



**Guidance  
for Applicants**

**November 2023**

## 1. Background and purpose of the Fund

The Police Property Fund is made up of assets recovered by the Police Service of Northern Ireland (PSNI) as a result of criminal investigations. The Police (Property) Regulations 1997 provide for the Policing Board to make payments to organisations for charitable purposes from the Fund.

## 2. Aims and Objectives of the Fund

The Policing Board have agreed that the aims and objectives of the fund should be closely aligned to “charitable purposes” as outlined in The Charities Act 2008 and that eligible activities should include engagement with the PSNI and should contribute to community safety and/or building confidence in policing.

The Policing Board have agreed to implement the Fund through a Small Grants Scheme (80% of available funds) and Large Grants Scheme (20% of available funds). The total available funds in the third call for applications within the Small Grants Scheme will be £200,000.



### 3. Eligibility

Applications **must** meet the following eligibility criteria:

- Must demonstrate engagement with the PSNI;
- Must make a contribution to community safety and/or building confidence in policing in your local area;
- Must be closely aligned to **one or more** of the following “Charitable Purposes” as outlined in The Charities Act 2008:
  - The advancement of education;
  - The advancement of health or the saving of lives;
  - The advancement of citizenship or community development;
  - The advancement of the arts, culture, heritage or science;
  - The advancement of amateur sport;
  - The advancement of human rights, conflict resolution or reconciliation or the promotion of religious or racial harmony or equality and diversity; or
  - The advancement of environmental protection or improvement.

In addition, all applications for assistance under the Police Property Fund will be considered in line with the following conditions:

- The organisation must be legally constituted (a copy of the organisation’s constitution should be included with the application for support); and
- Organisations must be financially stable and have sufficient accountability and controls (a copy of the most recent official accounts must be submitted by successful projects in advance of receipt of a Letter of Offer.)



The Small Grants Scheme within the Police Property Fund **will not support:**

- Applications requesting less than £1,000 or more than £10,000;
- Individual or private sector businesses;
- State funded organisations/bodies, for example schools<sup>1</sup>, hospitals, local authorities;
- Politically based activities;
- Projects led by the PSNI or Policing and Community Safety Partnerships (PCSP);
- Events or activities for which the principal aim is to fundraise for other organisations;
- Capital funding, i.e. the purchase of non-current assets, individual or grouped, exceeding a value of £1,000. "Non-current assets" shall mean any property, real or personal, tangible or intangible. This also includes the purchase of vehicles, building works/schemes, including renovations and CCTV equipment or installation;
- Salaries, general administration or annual running cost i.e. rent, insurance, utility charges, unless they are integral to the proposal itself and appropriately proportioned;
- Projects where the applicant and main project activity is based outside Northern Ireland<sup>2</sup>; or
- Projects which have previously been funded from the Small Grants Scheme.<sup>3</sup>

**Applications that have not been fully completed and have not provided all details and documents requested will be deemed ineligible and will be removed as part of the Basic Eligibility Check.**

#### **Police Property Fund (NI) Key Facts**

- Small Grant applications can be for any value between £1,000 and £10,000;
- Only one application per project may be submitted at any one time;
- All successful applicants will be required to complete and sign a Letter of Offer, including a standard conditions of grant document prior to the grant being released;
- All successful applicants will be required to evidence how the money has been spent (see section on expenditure claims);
- Projects with a duration of between 13 and 24 months will be required to provide a brief update on progress at the 12 month point, a template will be provided by the Programme team. A reporting schedule will be included as part of the Letter of Offer for funded projects;
- All successful applicants will be required to complete an evaluation report no later than 3 months following project completion (see section on post project requirements);
- A member of the Programme team may request to visit the supported project at any time during the duration of implementation.

1 PTAs would be deemed eligible only if they are constituted.

2 Cross-border activity will be deemed eligible if it contributes towards the achievement of the project's objectives/outcomes/impacts.

3 Organisations who received funding from a previous call of the Small Grants Scheme can still apply for funding for a different project

## 4. Applying to the Fund (Small Grants)

The following section is intended to provide guidance on completing the application;

### Section 1: Applicant Details

Applicants are required to provide the following contact details;

- Name of Applicant/Organisation;
- Title of Project/Proposal;
- Main contact for the Project/Proposal (name, telephone number & email address);
- Registered address & post code for the organisation;
- Date the organisation was constituted;
- Details of any project partners (if applicable); and
- Confirmation that the project/proposal is not currently funded by another public funding source.

### Section 2: How the application meets the eligibility criteria (represents 80% of score weighting)

Applicants should use this section to demonstrate how their proposal meets the eligibility criteria set out in section 3.

Applicants will be required to provide the following details in relation to their project/proposal;

- An overview of the project including its aims and objectives;
- A project timetable outlining the duration of the project (projects can be no longer than 24 months in duration);

- Type and level of engagement with the PSNI (this should include engagement during project planning and project implementation stages);
- How the project makes a contribution to community safety and/or building confidence in policing in the local area; and
- How closely the proposed project aligns to the “charitable purpose(s)” identified.

### Section 3: Financial Information (Score weighting 20% - value for money)

Applicants should use this section to provide the following information;

- Details of the financial contact for the project (name, position);
- Amount of funding requested;
- Details of any match funding provided (if applicable);
- Details of any ‘in kind’ funding provided (if applicable);
- A detailed breakdown of project budget (how will it be spent?) – **note:** a template will be provided as an appendix for completion;
- A description of financial control and accountability arrangements for project implementation;
- Confirmation that a set of the most recent official accounts is available.



## Section 4: Measuring Success

Applicants should outline the following in this section;

- How the project success will be measured, i.e. what are the anticipated outcomes/impacts of the project/ proposal? i.e. the expected changes that will happen as a result of the project activities;
- Who the intended beneficiaries of the project activities are; and
- How success will be communicated/ celebrated within the community.

Outputs and impacts will be agreed and included within the Letter of offer. These should be reported on as part of the reporting schedule which will also be agreed on a project by project basis.

## Section 5: Confirmation of application submission<sup>4</sup>

In this section, applicants will be required to:

- Confirm that a copy of the organisation's constitution has been submitted with the application;

- Certify that the application is being made on behalf of the organisation and is factually correct, and
- Ensure that the application form has been signed by the appropriate person (Chairperson, Chief Executive or Chief Operating Officer) - unsigned application forms will be regarded as incomplete and will be deemed ineligible.

Applicants should check that the application form has been fully completed using the checklist provided on page 11 of the application form as incomplete forms will be deemed ineligible.

## Appendix 1 – Budget Template

In completing the budget template, applicants are required to:

- Provide a breakdown of project (activity) costs which should be itemised to allow a value for money assessment. Failure to provide a detailed breakdown of all costs will result in the application being deemed incomplete and therefore ineligible.

<sup>4</sup> Incomplete applications will be deemed ineligible and will not progress further.

## 5. Details on the implementation and administration of the Small Grants Scheme

The PPF (NI) Small Grants Scheme will be managed and implemented by a Programme Team within the Policing Board. The implementation mechanisms will be as follows;

### Submission of Applications

Application Forms should be completed and submitted electronically via e-mail, where possible, no later than **12.00 noon on Wednesday 24 January 2024** to the following email address:

**(Policepropertyfund  
@nipolicingboard.org.uk)**

### Application Assessment process

The assessment process for all application will not commence until after the call for applications has closed (Wednesday 24 January 2024). The assessment process will take between 4-6 weeks. A further 3-4 weeks will be required to contract with successful organisations. Therefore, applicants should not specify a start date of before 3 April 2024. The assessment process will have 2 stages, namely;

#### Stage 1 – Eligibility Check

A basic eligibility check, included as Annex A, will establish whether the application has been fully completed, was received within the deadline and does not include any of the non-eligible criteria. Applications that do not meet the basic eligibility check will be removed from the process at this stage and the applicant will be notified.

Applications that pass the basic eligibility check will then be subject to an eligibility assessment against the criteria stated in section 2, included as Annex B. The outcome of this check will be either a recommendation of eligibility or ineligibility. On completion of the Criteria Eligibility checks, applications will proceed to the Assessment panel.

#### Stage 2 – Application Assessment

An Assessment panel, comprising a minimum of 3 Members of the Board's Partnership Committee will be convened.

At the beginning of the assessment process all panel members will be required to declare any interests they may have in relation to applications. These will be recorded on a Conflicts of Interest form. All panel members will also be required to sign a Confidentiality and Security Declaration Form.

The panel will be provided with the Programme team's recommendation in relation to the Criteria Eligibility Check for all applications that have passed basic eligibility and will take the final decision on whether the application should proceed to full assessment.



The Assessment panel will:

- Assess and score applications against the eligibility criteria – see scoring matrix included for information in Annex C;
- Agree applications to be approved <sup>5</sup>;
- Consider the option for a reserve list of approved projects that may be funded in the future, **subject to budget availability**; and
- Agree applications to be rejected.

In order for an application to be considered for approval, a minimum score of 3 must be achieved against each criterion.

All scoring is weighted, as per the assessment template in Annex C.

Projects that score a minimum of 3 in all criterion will be ranked in terms of their weighted score to enable ranking of projects that could be considered for funding.

Applicants should note that in assessing value for money of the proposal, the panel may agree to offer the applicant a reduced budget. If successful, the applicant will be requested to confirm acceptance of the reduced budget in advance of the issuing of a Letter of Offer.

A list of all approved applications and a reserve list (if applicable) will be issued to the Board for ratification at their next meeting. Applicants that have been placed on the reserve list will be notified of this, however funding is not guaranteed and will be subject to funds becoming available. The reserve list will last the duration of the call for applications under which they applied.

### Offer of Funding

All applicants will be notified of the outcome of the application assessment process following Board ratification of panel decisions. Rejected applicants will be notified of the reason for rejection. Applicants should note that in relation to the Small Grants Scheme, decisions of the funding panel and ratification by the Board are final. **No review process will be available under this scheme.**

Approved projects will be notified and a copy of the organisation's most recent official accounts will be requested in advance of the issuing of a Letter of Offer which includes standard conditions of grant. Applicants should note that accounts must be submitted to the Programme team **no later than** 10 working days from the date of the notification letter. Applicants that fail to provide accounts by the deadline will be removed from the process. The Letter of Offer, which also agrees their compliance to the Standard Conditions of Grant, must be signed by the Chairperson of the organisation and witnessed by the organisation's Chief Executive/Officer, and returned to the Board prior to receipt of funding.

### Funding Arrangements

All successful projects are eligible for 100% funding. However, applicants are requested to indicate if there is any match funding or 'in kind' funding being provided – the absence of either will not affect a project being approved. Applicants should note that if successful, expenditure can only be incurred after the agreed start date of the project (as per the Letter of Offer). Any expenditure included before this date will be deemed ineligible.

<sup>5</sup> The Board reserves the right to publish information regarding support to organisations via the Police Property Fund on its website and/or in other Board marketing material.



Applicants that have been approved for funding and have signed and returned a Letter of Offer will receive 80% of the grant requested to enable implementation of the project activities. A further 10% will be released on completion of the project and the final 10% will be released following receipt of a post project evaluation.

### Expenditure Claims

Approved applicants will be required to submit quarterly claims of expenditure which will include evidence of spend, for example invoices, receipts, event flyers/leaflets, photographs of events/items purchased, press clippings etc. This information will be used for expenditure verification and will also be collated to support progress reports and the post-project evaluation. The timing of claims will be specific for each project and will be stipulated in the Letter of Offer.

### Payment Details

All approved applicants will be required to complete a New Supplier Form as payment of grants will be made by electronic bank payments (BACS) which will be payable to the named organisation. This will be issued with the Letter of Offer and must be completed and returned with the signed Letter of Acceptance.

### Reporting Requirements

The schedule for reporting for projects funded within the Small Grants Scheme will be as follows:

- **Projects with a duration of no more than 12 months** – only required to provide a post project evaluation report, however, project issues including potential underspend must be reported to the Programme team in a timely manner and well advance of project completion; or
- **Projects with a duration of between 13 and 24 months** – required to provide an update on progress at the 12 month point and a post project evaluation, however, project issues, including potential underspend and proposed actions on how these will be addressed must be reported to the Programme team in a timely manner and well in advance of project completion.

Reporting templates will be provided to all projects. Projects may also be contacted at any time by the Programme team to discuss progress.

### Post Project Requirements

It is important to learn about the successes and potential barriers to your project. Successful applicants will therefore be required to provide a short post project evaluation within 3 months of project completion. An evaluation template will be provided which will include the following requirements;

- An assessment on whether the project met its original aims and objectives and programme criteria;
- An assessment of the outcomes/impacts of the project activities and whether they were additional to those anticipated;
- Project communication activities; and
- Lessons learned or good practice developed.

## 6. Advice and Assistance

If you have any queries about the applications process, please contact the PPF(NI) funding Programme team by email on:

**[Policepropertyfund@nipolicingboard.org.uk](mailto:Policepropertyfund@nipolicingboard.org.uk)**

## 7. Privacy Notice

The Policing Board will process any personal information contained in applications in accordance with Data Protection Legislation (General Data Protection Regulation (GDPR) and the Data Protection Act 2018).

All information provided on the application form will be treated in confidence and will only be disclosed to those who have a legal right to access this information or who can provide a legal right to do so. A copy of our Privacy Notice is included at Annex D.



## Annex A: Basic Eligibility Checklist

Application received by agreed closing date/time

Yes

No

Application form has been completed in full

Yes

No

Application form is **NOT** from an individual/private business

Yes

No

A Constitution for the organisation has been sent with the application form

Yes

No

The project value is between £1,000 and £10,000

Yes

No

The organisation is **NOT** state funded (school/hospital/local authority)

Yes

No

Proposed project does **NOT** include politically based activity

Yes

No

The application is **NOT** from the PSNI or a PCSP

Yes

No

Application form does **NOT** have a principal aim of fundraising for other organisations

Yes

No

Application form does **NOT** include capital funding/expenditure

Yes

No

Applicant and main project activities are based in Northern Ireland

Yes

No

The application form does **NOT** include salaries/overheads that are not deemed integral to the project

Yes

No

**Assessed by** (Print name):

**Reviewed by** (Print name):

**Signature:**

**Signature:**

**Date:**

**Date:**

If **YES** is answered for all, proceed to complete Criteria Eligibility checklist.

If **NO** is answered for one or more, application should be rejected as not eligible.

## Annex B: Criteria Eligibility Template

### Weighted criteria for Assessment

There is evidence that the proposal has demonstrated engagement with the PSNI.

Yes

Comments

No

There is evidence that the proposal has demonstrated a contribution to community safety and/or building confidence in policing in its area.

Yes

Comments

No

There is evidence that the project closely aligns to the "charitable purpose(s)" selected.

Yes

Comments

No

Eligible

Yes

No

### Summary of reasons for determination

Screening Officer

Signed:

Date:

Programme Manager

Signed:

Date:

## Annex C: Panel Assessment Template

Project Name:

Project Ref:

Criteria	Marks (0-5)	Weighting	Score
Engagement with the PSNI		(x6)	
Contribution to community safety and/or building confidence in policing in its area		(x6)	
The proposal closely aligns to one or more of the Charitable Purposes		(x4)	
Value for Money		(x4)	
Total			

Mark Awarded: / 100

Threshold Mark:  
60 / 100

Minimum Mark required for  
each assessment criterion: 3

### Panel Recommendation:

☐

Approved for Letter of Offer

☐

Approved – on reserve list

☐

Rejected

Panel Summary: (if appropriate)

Date of Assessment panel:

## Scoring Matrix

Score	Assessment	Descriptor/Indicator
<b>0</b>	<b>Nil Response</b>	Response failed to address the criterion
<b>1</b>	<b>Very Poor</b>	A very poor response with limited evidence of capacity to deliver against the criterion
<b>2</b>	<b>Poor</b>	A poor response with some evidence of capacity to deliver against the criterion, but overall it is below the standard expected in order to be awarded funding
<b>3</b>	<b>Satisfactory</b>	A satisfactory response with evidence of capacity to deliver to an acceptable standard against the criterion
<b>4</b>	<b>Very Good</b>	A very good response with strong evidence of capacity to deliver above the minimum standard expected against the criterion
<b>5</b>	<b>Excellent</b>	An excellent response with very strong evidence of capacity to deliver well above the minimum standard expected against the criterion

## Annex D: Privacy Notice

**Data Controller Name:**

Northern Ireland Policing Board

**Email:**

information@nipolicingboard.org.uk

**Data Protection Officer Name:**

William Magee

**Email:**

Data.protection@nipolicingboard.org.uk

**Why are you processing my personal information?**

- Our purpose for collecting this information is so we can facilitate the process and administration of the Police Property Fund Grant Schemes.
- If you apply for the grant scheme you will be asked to provide your contact information including your organisation's details and contact information to allow us (the Board) to process your application in relation to the Police Property Fund Grant Schemes. If successful your information will be used to administer the scheme throughout the duration of your project, including post project evaluation.
- We use this information to facilitate the scheme and provide you with an acceptable service.
- We have identified the lawful basis for processing your personal information as being covered under our public task (under Article 6 (1)(e) of the GDPR) as set out in paragraph 6 of The Police (Property) Regulations 1997
- If you are successful following the assessment process, however the required funding is not available at that time, we may ask if we can retain your information on a reserve list. If you say yes, we would retain your information for contact should any additional funding arise and for the duration of your project thereafter.
- If you do not provide the personal data requested we may be unable to process your application in relation to the Police Property Fund.



**Do you share my personal data with anyone else?**

- We do not routinely share your personal data with any other persons or organisations. On acceptance of your Letter of Offer we will publish your organisation's name on the Board's website.
- We may have to share your personal information with the Information Commissioner's Office (ICO) if you complain to them about how we are handling your personal information.
- We are required to share your data to meet our legal or public function requirements, to pursue debt, for fraud, or crime prevention and detection purposes, or in your vital interest.
- We may receive Freedom of Information and Environmental Information Regulations requests for third party personal data. We have a legal obligation to process any personal data we hold when considering requests under these laws. In most cases we will consider whether disclosure would contravene principle (a) of the GDPR.

**Do you transfer my personal data to other countries?**

- The Northern Ireland Policing Board does not transfer personal information overseas.

**How long do you keep my personal data?**

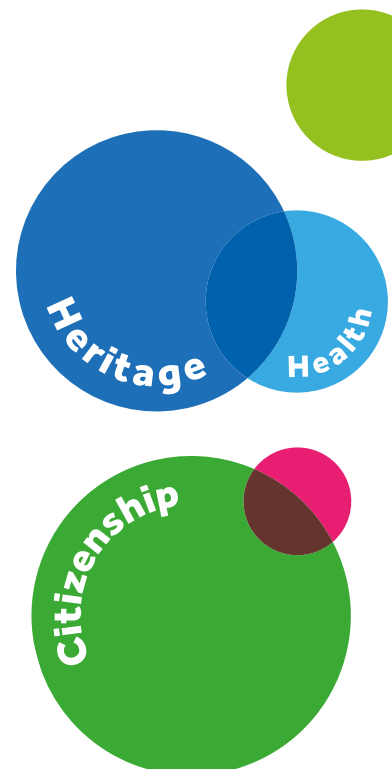
- We will retain your data in line with our Retention and Disposal Schedule.

**What rights do I have?**

- You have the right to object to the processing in specific circumstances.

In addition:

- You have the right to obtain confirmation that your data is being processed and access to your personal data.
- You are entitled to have personal data rectified if it is inaccurate or incomplete.
- You have a right to have personal data erased and to prevent processing in specific circumstances.
- You have the right to 'block' or suppress processing of personal data in specific circumstances.
- You have the right to data portability in specific circumstances.
- You have rights in relation to automated decision making and profiling.



**How do I exercise my rights or complain if I am not happy?**

You can find out more information about your rights on the [Information Commissioner's Office website](#) or you can contact them at the address provided below.

**If you wish to exercise any of your rights or if you are unhappy with any aspect of this privacy notice please contact the Board's Data Protection Officer at:**

**Email:**

[Data.protection@nipolicingboard.org.uk](mailto:Data.protection@nipolicingboard.org.uk)

**If you are still not happy, you have the right to lodge a complaint with the Information Commissioner's Office (ICO):**

Information Commissioner's Office  
FOI Compliance Team (Complaints)  
Wycliffe House, Water Lane  
WILMSLOW  
Cheshire  
SK9 5AF

**Email:** [casework@ico.org.uk](mailto:casework@ico.org.uk)

**[www.ico.org.uk/foicomplaints](http://www.ico.org.uk/foicomplaints)**



## Notes



Community Development

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028 9040 8500



[information@nipolicingboard.org.uk](mailto:information@nipolicingboard.org.uk)



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This document may also be made available upon request in alternative formats or languages. Requests should be made to the Northern Ireland Policing Board.