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**Coronavirus Response Fund**

**Guidance Document**

**What is the Fund?**

The £200,000 fund has been set up to support small and large charity and community organisations who are struggling to retain their offer of support to victims and communities in light of the Coronavirus pandemic.

It is funding available in 2020/21 for local charities, voluntary and community groups and social enterprises in Northumberland and Tyne and Wear.

Groups can apply for capital or resource funding up to £5,000 for projects that continue to:

* Support victims,
* Improve people’s lives to prevent crime - support access to services for those in need of safeguarding or reduce reoffending
* Build community confidence

All key priorities for Kim McGuinness your Police and Crime Commissioner (PCC).

**How can you support the PCCs priorities?**

If you provide support as identified above and are struggling to do so at present we would like to hear your ideas about how the PCC can support your organisation or group in this difficult time whilst also delivering on these important police and crime priorities.

We are all changing the way we work and some voluntary and charity sector organisations do not have the resources to do this and may have reduced capacity due to staff self-isolating or illness. We want to be able to help you through this time.

Your project could be one that the PCC already commissions or is completely new to us. The project could be within your local neighbourhood, community or benefit a much wider group of people across Northumbria.

Your bid for funding could include, but is not limited to:

* ICT equipment to enhance your communications and keep in touch with vulnerable people in the community that you support
* Additional resource capacity – extra people to support ongoing commitments
* Direct support for vulnerable victims

**What criteria will be used to award the grant?**

Applicants must state what key outputs and outcomes will be achieved through the project, specifically who the project will benefit and how the benefit will be measured and monitored. All applicants must also agree to the grant terms and conditions as set out at appendix 1.

**Who can apply?**

Community, charities, social enterprises or voluntary groups from within Northumbria, based in Gateshead, Newcastle, North Tyneside, Northumberland, South Tyneside or Sunderland can apply for funding from the grant.

**If I apply – what happens next?**

All applications will be assessed in accordance with the criteria outlined in appendix 2 and will be notified of the decision taken by 24th April 2020.

**Who decides which organisations receive funding?**The PCC will be advised by her small team of where we think we can make the most difference with this significant fund. The PCC will make the final decision about which groups will receive funding.

**Is there a chance of not getting funding for my project?**

As we have a limited amount of money (£200,000) it is likely that it will not be possible to support all applications. However, all applications will be considered to ensure a fair and open process.

**When and how do I apply?**

An application form and supporting documents can be downloaded from the ‘Commissioning Service and Grants” section of the PCCs website: <http://www.northumbria-pcc.gov.uk/police-crime-plan/commissioning-services-grants/>

If you have any problems downloading the application form or have any questions about the fund please contact enquiries@northumbria-pcc.gov.uk; quoting ‘Coronavirus Response Fund’.

All applications to be submitted by email to enquiries@northumbria-pcc.gov.uk **by 5pm on Thursday 9th April 2020**

**Appendix 1: Overview of Terms and Conditions**

**Conditions of Award**

The following conditions apply to all submitted bids.

* Organisations applying must be constituted or working towards being constituted and have a bank account in their own name.
* Organisations must provide any additional information requested within the specified time frame.
* Projects must not replace other funding streams from partnership organisations.
* Funding for any ongoing revenue implication has been secured and that a full maintenance plan has been submitted, where necessary. We cannot be responsible for any ongoing costs associated with the bid.
* Consultation with relevant partners/service users/recipients has been carried out.
* The Police and Crime Commissioner’s (PCC) decision is final.
* Organisations agree to provide feedback to the PCC and complete monitoring returns to capture project impact.

**Key Terms and Conditions - Guidelines for Applicants**

* Grants must not be used for capital works e.g. building repairs but can be used for other capital costs such as ICT equipment to enhance your communications and help reach local people.
* Grants awarded must only be used for the purposes stated in the application form.
* The grant must be spent by 31st March 2021.
* Any overspend on project costs must be met by the applicant.
* Documentation and receipts should be made available if requested.
* If the grant award is used to work with children and young people, the organisation or group will be asked to agree to undertake any CRB checks required by the relevant school or community organisation and provide them with evidence of compliance as required.
* Organisations/Groups may be asked to produce copies of their child and vulnerable adult protection policies where appropriate.
* If any part of the funding awarded remains unused following the grant period the PCC may require this to be refunded.
* The grant will not be awarded for evaluations of other projects.
* The funding awarded cannot be used to pay for goods or services that have been bought or ordered before the date of the Agreement, or for any outstanding debts for which the organisation is liable.
* The Grant Award will be inclusive of VAT (where applicable).
* If the organisation/group uses the funding awarded to support employee costs under no circumstances is the PCC responsible for that employee.
* The organisation/group must inform the PCC immediately if there are any changes made to their organisation constitution that changes it from the information included in the original application.
* The PCC requires all organisation/groups to comply with the following requirements:
* Comply with any legislation relevant to the organisations/groups responsibilities under this Agreement including its role as an Employer where relevant; this includes the statutory obligation of the Office of the Police and Crime Commissioner (OPCC) as a public authority to disclose certain information requested under the Freedom of Information Act 2000 subject to certain exemptions, whereby information regarding your application may require disclosure;
* Acknowledge the funding awarded in their annual report to the AGM, and in any accounts covering the award period. If requested the organisation/group will also be required to provide the PCC with copies of annual reports and accounts;
* As part of their application, applicants agree to any publicity of their project deemed necessary by the OPCC;
* During the award period an OPCC Officer may make a monitoring visit at any time. The Organisation/group will need to demonstrate that they are complying with the terms and conditions and that the Grant Award is being used for the activities stated in this Agreement;
* Follow equal opportunities practice in employing people, recruiting new members and providing services;
* Provide adequate insurance cover for any liabilities incurred by the Organisation and by the PCC as a result of a breach of this Agreement by the Organisation;
* Agree to complete and return the monitoring and evaluation form sent out by the Commissioner at the end of the award period; and
* Agree to return independently and competently verified accounts that detail how it has used the funding award at the end of the funding award.
* Keep records and original documents for a period of 2 years following final payment.
* Allow for audit purposes access to all records and documents relating to the award of funding.
* The PCC has the right to terminate the Agreement immediately and/or withhold the funding award and/or require the Organisation/group refund the funding award in any of the following circumstances;
* The organisation/group has not complied with the terms and conditions;
* The information supplied on the original Application or supporting information was not correct; and
* The organisation/group closes down, ceases to operate, or becomes insolvent; the project is incomplete or the organisation/group does not comply with the monitoring requirements.

**Appendix 2 – Assessment Criteria**

**Showstopper Criteria**

Bids for funding will firstly be assessed against the following criteria:

* A clear focus on maintaining current work to support vulnerable people.
* Realistic costs and clear purchase plans
* Ability to spend in early 2020-21: all bids for funding will need to show that this is new and unplanned spend that will help them through this time of adversity or adapt to deliver existing services at this time.

**Quality Criteria**

If the bid meets the showstopper criteria then the remaining application will be assessed against the following:

1. **Specialist and/or innovative approaches to service provision**: does the bid cover/include specialist and/or innovative approaches? How will you reach vulnerable people during this difficult time?
2. **Confidence in capacity to deliver**: given that the funding is available for 2020-21 only, how ready are service providers to deliver? What are the resource requirements and delivery timescales of the proposed service or project? Does the project appear to offer value for money? What is the organisation or partnership track record of working with vulnerable people?
3. **Needs assessment and equality related considerations**: what does your needs assessment show are the main issues to tackle that relate to your area of work? What equality considerations have been made in the development of this bid? Are there any particular equality related issues that you aim to target with the funding?
4. **Plans to monitor and measure outcomes**: how will you measure success? How will you know that your service delivered the required outputs and outcomes? How will the proposed project have an impact on your future plans for delivery once the Corona pandemic is over?

We will look for evidence in the application form to demonstrate each of these quality criteria and will score applications accordingly on a scale from ‘no evidence’ to ‘strong evidence’. Applications will be ranked from the highest to lowest scoring and funding will be allocated in rank order.