



**Procedure for
Implementation**

June 2025

Procedure for the Implementation of Funds for Charitable Purposes Drawn from the Police Property Fund

1. Background

- 1.1 There are occasions where the PSNI receives assets (e.g. property and money) as a result of criminal investigations where the owners of such assets have not been ascertained, or where there is no Court Order in respect of these assets.
 - A Small Grants Scheme – a shorter application form for projects requesting funding between £1,000 and £10,000; and
 - A Large Grants Scheme – a longer application form for projects requesting funding between £20,000 and £30,000.
- 1.2 Such assets may be sold and any funds realised from such action added to any money already held and then credited to the Board. These resources are then held in a separate account called "The Police Property Fund".
- 1.3 In accordance with the provisions of the Police (Property) Regulations (NI) 1997 the Board may then make payments to organisations for charitable purposes using the resources available in the Police Property Fund.
- 1.4 The Fund will be administered and implemented by the Partnership Directorate within the Policing Board. In line with legislation and similar programmes, up to 20% of the Fund may be utilised to ensure adequate administration of the Fund.
- 1.5 The Board will call for applications for support under the Police Property Fund using two agreed approaches, namely through:
 - 1.6 As the Board have agreed that 20% of the Police Property Fund will be utilised within the Large Grant Scheme, it is anticipated that 5-7 projects will be approved for funding (depending on their value).
 - 1.7 This procedure is in relation to the implementation of the **Large Grants Scheme**.
 - 1.8 The Board will publicise all calls for applications in line with the Communication Strategy for the Fund.
 - 1.9 Calls for applications in relation to the scheme will be open for a 12 week period.
 - 1.10 The total monies available under the Large Grants Scheme will be up to 20% of the total Police Property Fund operational budget.

2. Eligibility

- 2.1 Partnership Committee Members and the Board's Programme team are committed to ensuring that the distribution of the Fund is carried out in a fair, open and transparent manner. As such, open calls for applications will be utilised in implementing the Police Property Fund for the Large Grants Scheme.
- 2.2 Applicants can bid for 100% funding. No match funding is required but can be included in the application. 'In-kind' contributions are not a requirement but also can be included in an application. The exclusion of either will not affect the eligibility of a proposal.
- 2.3 In order for applications to be deemed eligible under the Large Grants Scheme, they **must** demonstrate the following;
- Demonstrate value for money; and
 - Are closely aligned towards "charitable purposes". The following have been agreed as appropriate from the regulation, namely projects that are closely aligned to one or more of the following;
 - 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; and
 - The advancement of environmental protection or improvement.
- Engagement with the PSNI in the relevant Council area (this must include engagement during the project planning and project implementation stages). The name of the PSNI officer engaging must be included under Criterion 1. (This will be verified by the programme team);
- Make a contribution to community safety and/or building confidence in policing in its area;
- Be able to demonstrate the strategic nature of the proposal;

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

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

- The organisation should be legally constituted (a copy of the organisation's constitution should be included with the application for support); and
- Organisations should 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).

2.4 The following have been agreed as **not eligible** to be funded by the Police Property Fund under the Large Grants Scheme;

- Applications requesting less than £20,000 and more than £30,000.
- State funded organisations/bodies, for example, schools, hospitals, local authorities.
- Individual or private sector businesses;
- Politically based activities;
- Applications from the PSNI or PCSP;
- Events or activities for which the principal aim is to fundraise for other organisations;

- Capital funding for large value items (for example, the purchase of vehicles, including e-bikes) and infrastructure/building schemes;
- Projects where the applicant and main project activity is based outside Northern Ireland¹.
- Projects which have previously have been funded by the Small Grants Scheme (an organisation previously funded is eligible to apply, however, the project must be new).

2.5 Due to the anticipated value of projects funded under the Large Grant Scheme, and in line with the overarching administration of the Police Property Fund, applicants are eligible to claim up to a maximum of 20% of the value of the project to cover overheads, including salaries. Such costs must be included in the budget template and will be considered in line with the proposed project activity and value for money.

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

3. Implementation Arrangements

- 3.1 Projects applying into the Large Grants Scheme may request a grant between £20,000 and £30,000 against the eligibility criteria of the Fund outlined in section 2.
- 3.2 Applicants may apply under the Large Grants Scheme for a project duration of up to 30 months from receipt of a Letter of Offer.
- 3.3 The Large Grants Scheme will operate a one stage application process where applicants will be required to complete a comprehensive application form which demonstrates eligibility against the required aforementioned criteria, is strategic in nature and demonstrates value for money.
- 3.4 Project applicants must be constituted and demonstrate a level of financial accountability and governance.
- 3.5 All applications will be subject to eligibility checks to include a Basic Eligibility Check (Annex A) and a Criteria Eligibility Check (Annex B). Both checks will be carried out by the Programme team and the outcome will be advised to the assessment panel. The assessment panel will take the final decision in relation to recommendations from the Criteria Eligibility Check carried out by the Programme team.
- 3.6 All eligible applications under the Large Grants Scheme will be considered by a panel of a minimum of 3 Members of the Board's Partnership Committee using the assessment template included in Annex C.
- 3.7 The panel will assess how effectively the proposal will deliver against the following eligibility criteria;
- Engagement with the PSNI in the relevant Council area;
 - Contribution to community safety and/or building confidence in policing in its area;
 - The strategic nature of the proposal;
 - Value for money; and
 - Alignment to one or more of the 'Charitable Purposes'.
- 3.8 A minimum of 3/5 must be scored in all questions to enable a proposal to be considered for approval. The panel can make a decision to generate a reserve list of projects that have met the required threshold. Projects placed on the reserve list will be subject to funding availability and therefore funding is not guaranteed.

- 3.9 Projects that achieve 3/5 in all of the eligibility criteria will also achieve the weighted threshold of 60/100 or over and will be ranked in order of the score achieved over the threshold to determine the order of approval. A member of the Programme team will record all decisions made by the Panel.
- 3.10 A list of all approved applications and a reserve list (if applicable) will be issued to the Board for ratification at their next meeting.
- 3.11 Unsuccessful applicants can avail of a review procedure which is included as Annex D.
- 3.12 For audit purposes, applicants notified of approval will be requested to submit, within the required deadline, a copy of official accounts for the organisation in advance of receipt of their Letter of Offer and Standard Conditions of Grant.
- 3.13 A Letter of Offer and Standard Conditions of Grant will be issued for signature following review of all required documentation. Following receipt of the signed Letter of Offer, approved projects will receive 80% of the funding requested.
- 3.14 A further 10% of the project value will be paid once the project confirms project completion with the final 10% paid following receipt of a satisfactory post project evaluation report (within 3 months of project completion).
- 3.15 It is anticipated that projects approved under the Large Grant Scheme will be longer in duration and therefore the Programme team will require progress reports which provide an overview of how the project is progressing, any barriers to implementation and any projected underspend. The schedule of reporting for projects within this Scheme is 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 in advance of project completion.
 - **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 must be reported to the Programme team in a timely manner and well in advance of project completion.
 - **Projects with a duration of between 24 – 30 months** - required to provide an update on progress at the 12 and 18 month points and a post project evaluation, however, project issues, including potential underspend must be reported to the Programme team in a timely manner and well in advance of project completion.

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

3.16 The Programme team will work with projects who are reporting potential underspend to ensure maximum expenditure. Unspent funding or claims with insufficient expenditure evidence will be required to be reimbursed to the Board.

3.17 To ensure effective monitoring of overall expenditure, projects will be required to forward evidence of expenditure to the Programme team on a quarterly basis in line with their project start date. The team will carry out a desk top verification exercise to ensure that expenditure is eligible and in line with the agreed project budget breakdown. Insufficient evidence may result in clawback of the funds.

3.18 In addition to desk-based verification of expenditure, an on-the-spot check will be carried out on all approved large projects. Generally, on-the-spot checks will be planned in advance to ensure that the necessary staff and documentation is available for efficient implementation of the visit.

3.19 Approved projects will be encouraged to communicate their activities in their community through social media and other mediums available to them. The Board will publish a list of approved projects and will provide a final implementation report following closure of all projects under the scheme.



4. Record Retention and Data Protection

- 4.1 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.

5. Complaints

- 5.1 Any complaints arising from how funding is being used will be addressed under the Board's Complaints Policy.

6. Review of Procedure

- 6.1 The Board's Partnership Manager is responsible for the review of this procedure on an annual basis and will bring any proposed amendments through the Partnership Committee and to the Board for approval.

7. Screening

- 7.1 Implementation of the fund will be monitored in line with the Equality and Good Relations screening.

8. Privacy Notice

- 8.1 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 E.

Annex A: Basic Eligibility Checklist

Application received by agreed closing date/time	Yes	No
Application form has been completed in full	Yes	No
The applicant has requested between £20,000 and £30,000	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
Proposed project does NOT include politically based activity	Yes	No
The organisation is NOT state funded (school/hospital/ local authority)	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 large capital funding/expenditure	Yes	No
The application has NOT claimed more than 20% in small capital costs	Yes	No
The application has NOT claimed more than 20% in salaries/ overhead costs	Yes	No
Applicant and main project activities are based in Northern Ireland	Yes	No
Project has NOT previously been funded by the Small Grants Scheme	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

Criteria for Eligibility

The proposal has demonstrated engagement with the PSNI.

Yes

Comments

No

The proposal has demonstrated a contribution to community safety and/or building confidence in policing in its area.

Yes

Comments

No

The proposal has demonstrated a strategic nature.

Yes

Comments

No

The project closely aligns to the "charitable purpose(s)" selected.

Yes

Comments

No

Eligible

Yes

No

Screening Officer

Signed:

Programme Manager

Signed:

Date:

Annex C: Panel Assessment Template

Project Name:

Project Ref:

Criteria	Marks (0-5)	Weighting	Score
Engagement with the PSNI in the relevant Council area		(x5)	
Contribution to community safety and/or building confidence in policing in its area		(x5)	
Strategic nature of the project		(x4)	
Value for Money		(x4)	
The project closely aligns to one or more Charitable Purpose		(x2)	
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: (Brief overall rationale for decision)

Date of Assessment panel:

Scoring Matrix

Score	Assessment	Descriptor/Indicator
0	Nil Response	Response failed to address the criterion
1	Very Poor	A very poor response with limited evidence of capacity to deliver against the criterion
2	Poor	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
3	Satisfactory	A satisfactory response with evidence of capacity to deliver to an acceptable standard against the criterion
4	Very Good	A very good response with strong evidence of capacity to deliver above the minimum standard expected against the criterion
5	Excellent	An excellent response with very strong evidence of capacity to deliver well above the minimum standard expected against the criterion

Annex D Review Procedure for Unsuccessful Applications

1. Applicants that have not been approved for funding under the Large Grant Scheme will be notified following the decision panel meeting. Included in this correspondence will be the reasons why the application was unsuccessful.
2. Applicants that require further details on the reasons for rejection may request a de-brief with the Programme Manager. During this discussion, the scoring and the basis for the decision taken will be clearly communicated to the applicant. The applicant has up to 10 days from the date of the rejection letter to request a de-briefing meeting.
3. It is expected that a de-briefing meeting, if requested, will be conducted by the Programme Manager within 10 working days of the request. The meeting may be conducted over the telephone or in a face to face meeting with the applicant. At this meeting the applicant will be informed of the formal review process.
4. The request for review must be received, in writing, no later than 10 working days from the de-brief (a review cannot be requested if a de-brief has not taken place). Applicants may request a review on the basis that:
 - The outcome was a decision that no reasonable person would have made on the basis of the information provided to the decision panel; and/or
 - That there was a failure in adherence to procedures or systems that materially affected or could have materially affected the decision.Requests for a review on any other grounds will not be considered.
5. The Programme team will convene a review panel, which is independent from the decision panel. The review panel will comprise of 3 members of the Partnership Committee, none of whom were involved in the original selection process.
6. A member of the Programme team will act as secretariat and will provide advice and guidance as required. The review panel will receive all documents relating to the application at least 5 working days in advance of the meeting.

7. The applicant will be notified of the review panel date and will be invited to attend to present their case for review. The presentation should last no longer than 10 minutes. The review panel may ask questions of clarification following the applicant's presentation.
8. The applicant will then be asked to withdraw from the room and the panel will discuss and reach a consensus determination. The Programme team will advise the Partnership Committee of this determination at their next meeting and will seek permission from the Committee to provide the determination to the Board for approval.
9. The Programme team will convey the Board's decision to the applicant within 5 days of its meeting.
10. Unsuccessful applicants whose decisions have been overturned by the Review Panel (and subsequently approved by the Board) will be issued a Letter of Offer subject to the availability of funds.



Annex E: Privacy Notice

Data Controller Name:

Northern Ireland Policing Board

Telephone:

028 9040 8500

Address:

James House, Block D
2-4 Cromac Avenue
The Gasworks
Belfast BT7 2JA

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:

Northern Ireland Policing Board
James House, Block D
2-4 Cromac Avenue
The Gasworks
Belfast BT7 2JA

Email:

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
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

Tel:

0303 123 1113

Email:

casework@ico.org.uk

<https://ico.org.uk/global/contact-us/>



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Northern Ireland Policing Board

James House
Block D
2 – 4 Cromac Avenue
The Gasworks
Belfast BT7 2JA

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