# COMMISSIONER COMMUNITY (POCA) GRANTS SCHEME

# GUIDANCE NOTES
# 2022-23

# 1. INTRODUCTION

The Commissioner's Community (POCA) Grants Scheme has been in operation for over 8 years. During this period, the Police and Crime Commissioner, Dr Alan Billings, has awarded almost £2million in grants to non-profit organisations in South Yorkshire.

The scheme is funded from the Proceeds of Crime Act (POCA) and the PCC's policing budget. The Proceeds of Crime Act refers to monies confiscated from criminals and awarded to worthy causes to help reduce crime and the impacts of crime in South Yorkshire. The PCC also allocates funding from his budget to make available a total scheme pot of £150,000.

# 2. FUNDING AIM

The Commissioner has an overall vision for "South Yorkshire to be a safe place to live, learn, work and travel" and has identified 3 overarching aims in order to achieve this:

- Protecting vulnerable people
- Tackling crime and anti-social behaviour
- Treating people fairly

These aims are broken down into areas of focus which have been identified through a combination of public consultation and police intelligence. They are explained in full in the South Yorkshire Police & Crime Plan (PCP).

The Community Grants Scheme directly contributes to these areas of focus by enabling non-profit organisations to deliver community-based projects aimed at keeping people safe, tackling crime and anti-social behaviour and supporting victims of crime. Grants awarded are typically aimed at achieving the following:

- Breaking down barriers to participation
- Changing behaviours, attitudes and lifestyles
- Diverting children and young people, particularly those facing disadvantage, away from anti-social and/or other negatives behaviours
- Strengthening communities and improving community cohesion
- Increasing awareness of and resilience against local issues and risks
- Improving outcomes and opportunities for targeted groups such as victims of crime, young people, veterans, care leavers, ex-offenders, those on the cusp of entering the Criminal Justice System, homeless people, etc.

# 3. FUNDING AVAILABLE

Non-profit organisations can apply for up to £10,000 to deliver projects lasting up to 12 months.

We award grants of varying sizes based on the scale and scope of the project proposed. There is no lower limit for grant awards. The exact funding amounts awarded to successful applicants are determined following assessment by the grants panel.

Payment of the grant funding will be in three instalments, as follows:

| Instalment | Percentage | Requirements |
|---|---|---|
| First instalment | 50% of grant total | Completion and return of contract documentation |
| Mid-point instalment | 25% of grant total | Satisfactory assessment of mid-point monitoring |
| Final instalment | 25% of grant total | Satisfactory assessment of final monitoring |

# 4.  ELIGIBILITY INFORMATION

## WHO WE FUND
The scheme is eligible to non-profit making organisations delivering projects and activities to benefit local people and communities in South Yorkshire. These include:

- Registered charities
- Voluntary organisations with a clear not-for-profit purpose in their governing document
- Unregistered community groups that comply with our governance arrangements
- Community Interest Companies limited by guarantee
- Schools and trusts (delivering non-statutory activities outside of the National Curriculum and standard school day)

We do not fund NHS bodies, prisons or local government bodies, including councils at all levels. We do not fund businesses or profit making enterprises.

All organisations must have the following governance arrangements in place:

| Requirement | Details |
|---|---|
| An established Governing Body i.e. Board of Trustees or Directors | • Must have a minimum of 3 members including 1 independent member<br>• Must meet at regular points throughout the year |
| A Governing Document i.e. constitution, memorandum of articles, trust deeds, etc. | This governing document must clearly state:<br>• Organisation is not for profit and has a clear purpose and/or objectives<br>• Dissolution clause/asset lock in place in the instance of closure |
| Financial management arrangements | • Bank account in organisation's name<br>• Financial transactions and payments must be reviewed by 2 unrelated payment authorisers |
| Safeguarding policy and procedures | • Up-to-date policy in the applicant organisation's own name<br>• Appropriate, adequate training arrangements for staff and volunteers<br>• All staff and volunteers with direct access to children, young people and vulnerable adults subject to DBS background checks |
| Adequate insurance levels | • Employers Liability<br>• Public Liability<br>• Professional Indemnity (where applicable to the service) |

## WHAT WE FUND
The Police and Crime Commissioner recognises the important role that voluntary and community sector organisations play in developing and delivering local solutions to local issues. The Commissioner Community Grants scheme invites organisations to apply for funding to help address local problems and keep people safe.

The funding can be used to establish new activities, to build on existing provision or to trial something completely new as a pilot project. We are especially interested in funding imaginative and innovative projects that offer new ways of meeting and addressing the Commissioner's priorities.

Proposals can be targeted towards supporting specific groups or communities and/or addressing particular local issues. All applications should be developed in response to an identified or unmet need which can be backed up with evidence. Applicants should also engage with other local providers to ensure the project is integrated into the wider local offer.

## SCHEME PRIORITIES
The Commissioner Community Grants Scheme provides funding for projects that directly contribute to the areas of focus detailed in the South Yorkshire Police & Crime Plan (PCP).

The OPCC has identified 11 areas of focus from the PCP as priorities for the Commissioner Community Grants Scheme. All applicants should select **ONE** priority area of focus from the list below:

| AREAS OF FOCUS | |
|---|---|
| **Protecting vulnerable people** | |
| 1.a | Working in partnership to protect vulnerable people through early intervention and prevention, supporting those with mental health needs and targeted interventions |
| 1.b | Violence against Women and Girls (VAWG) including but not limited to sexual exploitation, sexual and other forms of abuse and activities to promote societal shifts/attitude change |
| 1.c | Domestic abuse programmes to support victims and increase understanding around types of abuse, impact and effect on children |
| 1.d | Tackling the exploitation of adults and children including safeguarding and prevention against sexual exploitation, modern slavery and trafficking and child criminal exploitation such as county lines |
| 1.e | Identifying, safeguarding and preventing child sexual exploitation inclusive of online offending |
| 1.f | Helping victims and those vulnerable to cybercrime including fraud, exploitation and online offending |
| **Tackling crime and anti-social behaviour** | |
| 2.a | Addressing neighbourhood crimes and promoting community cohesion inclusive of anti-social behaviour, burglary, vehicle crime, robbery, theft or hate crime |
| 2.b | Support for non-statutory treatment efforts and for preventative work to raise awareness of the risks posed by drugs including recreational drug usage |
| 2.c | Violence prevention activities and tackling organised crime gangs and serious violence including use of knives and guns |
| 2.f | Activities to help address rural and wildlife crime |
| 2.g | Projects to support and promote road safety |

## TYPES OF PROJECTS FUNDED

We recognise that different target groups, communities and issues require different approaches and activities in order to meet their unique and varying needs. As such, we support a wide range of different projects and initiatives. The following provides an overview of the types of projects we fund:

**Preventing**
- Activities to divert young people away from crime and anti-social behaviour such as sports, arts, music, media, technology, youth work, social action and environmental/gardening
- Training and education programmes to equip participants the skills and knowledge to manage their behaviours, make better choices and feel safer in their communities
- Activities designed to change behaviours, reduce risk factors and break down barriers

**Supporting**
- Targeted interventions to support vulnerable and/or disadvantaged groups such as care leavers, victims of crime, veterans, LGBTQi, Black and Minority Ethnic Groups and those residing in areas of high deprivation
- Mentoring and peer support projects to engage young people and vulnerable adults identified as needing additional or alternative support
- Projects aimed at supporting and assisting victims of crime and groups identified as vulnerable or at risk

**Responding**
- Awareness raising and education programmes exploring issues identified in the Police & Crime Plan such as road safety, cyber-crime and other online threats, violence against women and girls and domestic abuse
- Social action projects designed to bring local people together to address local priorities and needs
- Projects aimed at tackling rural and wildlife crimes such as fly-tipping, damage caused by off-road vehicles, etc.

This list is by no means exhaustive. We welcome organisations to propose new ideas and approaches when applying.

**EXCLUSIONS**

- Activities or events taking place outside of South Yorkshire including visits and trips.
- Organisations in receipt of a live grant from the OPCC Commissioner Community Grant Scheme.
- The project lead is already named as the lead on another OPCC Community Grant.
- Projects that should be delivered using other public funding sources or are a statutory duty of another organisation e.g. CCTV, street lighting, road repairs, traffic calming and subjects covered under the national curriculum in schools
- Projects that duplicate services already commissioned by the OPCC or other funding organisations. The OPCC reserves the right to approach and discuss applications with other funding organisations.
- Websites, publications or seminars, unless part of a wider proposal.
- General fundraising appeals, requests for donations and other non-specific funding requests.
- Proposals that have been previously assessed and declined, unless expressly invited to make changes and reapply.
- Capital and/or high value equipment although low value requests may be considered as part of a wider project.
- Activities starting within 8 weeks of the grant deadline as time is required to assess and process applications.
- Organisations that fail to demonstrate that they have a South Yorkshire presence/focus and cannot evidence that they have taken steps towards building relationships and/or establishing the delivery arrangements.
- Activities intended to influence or attempt to influence Parliament, government or political parties.
- Activities that attempt to influence awarding or renewal of contracts and grants, or legislative or regulatory action.
- Organisations that promote a particular religion or political movement or only provide services to people of that religion or political leaning.

## 5. THE APPLICATION PROCESS

**WHEN TO APPLY**

The Grants Panel meets twice a year approximately 1 month after the deadlines detailed below. Applicants receive notification of the panel's decision approximately 8-12 weeks after the deadline. Please note the dates below when planning the project.

| Deadline | Panel Meeting | Provisional Notification |
|---|---|---|
| 10th October | Late October | Mid December |
| 31st December | Late January | Mid March |
| 31st March | Late April | Mid June |

**HOW TO APPLY**

The grant documentation, including the guidance notes, application form, FAQs and template grant agreement, are available online at Grants - South Yorkshire Police and Crime Commissioner (southyorkshire-pcc.gov.uk)

The OPCC operates a paperless application process for the Commissioner Community Grants Scheme. Applicants should submit their application online using the form on our website which can be accessed here

Organisations should submit 1 funding application only.

Applicants are advised to read the template Grant Agreement prior to submission of an application to ensure they can comply with the terms and conditions attached to this funding.

**THE APPLICATION FORM**

Please carefully read and refer back to these guidance notes when completing your grant application. We hope that you will find the application process straightforward but please email grants@southyorkshire-pcc.gov.uk should you have any questions about the application process.

To enable the Grants Panel to make an informed decision, we need you to provide us with a detailed proposal that describes your project clearly and concisely. Please do not assume that the panel possesses any prior knowledge of your organisation and the activities you are proposing.

When drafting your proposal, try to consider and cover the key questions of who, when, why, what and how. We would also advise you to think carefully about the impact and changes that you are hoping to achieve by delivering this project. Applicants should answer all questions and must adhere to the word limit stipulated for each question.

The information contained in your application will form the basis of the Grant Funding Agreement. It is therefore important that the information you provide in your application is accurate, realistic and achievable.

Applicants will be asked to provide the following information:

| | | | |
|---|---|---|---|
| 1. | Organisation details | 8. | Explanation and evidence of need |
| 2. | Details of previous/current OPCC awards | 9. | Partnership arrangements |
| 3. | Delivery experience and objectives | 10. | Monitoring measures and arrangements |
| 4. | Details of delivery location | 11. | Anticipated project impact |
| 5. | Contribution to the PCP | 12. | Exit plan for when the funding ends |
| 6. | Project summary | 13. | Financial information i.e. project budget |
| 7. | Project description including participant numbers | 14. | Declarations (Due Diligence & Authorisations) |

Please note: Responses cannot be saved in the online application form. We recommend drafting your response in Microsoft Word and copying your answers into the form at the point you are ready to submit your application.


**EVIDENCING NEED**

Data can help organisations to better understand local issues, to allocate their resources where demand is the greatest and to evidence the need for their activities. The following links to different data sources may be helpful when developing an application:

| Data Owner | Data Type | URL |
|---|---|---|
| South Yorkshire Police | Crime on a map | https://data.police.uk/data/ |
| Government | English Indices of Deprivation | https://www.gov.uk/government/statistics/english-indices-of-deprivation-2019 |
| Government | Exclusions data | https://www.gov.uk/government/statistics/permanent-and-fixed-period-exclusions-in-england-2017-to-2018 |
| Public Health England Fingertips | Health Data | Public health profiles - OHID (phe.org.uk) |
| Barnsley Metropolitan Borough Council | Borough, Area and Ward Profiles | Our borough profile (barnsley.gov.uk) |
| Barnsley Metropolitan Borough Council | Joint Strategic Needs Assessment | Barnsley Joint Strategic Needs Assessment |
| Team Doncaster (Local Authority) | Community Profiles and Demographics | Doncaster Data Observatory - Team Doncaster |
| Team Doncaster (Local Authority) | Joint Strategic Needs Assessment | Joint Strategic Needs Assessments - Team Doncaster |
| Rotherham Metropolitan Borough Council | Community Profiles and Demographics | Homepage – Rotherham Data Hub |
| Rotherham Metropolitan Borough Council | Joint Strategic Needs Assessment | Homepage – Rotherham Data Hub |
| Sheffield City Council | Ward profiles | Ward profiles | Sheffield City Council |
| Sheffield City Council | Joint Strategic Needs Assessment | Population health needs assessment | Sheffield City Council |

## PREPARING YOUR BUDGET

Applicants are required to prepare an itemised budget as part of the application process. It should provide a clear breakdown of how the project costs have been calculated and offer value for money.

The budget will be initially assessed as part of the Essential Criteria. Applications whereby the budget does not meet the Essential criteria detailed below will not progress to the assessment panel.

We would encourage applicants to review their budget against the following points before submitting their application:

| Budget Checklist | Ticklist |
|---|---|
| Do all lines in the budget add up and balance? | |
| Is the budget broken down into separate lines for the key items of funding? | |
| Have you shown your working out i.e. how you have arrived at the total figure? | |
| Has the budget been checked and agreed by your Financial Monitoring Officer? | |
| Have you checked the budget against the Commissioner Community Grant Scheme: Budget Guidance to ensure all items are eligible to receive funding? | |
| Does your project budget offer value for money? | |
| Have you kept a copy of the budget, ideally in Microsoft Excel, for your records to refer back to? | |

Please refer to the guidance below when preparing your budget:

| Budget Section | Items to include: | Examples |
|---|---|---|
| Funding from other sources (Cash & match) | • Name of funder<br>• Funding scheme (where applicable)<br>• Amount<br>• Type of funding i.e. cash or match<br>• Status i.e. agreed, submitted pending decision, not confirmed | 1. *Sheffield City Council (Community Safety Fund) - £5,000 Agreed*<br>2. *National Lottery (Awards for All) - £10,000 Submitted pending decision* |
| Employee | • Job title<br>• Purpose e.g. deliver sports session<br>• Hourly rate/salary rate<br>• Number hours per session<br>• Total number of sessions<br>• Total amount being requested | 1. *Sports coach to facilitate sessions: £13 per hour x 1.5 hours per session x 2 sessions per week x 20 weeks = £780*<br>2. *Caseworker to support participants: £25,000 per annum + 12% oncosts (£28,125) x 0.5FTE x 6 months = £7,031* |
| Premises | • Venue name<br>• Hire amount per session<br>• Length of time required per session<br>• Total number of sessions needed<br>• Total amount being requested | 1. *Shaw Lane for weekly sports sessions: £75 (2 hours hire) x 2 per week x 40 weeks = £6,000*<br>2. *Local theatre for drama performance: £500 per evening x 4 evenings = £2,000* |
| Transport | • Purpose of trips<br>• Car mileage rate (where applicable)<br>• Mini bus rate/ticket price/etc.<br>• Number of trips<br>• Total amount being requested | 1. *Tournaments (Sheffield to Doncaster): 2 tournaments @ 60 miles rtn x £0.45 p/mile = £54*<br>2. *Mini-bus hire (Rotherham to Sheffield) for University visit: £450 hire x 1 trip = £450* |
| Supplies and services | One-off purchases e.g. sports equipment, laptops, cameras, sports kit<br>• Total amount requested<br>• List of items required<br><br>Ongoing low value sundries e.g. arts and crafts supplies, board games, refreshments:<br>• Amount per session<br>• Total number of sessions<br>• List of items required | 1. *Sports equipment e.g. cones, bibs, balls, multi-sports sets): £150*<br>2. *Refreshments and snacks (fruit, squash, tea, coffee): £7.50 per session x 10 sessions = £75*<br>3. *Yoga instructor to deliver 1 x month throughout programme: £25 per hour x 6 months = £150* |

| | Specialists & Consultants including trainers<br>• Job title<br>• Name and/or organisation<br>• Purpose of session<br>• Length of session (hour, day, etc)<br>• Session rate<br>• Number of sessions | |
|---|---|---|
| Promotional material, events and campaign | • Item e.g. flyer, Facebook advert, poster<br>• Unit price<br>• Total number required<br>• Total amount being requested | 1. *500 leaflets to promote the service: £100 x 2 occasions = £200*<br>2. *Facebook advert x 1 to promote the project: £250* |
| Other costs | • Item<br>• Unit price<br>• Total number required<br>• Total amount | 1. *Project management costs @ £500*<br>2. *DBS x 2 project staff: £38 x 2 = £76* |

# Commissioner Community Grant Scheme: Budget Guidance

| Budget Heading | We WILL Fund | We MAY Fund | We WILL NOT Fund |
|---|---|---|---|
| **EMPLOYEES** Detail hourly rate, hours to be worked, confirm appropriate qualifications/experience | Staff costs for new or existing initiatives or activity to develop their work<br><br>Volunteer expenses specific to the project | Contributions to ongoing staff costs and ongoing volunteer expenses including holiday and sickness pay | Unspecified and/or statutory training costs |
| **PREMISES** | Room hire/facilities costs in premises external to those currently belonging to/occupied by the applicant | Ongoing running costs such as rent payments, insurance, utility costs etc. | Reimbursing applicant for hire or usage of their own/occupied premises or facilities<br><br>Capital to secure community spaces including CCTV, site security (gates, fencing, etc.)<br><br>Renovation and refurbishment of community spaces |
| **TRANSPORT** Provide basis of the costing e.g. car mileage rate, mini bus hire | Public transport costs, car mileage (local government rate), mini bus hire | | Purchase of a vehicle<br><br>One off events such as gala's, trips to the coast or theme parks.<br><br>Activities taking place outside of South Yorkshire |
| **SUPPLIES & SERVICES** | Structured educational trips, visits and activities (venue and educational content trip must be specified, directly address the Commissioner priorities and be within South Yorkshire)<br><br>Sports equipment, for new or existing initiatives or activity to develop their work. E.g. boxing gloves, gym equipment, portable goal posts | General youth and/or social activities<br><br>Short term events to address a problem during a specific period i.e. diversionary activities during Halloween/Bonfire Night<br><br>ICT equipment (computers, printers, cameras, etc.) when it can be demonstrated that this is integral to the project<br><br>Items of personal clothing such as sports kits for newly established groups | Items of personal clothing such as sports kits for established groups<br><br>Grants primarily focused on the purchase of equipment |
| **PROMOTIONAL COSTS** | Materials, publicity (must include PCC logo) | | |
| **OTHER COSTS** | Expenditure incurred to obtain DBS (Please refer to Grant Conditions – Safeguarding and other Legal Compliance working with young people) | Project management and/or administration (10%) | Activities which are part of a statutory obligation e.g. street lighting<br><br>Membership fees, subscriptions<br><br>Provision of bonds, 3rd party grant making<br><br>Evaluation/Feasibility studies |

# 6. ASSESSMENT CRITERIA

All proposals will be evaluated against the assessment criteria by the Grants Panel to ensure a fair and transparent process. The South Yorkshire OPCC will determine the number of applications to receive funding based on quality, activity type, need and geographical spread.

We do not fund projects that do not contribute clearly to areas of focus detailed in the PCP, set out in Section 4 of the Guidance Notes.

All applications will undergo the following assessment process:

1. Prior to assessment, all applications will be reviewed to ensure they meet the essential criteria, detailed below:

| Essential Criteria | All bids must satisfy the following: | Outcome |
|---|---|---|
| Cost breakdown | All bids include a clear breakdown of the project costs requested by the OPCC with items itemised under the cost headings. All budget information is calculated correctly.<br><br>NB: Funding from other sources, such as match, is not required to meet this criteria | Yes/No* |
| Governance | Applicants meet the eligibility criteria regarding organisation type and governance arrangements. | Yes/No* |

*If the proposal does not meet the Essential Criteria, it will be graded unsuccessful and will not progress to the next stage in the assessment process. However, the applicant will be welcome to make the necessary changes and resubmit to the scheme at a later date.*

2. Proposals achieving the two essential criteria will progress to the Grants Panel for assessment. All applications will be assessed against 6 quality criteria using a scoring matrix of 1 to 5.

   Organisations failing to achieve an average score of 3 or above for Quality Criteria 1* and Quality Criteria 2* will not be offered funding by the OPCC.

**Quality Criteria**

| No. | Criteria | Question/s | The strongest proposals will: |
|---|---|---|---|
| 1* | Clear links and contribution to the PCP | 8, 9 | • Align closely to the selected area of focus in the PCP<br>• Be likely to deliver improvements that contribute directly to the area of focus<br>• Describe clearly the potential impact and contribution to the area of focus<br>• Describe the practical differences the project will make to the communities and individuals engaged in the project |
| 2* | Well-developed project idea and clear methodology | 11, 12, 13, 17, 18 | • Propose an appropriate and effective approach that will help to address the identified need and contribute to the area of focus<br>• Present a proposal that is realistic, clear and achievable based on the timeframe and budget available<br>• Provide clear aims, outputs and outcomes inclusive of numbers of sessions, beneficiaries, interventions where applicable<br>• Describe a clear exit strategy whereby applicant has considered how benefits or learning will be sustained |
| 3 | Evidence of need | 14 | • Clearly state why the project is needed<br>• Describe why the proposed activities or delivery model are effective and appropriate<br>• Use relevant evidence to demonstrate need for the project such as local area data, crime statistics, consultation and previous experience |

| | | | |
|---|---|---|---|
| 4 | Cost effective budget with eligible items | 19, 20, 21 | • Offer value for money within the proposed costings<br>• Provide a clear breakdown detailing how items have been calculated inclusive of hourly rates and unit prices<br>• Include only eligible items in line with OPCC budget guidance |
| 5 | Strength of partnership working | 15 | • Describe referral arrangements with partners including referral into the project and onto positive pathways<br>• Demonstrate links with SYP and other relevant criminal justice agencies that will enhance project delivery and impact<br>• Detail the role/s and contribution of partner organisations in delivering project and achieving a positive impact |
| 6 | Confidence in monitoring measures and ability to deliver | 5, 16 | • Set out achievable and realistic metrics for data capture, project monitoring and measuring success<br>• Include qualitative measures such as case studies, testimonials, videos, etc.<br>• Include quantitative measures such as population/socio-demographic data, attendance rates and retention rates<br>• Demonstrate robust governance and project management arrangements including staff qualifications and skills<br>• Evidence a proven track record and relevant experience to deliver the proposed activity |

| Score | Judgement | Description |
|---|---|---|
| 5 | Excellent | • Meets the requirement in full offering a particularly creative, innovative or effective response and/or 'added value'<br>• Excellent demonstration of the relevant ability, understanding, evidence, experience, skills, monitoring measures and resources |
| 4 | Good | • Majority evidence provided to meets all aspects of the criteria<br>• Above average proposal demonstrating the relevant ability, understanding, evidence, experience, skills, monitoring measures and resources |
| 3 | Satisfactory | • Meets most elements of the requirement although some gaps in explanation/detail or supporting evidence.<br>• Adequate evidence of ability, experience, skills, monitoring measures and resources to meet or deliver to the criteria |
| 2 | Weak | • Meets the criteria to a minimum extent but there are clear gaps in the detail and/or supporting evidence.<br>• Some concerns regarding ability, understanding, evidence, experience, skills, monitoring measures and resources to deliver |
| 1 | Unacceptable | • Fails to meet the criteria to a minimum extent with little or no evidence provided to support the response<br>• Serious reservations regarding ability, understanding, skills, experience, monitoring measures and resources to deliver |
| 0 | No response provided | • Response does not satisfy the requirement<br>• An unacceptable or irrelevant response<br>• No response provided |

3. Organisations shortlisted to receive funding undergo due diligence checks prior to contract award. The following provides an overview of the due diligence process:
   a. The OPCC will consult your local neighbourhood inspector/thematic lead in South Yorkshire Police and relevant colleagues in your Local Authority to ensure they are supportive of your project.
   b. Governance checks will be conducted to ensure your organisation is operationally and financially sound.
   c. The OPCC will request and review your Safeguarding Policy to ensure it is up-to-date and fit-for-purpose.
   d. The OPCC will request and review your insurance certificates to ensure you hold adequate cover.

We may also contact you via email to request additional information about your project, where necessary to aid the decision making process.

4. Successful applicants will be notified by telephone with a follow-up email to advise of the outcome. Applicants will be required to sign and return the Grant Agreement within 2 weeks of the date on the grant decision letter.

5. Unsuccessful applicants will be notified of the decision by email. They will have the opportunity to receive verbal feedback at a pre-arranged time.

   Please note: The OPCC's panel decision is final and cannot be appealed.

## 7. MONITORING & EVALUATION

The OPCC evaluate the impact and effectiveness of all projects funded through the Community Grants Scheme. Grant recipients will be expected to fully cooperate with the monitoring process. A named project lead should be appointed to liaise with the OPCC as a single point of contact.

Grant holders will need to collect, monitor and evaluate project performance data which could include beneficiary numbers, beneficiary population data, number of sessions, attendance/retention rates and activities delivered.

We enjoy reading and seeing how your projects change the lives of local people and communities. Organisations should gather photographs, case studies, participant feedback and any other qualitative information to show how your project has made a difference at an individual level.

Successful applicants will be required to report this information to the OPCC by submitting a mid-point monitoring report, a final monitoring report and hosting visits from the PCC and OPCC representatives, as required.

## 8. PUBLICISING YOUR GRANT

Grant recipients must acknowledge the funding received from the South Yorkshire OPCC in all promotional materials relating to the project for the duration of the grant award. We will supply our logo and written instructions to facilitate this. This helps local people to see how the funding is being spent and the contribution it makes towards keeping people safe in South Yorkshire.

The South Yorkshire Police & Crime Commissioner, Dr Alan Billings, and/or representatives from the OPCC may also chose to visit your project to observe delivery and find out more about the work you do. The OPCC may also include your project on the OPCC website or in their promotional materials.

## 9. QUERIES/QUESTIONS

Should you have any questions about the Commissioner's Community Grants Scheme, please contact the team at grants@southyorkshire-pcc.gov.uk