. This information will be provided to the OPCC mid grant period and at the end of the project

## SAFER DORSET FUND BRAND CONDITIONS

- The Grant Holder shall ensure that the PCC Safer Dorset Fund brand is used appropriately and not misrepresented in any way. By awarding a grant the PCC does not endorse your organisation or representatives of your organisation and you must not promote or indicate this in any way
- All publicity referring to the funded project should be agreed in advance with the OPCC. We should also receive electronic copies of any publicity materials for use in the Fund's own publicity
- A failure to include any of the required information is likely to result in an unsuccessful application. A failure to comply with any of the above conditions attached to a successful award may result in a discontinuation of funding or a possible requirement to repay a funding award.

## FURTHER INFORMATION

The application form requests specific documentation to support your application. Please ensure that copies of the relevant documentation are provided with your application to avoid unnecessary delays.

For more information or support please contact:  
**The Safer Dorset Fund Tel: 01305 229095**  
Email: [pccgrants@dorset.pnn.police.uk](mailto:pccgrants@dorset.pnn.police.uk)

## DATA PROTECTION ACT 1998

The Office of the Police and Crime Commissioner (the Data Controller) will use and manage the personal information supplied on this form for the purposes of keeping you informed about progress with your application, and, if successful, monitoring the outcome. All personal data about you is treated in confidence and will not be disclosed to any third party outside of the organisation unless you are successful with your application in which case your details could be published on the OPCC website. The above Act gives you the right to see your personal information that we hold about you. For further details, please contact the Office of the Police & Crime Commissioner via [pcc@dorset.pnn.dorset.uk](mailto:pcc@dorset.pnn.dorset.uk).

## FREEDOM OF INFORMATION ACT 2006

As stated in Section E.2 the details of this application will be available for public inspection. If you are unsure about what this means please discuss your concerns with us.