



Operation Payback Fund

Guidance Document

What is the Fund?

The £350,000 for this fund is created from money gained through crime. The funding, which uses money recovered by the police and the proceeds from the sale of items that cannot be returned to identified owners, which includes seizures from criminals.

Kim McGuinness your Police and Crime Commissioner (PCC) is keen to make sure that this money is put back where it belongs - into the grass roots of local communities affected by high and sustained levels of crime and Anti-social behaviour (ASB) and used to support local projects to repair the harm crime and ASB causes. The PCC, through this fund, wants to show that crime does not pay and any wealth criminals make is used to help the communities and prevent others going down a path that leads to crime.

The fund is aimed at grass roots projects in local communities who provide locally-designed support for vulnerable people, diversionary activities or who seek to turn things around and improve their local neighbourhood. The PCC is encouraging new ideas and collaboration with others in the VCS or statutory services to create resilient and flourishing communities where opportunities for anti-social or criminal behaviour are reduced and will not be tolerated.

The OPCC expects that this work be grounded on a commitment to increase trust and collaboration between local communities, stakeholders, key local institutions, and statutory partners. Equally, Op Payback is about increasing the sustainability of community networks, so that they are well placed to respond to local emerging needs and add long-term capacity and support to an area.

Organisations can apply for resource, capital or match funding of between £5,000 and £25,000 for projects that can clearly demonstrate how they will:

- **Directly combat the impact of crime in local communities** – organisations will ensure that the impact of crime in the communities they serve is reduced or minimised through innovative and locally designed interventions or projects which help to increase resilience within the communities creating an environment where communities flourish, feelings and perceptions of safety are increased and crime is not tolerated.
- **Reduce crime** – organisations will ensure that, through their project or intervention, crime within local communities is reduced through locally-designed work that will:
 - Identify early, anyone at risk of being drawn into crime and provide preventative interventions to guide them away from crime and prevent others from going down a path that may lead to crime; and/or
 - Intervene at the earliest possible opportunity with people who are already involved or suspected to be involved in criminal activity to try turn them around through interventions or diversionary work; and/or
 - Work with people who are already involved in criminal activity and use a range of rehabilitative work to ensure they do not continue with a life of crime.

- **Reduce anti-social behaviour and provide diversionary activities** - organisations will ensure that through their project/intervention ASB within local communities is reduced through locally-designed work that will:
 - Identify early, anyone at risk of being drawn into engaging in ASB and provide preventative and diversionary interventions to guide them away from that behaviour and prevent them and other from going down a path that may lead to escalating ABS and crime; and/or
 - Intervene at the earliest possible opportunity with people who are already involved or suspected to be involved in ASB in the communities to try prevent any further escalation of behaviour and through interventions or diversionary work;
 - Work with people who are already engaging in serious ASB and use a range of rehabilitative work to ensure they do not continue with this behaviour or that their behaviour does not escalate further.

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

The fund is available to either a community, charity, social enterprise or voluntary group from within Northumbria; based in Gateshead, Newcastle, North Tyneside, Northumberland, South Tyneside or Sunderland. Non-constituted groups can apply but must be supported and guaranteed by a local statutory services who can also apply.

All projects must have the ability to spend the funding before the end of March 2022.

How can you support the PCCs priorities?

If you provide support and/or interventions 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.

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.

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, charity, social enterprise or voluntary group from within Northumbria; based in Gateshead, Newcastle, North Tyneside, Northumberland, South Tyneside or Sunderland. Non-constituted groups can apply but must be supported and guaranteed by a local statutory services who can also apply.

How can I apply?

Please telephone the OPCC on **07783363988** to have a discussion with our Commissioning and Policy Team about whether your project might be suitable for this fund. We will then send you the application form to submit the bid. Please note our staff are currently working from home; there will be a member of staff available to answer this phone during normal office hours only, which are 8.00am – 4.30pm Monday to Friday.

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 mid February 2021.

Who decides which organisations receive funding?

A panel consisting of the PCC and senior representatives from Northumbria Police and the fire service will be advised by the Commissioning and Policy Team of where we think we can make the

most difference with this significant fund. The PCC will make the final decision about which projects will receive funding.

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

As we have a limited amount of money (£350,000) 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.

If you have any questions about the fund please contact the Commissioning and Policy Team on **07783363988** or email enquiries@northumbria-pcc.gov.uk; quoting 'Operation Payback Fund'. Please note our staff are currently working from home; there will be a member of staff available to answer this phone during normal office hours only, which are 8.00am – 4.30pm Monday to Friday.

All applications to be submitted by email to enquiries@northumbria-pcc.gov.uk by **5pm on Friday 8 January 2021**

Conditions of Award

The following conditions apply to all submitted bids.

- Organisations applying must be constituted, working towards being constituted or supported and guaranteed by a local statutory service 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 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 works or maintenance 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 2022.
- 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 DBS 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.

Showstopper Criteria

Bids must meet the showstopper criteria:

- The organisation must be constituted and either a community, charity, social enterprise or voluntary group from within Northumbria or supported and guaranteed by a local statutory service.
- The application must clearly demonstrate how the grant will be used to improve lives and prevent crime by addressing one or all of the fund priorities:
 - Directly combat the impact of crime in local communities
 - Reduce crime
 - Reduce anti-social behaviour and provide diversionary
- The application must be for funds between £5,000 and £25,000 with clear and realistic purchase plans which confirm the ability to spend the allocated funds before 31 March 2022.
- Where there is an application for capital costs they should not cover building or maintenance costs.

Quality Criteria

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

- 1. Needs assessment - demand for service and evidence of need**
 - Does the proposal reach those individuals or areas who need it the most, and does it clearly demonstrate and evidence the need or demand for the project?
- 2. Approach to deliver - specialist or innovative approaches**
 - Does the bid propose any specialist or innovative ideas such as unique methods of support or intervention, working with vulnerable people or demonstrating a commitment to the Public Health Approach to reducing vulnerability and violence?:
- 3. Confidence in capacity to deliver**
 - What is the organisation or partnership track record of delivering value for money projects in this space and can you evidence your readiness to deliver and success to date in meeting one or more of the priorities?
- 4. Plans to monitor and measure outcomes**
 - Does the bid clearly articulate what and how they will measure success and capture the views of the service user and any legacy this project may leave?
- 5. Equality related considerations**
 - Does the organisation or partnership have a proven track record in equality, inclusion, and diversity; does this bid provide specialist provision for marginalised communities or people with protected characteristics?
- 6. Collaboration and co-design**
 - Does the bid contain evidence of/encourage/promote collaboration or is it from a consortium of agencies within the VCS sector and/or with statutory services that has the skills, influence, passion and access to networks within the community in order to increase trust and collaboration and drive change in the local areas – are there any statements to support this?

We will look for evidence in the application form to demonstrate each of these quality criteria's and will score applications accordingly on a scale from 'no evidence' to 'strong evidence'.