

Policing and Community Safety Partnership Grant Aid 25-26

CATEGORY: Community Safety Small Grants Programme

Information for Applicants

Community Safety Small Grants Programme Guidance Notes 25-26

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1.0 Introduction

Policing and Community Safety Partnerships

Policing and Community Safety Partnerships are statutory bodies established under the Justice Act (NI) 2011. There are 11 throughout Northern Ireland, one in each council area.

Each PCSP has a Policing Committee to take forward specific police monitoring and engagement functions, with the wider PCSP taking forward community safety related functions.

“**Community Safety**” is about developing local solutions to local problems in respect of crime, the fear of crime and anti-social behaviour, enabling a partnership approach to resolving local community safety issues.

Policing and Community Safety Partnerships aim to create safer, shared and confident communities.

What do we do?

Antrim and Newtownabbey PCSP aims to make our community safer for all. To achieve this, we:

- **Consult and engage** – with the local community on issues of concern in relation to Community Safety & Policing. The Policing committee has a distinct responsibility to provide views to the relevant District Commander & the Policing Board on policing matters.
- **Identify & prioritise** – the issues & prepare plans of how these can be tackled.
- **Monitor** – A Policing Committee comprising of Elected and Independent Members will monitor the performance of the police and work to gain the cooperation of the public with the police when preventing crime.
- **Deliver** – A reduction in crime and enhance community safety in our Borough directly through our own interventions, through work of our delivery groups or through support for the work of others.

The Antrim and Newtownabbey Policing and Community Safety Partnership (PCSP) ‘Community Safety Small Grants Programme’ has been designed to support, promote and develop community safety initiatives throughout the council area. To improve confidence in policing and raise awareness of the PCSP and the role it plays in the local area.

These conditions should be read in conjunction with Antrim and Newtownabbey Borough Council’s Grant Funding Policy.

Antrim and Newtownabbey PCSP will be operating under the guidelines within the Council's Grant Funding Policy to deliver this grants programme.

1.1 Purpose of Grant Programme/Overview of Fund

The PCSP small grants programme has been developed to support the delivery of projects aimed at improving Community Safety across Antrim and Newtownabbey Borough Council area.

The fund seeks to encourage local community-based organisations to address local community safety issues through innovative and appropriate solutions.

1.2 General Principles

The fundamental principles of this grant guidance document are:

Funding Award is based on evidenced need

The aim of grant funding is to provide financial support for projects and activities that add benefit to the Borough and contribute to improving the lives of local people and places. The following requirements **MUST** be met to be considered for funding:

- Have a clear purpose to the activity based on clearly evidenced need
- Be able to demonstrate how their project meets relevant funding criteria
- Can deliver high quality desired outcomes in a cost-effective manner
- The Applicant organisation can demonstrate that it is well run with the capacity to deliver the project as stated
- Reflect the statutory remit of the Council, aligned to the Corporate Plan and Community Plan

Accessibility

Information on all grant funding programmes will be publicly available through the Council's website and proactively promoted across Mailing Lists, Social Media channels and Borough Life. This will include:

- Guidance on completion of relevant grant application
- Grant Management System embedded into Council public facing platform with digital accessibility options available
- Centralised Grant Funding information on Council webpage
- Guidance notes for all individual grant streams
- Point of contact clearly communicated for relevant queries
- Annual Grant Funding calendar made available
- Council reserves the right to request further information or clarification on any request for support and to share information on support with other funders.
- To be eligible for funding you must have a Child Protection Policy in place if your project involves, or may involve, children or young people under the age of 18 or a Safeguarding Adult's Policy if your project involves, or may involve vulnerable adults
- Groups seeking support from Council should have a minimum of £2M Public Liability and £10M Employers' Liability in place or be willing to obtain this cover.

Council will strive to ensure the process is user friendly, transparent, and fully inclusive.
Accountability

The Council will always adhere to the Grant Funding policy and guidance criteria outlined within each grant funding programme.

- A clear decision-making process will be utilised, with clear rationale and demonstrable evidence to support funding decisions
- Decision making process will be robust and transparent
- Funding decisions will be approved through Committee and Full Council with details made publicly available
- Unsuccessful applicants will be entitled to receive feedback on their application
- An accessible Appeals process will be communicated as part of each grant's call

1.3 Who can apply?

The process is open to formally constituted groups which are not-for-profit that are transparent, accountable and must be from or operating within the Antrim and Newtownabbey Borough Council area.

Projects **must** take place between

- **1 July 2025 and 31 March 2026**

Any activity outside these timescales will not be eligible for funding.

Only groups which meet these criteria can apply to the PCSP Grants Programme.

If an organisation is satisfied that it is an eligible formally constituted organisation as outlined above, it **MUST** be in a position to meet the following criteria:

- Be based in the Antrim and Newtownabbey Borough Council area or have their main activities based in the Antrim and Newtownabbey Borough Council area.
- Be committed to Equal Opportunities in terms of organisational policies and the delivery of services to those being served or represented.
- Be non-party political and open to the full range of local opinion.
- Have appropriate and adequate insurance cover for all activities.
- Ensure that all group activities abide by the law and that the necessary permissions are obtained for activities from the appropriate body/authority.
- Ensure that Child Protection Policy / Vulnerable Adults Policy and Procedures are in place and adhered to as and when appropriate.
- Have a bank/building society account.
- Be able to produce an annual statement of independently audited or certified accounts or be able to present a bank statement in the case

of newly established groups.

- Have arrangements in place for dispersing the group's funds if they dissolve/end.
- Agree to Antrim and Newtownabbey PCSP's promotion, monitoring, evaluation, and training procedures as required.
- Be prepared, if requested, to showcase your project to others and PCSP Members via a media your group feels comfortable with, such as slide show, scrap board, story board, video etc.

1.4 What can be funded?

Funding is available under several themes (**applicants should clearly indicate which theme their project relates to**):

- 1. Anti-Social Behaviour**
- 2. Community Vulnerability**
- 3. Road Safety**
- 4. Confidence in Policing**

Examples of projects supported:

1. Anti-Social Behaviour

Projects which will prevent, reduce or address anti-social behaviour across the Antrim and Newtownabbey Borough Council area.

Applicant projects may include the following:

- Provision of diversionary/intervention programmes which will reduce the number of incidents of anti-social behaviour through partnership working in local communities.
- Provision of early intervention projects which will reduce the risk of individuals, (especially young people aged up to 17-years-old) from engaging in anti-social behaviour.

2. Community Vulnerability

Projects which support vulnerable people and/or communities and address such issues as hate crime, domestic and sexual violence, substance abuse, isolation and loneliness.

Applicant projects may include the following:

- Development of local community safety initiatives which help to reduce fear of crime in communities, particularly among older people and other isolated/vulnerable groups or individuals.
- Partnership working with groups addressing hate crime, developing new initiatives and challenging attitudes.

3. Road Safety

Projects which address and raise awareness around particular areas of concern in relation to road safety.

Applicant projects may include:

- Development of localised community road safe initiatives which will make neighbourhoods safer for all road users.

4. Confidence in Policing

Projects which will increase confidence in policing by developing and enhancing opportunities for engagement between local communities and the PSNI.

Applicant projects may include those which:

- Aim to increase the levels of reporting of certain crimes (specifically domestic abuse) are particularly welcome. Applicants should note that domestic abuse can include coercive control and/or physical, emotional, or financial abuse
- Encourage engagement between hard-to-reach communities (including newcomer families / disengaged young people) and the PSNI.

All of the above are examples and applicants should feel free to focus on any other community safety issue that is important to their community and relates to one of the specified themes. The PCSP welcomes applications that are original and innovative.

Project activity can be a one-off event or delivered over a longer period depending on the nature of the project given the duration of eligibility is nine months, 1st July to 31st March 2026.

Examples of Eligible Expenditure

Title	Community Safety Small Grants Programme – up to £1,000
Eligible Items	<ul style="list-style-type: none">• Room/venue hire• Facilitation costs/Coaching/Training/Tutor costs• Training / Capacity building costs• Hospitality (£25.00 maximum per head, per day)• Advertising/publicity/newsletters/website development, maintenance and hosting (relating specifically to programme)• Stationery• Promotional material/banners/flyers• Internet or telephone costs (account in applicant's name)• Transport hire• Hire of entertainment (to include inflatables)• Hire of infrastructural items (PA/electronic equipment/staging)• Trips/entrance fees

	<ul style="list-style-type: none"> • Travel relating specifically to project/programme • Access NI checks • Public and employer's liability insurance • Purchase of materials and essential small items of equipment up to a maximum of £500 per annum • Volunteer expenses (up to a maximum of £10.00 per day: i.e. hospitality or travel to a meeting/conference/event). Proof of expenses will be required.
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1.5 What cannot be funded?

Title	Community Safety Small Grants Programme – up to £1,000
Ineligible Items	<ul style="list-style-type: none"> • Trips/visits/outings outside of Northern Ireland (exception – if they have been specifically approved by Council) • Unrelated professional fees (solicitors, etc.) • Bank charges, loans, deficits or fines or any other financial liabilities • Salary costs. • Professional/Consultancy fees • Rent or hire of group's own facility • Salary costs including seasonal staff • Group members or volunteers cannot benefit financially from this award (except for volunteer expenses) • Purchase of Balloons & single-use plastics • Purchase of flags and bunting without prior approval. • Minibus insurance or rental hire for groups won bus/transport • Alcohol

1.6 Exclusions

Council will not normally fund the following: -

- Costs associated with projects operating outside of the Borough Council area.
- Applications for specific projects which are clearly the responsibility of another statutory organisation.
- Retrospective expenditure.
- Applications received after the closing date specified in the public advertisement.
- For profit enterprises.
- Costs that are already covered by other sources of funding.
- Organisations that can share out profits to individuals, members or shareholders.
- Charity, fundraising events and donations.
- Individuals.
- Costs that are not clearly linked to the project.

- Projects that provide no significant benefit to the Antrim and Newtownabbey Borough Council area.
- Projects that duplicate what already exists.
- Projects that are not in line with Antrim and Newtownabbey Borough Council policies.
- Individuals involved in the delivery of the project, that is, staff, volunteers or board members of the applicant organisation, cannot benefit personally from the award of this grant. This means that they cannot be paid for the provision of goods or services from the grant.
- It is unlikely that you will receive funding if you have previously received a grant from us that was not managed in accordance with the terms and conditions of the Letter of Offer.

2.0 How to answer the questions?

2.1 Information about your organisation

This section of the application form gathers information about your organisation, including contact details and insight on the purpose and work of your organisation, which will enable the assessment process to check eligibility.

2.2 Project Proposal

This section of the application form gathers information about your project proposal what you want to do and why. This is the part of the form where you must clearly and sufficiently demonstrate how and why there is a need for your project, what beneficial outcomes will be created and how these meet the needs of the PCSP's Action Plan 2025 – 2026 and Strategic Plan 2025 - 2028.

This section allows you to detail why you think this project approach will work for the proportionate impact you plan to make. The assessment process will focus on the quality, impact and investment effectiveness of each proposal.

You might reference, for example, evidence of your approach, or how your proposal is an innovative way to reach more people or make a greater impact on a smaller number of participants.

2.3 Project Delivery

This section of the application form is where you detail how you are going to deliver the project. It includes timescales and your budget (how grant funding will be used and on what).

You will be asked to think about how you will manage any potential risks to delivery, how you will match fund the project and how you might capture the impact of your projects.

3.0 How we assess and score your application

A panel will evaluate eligible applications against the category criteria. Applicants will be notified via email detailing the outcome of the application.

Each application will be considered on its own merits. To deliver the programme's aim and general principles, Applicants will need to demonstrate how their project meets the appropriate criteria. It is important to remember that the application will be assessed ONLY on the information provided in the application form and specifically in the box relating to the question asked. Any information that you do not include or that is contained in other parts of the application form will not be considered. Therefore, you MUST demonstrate how you meet the essential criteria as set out in these guidelines in the application.

3.1 Eligibility assessment

Applications received by the PCSP will be logged and undergo eligibility checks. If eligibility information is missing at this point, you will be contacted and given 10 days to submit the missing information. Failure to provide all necessary eligibility information and complete forms as required will mean your application will not go forward for assessment in the current funding call.

3.2 Assessment and scoring

All application passing the eligibility check will then proceed to full project assessment and scoring carried out using the following pre-set criteria. Projects under 60% will not be recommended for support.

However, a score equivalent to 60% or above will not necessarily guarantee funding as applications will be scored and ranked with funding available awarded to the highest ranked projects.

Criteria What are we looking for?	Score Available	Weighted Value	Weighted Score
Project Description, how it fits the theme applied for within Section 1.4 of the Guidance Notes	10	X3	30
How the need for the project was established and how the project will fulfil this need	10	X2	20
Investment effectiveness (including value for money) of the project	10	X2	20
Partnership Working/Collaboration – Will your project work with PSNI, other statutory sector organisations, community and voluntary groups, have a cross-community aspect.	10	X2	20
Innovation and Creativity – Will your project implement a new way of working, engaging with under-represented groups, new ways of sharing space.	15	X1	10

3.3 What happens if an application is successful?

- 3.3.1 In the event of a successful application a Letter of Offer will be issued together with procurement guidance and details of the claim process.
- 3.3.2 The Letter of Offer must be signed and returned within 10 days with the Grant recipient to provide details of a designated bank account for all transactions relevant to the funding.
- 3.3.3 The Grant shall be used only for the purposes of the Project as defined by the Applicant in the application form or variations, which the PCSP has agreed to fund.
- 3.3.4 The PCSP reserves the right to withhold any or all of the payments and/or require the Grant Recipient to repay part or all of the Grant if the PCSP deems there to be a substantial or material change in the nature, scale or timing of the Project, or if the Grant is used for purposes other than those specified in the application or agreed variations.
- 3.3.5 Grant payments will be paid 100% up front. Claims must be supported by original receipts and supporting bank statements. All awards will be vouched at 100% of award.
- 3.3.6 The PCSP will close the grant after verification of satisfactory receipts and evidence of payment i.e. bank statements. Claims must for the items specified in the Letter of Offer. Items paid for in CASH will not be reimbursed.
- 3.3.7 Payment will only be released to a group bank account and that account is the same as the details on the application and supporting documentation.
- 3.3.8 The PCSP reserves the right to terminate or suspend authorisation of Grant Payments and/or to withhold any or all the financial assistance should the Project not be delivered in line with this offer of Grant Aid.
- 3.3.9 To meet Council's audit requirements, when making a claim, applicants should retain copies of receipts and evidence of payments made in the form of Bank statements/credit cards.

3.4 Monitoring and reporting

If your project receives grant support, you will be in receipt of public funding, and this must be accountable. Monitoring and reporting are an essential requirement for you in delivering your project.

The PCSP will also ask all organisations for auditing purposes, to check how the grant was spent and that the terms and conditions of the funding were met. You will be contacted by a PCSP officer, and you will be asked to provide invoices and bank statements for all the items you are claiming through the grant.

If your project does not meet its targets and outcomes, we can review and reduce the amount of funding awarded.

If any information in the application, monitoring or supporting information is found to be untrue or misleading, we will withdraw any grant. If we have already paid part of a grant to your organisation, you must repay it. This will have implications for any future applications or requests for funding. We may also review grants made to your organisation in the past.

If your project receives funding you will be required at completion to submit an Outcome Based Accountability Report Card and you will be required to measure the following against your project:

- How much did we do?
- How well did we do it?
- Is anyone better off?

3.5 Marketing and promotion

The Grant Recipient shall acknowledge the contribution made by the PCSP and Council in all relevant publicity materials including brochures, leaflets, newspaper articles etc. The PCSP and Council shall be entitled to publish details of the assistance referred to in this letter at such times and in such manner as is necessary without further agreement from the Grant Recipient. It is important to note that logos should be of a reasonable size and retain their original perspective. All promotional materials should be approved **in advance** by the PCSP at pcsp@antrimandnewtownabbey.gov.uk

3.6 Breach of Letter of Offer and Claw-Back arrangements

If the Grant Purpose ceases to be carried out during the relevant Grant Period as a result of any act, omission or default on the part of the grant Applicant organisation, including any breach of the terms and conditions contained within the Letter of Offer, the PCSP will invoke clawback procedures to demand that the Applicant repays in part or full the Grant Funding awarded.

The Applicant will be considered in breach of their funding offer if the following apply – please note this list is not exhaustive: -

- They provide misleading or inaccurate information, by accident or deliberate during the application process
- Members of the organisation funded, including volunteers and staff at any time during the project act dishonestly or negligently causing directly or indirectly any detriment to the activity or bring into disrepute the reputation of the PCSP/Council by association through funding award(s)
- The organisation funded is in receipt of duplicate funding from any other source for any element of the activity
- The organisation does not take positive steps to ensure equality of opportunity in its employment practices, delivery of and access to services
- The organisation by their own actions makes their facilities and/or activities less inviting to any sections of the community

- There is a change of purpose, benefit, ownership, or recipient, either during the project or within a reasonable period after its completion

Any reported or identified breaches or potential breaches that cannot be resolved to the satisfaction of the PCSP will result in the grant award in part or in full being clawed back by the PCSP.

If funding is withdrawn or clawback procedures invoked the Applicant organisation will have no legal redress to have funding reinstated. The decision of PCSP in this case will be final.

Additionally

1. Organisations:

- Must send in the monitoring and evaluation forms within the agreed timescales.
- No aspect of the activity being funded should be party political in intention, use or presentation; or likely to be perceived as discriminatory on grounds of religion, colour, race, gender, or ethnicity.

3.7 What happens if an application is unsuccessful?

If you are unsuccessful in your application, you will be sent the broad reasons why you have not received funding. You will receive feedback as to the strengths and weaknesses of your application.

3.8 Appeals procedure

An appeals procedure will be available to unsuccessful applicants. For further information please contact the officers detailed at the end of this document.

3.9 Fraud and Corruption

The Council is committed to the prevention and detection of fraud and the promotion of an anti-fraud culture.

The Council operates a zero-tolerance attitude to fraud and corruption, whether from internal or external sources. The Council requires staff and individuals/organisations that it deals with, to act with honesty and integrity, to safeguard the public resources and to report all suspicions of fraud and corruption.

Every case of alleged or suspected fraud will be thoroughly investigated in accordance with the Anti-Fraud and Corruption Policy and where appropriate, referred to the Police Service of Northern Ireland (PSNI). The Council will also seek to recover any loss suffered because of fraud and if appropriate, will take civil, and/or disciplinary action.

The following relevant policies can be located on the Council website:

Anti- Bribery Policy - April 2023

Anti-Fraud and Corruption Policy - April 2023

Financial Regulations – April 2024

Fraud Response Plan - March 2023

Raising Concerns Policy – November 2023

The Council reserves the right to disallow any other current, pending or future grant applications and claims submitted by an organisation or an individual member of the organisation in respect of the financial year and to apply a moratorium on Council funding to any organisation or individual member of an organisation where fraudulent activity is identified within the current financial year and for at least 2 forthcoming financial years. This will also extend to individuals in receipt or applying for a bursary.

4.0 Application process

Opens	Closes	Assessment Approval	Notification of Outcome	Start Date
1 April 2025	16 May 2025	W/C 2 June 2025	W/C 16 June 2025	1 st July 2025

This programme **may** be re-opened later within the 2025 – 2026 financial year but will be dependent on budget available.

Grant Information Sessions

Interested applicants should book a place at one of the in person/online Grant Information Sessions where officers will take groups through the grant funding available as well as the new application forms and online process. For further information please visit Council's Grants and Funding webpage: <https://antrimandnewtownabbey.gov.uk/residents/grants-funding/>

Contact details:

For further information, please contact: Policing and Community Safety Partnership:
E: pcsp@antrimandnewtownabbey.gov.uk

Appendix 1

General Data Protection Regulation (GDPR)

Antrim and Newtownabbey Borough Council are entitled to disclose your details to other government agencies and departments and bodies engaged in distributing funds (subject to the terms of the Data Protection Act 1998, known as General Data Protection Regulations GDPR from May 2018).

To process your grant application, applicants are advised that:

- Council use the information you give us on the application form during assessment and for the life of any grant we award you to administer and analyse grants and for our own research.
- Council may give copies of this information to individuals and organisations we consult when assessing applications, when monitoring grants and evaluating the way our funding programmes work and the effect they have. These organisations may include accountants, external evaluators and other organisations or groups involved in delivering the project.
- Council may also share information with other departments, organisations providing match funding and other organisations and individuals with a legitimate interest in applications and grants, or for the prevention or detection of fraud.
- Council might use the data you provide for our own research. We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law.