

## Grants Procedure

### Introduction

The Office of the Police and Crime Commissioner (OPCC) for Surrey commissions services from two funding streams - the Victims Fund and the Community Safety Fund.

- Funding is allocated from the Victims Fund for the provision of support services for victims of crime to help them cope and recover.
- Funding is allocated from The Community Safety Fund to deliver the People's Priorities through projects led by community safety partners, voluntary and charity groups.

The funding allocation is determined through a grant making process, which must be managed in accordance with this procedure.

### Procedure Statement

Grant making funding rounds for each Fund will be held quarterly.

The lead OPCC Policy Officer for the Victims Fund and Community Safety Fund must set the date for each funding round at the start of the financial year and ensure the following steps are taken to manage the process.

The grant making process comprises five stages:

#### 1. Pre-application

The Policy Officer must advertise when the Fund is open to receive applications, giving at least one month's notice of the application submission deadline.

As a minimum, the fund will be advertised on the OPCC website.

The website must publish details of the funding available and include the relevant application form, along with grant criteria and guidance for submission.

#### 2. Application

The [pccfunding@surrey.pnn.police.uk](mailto:pccfunding@surrey.pnn.police.uk) inbox must be used to receive all applications, with the OPCC Policy Officer acting as gatekeeper.

The OPCC Policy Officer must:

- acknowledge receipt of all applications, with an email sent to applicants from [pccfunding@surrey.pnn.police.uk](mailto:pccfunding@surrey.pnn.police.uk) , providing a timescale for when they will receive a decision
- log each application received on the grant spreadsheet
- review each application against the criteria, clarify information provided and undertake desktop research as necessary
- file each application in the appropriate folder, to await approval
- prepare a summary of all grants for panel and an individual score sheet for each

application to be used during the approval process.

### **3. Approval for recommendation to the PCC**

A grant approval panel will sit to assess each application in order to make a recommendation to the PCC as to whether funding should be awarded or not.

The panel will consist of the relevant Victims Fund/Community Safety Fund OPCC Policy Officer to present the applications, with the approval recommendation decision-makers being the Senior OPCC Policy Officer, Assistant Police and Crime Commissioner and senior Police Officer for the Victims Fund and; Senior OPCC Policy Officer, senior Police Officer and Independent Member for the Community Safety Fund.

The OPCC Policy Officer must:

- Convene a grant approval panel to sit one week after the application submission deadline
- Provide members of the panel with the summary and a hard copy of each application in advance of meeting to assess against the grant criteria
- During the panel, administer the score sheet to record the panel's decision-making.

The score sheet must detail:

- Attendance at the panel
- Delegation of authority for application clarification where needed by the OPCC Policy Officer, post panel meeting, to inform recommendation to the PCC
- Panel membership conflict of interest and if prejudicial to the decision, the member should be removed from the process for the relevant application.
- Recommendation to the PCC on whether to award funding or not, with justification provided.

### **4. PCC decision to award**

Post approval panel, the OPCC Policy Officer must complete the following steps to process the application:

- Liaise with the OPCC Chief Finance Officer to conduct financial checks on accounts
- A decision paper must be written within five working days from the panel date and made available to the PCC for approval of recommendations made by the panel. This should include details of all applications received – those recommended for approval, as well as those recommended not to be supported.
- Following the PCC's decision, email confirmation of the decision must be sent to all applicants within 10 working days
- Grant agreement sent to successful applicants (includes payment information) within 30 working days. The grant agreement issue date must be entered onto the Fund spreadsheet.

The Office Manager must:

- A hard copy of the grant agreement, with applicant's physical signature, must be received

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by the Office Manager. This must be scanned, filed in the appropriate electronic/physical folder and date of receipt entered onto the grants spreadsheet

- Ensure all grant agreements are processed for payment within 10 working days from receipt of signed agreement. The date of process must be entered onto the grants spreadsheet.

## **5. Evaluation**

The OPCC Policy Officer must monitor all grants awarded, to include robust performance evaluation and compliance with the grant criteria, in accordance with the grant agreement.