



**Procedure for
Implementation**

July 2026

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.
- 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:
 - 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.
- 1.6 This procedure is in relation to the implementation of the **Small Grants Scheme**.
- 1.7 The Board will publicise all calls for applications for the Small Grants Scheme in line with the Communication Strategy for the Fund.
- 1.8 Calls for applications in relation to this scheme will be open for a 12 week period.
- 1.9 The total monies available under the Small Grants Scheme will be up to 80% 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 Small 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 Small Grants Scheme, they **must** demonstrate the following;
- 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; and
 - How the project closely aligns with "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.
- Applications that haven't 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).

Whilst value for money is not an eligibility criterion, applications will be assessed in relation to value for money against project activity and the proposed budget.

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

- Applications requesting less than £1000 or more than £10,000;
- 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;
- Salaries, general administration or annual running costs i.e. rent, insurance, utility charges, unless they are integral to the proposal itself and appropriately apportioned; or
- Projects where the applicant and main project activity is based outside Northern Ireland¹.
- 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).

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 Small Grants Scheme may request a grant between £1,000 and £10,000 against the eligibility criteria of the Fund outlined in section 2.
- 3.2 Applicants may apply under the Small Grants Scheme for a project duration of up to 24 months from receipt of a Letter of Offer. Requests for project extensions beyond 24 months may be considered at the discretion of the Committee on a case by case basis.
- 3.3 The Small 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 aforementioned criteria and demonstrates value for money.
- 3.4 Project applications must be constituted and demonstrate a level of financial accountability and governance.
- 3.5 Applications will be subject to a Basic Eligibility Check (Annex A) and subject to the application meeting this check, will then be subject to a Criteria Eligibility Check (Annex B). Both checks will be carried out by the Programme team and the outcome will be advised to the decision panel. The Assessment panel will take the final decision in relation to recommendations from the Criteria Eligibility Checks carried out by the Programme Team.
- 3.6 All eligible applications under the Small 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 at Annex C.
- 3.7 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.
- 3.8 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;
 - Value for money; and
 - Alignment to one or more of the 'Charitable Purposes'.
- 3.9 A minimum of 3/5 must be scored in all questions to enable a proposal to be considered for approval. Subject to the availability of funding, 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. The reserve list will last the duration of the call for applications under which they applied. A member of the Programme team in the Board will record all decisions made by the Panel.

- 3.10 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.
- 3.11 A list of all approved applications and a reserve list (if applicable) will be issued to the Board for ratification at their next meeting.
- 3.12 Under the Small Grants Scheme, all funding decisions made by the panel and ratified by the Board are final.
There will be no review process. Decisions will be communicated to applicants shortly after Board ratification.
- 3.13 For audit purposes, applicants notified of approval will be requested to submit within the required deadline a copy of their most recent official accounts for the organisation in advance of receipt of their Letter of Offer and Standard Conditions of Grant.
- 3.14 A Letter of Offer and Standard Conditions of Grant will be issued for signature following review of all required documentation.

The Letter of Offer must be signed by the Chairperson of the organisation and witnessed by the organisation's Chief Executive/ Officer. Following receipt of the signed Letter of Offer, approved projects will receive 80% of the funding requested.

- 3.15 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 short project report (within 3 months of project completion).
- 3.16 Projects with a duration of no more than 12 months will only be required to provide a short post project evaluation. However, project issues, including any potential underspend must be reported to a member of the Programme team in a timely manner and well in advance of project completion.
- 3.17 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. This should provide an overview of how the project is progressing, any barriers to implementation, any projected underspend and proposed actions on how these will be addressed.
- 3.18 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.

3.19 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.

3.20 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. Equality

7.1 Implementation of the fund will be monitored in line with the commitments in the Board's Equality Scheme.

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

The project has not previously been funded by the Small Grant 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

Weighted criteria for Assessment

The proposal has demonstrated engagement with the PSNI.

Yes

No

Comments

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

Yes

No

Comments

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

Yes

No

Comments

Eligible

Yes

No

Screening Officer

Signed:

Programme Manager

Signed:

Date:

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: (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: Privacy Notice

Data Controller Name:

Northern Ireland Policing Board

Address:

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

Telephone: 028 90408500

Email: information@nipolicingboard.org.uk

Data Protection Officer Name:

William Magee

Telephone: 028 90408500

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:

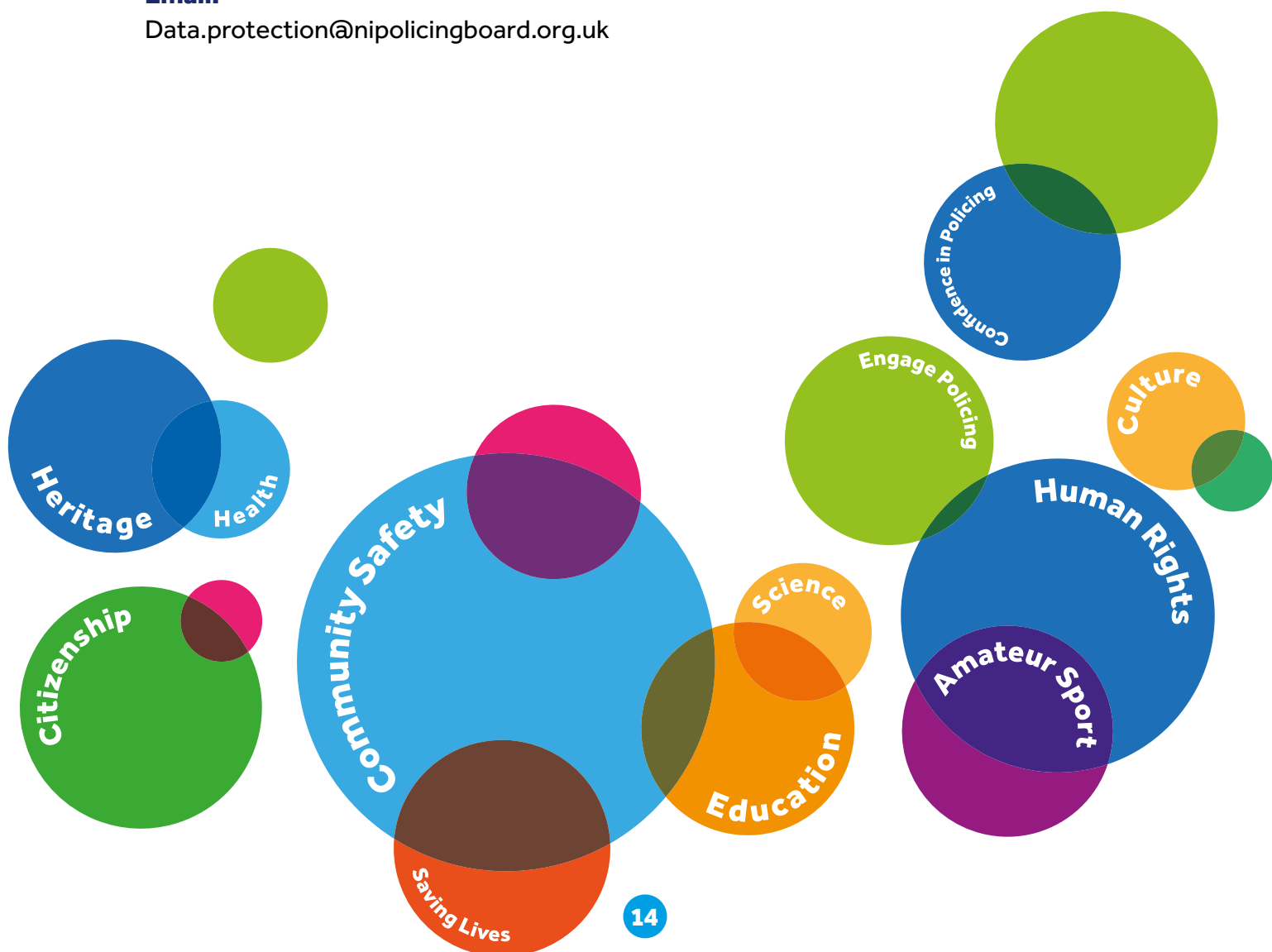
Data.protection@nipolicingboard.org.uk

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
FOI Compliance Team
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Email: casework@ico.org.uk

www.ico.org.uk/foicomplaints





Community Development

Culture

Amateur Sport

Confidence in Policing

Heritage

Health

Environment



028 9040 8500



information@nipolicingboard.org.uk



www.nipolicingboard.org.uk



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