

ORIGINATOR: DEPUTY CHIEF EXECUTIVE

DECISION NO. 10-2014

REASON FOR SUBMISSION: FOR DECISION

SUBMITTED TO: POLICE AND CRIME COMMISSIONER (PCC)

**SUBJECT: PROPOSALS FOR CRIME AND DISORDER
REDUCTION GRANTS - 2014/15**

SUMMARY:

PCCs may make crime and disorder reduction grants to anyone who in the opinion of the PCC will secure, or contribute to securing, crime and disorder reduction.

In 2013/14 the PCC set aside a total fund of £700k for the purposes of awarding crime and disorder reduction grants.

In readiness for the 2014/15 financial year it has been necessary to consider the approach for awarding Crime and Disorder Reduction Grants. This decision paper sets out proposals for the awarding grants in 2014/15.

RECOMMENDATION:

1. The PCC is recommended to approve:

1.1 The sum of £700,000 will be made available for the PCC's Crime and Disorder Reduction Grant Fund, to be allocated as recommended below.

1.2 The development of business cases to support proposals for the following grants for 2014/15:

Positive Futures	£ 85,000
Youth Offending Service (Challenge 4 Change)	£ 50,000
Public Health (formerly Drug & Alcohol Action Team)	£ 97,000
East Coast Recovery	£ 25,000
Town Pastors	£ 47,000
TOTAL	£304,000

1.3 The sum of £96,000 for the PCC's Police and Crime Plan Reserve.

1.4 The establishment of a fund, to be known as the Safer Suffolk Fund, to be administered by Suffolk Community Foundation.

1.5 The Safer Suffolk Fund Agreement.

1.6 The total amount of the Safer Suffolk Fund for 2014/15 to be £300,000 plus any additional sums as generated by the Suffolk Constabulary from the Police Property Act Fund and other appropriate funds.

APPROVAL BY: PCC

The recommendation is agreed.

Signature

Tina Pannone

Date

3/04/2014

1. KEY ISSUES FOR CONSIDERATION

1.1 Section 9 of the Police Reform and Social Responsibility Act 2011 includes the following provisions in respect of crime and disorder reduction grants:

- (1) the [PCC] for a police area may make a crime and disorder reduction grant to any person.
- (2) a crime and disorder reduction grant is a grant which, in the opinion of the [PCC], will secure, or contribute to securing, crime and disorder reduction in the [PCC's] area.
- (3) the [PCC] may make a crime and disorder reduction grant subject to any conditions (including conditions as to repayment) which the [PCC's] thinks appropriate.

1.2 There is no maximum or minimum amount that PCCs must spend on community safety activity and they can also pool funding if they wish.

1.3 In 2013/14 the PCC set aside a total fund of £700k for the purposes of awarding crime and disorder reduction grants. The fund was distributed as follows:

Community Safety Partnerships	£220,763
Public Health	£194,237
Positive Futures	£ 85,000
Youth Offending Service	£100,000
PCC's Police and Crime Fund*	£100,000
TOTAL	£700,000

* For further detail see Annex A

1.4 In readiness for the new financial year 2014/15 it has been necessary to consider the approach for awarding Crime and Disorder Reduction Grants. The PCC views the award of grants as a valuable process which supports crime and disorder reduction activities. It also provides an excellent opportunity to support the voluntary, social and community enterprise sector (VCSE) and build capacity and capability within the sector.

1.5 It has been agreed to continue with the practice of having a fund set aside for the purposes of awarding crime and disorder reduction grants. A number of options for future arrangements were considered. These options include continuing with the existing arrangement (as at 1.3 above), a new process where the complete awards process is coordinated within the Office of the Police and Crime Commissioner (OPCC) or implementing an alternative way of awarding grants.

1.6 After consideration and consultation it is recommended that a new approach be introduced for the financial year 2014/15 and beyond. This paper sets out the proposals for consideration.

2. CRIME AND DISORDER REDUCTION GRANTS

2.1 It has been agreed that a sum of £700,000 will once again be set aside for the purposes of Crime and Disorder Reduction Grants in 2014/15. This was provided for in the PCC's Medium Term Financial Plan which was approved in early 2014.

2.2 The PCC has agreed to consider business cases for the following grants for 2014/15:

Positive Futures	£ 85,000
Youth Offending Service (Challenge 4 Change)	£ 50,000

Public Health (formerly Drug & Alcohol Action Team)	£ 97,000
East Coast Recovery	£ 25,000
Town Pastors	£ 47,000
TOTAL	£304,000

2.3 As stated in the Police and Crime Plan 2013-2017 all business cases for crime and disorder reduction grants must be robust and set out clear and success criteria (e.g. intended outcomes, milestones, risks, etc.) and how the initiative will deliver clear and measurable outcomes against the PCC's Police and Crime Plan objectives. Where an applicant has previously received a crime and disorder reduction grant from the PCC, consideration of performance against the previous grant will be taken into account.

2.4 In the year 2013/14 the sum of £100,000 (of the total fund of £700,00) was administered within the OPCC to allow the PCC to make direct awards of smaller crime and disorder reduction grants. It is recommended that a sum of £96,000 is administered by the PCC for the 2014/15 financial year. The budget is known as the Police and Crime Plan Reserve.

2.5 If the above grants are awarded the balance of the fund would be £300,000. One of the PCC's primary concerns is of course the need to obtain the best possible value for money and the proposals set out below take account of this requirement.

3. OPTIONS FOR AWARDING CRIME AND DISORDER REDUCTION GRANTS

3.1 The Police and Crime Plan sets out the PCC's commitment to working with VCSE partners. A thriving VCSE sector is vital to creating strong and vibrant communities. VCSE bodies will also be fundamental to achieving the broader aims set out in the Police and Crime Plan, and helping to address the things that matter in Suffolk.

3.2 The current austerity measures mean that public sector bodies must constantly re-evaluate ways of working. They must seek to work with optimum efficiency and effectiveness, strip out unnecessary bureaucracy and 'do things differently'. Suffolk has a vibrant and committed VCSE sector delivering services across all disciplines and there are many excellent examples of creative and innovative work. It makes sense therefore to continue to support the VCSE sector to enhance its capacity and capability so that the sector can work together the public sector in partnership to tackle the things that matter most to our communities.

3.3 Experience shows that the management overheads involved in awarding grants, agreeing terms (e.g. output/outcome measures), monitoring and oversight of grants (financial and progress reports) can be considerable. Accommodating such demands within the OPCC is not considered to be the most effective arrangement. It is also likely that recipient bodies are absorbing a bureaucracy burden which adds to the total management overheads associated with managing grants. The aim must be to achieve the maximum value for money out of every grant awarded in a way which minimises the bureaucracy associated with the application and awards process.

4. SUFFOLK COMMUNITY FOUNDATION

4.1 Suffolk Community Foundation is one of 46 Community Foundations in the UK. Collectively they are the fastest growing UK-wide funders of local charities and voluntary organisations. They represent a way for local people to give right to the heart of their communities wherever they live across Britain. They address the widest possible range of issues and intervene in the hardest to reach communities.

4.2 Community foundations do not compete with other local charities, but instead act as a hub to channel funds directly to them. They build endowment funds for local communities and generate pools of donors so that projects that enhance the quality

of life and have lasting impact can be sustained. Together, they save community based charities time and money by managing multiple donor funds under one roof. This means that one grant application is able to access multiple funds. It is a business model which also enables community foundations to maximise government initiatives such as the current 50% match funding available until 2015 for endowment giving in England that supports social action at a local level.

- 4.3 It is considered that the utilisation of the Suffolk Community Foundation for administering the fund will help to enhance the capacity and capability of the VCSE sector. Additionally the ability to access multiple funds with just one grant application saves the time and money associated with the application process. This means that the time that applicants devote to management overheads and unnecessary bureaucracy is kept to an absolute minimum thus ensuring as much capacity and capability as possible can be targeted to that body's primary charitable work.
- 4.4 On the basis of the above it is proposed that the Suffolk Community Foundation is utilised for the purposes of administering a crime and disorder reduction fund on behalf of the PCC.

5. SAFER SUFFOLK FUND

- 5.1 Discussions have taken place with partners and the Chief Executive of the Suffolk Community Foundation with regard to the establishment of a fund for the purposes of considering applications. The Foundation's grant making policy is attached at Annex B to this report. Annex C sets out the proposed terms of reference.
- 5.2 The key points of note are as follows:
- The fund will be known as the Safer Suffolk Fund.
 - The Safer Suffolk Fund will convene a Grant Panel (the Panel) who will meet approximately four times per year to consider the grant applications.
 - Membership of the Panel will include the Chairs of the local Community Safety Partnerships (Ipswich, West Suffolk, Suffolk Coastal and Waveney Community Safety Partnerships), and a member of the PCC's executive team.
 - The PCC will chair the Panel and to ensure clear and transparent governance will sign-off of all grant awards.
 - The Panel may also decide to co-opt up to three other panellists who may bring further insight to help the grant making decision process.
 - The Panel will be serviced by the Foundation's Grant Officer who has overall responsibility for the Fund and may be accompanied by the Foundation's Chief Executive. Although Foundation staff will be present to provide independent and professional advice, they will have no voting rights.
 - The opportunity for 'virtual' small grant panels is an option that may be adopted in the future to help speed up small grant applications.
 - The process will be regularly evaluated to ensure it is as efficient and effective as possible.

6. FINANCIAL IMPLICATIONS

- 6.1 In order to meet the costs of managing and administrating the Safer Suffolk Fund, the Foundation will charge a fee of 7.5% on the value of the funds given for grant-making. It is considered that this would represent a reduction in the total overhead costs associated with managing grants. These fees will also help to enhance the service that the Suffolk Community Foundation provides. The inclusion of this fund within the Foundation's portfolio will also help to support the aim of building the capacity and capability of the VCSE sector.
- 6.2 In addition to the above, consultation with the Chief Constable has identified other charitable funds currently managed by Suffolk Constabulary such as Suffolk SafeKey

and the Police Property Act Fund. It is therefore proposed that these could also be routed into the Safer Suffolk Fund, thus increasing the available grant fund.

7. OTHER IMPLICATIONS AND RISKS

- 7.1 It will be necessary conduct an equalities analysis of the awards process during development and implementation. Applicants for grants will also need to demonstrate that regard for equality issues is taken.
- 7.2 There are no direct human resources implications arising from the consideration of this paper.

8. RISK

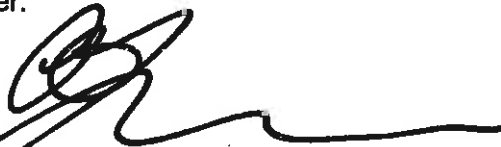
- 8.1 There are no direct risks arising from the consideration of this report. There may be risks arising from the decisions on grants, for example, ensuring that the expected outcomes are clear, the time scales and funding period are explicit Suffolk Community Foundation has considerable experience of managing grant funds and of assessing/managing risks.

9. RECOMMENDATIONS

- 9.1 The PCC is recommended to approve:
- 9.1.1 The sum of £700,000 will be made available for the PCC's Crime and Disorder Reduction Grant Fund, to be allocated as recommended below.
- 9.1.2 The development of business cases to support proposals for the following grants for 2014/15:
- | | |
|---|-----------------|
| Positive Futures | £ 85,000 |
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- 1.5 The Safer Suffolk Fund Agreement.
- 1.6 The total amount of the Safer Suffolk Fund for 2014/15 to be £300,000 plus any additional sums as generated by the Suffolk Constabulary from the Police Property Act Fund and other appropriate funds.

ORIGINATOR CHECKLIST (MUST BE COMPLETED)	PLEASE STATE 'YES' OR 'NO'
Has legal advice been sought on this submission?	Yes.
Has the Chief Finance Officer been consulted?	Yes
Have equality, diversity and human rights implications been considered including equality analysis, as appropriate?	Equalities analyses will be undertaken at various stages of the process.
Have human resource implications been considered?	Yes.
Is the recommendation consistent with the objectives in the Police and Crime Plan?	Yes.
Has consultation been undertaken with people or agencies likely to be affected by the recommendation?	Yes.
Has communications advice been sought on areas of likely media interest and how they might be managed?	Yes.
In relation to the above, have all relevant issues been highlighted in the 'other implications and risks' section of the submission?	Yes.

APPROVAL TO SUBMIT TO THE DECISION-MAKER

<p>Chief Executive</p> <p>I am satisfied that relevant advice has been taken into account in the preparation of the report and that this is an appropriate request to be submitted to the Police and Crime Commissioner.</p> <p>Signature: </p> <p>Date 3 April 2014</p>

POLICE & CRIME RESERVE 2013/14

SUMMARY OF SPEND/COMMITMENTS AGAINST THE BUDGET OF £100K

	£
Princes Trust	15,000
Drugs Testing on Arrest	25,000
Best Bar None	5,000
Taxi Marshalis	4,950
Ixworth Street Sports	500
Lowestoft Children Engagement	170
Needham Market Speedwatch	725
Waveney Domestic Violence & Abuse Forum	12,000
Suffolk Rape Crisis	10,000
Southwold CCTV	4,000
Babergh West Community Speedwatch	200
Lowestoft Neighbourhood Watch Printing	260
Motor Cycle Training (Ex Cop Bikers)	1,486
Babergh Street Watch	1,860
Felixstowe Volunteer Coast Patrol Rescue Service	15,000
TOTAL	96,151

What are Suffolk Community Foundation's grant making aims?

Suffolk Community Foundation aims to provide a bridge between people who care about their community and the wide range of organisations that need their help by making grants to charities, voluntary organisations and community groups that help relieve disadvantage and deprivation across Suffolk. The Foundation seeks to provide innovative leadership on community issues through thoughtful grant making that delivers public benefit.

To do this, the Foundation:

- concentrates on funding for defined, measurable local objectives
- gives preference to small grants for organisations and needs that may be overlooked
- uses priorities that are determined by local needs analysis as well as donor requests

How is funding sourced?

Suffolk Community Foundation manages funds on behalf of individuals, companies, charitable trusts and national and local statutory bodies (e.g., Suffolk County Council, the National Health Service and the Office for Civil Society), which are all referred to as donors. The Foundation offers a professional flexible service to assist donors to give effectively and achieve their philanthropic objectives, whatever their area of interest or level of giving. The funds held within Suffolk Community Foundation are both endowed and flow-through funds.

Endowed funds act as a permanent memorial, based on the principle of endowment, whereby a capital sum is invested and over time creates a growing and sustainable source of funding for grant making. A flow-through fund is a regular sum that is channelled through the Foundation to be distributed in grants in the short term.

Endowed and flow-through funds may be further defined as follows:

- An unrestricted fund, which has no restriction on its use, thus allowing the Foundation to use its expertise and knowledge of local needs to distribute grant funding to where it is most needed.
- A named fund, which can follow the general grant-giving criteria of an unrestricted fund or can be themed by concentrating on a specific geographical area and/or a particular area of concern (e.g., health, carers or youth). Named funds can also be donor advised with beneficiaries specifically named (see Donor Designated Donations Policy).

Suffolk Community Foundation also awards grants from flow-through named funds that are managed by the Community Foundations in Norfolk, Cambridgeshire and Essex.

Other Charities and Trusts

Suffolk Community Foundation represents other national and local funders in Suffolk. This work may involve research, consultancy, carrying out visits to assess grant applications, completing reports, issuing cheques for grants awarded, reviewing and following up six monthly monitoring reports, and acting as the liaison between the Charity and grant recipients for the duration of their grants. In addition, the Foundation provides reports detailing the progress of their grants in accordance with the fund guidelines.

What are the grant awards?

Suffolk Community Foundation's grant awards are tailored to support genuinely good ideas that will help relieve disadvantage and deprivation across Suffolk, make a real difference to the lives of local people and address a wide range of community issues, dependent on the fund. A full list of the Foundation's current grant-giving funds, their maximum grant amounts and their grant criteria is available on the Foundation's website at www.suffolkcf.org.uk.

Who is eligible for funding?

The Foundation welcomes applications from charities and voluntary and community groups in Suffolk that promote charitable purposes as defined by the Charities Act 2011 and by the Community Interest Company Regulations 2005. An organisation is eligible to apply if it meets one or more of the following criteria:

- is registered with the Charity Commission
- is a Charitable Incorporated Organisation
- is a voluntary sector organisation
- is not registered with the Charity Commission but has adopted a formal constitution, which imposes charitable purposes
- exists for more than one purpose, but at least one of which must be charitable (Organisations will be only eligible for grants towards activities that fall clearly within purposes that are charitable.)
- is a registered not for profit organisation (social enterprise).
- is a registered Community Interest Company that has completed its first year of 'trading', is younger than three years, has more than two directors and can provide Forms CIC36 and CIC34 and an inventory of assets valued at over £500 individually.

If eligible, all applicants

- must have a bank account with at least two cheque signatories who are unrelated by birth, marriage or civil partnership and who do not live at the same address. Confirmation must be provided to ensure that
 - cheque signatories are all unrelated and live at different addresses and
 - the bank mandate requires two signatories for every withdrawal
- must have a management committee with at least three members.
- must ensure, where appropriate that its premises, play equipment, play areas, transport arrangements and vehicles are safe and suitable and should have all relevant insurances.

The Foundation considers applications from eligible organisations wishing to work with partners in other sectors (e.g., the youth service, schools, social services, community development and environmental organisations). The Foundation also considers applications as part of a funding package where its money can have a significant impact on a project. The Foundation recognises that its promise of funding can attract grants from other sources.

The Foundation seeks to fund a wide range of community initiatives, including projects that:

- Renew the social fabric and involve local groups working within their community.
- Support sociability and independence for people who are isolated.
- Improve relationships in communities, schools and families, peer education schemes, services for minority groups, inclusive of people of diverse sexual orientation, age, race, faith, physical and mental ability.

Equal opportunities and diversity underpins the grant-making of the Foundation, which seeks to be well informed on local needs, issues and priorities to ensure that its work is sensitive and open to the diverse interests and priorities of its grant applicants. The Foundation works to ensure that all its services are provided in a way which promotes awareness of the rights and needs of people from minority groups and enables all people to have access to them. All grant applications are considered against the same, objective criteria. The Foundation proactively seeks grant applicants from our diverse society by working with statutory services and by attending conferences and funding surgeries.

Who is not eligible for funding?

Suffolk Community Foundation has defined certain exclusions in its grant making. In practice, there are likely to be exceptions to the listed exclusions if there is direct benefit to the community. In each case, the factor governing consideration is that the Foundation would be making a demonstrable difference to the community and is operating within its powers defined in its Memorandum and Articles of Association.

Geographical limitations

Suffolk Community Foundation only makes grants for the benefit of people living or working in Suffolk. Activities occurring outside Suffolk may also be considered if there is a clear benefit to the people of Suffolk. Where a percentage of the project is to benefit Suffolk, a grants panel may award a percentage of the amount requested appropriate to the overall benefit to Suffolk.

Statutory authorities and statutory bodies

Grants are not made to or for the following:

- Statutory bodies for the provision of statutory services. Please note that some funds allow schools to apply for extra-curricular activities only, as is a local government agency or council, if it is acting on behalf of its community and has no statutory obligation to provide the service or equipment for which it is seeking funding. The agency must confirm that it has no statutory obligation to provide the service or equipment and that any grant awarded will be ring-fenced in its accounts.
- Voluntary organisations, otherwise eligible, for statutory services that they are replacing or are performing under contract to statutory bodies.
- Equipment that will actually, or in effect, become the property of a statutory body, except when the equipment is handed over to a Council for maintenance purposes.
- Improvements to land or buildings owned by a statutory body, except to parish/town councils, which are eligible to apply for community projects that they would not reasonably be expected to fund from their own resources. To further clarify, the Foundation will not consider applications for notice boards, Christmas lights, street furniture (including benches) or any similar items. The council must provide confirmation that it has no statutory obligation to provide the service or equipment and that any grant awarded will be ring-fenced in its accounts.

The Foundation considers applications from eligible organisations wishing to work with partners in other sectors (e.g., the youth service, schools, education, social services, community development, and environmental organisations). The application must be made by the non-statutory organisation, whose activities clearly promote charitable purposes.

Political causes

The Foundation follows the Charity Commission guidelines outlined in leaflet CC9 Political Activities and Campaigning by Charities, which states that charitable organisations must not:

- participate in party political demonstrations
- support a political party
- issue material that supports or opposes a particular political party or the government.

Providing information, commenting on issues and influencing opinion are allowable if:

- There is a reasonable expectation that the activity will further the stated purposes of the charity and benefit its beneficiaries.
- The activity is within the powers, which the Trustees have to achieve those purposes.
- The activity is consistent with these guidelines.
- The views are well-founded, reasoned case and expressed in a responsible way.

Grants to individuals or families for personal needs

The Foundation does not make grants directly to individuals or families for personal needs with the exception of the following:

Grants made via partnership working with another front line charity (e.g. Surviving Winter) or via the Suffolk Disability Care Fund which provides grants to purchase daily living equipment for people with disabilities. All Suffolk Disability Care Fund grants must be for daily living equipment which is not supplied by the NHS, Suffolk County Council, or other statutory provider. Applications can only be made by a professional, such as a Social Worker, Occupational Therapist or Health Visitor on behalf of the beneficiary and if the grant is awarded the funds are paid directly to the supplier. Please refer to Appendix A for details of the Suffolk Disability Care Fund Grant Process Flowchart.

Faith-based groups

Many faith-based groups are formally constituted as organisations for worship but have other charitable objectives. Religious groups are eligible to apply where the project benefits the wider community (not just the congregation) without promoting worship or religious activities.

Funding is considered for refurbishment (e.g., doors, floors, windows, heating, disabled facilities, kitchens) of faith-based buildings if the building provides demonstrable benefits to the wider community, without promoting worship or religious activities. Since The Foundation's grant term is one year, an application towards a large refurbishment project is not considered until most of the funding is in place. Grants are not made for building maintenance costs.

Retrospective funding

The Foundation does not make grants to projects that have already occurred or for goods or services that have already been ordered or purchased prior to a grant having been approved and any conditions agreed by the applicant.

Groups with significant financial unrestricted reserves

The Foundation does not make grants to an organisation that it considers to have significant unrestricted financial reserves (i.e., exceeding 12 months' running costs), unless the organisation provides a justifiable reason for maintaining high unrestricted reserves.

Sport and leisure

Regarding the charitable activities of Community Amateur Sports Clubs (CASC), the Foundation follows the Charity Commission's RR11 guidelines, which state that activities must be capable of improving physical health and fitness and that the club must have an open membership; that is, access to the club's facilities must be genuinely available to anyone who wishes to take advantage of them.

Environmental projects

Some Funds will consider grants for environmental projects that fulfill the following criteria:

- raising local awareness of the environment
- creating ownership within the community
- increasing opportunities for volunteering
- increasing partnership working between local authorities, commercial organisation and/or other community groups
- addressing such issues as conservation, wildlife, bio-diversity, re-use or recycling, reduction in carbon footprint and environmental art

Some sample projects are: making woodlands more accessible for people with disabilities, planting trees within an urban area and transforming derelict/vacant land into a community garden or vegetable plot. The Foundation does not, however, make grants for improvements to land or buildings that is privately owned or may eventually revert to private ownership.

Village halls

The Foundation only makes grants for the construction or essential refurbishment (e.g., doors, floors, windows, heating, disabled facilities and kitchens) of village halls that demonstrate the building will benefit the wider community and enhance its capacity, particularly for those who would otherwise be excluded by restrictions on access. Since the Foundation's grant term is one year, an application towards a larger construction or refurbishment project is not considered until most of the funding is in place. Grants are not made for maintenance costs.

Multiple Grants

Any organisation can receive multiple grants from SCF during a 12 month period but can only receive one grant per year per fund. However, larger organisations who may have several branches throughout Suffolk are permitted to receive one grant per branch per fund subject to the grant request meeting the Foundation's grant making priorities. Multiple grants will prevent a restriction on funding for large organisations that operate a branch network throughout Suffolk.

The Suffolk Fund

Multiple applications to a maximum of £2,000 per 12 months can be made to the Suffolk Fund by an organisation or a branch of a larger organisation.

Other exclusions

The Foundation will not make grants towards the following:

- contribution to endowment fund, payment of deficit funding or repayment of loans
- national charities that are not providing clear local benefits
- overseas travel or expeditions
- sponsored or fundraising events or groups raising funds to redistribute to other causes
- medical research and equipment for statutory or private healthcare
- start-up funding for a project that is unable to start within nine months
- commercial ventures, unless the group is a registered not for profit organisation
- general appeals
- animal welfare, unless the project benefits people (e.g., disabled riding schemes)

Some of the Foundation's funds have specific exclusions in addition to the general exclusions described above.

Other fund-specific exclusions and eligibility requirements are outlined in the fund's Application Guidelines, which are available on the Foundation's website at www.suffolkcf.org.uk.

What does Suffolk Community Foundation fund?

The Foundation funds the following expenses:

- equipment that is essential to the better running of a group, thus benefiting its users
- start-up expenses

- percentage to core costs
- training
- new staff costs
- venue hire
- promotional costs
- essential refurbishment to buildings, owned by a group or on a long-term lease, to include doors, floors, windows, heating, disabled facilities and kitchens, provided the improvements benefit the wider community

What is the application process?

Information on the grants programme is advertised on www.suffolkcf.org.uk.

Potential grant applicants are encouraged to contact the Foundation by telephone, email or post, before submitting an application. This is particularly important so that the Foundation can determine whether the grant request meets the Foundation basic eligibility requirements, and if so, which fund the applicant should apply to and which application form the applicant should use. If a grant request does not meet the Foundation's eligibility criteria, the applicant is 'signposted' to other potential funding sources, if possible. The Foundation is committed to making the grant application process as easy and as accessible as possible for all local voluntary and community groups, regardless of size and professional fund-raising expertise.

The full application process is outlined in the flowchart in Appendix B.

Where is the application form?

Most applications can now be made online at www.suffolkcf.org.uk. Although the majority of the Foundation's funds use a general application form, several funds have specific forms to reflect branding or to capture fund-specific information from the applicant. A paper application is available if required.

In addition to the information requested on the application forms, applicants are asked to submit the following documents:

- constitution or signed set of rules (this must include a satisfactory dissolution clause)
- up-to-date, audited annual accounts or financial statement signed by the treasurer
- copies of written estimates or catalogue pages, if requesting equipment or capital costs
- latest annual report, if available
- business plan, if available
- Equal Opportunities Policy, signed by the Management Committee
- Safeguarding Policy, if applicable, signed by the Management Committee and confirmation that all relevant Disclosure and Barring checks have been carried out.

The Foundation looks for grant applications to show clearly how:

- The project will impact a particular need or problem; groups should demonstrate that a grant will make a real difference to the people or community it intends to support.
- The project will support the people involved.
- Both long-term development plans and specific project plans are realistic and practical.
- The effectiveness of the work will be measured.
- The service users are involved in developing the project, wherever possible.

What advice and support are available?

Each application has corresponding guidelines for use in completing the form. The application guidelines for each fund are available from the Foundation's office or can be downloaded from the website on www.suffolkcf.org.uk.

The Foundation actively encourages applicants to call the Foundation to discuss proposals before submitting an application. Applicants with questions or concerns over providing the required information can contact the Foundation for practical advice and assistance. An applicant may also be signposted to a local voluntary sector support agency for help.

How is an application submitted?

Most application forms can be completed online at www.suffolkcf.org.uk. Applicants can complete Part A of the application online, and must subsequently post a signed copy of Part B with supplementary documents to the Foundation. If an applicant has previously provided the supplementary documents to the Foundation, they do not need to be re-submitted, unless the documents have been updated.

If an organisation requires a hardcopy of an application form, this can be requested from the Foundation's office. Application forms for certain funds can be downloaded from our website. Completed application forms and supplementary documents should be signed and then posted to:

Suffolk Community Foundation
The Old Barns
Peninsula Business Centre
Wherstead
Ipswich
IP9 2BB

What are the deadline dates for submitting an application?

Application deadlines, which vary depending on the fund, are published on the Foundation's website on www.suffolkcf.org.uk.

How is an application processed?

The first step in processing an application is for the Operations Coordinator to enter relevant information onto the Foundation's DIGITS2 (Donor Intelligence and Grant Information Tracking System) database.

If the application has been completed online, it will be imported automatically into DIGITS2, populating the database with the organisation's details and the information for their application. Once an organisation submits their application online, the applicant will automatically receive an acknowledgment email to confirm the submission of their application and to remind them to send Part B of the application to the Foundation. The application status will be set to 'Awaiting Part B' until these supporting documents are received.

For applications that are submitted by post, the Operations Coordinator will input the organisation's contact details onto DIGITS2, then create a new application record to note the amount of the grant request, fund name, district, grant round, application number and project details.

On receipt of a completed application form and supplementary documentation, the Operations Coordinator sends an acknowledgement email to the applicant to confirm safe arrival of all documentation or highlight missing documentation or information and to notify the applicant that a Grants Officer will make contact as part of the Foundation's grant assessment process. The Operations Coordinator will also complete a 'Grant Application Initial Checklist' sheet to accompany the application to show which documents have been received and if any information is missing.

The Operations Coordinator creates a file for hard copies of the application, supplementary documents, initial checklist and acknowledgement letter or email. This file will be handed over to the Grant Officer for assessment once all documents and information are received.

How is an application assessed?

The Grants Officer begins the assessment of the application by checking that he or she has no conflict of interest, in line with his or her current declaration of interest form. If there is a conflict of interest, the application assessment is conducted by another Grants Officer.

The Grants Officer checks each application for eligibility, completeness and accuracy and signs the initial checklist to confirm these checks have been conducted. If the application is ineligible, incomplete or inaccurate, the applicant will be notified and asked to provide the further or corrected details.

The Grants Officer completes the assessment on DIGITS2 for each application. A structured form and scoring system of 1 (poor) to 5 (excellent) ensures that all applications follow the same assessment procedure.

As part of the application's assessment, the Grants Officer may contact the organisation to resolve queries. Any agreed amendments to an application form (e.g., rectifying mistakes, amending budgets, adding or substituting items, making projects or outcomes more specific) are noted on the form and/or in the assessment checklist. The Grants Officer might also visit the applicant, if, for example, significant matters cannot be clarified through the application form or telephone communication. References might also be taken at the discretion of the Grant Officer.

The Grants Officer's assessment checklist recommends:

- granting a full or partial award
- granting a full or partial award with conditions
- deferring the application
- rejecting the application

If the recommendation is to award a grant with or without conditions, the Grants Officer forwards the assessment checklist to the appropriate grant panelists prior to the panel meeting (see "How grants are decided?").

If the recommendation is to defer the application, the Grants Officer notifies the applicant why the request is deferred. Typical deferral reasons are: the organisation is unable to provide required supplementary documents (e.g., annual accounts); the organisation is recovering from governance issues or the organisation has applied too soon, because it will not be able to spend a grant within a year or does not have the capacity to manage the project.

All applications are presented to the grants panel for consideration, however where an application clearly does not meet the fund criteria they will be rejected and will be declared on the discussion schedule at panel, with the reason for rejection and also whether the application has been passed to another fund.

If the Grants Officer recommends rejecting the application, justifiable reasons must be noted in the assessment checklist and/or in DIGITS2 for monitoring and evaluation purposes. Justifiable reasons are listed below:

1. Already holds a grant—The organisation has received the maximum amount available from a particular fund in the last 12 months.
2. Does not meet criteria—The application does not meet the particular criteria for a fund or the general Foundation exclusions.
3. High reserves—The group has more than 12 months' running costs and cannot provide a justifiable reason for maintaining high unrestricted reserves.
4. Insufficient community involvement or benefit
5. Insufficient evidence of need

6. Lack of capacity—The organisation does not have the capacity to manage the grant (e.g., it may lack adequate structures or financial systems).
7. Lack of sustainability—This grant is for emergency funding and there is no evidence that further funding will be forthcoming to continue the project.
8. Not charitable purposes
9. Not value for money
10. Outside geographical area
11. Faith-based project with no benefit to the wider community or that promotes worship or religious activities
12. Political activity
13. Request from an individual or family for personal needs
14. Retrospective
15. Statutory responsibility
16. Incomplete/premature
17. Contribution to endowment fund, payment of deficit funding or repayment of loans
18. Welfare of animals with no benefits to people
19. Medical research and equipment for statutory or private healthcare
20. Sponsored or fundraising events
21. National charities that does not provide clear local benefits
22. Overseas expeditions
23. Start-up funding for a project that is unable to start within nine months
24. No funding left

The Grants Officer sends a rejection letter to the applicant and tries to help identify alternative funding sources; for example, the applicant may be referred to Community Action Suffolk for further advice. If requested, an applicant will also be provided with all paperwork relating to their application, as specified under the Data Protection Act. An applicant who wishes to contest a rejection is directed to the Foundation's Complaints Policy.

How are grants decided?

Grants panels meet to decide the outcome of grant applications. Further details about Suffolk Community Foundation's grants panels can be found in the Grants Panels Terms of Reference. Grant panels for funds that are managed by the Community Foundations in Norfolk, Cambridgeshire and Essex operate under the policies of those Foundations.

Grants panels are responsible for considering all applications against agreed priorities and ensuring that the Foundation equitably distributes resources across Suffolk. A grants panellist is required to declare conflicts of interest and is excluded from any decisions where there is a conflict of interest.

The grants panel uses the Grants Officer's assessment checklists and a discussion schedule to review each recommended grant request which is produced by the Grants Officer, summarises the applications being reviewed by the grants panel and provides the benefit area, organisation's purpose and purpose and amount of the grant request.

There are four possible outcomes as a result of the Grants Panel meeting:

- **Awarded** - The grant is approved and will be awarded, subject to Trustee approval and the group's acceptance of the Foundation's terms and conditions.
- **Conditional** - The grant award is conditional on the fulfillment of a requirement(s) the panel may set.
- **Deferred** - The grant request is deferred until further information has been provided.
- **Rejected** - A grant award will not be made. In some cases, rejected applications will be forwarded to other relevant funds administered by Suffolk Community Foundation. If three grants panels have rejected an application, the request is fully rejected.

A fifth possible outcome is that an application has been withdrawn by the applicant prior to the panel meeting.

The Grants Officer updates the decision schedule during the panel meeting to record the grants panel's comments, decisions (A = awarded; C = awarded on condition of fulfilment of specific requirements set by the grants panel; D = deferred for re-consideration; R = rejected with reason noted and W = withdrawn by applicant) and the grant amount awarded, if relevant. The meeting date, panellist names, apologies and any notes from the meeting are also recorded. Following the meeting, the completed decision schedule is sent by email to the panel chair for approval to confirm the record of the grants panel is correct.

Except for Small Grants and those funds that are managed by other Community Foundations, a grants panel's decisions must be ratified by the Trustees of the Foundation's Grant and Governance Committee. The Operations Coordinator emails the updated decision schedule to these Trustees asking them to respond with their approval or questions within three days. A quorum of three of the four Trustees must approve the grant panel's decisions. If a decision to award a grant is not approved by the Trustees, the Grants Officer will notify the grants panel, and the application will be rejected. Small Grants (of up to £900) are approved by Suffolk Community Foundation's Chairman of the Grants and Governance Committee and Chief Executive Officer. Grants awarded from funds managed by other Community Foundations follow the grant making procedures of those Foundations.

Once Trustee approval has been received, the Operations Coordinator updates the grant outcomes in DIGITS2 and offer/rejection letters and terms and conditions are produced and issued. Hard copies of these documents are maintained on file.

How are grant awards monitored?

The Foundation establishes an on-going relationship with funded groups in order to monitor the use and effectiveness of the grant and encourage further development of the organisation. The type of monitoring is dependent on the size and duration of the grant, as follows:

- For all grants, recipients must submit an End of Grant Monitoring Report within 13 months of receiving the award cheque.
- For any grant award or a multi-year grant, a Grants Officer or Foundation representative may also complete a monitoring visit to confirm the organisation's progress and what key lessons have been learned so far. For multi-year funding, the following year's funds will not be released until a satisfactory monitoring visit has been carried out and/or the grant recipient has submitted a Year 1 or Year 2 Monitoring Report to show that that the year's monitoring objectives have been met.

As well as monitoring visits that may be made by the Grants team, donors are encouraged to visit those organisations where their fund has made the award. The Foundation will be active in keeping donors informed about how funds have been used. Structured visits for the Foundation's Trustees, donors, and grant panellists are arranged to show how grants awarded from the Foundation, no matter what size, can make a difference in local communities. This programme is aimed at increasing understanding of local issues and raising awareness of local community and voluntary activity.

If an End of Grant Monitoring Report is not provided within 13 months of the grant award, a reminder is sent to the organisation. Failure to provide monitoring information makes the organisation ineligible for future grants. The procedure outlined in Appendix C is followed if an End of Grant Monitoring Report is not submitted after the reminder or an issue/concern is raised through a site visit, the return of the End of Grant Monitoring Report and/or a person connected with the organisation or from within the local voluntary sector. Examples of concerns that will activate the procedure are:

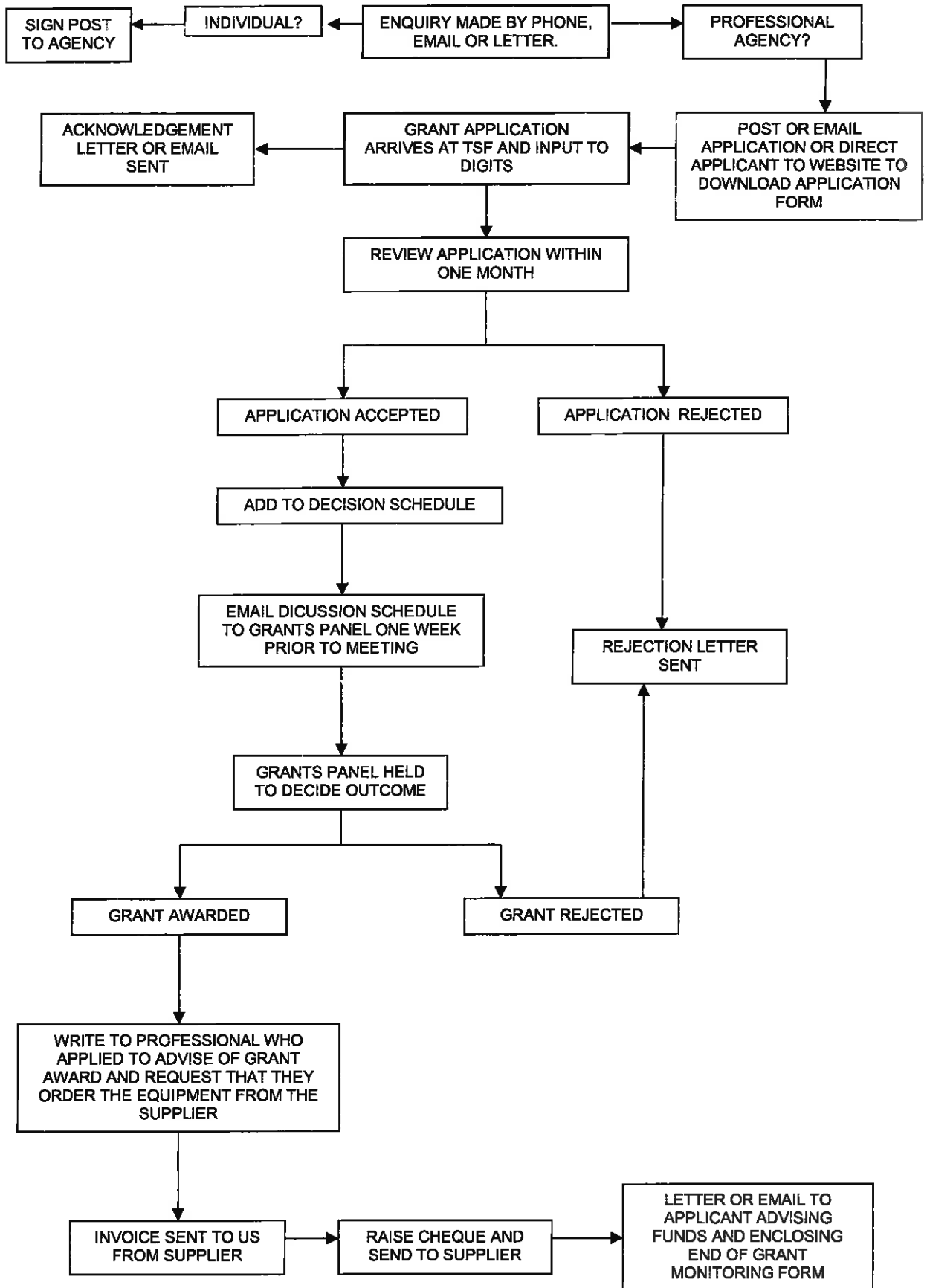
- Activity cost less than expected
- Activity or service did not take place, as per agreed terms of the Foundation's funding
- Issues raised about quantity, quality and governance
- Group's charitable focus changes
- Group failed to disclose information that is significant to the funding
- Organisation or service is ceasing
- Suspected misappropriation of funds, whether deliberate or otherwise

The Foundation will endeavour to support organisations that experience difficulties, but the responsibility is on the group to keep the Foundation fully informed. The Foundation will ask for funding to be returned if, for any reason, the group is unable to use the grant effectively for its original, defined purpose, unless alternative conditions have been subsequently agreed.

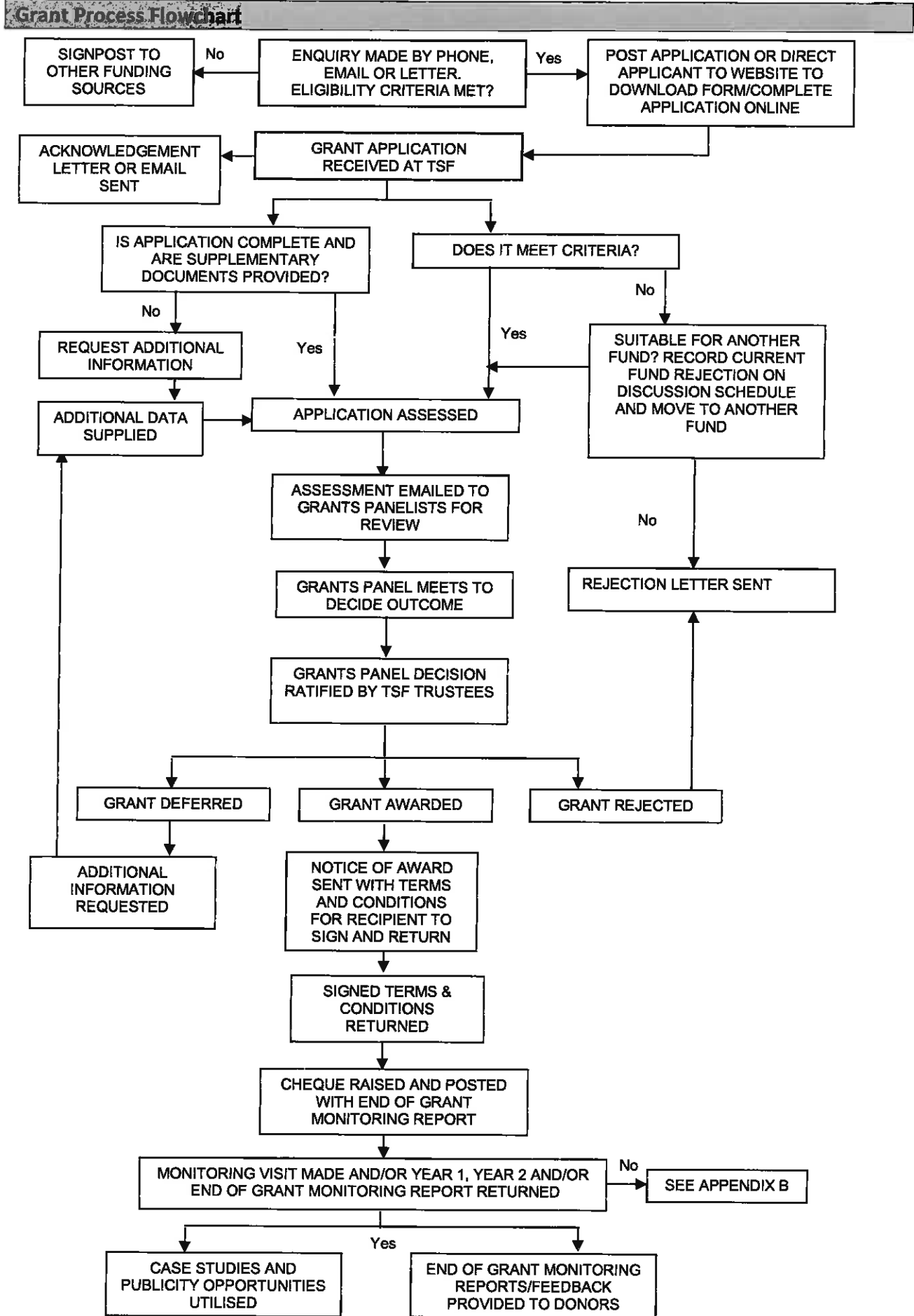
How are grant awards publicised?

The Suffolk Community Foundation's Annual Review offers an important outlet to promote and describe, through case studies, the grants awarded to a wide audience. Similarly, the Foundation's Annual General Meeting includes presentations from beneficiaries. Award presentation events are sometimes held and photographic and media opportunities are pursued when possible. The Foundation also asks each grant recipient to mention the Foundation's grant in its annual report, accounts and newsletters or any other appropriate publication or events.

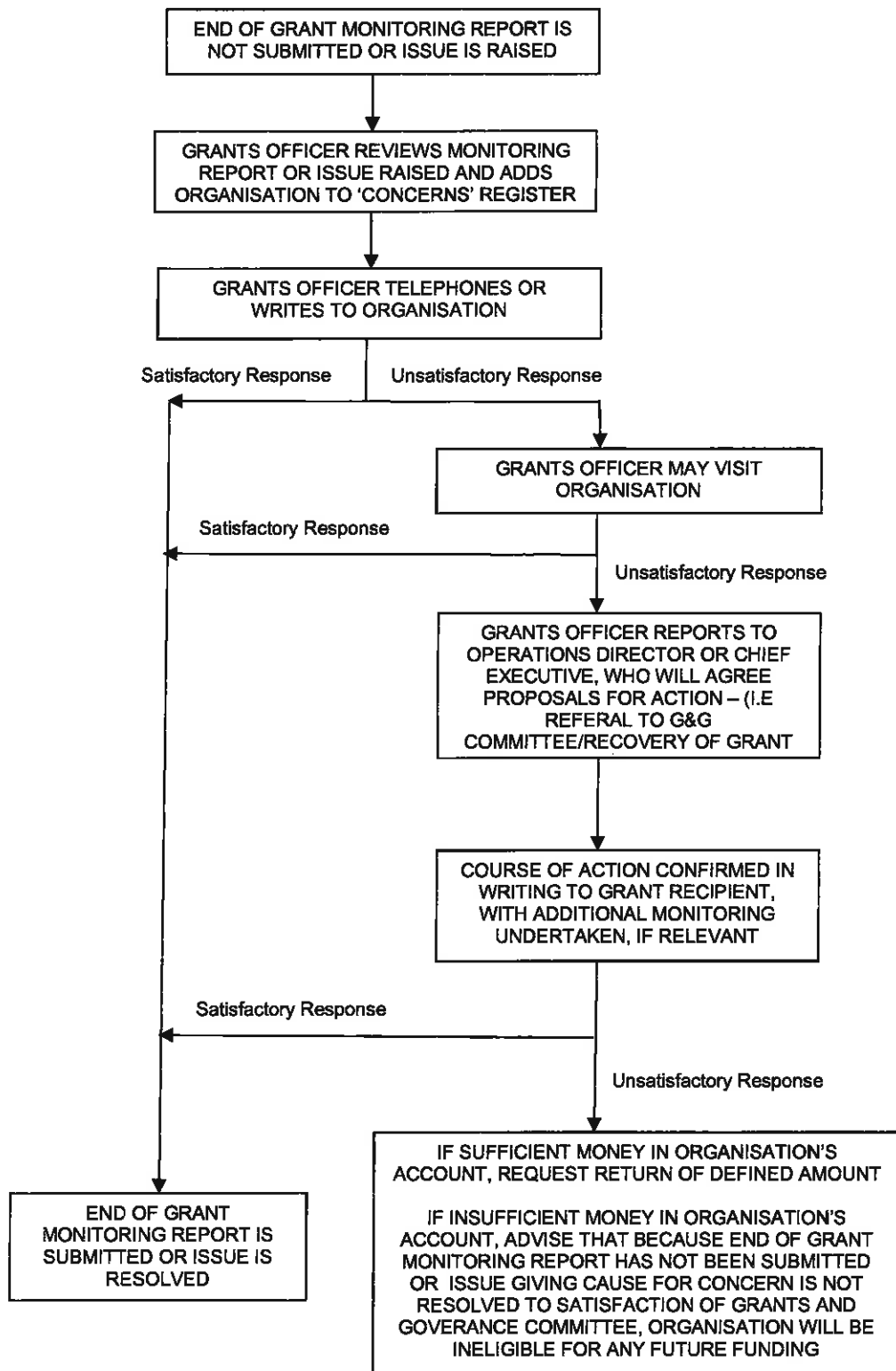
Suffolk Disability Care Fund Grant Process Flowchart



Appendix B



End of Grant Monitoring





1. Objectives

The Safer Suffolk Fund (the Fund) has been created by Suffolk's Police and Crime Commissioner to support the work of voluntary, community and social enterprise organisations (VCSE) that are delivering services that help make Suffolk a safer place to live, work, travel and invest in.

It is recognised that the VCSE plays an important role in augmenting community safety across Suffolk particularly around crime prevention and victim support, something that the Police and Crime Commissioner would like to develop further. Through the creation of a grant fund, much needed financial assistance will be made available via a grants programme designed to help support VCSE activity that is addressing community safety issues.

2. Areas of Benefit

The Fund will support VCSE organisations that can show clear measurable outcomes that are addressing key objectives outlined in the Police and Crime Plan for Suffolk 2013 – 2017. Although it is probable that applicants will be Suffolk based, the Fund will not exclude out-of-county organisations if they can demonstrate that they can deliver services effectively within Suffolk.

The medium term aspirations for policing Suffolk - as outlined in the Police and Crime Plan for Suffolk - has the overall aim of making Suffolk a safer place in which to live, work, travel and invest in. This overarching vision is supported by four key objectives namely;

- Objective 1 – Responding to emergencies
- Objective 2 – Solving crime
- Objective 3 – Preventing and reducing crime and anti-social behaviour
- Objective 4 – Caring for victims and vulnerable people

Looking at the Plan in detail, it has been identified that Suffolk's VCSE is playing a significant role in tackling issues associated with objectives 2, 3 and 4. In particular, the VCSE is well established in supporting the following priority areas;

- Vulnerable people
- Victims of crime
- Domestic violence and abuse
- Mental health
- Substance misuse
- Supporting families
- Creating a safer night-time economy
- Offending and reoffending
- Anti-social behaviour

However, it is also recognised that there is real scope to support a whole range of additional activity that historically hasn't been as strongly aligned with Suffolk policing policy, e.g. helping the hard to reach long term unemployed back into the workplace.

The creation of the Fund will allow such activity to be funded with the aim of supporting a wider range of interventions associated with the cause of crime.

3. Size of Grants

The Fund will award grants from £1,000 to £20,000. No grant will exceed 10% of an organisations total income.

4. Contract Variations

As stated in clause 2 of the agreement, the Fund's objective are aligned to Suffolk's Police and Crime Plan however, these can be varied by mutual agreement at any time in the future as long as they meet the charitable objectives of the Suffolk Community Foundation (the Foundation). Such variation must be in writing, signed by both parties and appended to the Fund Agreement.

5. Grant-Making Procedures

The Fund will be managed and grants awarded in accordance with best practice developed by the Foundation and in line with a quality standards system endorsed by the Charity Commission for England and Wales.

The Foundation will undertake all aspects of the management and administration of the grant making process as follows:

- Advertising and promotion of the Fund
- Handling enquiries, sending out and processing applications (including establishing an online capability)
- Site visits and work related to building organisational capacity of the applicant
- Assessing applications in accordance with the Fund's objectives
- Recommending projects to the Fund's Grant Panel for decision on the projects they would like to support and compiling a schedule of eligible applications with detailed assessment reports for each project
- Notifying applicants and making grant awards in accordance with the funding decisions of the Fund's grant panel
- Maintaining records
- Post grant award monitoring and evaluation

The Police and Crime Commissioner's office and appointed Grant Panel members will receive from the Foundation, a schedule of eligible applications with detailed assessment reports and recommendations for each project that meets the Fund's objectives. All assessments will be provided at least one week ahead of scheduled grant panel meetings.

All grant awards will be ratified by the Foundation's Trustees.

6. The Safer Suffolk Grant Panel

The Safer Suffolk Fund will convene a Grant Panel (the Panel) who will meet throughout the year to consider the grant applications. The Panel will comprise of the Chairs of the county's Community Safety Partnership to include Ipswich, West Suffolk, Suffolk Coastal and Waveney Community Safety Partnerships. In addition, the Panel will include a member of the Suffolk Police and Crime Commissioner's executive team. The Panel may also decide to co-opt up to 3 other panellists who may bring further insight to help the grant making decision process. The PCC will chair the Panel and to ensure clear and transparent governance will sign-off of all grant awards.

Following consideration of the applications the Panel will submit its recommendations for grant awards to the Police and Crime Commissioner for consideration.

The Panel will be serviced by the Foundation's Grant Officer who has overall responsibility for the Fund and may be accompanied by the Foundation's Chief Executive. Although Foundation staff will be present to provide independent and professional advice, they will have no voting rights.

It is anticipated that the Panel will formally meet four times per year. The opportunity for a 'virtual' small grant panels is an option that may be adopted in the future to help speed up small grant applications.

7. Monitoring and Evaluation

The Foundation will provide the Police and Crime Commissioner with an annual financial statement for the Fund together with an evaluation of the grants awarded.

Monitoring of grant spend following an award from the Fund is carried out diligently by the Foundation with all successful grant applicants aware that this is part of their contractual duty as outlined in the award offer letter (which needs to be returned to the Foundation and signed in acceptance of the terms and conditions) before the grant is made. In addition, the Foundation's staff will monitor the grant and associated activity throughout the year and if circumstances require, this may include site visits.

On the annual anniversary of the award, a monitoring form will be completed by the applicant confirming that the grant has been used in accordance with the terms and conditions of the award and importantly, reporting delivery against the measureable outcomes anticipated in their application. The Foundation will collate this information in an annual fund evaluation report.

8. Management & Administration Fees

In order to meet the costs of managing and administrating the Safer Suffolk Fund, the Foundation will charge a fee of 7.5% on the value of the funds given for grant-making.

9. Management Arrangements

The Safer Suffolk Fund will be separately identified within the Foundation's accounts and annual report. All monies held within the Fund will be applied to the above charitable objectives, with the exception of the Foundation's management and administration fee, which will be levied from the Fund and included in an Annual Fund Statement.

10. Publicity

The Foundation will be pleased to work with Police and Crime Commissioner to promote the support provided through the Fund. In addition, the Foundation will promote the Fund on its website, within its annual report, Foundation literature and press releases, as appropriate. The Foundation will be happy to use any logo or branding on relevant media to support the promotion of the Fund.

11. Agreement

Signed by
Suffolk Police and Crime Commissioner

Date.....

Signed by
Stephen Singleton
Chief Executive
Suffolk Community Foundation

Date.....