



**Frequently Asked Questions**  
**February 2022**

**How much funding is available in the Small Grants Scheme?**

The total funding available under the Small Grants Scheme is approximately £320,000.

**Will there be multi-calls for applications under the Small Grants Scheme?**

Yes, the Small Grants Scheme will have multi-calls. The total available funds for this call will be £100,000.

**How much funding can I apply for?**

The Small Grants Scheme will only support projects requesting a value of between £1,000 and £10,000.

**What is the funding criteria for the Small Grants Scheme?**

In addition to be closely aligned to one or more of the charitable purposes which are included within the general FAQs and in the Guidance for Applicants document, all applications to the Small Grants Scheme must:

- Demonstrate engagement with the PSNI; and
- Make a contribution to community safety and/or building confidence in policing in the local area.

Organisations applying for funding in either Scheme must be legally constituted, be financially stable and have sufficient accountability and controls to manage public funding.

**Who can't apply for funding / what doesn't qualify for funding?**

- Individuals or private sector businesses.
- 'State funded' bodies/organisations such as schools, hospitals or local authorities
- Politically based activities.
- Applications from the PSNI or PCSP.
- Events or activities for which the principal aim is to fund raise.
- Capital funding/ infrastructure / building schemes (see Guidance for Applicants document for more details on the definition of capital funding).
- Projects based outside Northern Ireland.\*

**Can I apply if the project is currently being funded by other public funds?**

No. To avoid duplicate funding, the fund cannot support projects that are currently being funded by other public funds. The Fund may support a project where the applicant has other publically funded projects, however, the project and its activities must be distinctive in nature.

**How much can I apply for?**

Applicants are eligible for 100% of project costs.

There is no requirement for match-funding or in-kind funding, however applicants should include details or either in their application for information. There is no impact on the application assessment.

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

**Can I include salaries or overhead costs in my project budget?**

No. Salaries and overheads are **not** eligible in the **Small Grants Scheme**.

**When does my project have to start / finish?**

Projects approved under the Small Grants Scheme may have a duration of up to 24 months from the date specified in the Letter of Offer.

Applicants will be required to specify the duration of their project in the application form.

**Can I submit more than one application for a project into a Scheme?**

No. Only one application per project can be submitted to the Small Grants Scheme at any one time.

**Can I apply to both Schemes?**

An applicant can apply to both the Small and Large Grants Schemes on the basis that proposed project activity in each Scheme is distinctive in nature to avoid double-funding.

**How long will the assessment process take?**

The assessment process will commence following closure of the call and will take approximately 4-6 weeks. If successful, a further 3-4 weeks will be required for contracting.

**Will all approved projects be funded?**

All applications to the Small Grants Scheme that are approved for funding will be listed in rank order for grant payments.

There is a limited amount of funding available and it may be that approved applications exceed monies currently available for disbursement. The decision panel may agree to retain a reserve list for such times that funding becomes available. Projects will be advised of this following the assessment process.

Applicants should note that the panel in assessing the project for value for money, may approve the project based on a reduced budget. Where this occurs, the applicants will be contacted by the Programme team to confirm that they are content to accept a reduced level of funding.

**If I was successful in the first Small Grants funding call can I apply again?**

Yes, but not for the same project.

**Will I have to provide an update on progress to the Board's Programme Team during the lifetime of the project?**

Yes. All approved projects are required to report any issues in implementing their project including underspend throughout the lifetime of the project. In addition, a formal reporting schedule will be dependent on the duration of the approved project as follows:

- Projects with a duration of no more than 12 months will only be required to provide a post project evaluation report (within 3 months following project completion);
- Projects with a duration of between 13 and 24 months will be required to provide a progress update at the 12 month point and a post project evaluation (within 3 months of project completion). Reporting templates will be provided by the Programme team.

**Is there a review process if my application is rejected?**

No. All funding decisions taken by the panel and ratified by the Board in relation to the Small Grants Scheme are final.

**When will the funding for successful grant applications be paid?**

80% of awarded funding will be paid when the Letter of Offer is signed and received by the Board. A further 10% will be paid on project completion and the final 10% when a satisfactory evaluation report for the project is received (within 3 months of project completion).

**Can my project incur expenditure before my Letter of Offer start date?**

No, expenditure can only be incurred after the project start date as stated in the Letter of Offer. Any expenditure incurred before this date will be ineligible.

**Does receipt of other public funding exempt application to the Police Property Fund?**

No. You may still apply, however, projects funded by the Police Property Fund must be distinctive in nature and not duplicate other publicly funded activity.

**What will you do with the data collected as part of the Schemes' administration?**

All data collected will be used in accordance with legislation. A copy of the Privacy Notice for the Police Property Scheme can be viewed in the Guidance for Applicants document at Annex D and on the Board's website.

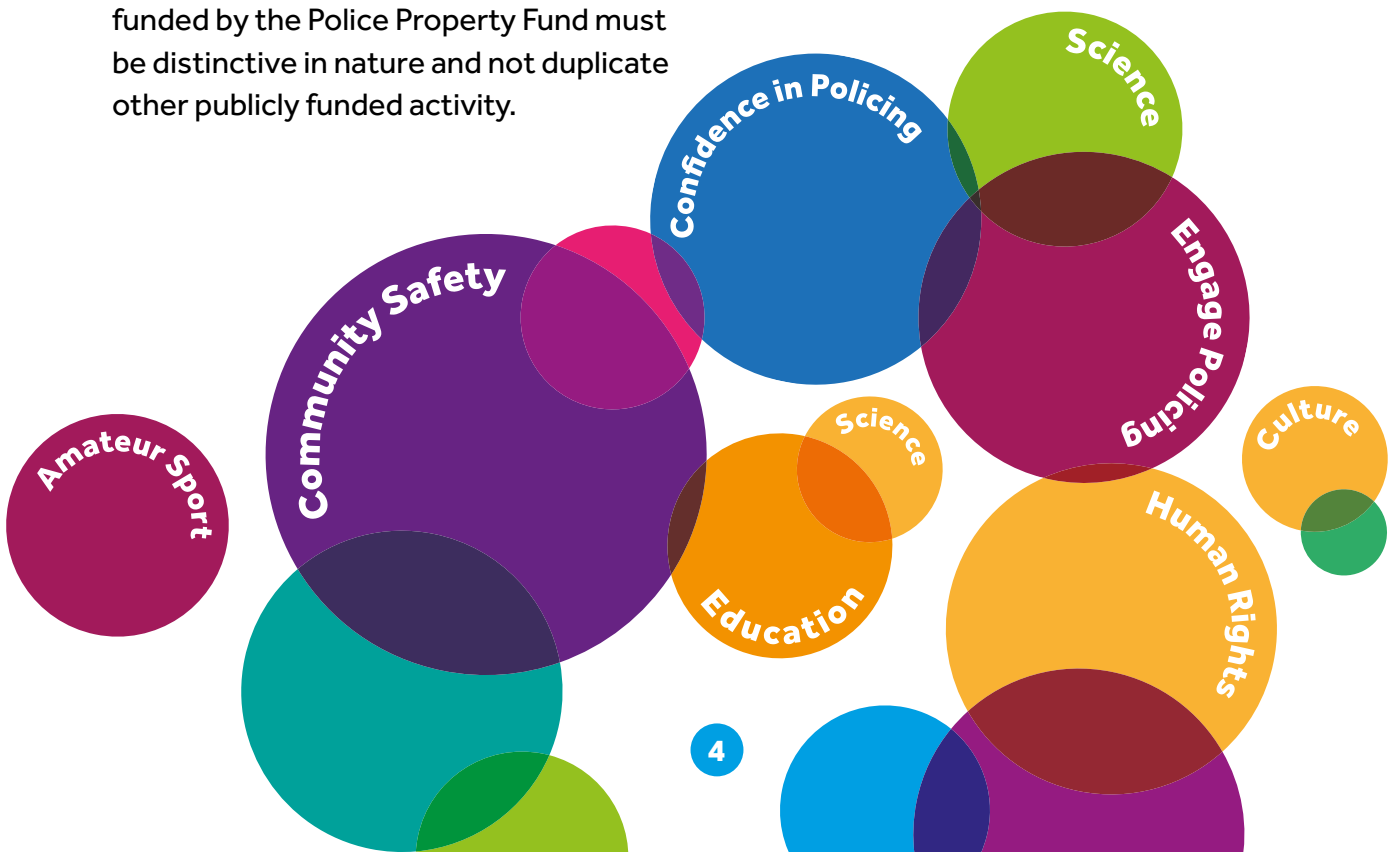
**When do applications for the Schemes open?**

Applications open on **17 February 2022**.

**When do applications close?**

The Small Grants Scheme first call for applications will be open for applications for a 12 week period. The closing date and time will be 12 noon on Thursday 12 May 2022 and this will be stipulated on the application form and on the Board's website.

Late or incomplete applications will be deemed ineligible and will be removed from the process.









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028 9040 8500



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



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