



Application for Autumn Activity Fund – Guidance Notes

September 2024

Introduction

Antisocial Behaviour (ASB) is criminal behaviour, and it blights our communities.

Tackling anti-social behaviour is a key priority for Police and Crime Commissioner (PCC) who has developed this dedicated **Autumn Activity Fund** provide funding for organisations that work towards reducing and diverting people away from ASB and that encourage positive solutions to address and overcome the issues that communities face – specifically as we approach the darker nights and particularly Halloween and Bonfire Night

PCC funds

The Police and Crime Commissioner (PCC) has made funding available to enable local registered charities to access a one-off grant that works towards one (or more) of the below points:

- Reducing ASB
- Diverting people away from ASB
- Encouraging positive solutions that overcome the issues that communities face as a result of ASB
- Building resilience in communities to respond to ASB
- Supporting early intervention approaches to ASB

Applicants are able to apply for a maximum of **£500** per project which must be delivered between the period 26 October 2023 – 9 November 2024. Please note applications do not need to cover the full 2 week period and could cover one off sessions.

Who can apply?

The main aim of the fund is to support local projects delivered by charitable organisations that solely benefit the communities of Cleveland, this includes;

- Any **individual registered charity** who is working to improve the lives of people in the Cleveland Police area.
- Any **registered charitable** organisation working/operating in the Cleveland Police area.

We are unable to fund:

- Recurring expenditure
- Political activities
- Large scale projects, where a small grant would not make a difference
- Individuals and un-constituted groups

To apply

To apply for the funding, it is important that you have thought through some basics. These include the following:

- Are you a registered charity?
- Has the project been funded previously by the PCC?
- How will your project address antisocial behaviour in the area?
- What is the money for and how have you estimated the costs?
- What difference will it make to the local community and how will you know that it has worked?
- How do you know that this is what the community needs and who supports your idea?
- How long will it take to implement and is everything and everyone ready to start?
- Who will be responsible for managing the money and how will you account for it?
- Is there anything that might stop the project from being successful that you think is important for us to know?

To submit an application please complete the fund application form that can be found on the PCC website. All of the above needs to be detailed in your application.

If you would like any assistance in completing the form, although our resources are limited, we will do our best in helping you through this process.

Completed applications can be emailed or posted.

Email to: pcc.office@cleveland.police.uk
Post to: Police and Crime Commissioner for Cleveland
c/o St Marks House
St Marks Court
Thornaby
Stockton-On-Tees
TS17 6QW

Enquiries should be emailed to the address above or contact the OPCC on 01642 306619.

Funding Timeline

	Date
Fund Launches	20 September 2024
Deadline for applications	11 October 2024
Application Review Meeting	15 October 2024
Successful applicants confirmed	17 October 2024

PCC Decision

All applications will be assessed by a small panel which will include the Police and Crime Commissioner. Where appropriate the PCC may consult with other specialist or technical professionals depending on the content of your application. All decisions will be made by the PCC. The small panel will meet on **15 October 2024**.

Successful applications

Here are a few things you need to prepare for:

1. We may make ethical assurance checks, particularly in relation to larger projects and initiatives. You may be asked to consent to us making enquiries with the police or regulatory bodies, for example or provide copies of your insurance certificates.
2. Payment will normally be made by electronic bank payment (BACS) which will be payable to the named organisation, or if not a formal organisation to the lead applicant.
3. You will need to acknowledge receipt of the money and agree any terms and conditions.
4. Depending on the type of funding you receive you may be required to sign a grant agreement.
5. You will need to provide feedback or progress reports on your initiative. The larger the award the larger the monitoring processes required.
6. Any changes to how money is spent **must** be agreed with the PCC using a change management form.
7. Based on your application, you should be able to confirm the best way to show how successful your project has been e.g. what will be the difference between now and after the money has been spent on your project.
8. Once the initiative or project is completed, within 28 days you will need to provide a report outlining the benefits that were achieved, and the impact it has had on the community.
9. All grant recipients should acknowledge the support of the PCC and use the PCC logo when producing any form of promotional or publicity material, including your website, press release, leaflets and reports.

Please note the PCC is lawfully obliged to carry out regular audits on all of its grant recipients, and all individuals / organisations are selected at random. All recipients and/or evidence of expenditure must be recorded for these purposes and presented in the event of an audit.