



**Guidance
for Applicants**

June 2025

1. Background and purpose of the Fund

The Police Property Fund is made up of assets recovered by the Police Service 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 in the relevant Council area 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 first call for the Large Grants scheme will be £150,000.



3. Eligibility

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

- Demonstrate engagement with the PSNI;
- Make a contribution to community safety and/or building confidence in policing in your local area;
- Demonstrate the strategic nature of the project;
- Demonstrate value for money; and
- 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.

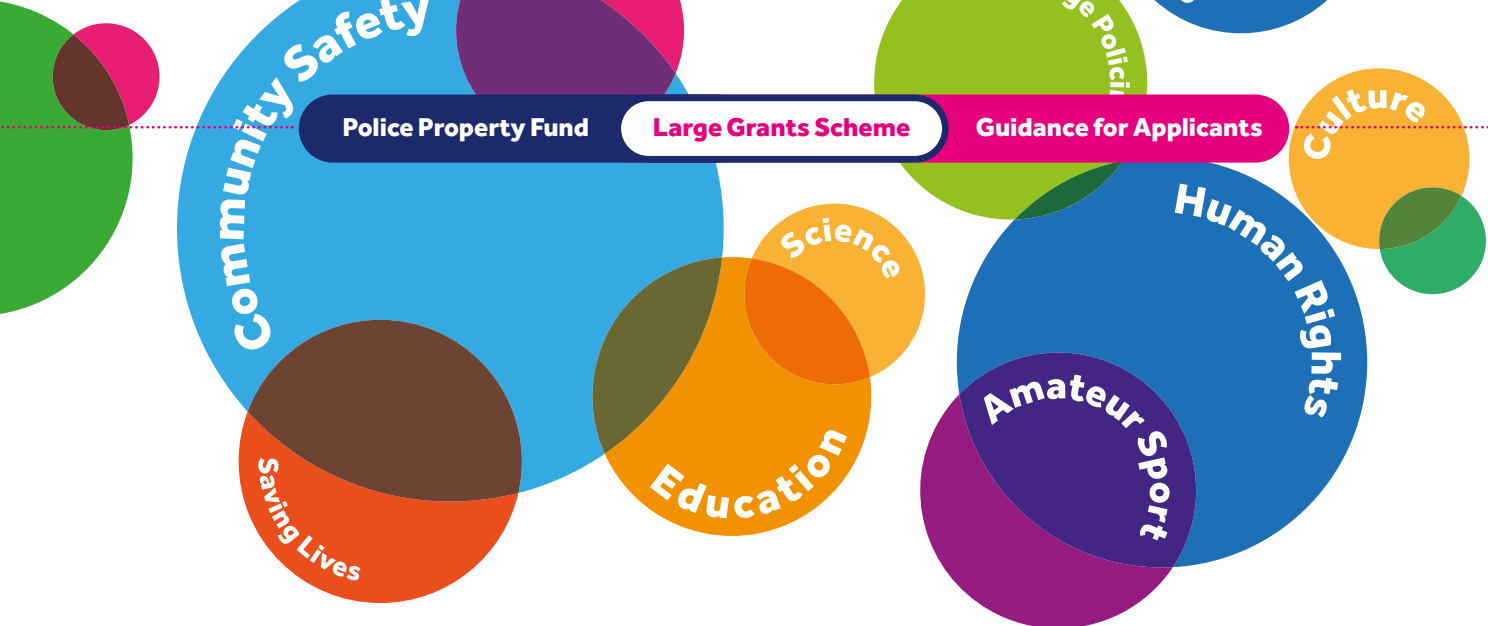
Applications that have not been fully completed and have not provided all details and documents requested will be deemed incomplete and will be removed from the process as part of the Basic Eligibility Check.

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.)

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

- Applications requesting less than £20,000 and more than £30,000;
- Individual or private sector businesses;
- State funded organisations/bodies, for example, schools, hospitals, local authorities.
- Politically based activities;
- Projects led by the PSNI or PCSP.
- Events or activities for which the principal aim is to fundraise for other organisations;
- Capital funding for large value items (e.g. the purchase of vehicles, including e-bikes) and infrastructure/building schemes including renovations (see below for capital funding limit allowed);



- Projects where the applicant and main project activity is based outside Northern Ireland¹; or
- Projects which have previously been funded by the Small Grants Scheme (An organisation previously funded is eligible to apply, however, the project must be new).

Police Property Fund (NI) Key Facts

- Grant applications can be for any value between £20,000 and £30,000;
- 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);
- Up to 20% of the value of the project may be included against overheads/ salaries, however, these must be fully evidenced in the budget template when completing the application and will be considered in line with the proposed project activity and value for money;
- Up to 20% of the funding requested may be included against capital purchases (see exclusions included on page 3 - if in doubt, contact the PPF Programme team). Applicants should note that the funding provided cannot be allocated to any ongoing maintenance or running costs associated with capital purchases. The liability and any associated depreciation issues lies with the organisation applying for the funding;
- Progress reporting will be required in line with the duration of the project. 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 Cross-border activity will be deemed eligible if it contributes towards the achievement of the project's objectives/ outcomes/impacts

4. Applying to the Fund (Large 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 and 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 30 months in duration);

- Type and level of engagement with the PSNI (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).;
- How the project makes a contribution to community safety and/or building confidence in policing in the local area;
- The strategic nature of the project (see notes below); and
- How closely the proposed project aligns to the "charitable purpose(s)" identified.

Is my project strategic?

In determining the strategic nature of the proposal, applicants may wish to use the following questions, which are provided as guidance but are not prescriptive;

- Are the forecasted impacts long term or sustainable?
- Does the project link with current key initiatives?
- Does the project link with statutory partners?
- Could the project activity be potentially mainstreamed?
- Could the project activity be implemented in other areas?

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);
- Breakdown of project budget (how will it be spent?) – **note:** a template will be provided as an appendix of the application for completion;
- A description of financial control and accountability arrangements for project implementation;
- Confirmation that a set of annual 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 submission²

In this section, applicants will be required to:

- Confirm that a copy of the organisation's constitution has been submitted with the application; and
- Certify that the application is being made on behalf of the organisation and is factually correct.
- 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 at the end 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 full details of any overhead costs requested in the first table – salaries and administration costs should be separated and itemised to allow assessment;
- Provide a breakdown of project (activity) costs which should also be itemised to allow assessment.

Failure to provide a detailed breakdown of all costs will result in the application being deemed incomplete and therefore ineligible - all costs should be listed separately.

² Incomplete applications will be deemed ineligible and will not progress further.

5. Details on the implementation and administration of the Large Grants Scheme

The PPF (NI) Large 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 noon on 22 September 2025 to the following email address: policepropertyfund@nipolicingboard.org.uk

Hard copies will also be accepted as long as they are received within the deadline stated above to the following address:

**PPF(NI), Partnership Branch,
NI Policing Board, James House,
Block D, 2 -4 Cromac Avenue,
Belfast BT7 2JA.**

Application Assessment process

The assessment process for all applications will not commence until after the call for applications has closed (22 September 2025). You should note that the assessment process will take approximately eight weeks and if successful the contracting period will take approximately eight weeks. Therefore, applicants should not specify a start date before 1 March 2026.

The assessment process will have 2 stages, namely;

Stage 1 – Eligibility Check

An initial eligibility check, included as Annex A, will be carried out by the Programme team to confirm that the applicant is constituted.

The team will then complete an eligibility assessment against the criteria stated in section 2, included as Annex B.

On completion, all eligible applications will be progressed for full assessment.

Stage 2 – Application Assessment

A funding decision panel, comprising a minimum of 3 Members of the Board's Partnership Committee will be convened to carry out the following;

- Assess and score applications against the eligibility criteria – see scoring matrix included for information in Annex C;
- Agree applications to be approved³;
- 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.

³ 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.

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 an applicant a reduced budget. If successful, the applicant will be requested to confirm acceptance of the reduced budget in advance of the contracting phase.

A list of all approved applications and a reserve list (if applicable) will be issued to the Board for ratification at their next meeting. Projects placed on the reserve list will be subject to funding availability and therefore funding is not guaranteed.

Offer of Funding

All applicants will be notified of the outcome of the application assessment process.

Rejected applicants will be notified of the reason for rejection. Applicants should note that it may not be possible to fund all projects that have been assessed as suitable due to funding availability.

The panel can take the decision to agree a reserve list of projects, based on ranked scores or to reject a project.

Panel decisions will be communicated to applicants as soon as possible following the assessment panel sitting(s) and Board ratification. Unsuccessful applicants may request a review of the decision. The review procedure has been included in Annex D.

Approved projects will be notified and a copy of the organisation's 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 their notification letter. Applicants that fail to provide accounts by the deadline will be removed from the process. Applicants are required to sign the Letter of Offer which also agrees their compliance to the standard conditions of grant and return it 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 from the project start date stipulated in the Letter of Offer. Any expenditure included before this date will be deemed ineligible.

Applicants that have been approved for funding will be required to attend a mandatory information workshop which will provide guidance on the implementation process and the financial claims process. Following this, the Letter of Offer will be issued. On receipt of the signed Letter of Acceptance and project bank details, 80% of the approved funding will be issued.

A further 10% will be released on completion⁴ 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 copies of appropriate documentation to demonstrate expenditure of the funds (invoices/receipts etc.). The timing and requirement will be specific for each project and will be stipulated in the Letter of Offer.

Staff costs shall consist of gross employment costs of staff employed in one of the following ways:

- a)** Full time; or
- b)** Part-time with a fixed number of hours worked per month.

Staff costs may only be claimed if they relate solely to the activities approved for funding. Timesheets may be required for verification of part-time hours.

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

It is anticipated that large projects 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 or potential underspend.

The schedule of reporting for projects within the Large 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 a member of 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 a member of 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 a member of 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 Programme staff to discuss progress.

⁴ Projects are deemed complete if they have delivered all aspects of the project and following satisfactory verification of the final claim by the Programme team.

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;
- An assessment of how it met the eligibility criteria of the scheme;
- An assessment of the outcomes/ impacts of the project activities and whether they were additional to those anticipated;
- Project communication activities;
- Any plans to sustain the activities;
- Lessons learned or good practice developed.

6. Advice and Assistance

If you have any queries about the applications process, please contact the Programme team at: 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 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/>



Community Development

Culture

Amateur Sport

Confidence in Policing

Heritage

Health

Environment

Northern Ireland Policing Board

James House
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