



# OFFICE OF THE POLICE & CRIME COMMISSIONER FOR NORFOLK

**ORIGINATOR:** CHIEF EXECUTIVE

**DECISION NO.** 2013/31

**REASON FOR SUBMISSION:** FOR DECISION

**SUBMITTED TO:** POLICE & CRIME COMMISSIONER (PCC)

**SUBJECT:** THE SAFER NORFOLK FOUNDATION MEDIUM GRANT PROGRAMME

**SUMMARY:** The Safer Norfolk Foundation Medium Grant Programme has been created by the Office of the Police and Crime Commissioner for Norfolk (OPCCN) to deliver grants to organisations in support of Police & Crime Plan Objectives.

The Grant Programme will be aimed at supporting disadvantaged and vulnerable groups that are:

- Tackling domestic abuse and sexual violence;
- Supporting victims and preventing victimisation;
- Working with offenders to prevent reoffending and rehabilitate offenders;
- Supporting people with mental health issues and personality disorder, to prevent offending and victimisation;
- Supporting people with alcohol and substance misuse issues to prevent offending and victimisation;
- Working with young people to help them stay clear of crime;
- Supporting minority communities and improving community relations.

The Programme will be managed and administered by the Norfolk Community Foundation and overseen by the PCC, who will approve all funding grants.

**RECOMMENDATION:** That the PCC for Norfolk, endorses the Safer Norfolk Foundation Medium Grant Programme.

**OUTCOME/APPROVAL BY:** PCC

*The above request has my approval*

**Signature**

*A. W. Bett*

**Date** 7/11/13

## **DETAIL OF THE SUBMISSION**

### **1. KEY ISSUES FOR CONSIDERATION:**

- 1.1 Section 9 of the Police Reform and Social Responsibility Act 2011 sets out that a Police and Crime Commissioner (PCC) may make a Crime and Disorder Reduction Grant to any person. A Crime and Disorder Reduction Grant is a grant, which in the opinion of the PCC, will secure, or contribute to securing, crime and disorder reduction in the PCC's Local Policing Area. The PCC may make the Crime and Disorder Reduction Grant, subject to any conditions, which the PCC thinks appropriate. The PCC's Crime and Disorder Reduction Objectives are set out within the Police and Crime Plan.
- 1.2 The Safer Norfolk Foundation Medium Grant Programme has been created by the Office of the Police and Crime Commissioner for Norfolk (OPCCN) as one of the ways in which the PCC may deliver grants to organisations in support of Police and Crime Plan Crime Objectives.
- 1.3 The Grant Programme will be aimed at supporting disadvantaged and vulnerable groups that are:
- Tackling domestic abuse and sexual violence
  - Supporting victims and preventing victimisation
  - Working with offenders to prevent reoffending and rehabilitate offenders
  - Supporting people with mental health issues and personality disorder, to prevent offending and victimisation
  - Supporting people with alcohol and substance misuse issues to prevent offending and victimisation
  - Working with young people to help them stay clear of crime
  - Supporting minority communities and improving community relations.
- 1.4 The Programme will be managed and administered by the Norfolk Community Foundation in accordance with the Agreement included at Appendix A, and overseen by the PCC, who will approve all funding Grants.

### **2. FINANCIAL IMPLICATIONS:**

- 2.1 The Fund will focus on Grants up to a maximum of £10,000, which may be varied by mutual agreement, in writing, as required.
- 2.2 The PCC will make £100,000 of funding available to the Norfolk Community Foundation in accordance with this Agreement to support Grant giving.
- 2.3 The PCCN will make a donation to the Norfolk Community Foundation towards administration costs equivalent to 5% of funds given during the year, or as otherwise agreed.

### **3. OTHER IMPLICATIONS AND RISKS:**

None.

**PUBLIC ACCESS TO INFORMATION:** Information contained within this submission is subject to the Freedom of Information Act 2000 and wherever possible will be made available on the OPCC website. Submissions should be labelled as 'Not Protectively Marked' unless any of the material is 'restricted' or 'confidential'. Where information contained within the submission is 'restricted' or 'confidential' it should be highlighted, along with the reason why.

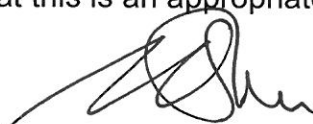
<b>ORIGINATOR CHECKLIST (MUST BE COMPLETED)</b>	<b>PLEASE STATE 'YES' OR 'NO'</b>
Has legal advice been sought on this submission?	Yes
Has the PCC's Chief Finance Officer been consulted?	Yes
Have equality, diversity and human rights implications been considered including equality analysis, as appropriate?	Yes
Have human resource implications been considered?	Yes
Is the recommendation consistent with the objectives in the Police and Crime Plan?	Yes
Has consultation been undertaken with people or agencies likely to be affected by the recommendation?	No
Has communications advice been sought on areas of likely media interest and how they might be managed?	Yes
In relation to the above, have all relevant issues been highlighted in the 'other implications and risks' section of the submission?	Yes

**APPROVAL TO SUBMIT TO THE DECISION-MAKER** (this approval is required only for submissions to PCC and DPCC).

**Chief Executive**

I am satisfied that relevant advice has been taken into account in the preparation of the report and that this is an appropriate request to be submitted to the PCC.

**Signature:**



**Date** 6.11.13

## The Safer Norfolk Foundation Medium Grant Programme

### Definitions:

**Norwich Community Foundation** are a registered charity (Charity number 1110817) created to support the smaller charities and community groups across the county through the provision of a grant making service to its donors.

**The Safer Norfolk Foundation Medium Grant Programme** has been created by the Office of the Police and Crime Commissioner for Norfolk (PCCN) (A Corporation Sole created by the Police Reform and Social Responsibility Act 2011) to deliver grants to organisations working in areas highlighted within the “Causes to be supported” section which are aimed at supporting the Police & Crime Plan objectives issued by the PCCN.

### Objectives (“the Objectives”)

The aim of the Safer Norfolk Foundation Medium Grant Programme is to support a wide range of charitable, voluntary and community activities across Norfolk.

### Area of Benefit

Norfolk

### Causes to be Supported (“the Grant Programme”)

In accordance with Norfolk Community Foundation’s (“the Foundation”) grants policy and guidelines, the aim of the Grant Programme will be aimed at supporting disadvantaged and vulnerable groups that are:

- Tackling domestic abuse and sexual violence
- Supporting victims and preventing victimisation
- Working with offenders to prevent reoffending and rehabilitate offenders
- Supporting people with mental health issues and personality disorder, to prevent offending and victimisation
- Supporting people with alcohol and substance misuse issues to prevent offending and victimisation
- Working with young people to help them stay clear of crime
- Supporting minority communities and improving community relations

### Criteria

This grant programme seeks to encourage partnership working and extra weight will be given to applications demonstrating where organisations are working in partnership.

### Equality Statement

The PCCN’s commitment to eliminating discrimination, promoting equality and fostering good relations is reflected in the aims of all its relevant policies, strategies and plans. The Norfolk Community Foundation is equally committed to these aims in its own work and it is therefore important that the organisations seeking to secure grants under this programme can demonstrate that they share this commitment and reflect it in all relevant areas of their work.

## **What will not be Funded**

- Projects not benefiting people living in Norfolk
- Promotion of religious or political causes
- Retrospective funding
- Groups that cannot justify having significant unrestricted reserves
- Private members' sports clubs
- Payments towards endowment funds, deficit funding or loans
- National charities that are not providing clear local benefits
- Overseas expeditions
- Sponsored or fundraising events
- Medical research and equipment for statutory or private healthcare
- Start-up funding for a project that is unable to start within nine months

## **Size of Grants**

The Fund will focus on grants up to a maximum of £10,000. This can be varied by mutual agreement as required and must be in writing.

## **Variations**

The Fund's charitable objectives can be varied by mutual agreement from time to time. Such variation must be in writing, signed by both parties and appended to the Named Fund Agreement.

## **The Fund**

Funds made available by PCCN to the Norfolk Community Foundation for the purposes of investment and grant funding in accordance with this Named Fund Agreement will support a Revenue Fund for immediate grant giving.

## **Grant Programme Procedures**

The Foundation will undertake all aspects of the management and administration of the grant making process:

- Advertising the Fund
- Handling enquiries and sending out and processing applications
- Assessing applications in accordance with the Objectives and Grant Programme detailed in this Named Fund Agreement.
- Recommending projects to PCCN to decide on the projects they would like to support and compiling a schedule of eligible applications with detailed assessment reports for each project to be provided to and discussed with the Trustees. For avoidance of doubt, the PCCN will sign off proposals to proceed to payment; without this sign off, no grant can be made
- Notifying applicants and making grant awards in accordance with the funding decisions of the PCCN
- Maintaining Records
- Monitoring of Grants Awarded

The PCCN will receive, from Norfolk Community Foundation, a schedule of eligible applications with detailed assessment reports for each project nominated for discussion and any recommendations they wish to make at least a week ahead of the scheduled awards meetings.

The Fund will be managed and grants awarded in accordance with best practice developed by the Foundation.

All grant awards are subject to ratified by the Foundation's Trustees.

The Foundation will provide the PCCN with an annual statement in respect of The Safer Norfolk Foundation Medium Grant Programme setting out the value of the fund, grants awarded and administration fee levied, together with any other information it may reasonably request from time to time.

Norfolk Community Foundation will promote The Safer Norfolk Foundation Medium Grant Programme via its usual channels. However, the PCCN may forward requests for funding directly to the Foundation and are welcome to bring to the attention of the Foundation the needs of any organisation that may be eligible for funding. The Foundation will then compile a detailed assessment report to be discussed with the other nominated applications at the next meeting.

### **Grant Awards**

Grants will be awarded bi-annually through the Safer Norfolk Foundation Medium Grant Programme.

### **Monitoring**

All grants awarded from The Safer Norfolk Foundation Medium Grant Programme will be monitored in accordance with the Foundation's best practice; namely all grants will be routinely monitored after 4 months of the date of the award and an end of grant monitoring form will be completed by the applicant on fulfilment of the project grant. This will detail the impact and outcomes of the project funded.

### **Management Arrangements**

These funds will be held by the Foundation until awarded as grants. All grants will be awarded in the name of The Safer Norfolk Foundation Medium Grant Programme. The Fund will be separately identified in the Foundation's accounts and annual report. All monies held within The Safer Norfolk Foundation Medium Grant Programme will be applied to the above charitable objectives.

### **Fund Review**

The Chief Executive of the Foundation will meet with PCCN, at least annually, to review the overall operation, investment strategy and performance of the Fund.

### **Publicity**

The Foundation will promote The Safer Norfolk Foundation Medium Grant Programme on its website, within its annual report and Foundation literature.

### **Building the Fund**

Any future donations to The Safer Norfolk Foundation Medium Grant Programme will be included within the terms of this agreement.

### **Contribution to Administration Costs**

In addition the PCCN agrees to make a donation towards administration costs equivalent to 7.5% of funds given during the year or as otherwise agreed.

Signed by  
Mark Stokes  
Chief Executive  
For and on behalf of the Police  
and Crime Commissioner for Norfolk

  
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Date ..... 19/11/13 .....

Signed by  
Graham Tuttle  
Chief Executive  
Norfolk Community Foundation

  
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Date ..... 19/11/13 .....