

PART ONE**To: Joint Audit Committee****Date: 27th April 2022****By: Lisa Herrington, Head of Policy & Commissioning****Title: PCC's Arrangements for Commissioning and the Award of Grants**

1. Purpose of Report/Issue:

The Committee has requested details of the processes by which the Office of the Police and Crime Commissioner (OPCC) issue grants.

2. Background

The Police and Crime Commissioner is afforded the ability to award grants through primary legislation as the below extract details:

Police Reform and Social Responsibility Act 2011, Chapter 3, Crime and disorder reduction grants.

(1)The elected local policing body for a police area may make a crime and disorder reduction grant to any person.

(2)A crime and disorder reduction grant is a grant which, in the opinion of the elected local policing body, will secure, or contribute to securing, crime and disorder reduction in the body's area.

(3)The elected local policing body may make a crime and disorder reduction grant subject to any conditions (including conditions as to repayment) which the body thinks appropriate

In addition, since 1 October 2014, the majority of support services for victims of crime have been provided at a local level by Police and Crime Commissioners. The PCC holds a statutory responsibility to commission these services to support all victims of crime to 'cope and recover', as far possible, from the harm caused and annually receives an allocation of grant funding from the Ministry of Justice with set criteria to do so. The direction of travel is the continued devolvement of responsibility and funding by the MoJ and Home Office to PCCs to commission projects and services, such as the Safer Streets initiatives and interventions for domestic abuse perpetrators.

The PCC is seen as ideally placed to lead partnership work towards a common goal and working collaboratively, sharing commissioning resources and expertise amongst partners is very much part of our Surrey approach.

3. Strategic approach

The PCC has recently published her commissioning strategy (see appendix one), which details how commissioning delivers against the PCC's Police and Crime Plan priorities. It should be noted not all OPCCs produce a commissioning strategy and those that do vary in style as there is no right or wrong 'template'. We aim to produce a document which explains meaningfully what we are working to achieve for the public. Whilst the PCC can often be the sole funder of projects and services, this does not preclude us from working collaboratively with partners to do so and the Office utilises a mixed model, which includes co-commissioning through grants and formal procurement:

- a) Commissioned, OPCC sole grant funder:** Children and young people at risk of or being criminally exploited are trapped by fear as they become drawn into violence, drugs and using weapons. They need a trusted person to move them away from the risk and help them to become more resilient, safe and open to new opportunities. Surrey OPCC and partners recognised an urgent need for specialists to do this work and address the root causes of a child/young person's vulnerability. OPCC chaired a multi-agency group and commissioned engagement with young people with lived experience to identify support needed. A thorough competitive grant application process followed, including multi-agency assessment of applications and an interview process, with a panel comprising multi-agency subject matter experts and young person with cultural competence through lived experience. This secured applications from both national and local providers. The successful bid was made by Catch 22, a provider with over 200 years of experience, which has been embedded in our local community for ten years and nationwide supported over 160,000 service users last year.

- b) Co-commissioning, with pooled funding and procurement process:** Victims of domestic abuse have their sense of self destroyed by abuse, they are exhausted and living in fear and when they are ready to disclose, they need a safe environment where they can talk, be listened to and receive the

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right practical and emotional help. Specialist domestic abuse (DA) services in Surrey were grant-funded until 2019, when the OPCC, Surrey Police and Surrey County Council pooled funding to co-commission services according to jointly agreed outcomes through a procurement process. This formal contract did not prevent a collaborative approach throughout the pandemic between commissioners and service providers, to identify emerging needs. Additional grants were awarded to sustain and increase services and the PCC utilised significant grant funding opportunities from central government to do so, as well as local emergency funds. The approach is recognised as best practice in the recently updated Government VAWG Commissioning Toolkit:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1064572/VAWG_Commissioning_Toolkit_2022_Final.pdf

- c) Co-commissioning with pooled funding and grant process:** For people leaving prison a range of social factors can contribute to re-offending behaviour. The Forward Trust's housing and resettlement services provides support to vulnerable individuals, with a history of drug, alcohol or other mental health issues, who are newly released from prison and who have nowhere to live. They provide a stable and permanent home for these individuals, together with support to maintain tenancies, sustain recovery from addiction, access benefit claims and food banks, improve life skills, renew relationships with families, and engage with mental health and employment training.
- They also support vulnerable individuals in the community who are homeless, have a history of substance misuse or other mental health issues, and who would benefit from additional support to help them maintain their tenancy.
- This service was co-designed by the OPCC and the provider Forward Trust and has been co-commissioned by the OPCC and Probation Service.

4. Process

The OPCC has in place a robust process for grant making (see appendix two) which has been subject to two internal audits, in 2016 and 2017, with the latter audit rating being 'reasonable assurance'. The next internal audit of commissioning is scheduled for quarter three of 2022/23.

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The process has recently been updated and includes arrangements for a new Children and Young People Fund, which is being launched early this financial year. The process will be the same as that used for the Community Safety Fund, however at the time of writing an online link needs to be created when finalised terms and conditions are ready, therefore this updated process still requires the final sign-off by the Chief Executive.

Since these audits, the OPCC has continued to develop its commissioning and grant-giving practice and last financial year due to successfully securing a number of one-off grants through multiple bidding processes from central government, we ensured the fair and transparent management of £4.7m.

The team makes use of Sums.org to administer all our funding and to run the online application form process (see appendix three a-h). The cloud-based platform allows for easy and secure sharing of data with staff members, service providers, stakeholders and residents, greatly improving our funding transparency and the team's overall efficiency.

The platform works on any internet enabled device, including smartphones and tablets – allowing access from anywhere.

All information relating to the commissioning and grant-giving process such as application forms and terms and conditions are located online (see appendix four a-b). You can also access statistical information providing an overview of budgets per policy area, including how much remains unallocated and how much money is allocated per policy area: www.funding.surrey-pcc.gov.uk

5. Conclusion

The PCC's commissioning team is utilising all available assets such as successfully securing additional central government funding; effective collaboration to share resources and expertise; as well as developing and using latest technology to achieve:

Increased visibility of funding
Diversified share and spread of funding
Effective and efficient use of funding
Accessible funding
Shared learning

The PCC anticipates the responsibility of her commissioning team will only continue to grow and the outcome of this work will be quality services delivered to local people in a way that matters to them.

RECOMMENDATION

That the Panel notes this report and attachments.

Recommendation(s) - That the committee notes the report.

Equalities / Human Rights Implications – None arising.


Risk- As discussed in the report.

Background papers - OPCC Grant Making Internal Procedure

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Surrey
PCC

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Commissioning Strategy 2022 - 2025

Foreword from the Police and Crime Commissioner

As Police and Crime Commissioner, I am responsible for commissioning many projects, services and activities which aim to increase community safety, reduce offending behaviour and support crime victims to cope and recover.

Here I set out my strategy for commissioning, which is aligned to the priorities of my Police and Crime Plan I set when elected. These are:

- Preventing violence against women and girls in Surrey
- Protecting people from harm in Surrey
- Working with Surrey Communities so they feel safe
- Strengthening relationships between Surrey Police and Surrey residents
- Ensuring safer Surrey roads

Through commissioning, we can work in partnership with a host of organisations including the Voluntary, Community and Social Enterprise (VCSE) sector, as well as statutory agencies such as the police and local authorities. I recognise that it is often small community-based charities and organisations tackling big social issues, providing support in a way that matters to local people.

Already this year we have launched new services for Surrey, including an advocacy service for victims of stalking, support for children and young people affected by criminal exploitation and specialist interventions designed to offer domestic abuse and stalking perpetrators the opportunity to achieve positive behaviour change.

It is vital that the best support possible is available for victims of crime when they need it and commissioning these services is a statutory duty of my office, receiving money from Government to do so. Through this, I am able to provide a specialist unit within Surrey Police to support victim and witnesses. They are a dedicated team of staff, supporting people to cope and recover from the harm done and work alongside a host of specialist community-based services to offer vital care and support for all victims of crime.

I also dedicate a proportion of my budget to provide a Community Safety Fund and Reducing Re-offending Fund. Localised initiatives can prevent future crimes, reduce harm in the community and address key social factors known to reduce re-offending, such as safe accommodation, employment opportunities and support with substance misuse.

This year, I am launching a new fund dedicated to supporting children and young people to help ensure they get the best start in life. Projects will aim to keep children safe and particularly target the transition period as children reach their teens, change schools and risks outside the home become a bigger factor in young lives.

Finally, I would like to say thank you to all the staff and volunteers working across Surrey in many different organisations to make Surrey safer. During one of the toughest periods in our history, they worked tirelessly and without complaint to be there when people needed them the most.



Lisa Townsend

INTRODUCTION

The PCC's budget for commissioning comprises funding from central Government grants, as well as funding from the OPCC's overall budget and there are four main funds.

When there is an identified need, the PCC will also use her main operational budget to commission and the office will also often collaborate and work with partners to co-commission services. The commissioning budget can also be increased in year through the OPCC team successfully making bids to central government when invited to do so, and during 2021/22 over £2million in additional funding was secured this way.



1

Community Safety Fund.

The Commissioner sets aside a proportion of the Police Grant to fund initiatives aimed at making Surrey safer.

In 2022/23 £383,000 was set aside for this purpose.

2

Children and Young People Fund.

The Commissioner sets aside a proportion of the Police Grant to fund initiatives aimed at keeping children and young people safe.

In 2022/23 £275,000 was set aside for this purpose.

3

Reducing Re-offending Fund.

The Commissioner Sets aside a proportion of the Police Grant to fund initiatives aimed at reducing re-offending.

In 2022/23 £270,000 was set aside for this purpose.

4

Victims' Fund.

This fund comprises a grant allocation to the PCC by the Ministry of Justice for the purpose of commissioning services for victims of crime and family members. It must be spent in accordance with the specific conditions to help those affected by crime to cope and recover.

In 2022/23 £1,389,151.20 was allocated to Surrey PCC.

COMMISSIONING PRINCIPLES

OPCC commissioning is built upon an evidence-base of local need and will be guided and driven by local principles. Our commissioning will:



Remember who we are commissioning for – whether that be a local resident, a victim of crime or an offender, they are at the centre of the service.



Provide strong management, ensuring that all funding is allocated fairly and transparently against need, that services are outcome focussed, provide good value for money and continuously improve.



Respond to the specific needs of Surrey's residents.



Invest in future services by medium to long-term planning and building evidence of good practice.



Encourage and facilitate service providers to work together and provide clear user pathways.



Develop services which work alongside Surrey Police, partners and the Criminal Justice System to improve a person's experience.



Be bold and innovative in our approach, whilst respecting and building on good practice already in place.



Work with our partners to make the best use of our resources, commissioning services together when it is right to do so.

COMMISSIONING PRIORITIES

1: Preventing violence against women and girls in Surrey

The immediate and long-term consequences of violence against women and girls (VAWG) can be devastating and we will target action at protecting and empowering women and girls.

For women and girls experiencing these horrific crimes, including FGM, forced marriage, 'honour-based violence', coercion, rape, sexual assault, stalking and harassment, we must provide services that offer a safe environment where they can talk about their experiences, be listened to and receive the right practical and emotional support, centred on their needs.

With this focus, we can also strengthen how we respond to male victims, as well as LGBTQ+ and ethnic minority communities. By recognising people's unique experiences of crimes and considering everything and anything that can further marginalise them, including gender, race and physical ability, we can better deliver services tailored to their needs.



Building Capability

Surrey has a network of expert community-based specialist services, working alongside police and public services, including the Surrey Police Victim and Witness Care Unit. Our activity will promote good, collaborative working relationships, which leads to more and more safe and effective practice and innovation. We will be informed by the voice of victims at every stage and ensure services are accessible to women from diverse backgrounds. *We will show strong leadership and support for service providers, helping to build capacity and capability in challenging times.*

Perpetrators

VAWG is inextricably linked with misogyny and gender-inequality and the focus must be on those who perpetrate this violence. Commissioning activity will seek to support a multi-agency approach to identify early those who are causing harm to women and girls and take swift action to hold them to account. *We will commission high quality and safe perpetrator interventions that offer opportunities for positive behaviour change.*

Trauma Informed

We know many victims will never report to the police for their own reasons and through experiencing these crimes many women become exposed to risks that may then cause them further harm and to become involved in the criminal justice system for offending behaviour. We need to ensure support is trauma-informed, needs led and strengths based, offering quality care to support women and girls through to recovery. We will also work alongside partners to support children and young people to enjoy happy and healthy relationships. *We will commission specialist support which is needs-led, strengths-based and trauma-informed.*

COMMISSIONING PRIORITIES



2: Protecting people from harm in Surrey

Crime and fear of crime can have a long-lasting detrimental impact on a person's overall health and wellbeing. It is vital we do everything possible to protect children and adults from harm and central to this is understanding their experience of crime, listening to their voice and ensuring it is acted upon.

It is imperative that we stop crime from happening in the first place and we can do this by working to address offending behaviour and support people to make positive change in their lives. We will also support work that ensures interventions happen earlier and that the right services are accessible to all victims at the earliest opportunity.

Prevention

Many people involved in the criminal justice system can be experiencing multiple disadvantage, which is when a person experiences a combination of homelessness, addiction, re-offending behaviour and/or mental ill health at the same time. Similarly, people from black, Asian and minority ethnic communities experience a range of social inequalities which contribute to their experience of multiple disadvantage. This can lead to people not being able to access support services because they have not been designed to address multiple needs at the same time. Research shows this increases the risk of reoffending and repeat contact with the police and others. The PCC's office is committed to the Surrey Adults Matter initiative, part of the national Making Every Adult Matter programme (MEAM), focused on delivering better coordinated services to improve the lives of adults facing Severe Multiple Disadvantage, and to reduce reoffending.

We will also work alongside key partners to protect children and young people against dangers such as drugs and exploitation, providing specialist support to give those at risk or experiencing harm a chance for a better future. *Commissioning of activity to reduce and prevent crime will be evidence based, through listening to and amplifying the voices of those we are commissioning for.*

Early Intervention

Often, there may be early warning signs that an adult or child is at risk or being harmed, their normal behaviour may change, as they feel trapped in a situation and unable to see a way out. For many reasons the police may not be alerted. It could be a school friend, neighbour or work colleague that's affected by crime and as part of a county-wide approach to safety there are services in the community which work independently to offer the public the support and advice they need and ensure that victims do not suffer in silence alone. *Commissioned services will be easily accessible in the community to increase safety at the earliest opportunity.*

Response

Working with other partners is critical to reducing crime, preventing re-victimisation and safeguarding children and adults. Everyone is different and any type of crime can be devastating for a victim. Support services for victims of crime help people to cope with the immediate impact and support long-term recovery. They will also provide advocacy and guidance for navigating the criminal justice system and ensure victims reach the right support to meet their individual needs. *We will commission expert services to provide support for victims of crime, whether the crime is reported to the police or not.*

COMMISSIONING PRIORITIES

3: Working with Surrey Communities so they feel safe

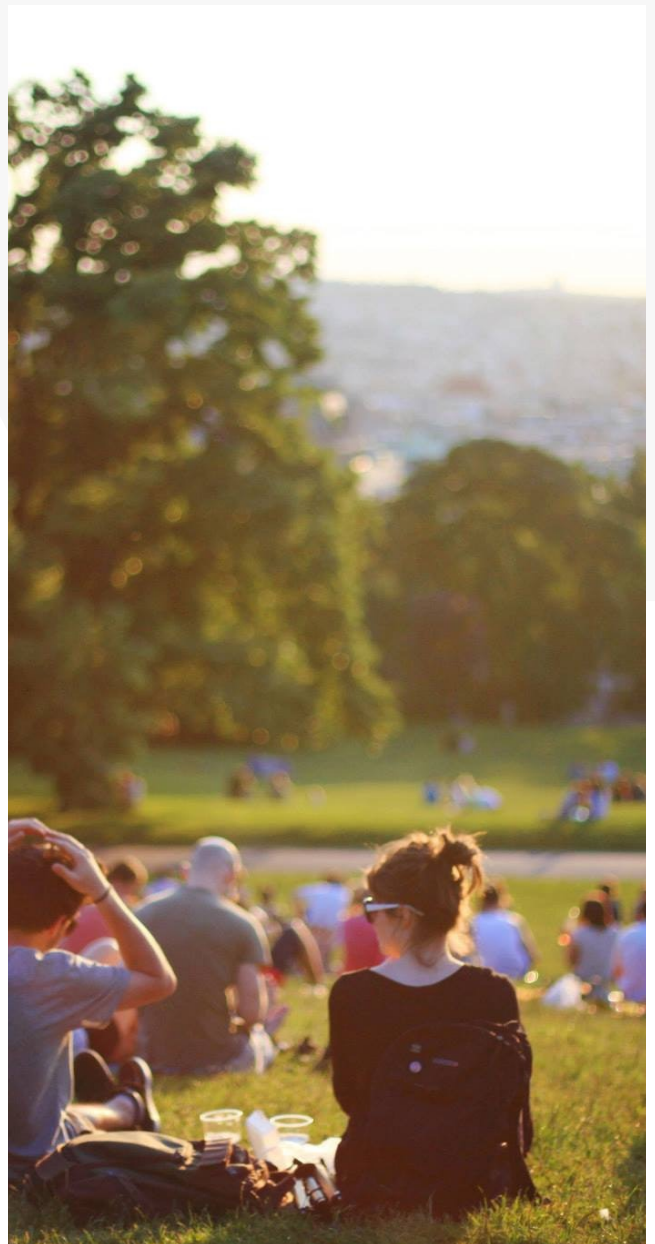
Key to greater public safety is the work between communities, police, public services and the voluntary sector and it's important that we understand what makes people in Surrey communities feel unsafe and the experience of those affected by criminal activity. Police officers and staff work with partners to find long-term solutions to local issues and our commissioning activity can support this joint problem solving through delivering community-based services.

Working with communities

Engaging with our communities informs our approach to commissioning and whenever possible we will work to bring in additional funding from central government for local services and projects that benefit residents, such as through the Home Office Safer Streets initiative. We will continue to be agile in our approach, recognising local need and being responsive, commissioning services that help to reduce crime and anti-social behaviour in Surrey. *We will continue to support local community-based projects and multi-agency collaboration to increase public safety and confidence.*

Building resilience

Creating a climate of support and empowering adults and children to live their lives free from harm is vital to building resilience. This can include commissioning tailored projects for young people; working with partners to tackle substance misuse; as well as providing support to reduce offending behaviour and to protect people against crimes such as 'cuckooing'. This is when criminals target the home of a person in order to use it as a base for county lines drug trafficking. No one should have to cope alone and specialist support and advocacy can help with both prevention, rehabilitation and recovery. *We will continue to commission projects that prevent harm to those who are at more risk of experiencing crime, equipping them to stay safe and have positive futures.*



COMMISSIONING PRIORITIES

4: Strengthening relationships between Surrey Police and Surrey residents

The relationship between Surrey Police and residents is fundamental to increasing safety and feelings of safety for all of Surrey's diverse communities, whether those are geographical communities or communities with protected characteristics (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation).

The relationship with Surrey Police needs to be grounded in an understanding of the different needs of residents. For example, children and young people's emotional, physical and emotional maturity is different from adults and – in particular, distress or trauma manifests itself differently in a young person's behaviour.



Engaging communities

Many of the services commissioned may be needed when children, young people and adults interact with police and the criminal justice system, this may include when they are suspected of or commit an offence, they witness crimes, they are the victims of crimes or in situations where care and protection issues (e.g. neglect) arise. With the right support at the right time we can achieve better outcomes for individuals. Therefore commissioned services are a valued partner working alongside policing to strengthen the relationship with residents. *We will support arrangements to ensure the active and effective engagement of communities in influencing policy and provision.*

Empowering communities

Problem solving with communities often involves commissioning activity which supports grassroots activity to tackle issues which impact on people's lives, such as hate crime and drug and alcohol awareness. As well as enhancing this work in communities, commissioning will support working together through volunteering opportunities in policing, including Surrey Police Cadets, Special Constables and volunteers working for Surrey Police Victim and Witness Care Unit. *Commissioning will support activity that empowers communities and strengthens the relationship with policing.*

COMMISSIONING PRIORITIES

5: Ensuring safer Surrey roads

The PCC, along with partners including Surrey Police, Surrey County Council (including Surrey Fire and Rescue Service) and Highways England are committed to working together to make people safer on Surrey's roads. Road safety, speeding, and anti-social driving remain a prime concern of Surrey's residents and the PCC will support activity that focuses on the needs of all our road users and reduces harm.

The community is actively involved and pulls together for a range of projects, such as Community Speedwatch and education activity for children and young people. The PCC will look to build on what has already been achieved through supporting best practice and evidence-based initiatives.



PCC funded projects will support activity dedicated to the overall mission to reduce the number of people who are seriously injured or killed on Surrey roads.

COMMISSIONING THEMES

Commissioning from the four funding streams (Community Safety Fund, Children and Young People Fund, Reducing Re-offending Fund and Victims Fund) is structured within themes to deliver against the PCC's priorities. Below is an overview of many services already commissioned and future specific areas of focus.

Community Harm.



- Support for high risk and vulnerable victims
- Local enforcement, partnership and problem-solving activity
- Road safety initiatives

Early Intervention.



- Online safety prevention and education
- Life skills for children and young people to help keep themselves and others safe
- Youth social action projects
- Youth crime diversionary activity
- Awareness raising amongst ethnic minority communities of crimes, including cyber-enabled, violence against women and girls and hate crime, to increase recognition, reporting and accessibility of services

Domestic Abuse.



- Community based outreach support and independent advocacy
- Specialist stalking advocates for victims of both intimate and non-intimate offences
- Specialist children and young people services in the community and in refuge
- Pan Surrey helpline
- Embedded advocacy in police team
- Domestic Homicide Review capability support
- Interventions for perpetrators of domestic abuse and stalking

Exploitation.



- Support for adults, children and young people experiencing or at risk of exploitation
 - Therapeutic support
 - Building professional capability
 - Advocacy for victims of modern slavery
 - Specialist support for women who wish to leave prostitution
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COMMISSIONING THEMES CONTINUED...

Cyber-enabled crime and fraud



- Specialist caseworkers to support victims of fraud
- Initiatives to prevent future victimisation

Reducing reoffending



- Supported housing
- Homelessness outreach services
- Counselling and mentoring
- Increasing employability and generating work opportunities
- Specialist intervention for people experiencing multiple disadvantage
- Restorative Justice (victim led)

Sexual abuse and rape



- Independent advocacy for adults, children and young people
 - Pan Surrey helpline
 - Counselling
-

COMMISSIONING SPOTLIGHT



Integrated Victim & Witness Care Unit

On 1 April 2019 Surrey Police opened its new Victim and Witness Care Unit, based out of Guildford Police Station. This professionally trained team has been established by the OPCC and Surrey Police to help victims of crime cope and, as far as possible, recover from their experience, putting in place care plans tailored to the needs of the individual.

All victims of crime in Surrey are automatically referred to the Unit at the point a crime is reported, with subsequent contact based on an individual's need and vulnerability. Victims can also self-refer to self-service using the dedicated website:

victimandwitnesscare.org.uk



Domestic Abuse Outreach Service

Outreach services offer an independent, confidential, listening service to anyone affected by domestic abuse. They are free and impartial services, which can assist by giving practical help and emotional support as well as providing information on a wide range of issues including housing, benefits, safety planning and the needs of children affected by domestic abuse. They can also assist with accessing refuge accommodation if individuals need to leave their home in order to keep themselves safe.

Support can be given by telephone or, where appropriate and safe, with one to one meetings. Outreach services offer anything from a one off opportunity to talk, to longer term, ongoing support and assistance. They will also help people deal with other agencies, in an advocacy role, to help them get the services or information that they need.

COMMISSIONING SPOTLIGHT CONTINUED...

Streetlight UK

Streetlight UK provides specialist support for women involved in prostitution and all forms of sexual violence and exploitation, including those trafficked into the sex trade, providing tangible and material pathways for women to exit prostitution.

Support workers accompany Surrey Police on police operations, ensuring that women discovered at locations have access to immediate support and safeguarding.

In 2020 Steetlight UK engaged with 2,356 women involved in prostitution across Surrey, directly supporting 153 people.



Supporting Child Victims of Sexual Violence

The PCC currently funds three full-time Child Independent Sexual Violence Advisor (CISVA) posts based within the local NHS Child and Adolescent Mental Health Service.

CISVAs are trained specialists who provide confidential advice and support to both girls and boys who are or have been victims of sexual abuse or sexual exploitation. They help the child (and family) come to terms with what has happened whilst helping them navigate the criminal justice system and liaising with other agencies - such as the police, Crown Prosecution Service, social care, Youth Support Service and schools.

COMMISSIONING SPOTLIGHT CONTINUED...

Preventing child exploitation in Surrey

The PCC has launched a new service for young people at risk of or affected by criminal exploitation in Surrey. Examples of criminal exploitation include the use of children by 'county lines' networks, leading individuals into a cycle of offending that can include homelessness, substance misuse and ill mental health.

Delivered by Catch22, the new service offers a combination of creative workshops and tailored one-to-one support from a named advisor to help individuals address the root causes of their vulnerability. Focussing on early intervention that recognises the family, health and social factors that can lead to exploitation, the three-year project will increase the number of young people supported away from exploitation by 2025.



Local Mediation Service

The PCC funds a local Mediation Service that supports communities and residents in challenging anti-social behaviour and developing respect within the community - addressing issues before they reach crisis point.

The Community Mediation and Community Conferencing services provide a process for dealing with community harm and anti-social behaviour in a way that allows everyone to be heard and to reach resolution that is realistic and acceptable to all.

Victims of ASB can also access a coaching service that helps build confidence, skills and strategies for dealing with the situations and fears they face.



Contact the Office of the Police & Crime Commissioner



For further information:



surreypcc@surrey.police.uk

WWW

www.surrey-pcc.gov.uk

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Grants Procedure

Introduction:

The Office of the Police and Crime Commissioner (OPCC) for Surrey commissions services from four funding streams - the Victims Fund, the Community Safety Fund, the Reducing Reoffending Fund and the Children & Young People Fund.

- Funding is allocated from the Victim Fund for the provision of support services for victims of crime to help them cope and recover. This funding is provided by the Ministry of Justice as part of an annual funding agreement.
- Funding is allocated from the Community Safety Fund to deliver the Commissioner's Priorities through projects led by community safety partners, voluntary and charity groups.
- Funding is allocated from the Reducing Re-Offending to deliver projects and services that target the social factors impacting on the likelihood of people re-offending.
- Funding is allocated from the Children & Young People Fund to fund initiatives aimed at keeping children and young people safe

The OPCC periodically receives additional funding from Government departments to support specific initiatives, but such funding usually carries its own prescribed allocation process and is therefore out of scope of this procedure. Equally, the OPCC makes use of both formal procurement exercises and grant giving. This procedure details the process for the latter.

Public facing information concerning the three funds can be found on the PCC's Funding Hub (<http://funding.surrey-pcc.gov.uk>)

The OPCC makes use of a dedicated funding platform to facilitate the application process, review submissions, record expenditure and track performance and payments.

Procedure:

The OPCC operates two separate grant giving procedures, depending on the level of funding required – Standard Grants and Small Grants. Both procedures are outlined below.

Grants can be made to run up to a maximum of three years, on agreement of the PCC. The below figure of committed spend across multiple years is agreed by the PCC and should be tracked via the OPCC's commissioning platform. This does not determine that this figure must be reached, simply that if exceeded, this must be reviewed with the PCC:

- Victims Fund - 98%
- Community Safety Fund - 65%
- Reduced Re-offending Fund - 75%

- Children & Young People Fund – 65%

Standard Grant Procedure (for sums larger than £5,000)

- The **Community Safety Fund, Children & Young People Fund** and **Reducing Reoffending Fund** accept applications for Standard Grants year-round, subject to the availability of funding.
- In the case of the **Victim Fund**, in order to comply with MoJ grant requirements the majority of funding is committed at the start of the financial year or allocated to formal contractual obligations. As such, applications for Standard Grants are only invited if funding is available. This is outlined on the Funding Hub.

The standard grant making process comprises of five stages:

- **Pre-application**

- The Funding Hub provides applicants with access to the relevant application form, along with grant criteria and guidance for submission:

Victim Fund Criteria: <http://funding.surrey-pcc.gov.uk/apply-for-funding/victim-fund-grant-criteria-and-process/>

CSF Criteria: <http://funding.surrey-pcc.gov.uk/apply-for-funding/community-safety-fund-grant-criteria-and-process/>

CYP Fund Criteria: (Still to be finalised)

Reducing Reoffending Fund Criteria: <http://funding.surrey-pcc.gov.uk/apply-for-funding/reducing-reoffending-fund-grant-criteria-and-process/>

- Applicants can also see the remaining funding available from each funding stream using the Funding Hub's Funding Stats page (<http://funding.surrey-pcc.gov.uk/funding-stats/>)

- **Application**

Submitted applications are received by the respective Lead Officer via their commissioning platform account.

The relevant Policy and Commissioning Lead must:

- acknowledge receipt of all applications, providing a timescale for when they will receive a decision
- log the application as a formal bid within the commissioning platform
- review each application against the fund criteria, clarify information provided and undertake desktop research as necessary
- export a copy of the application from the commissioning platform and save in the appropriate OPCC folder for offline use

- **Approval for recommendation to the PCC**

The method by which an agreement is reached as to whether the PCC should be asked to issue a grant varies depending on the fund in question.

- **Community Safety Fund, Children & Young People Fund & Victim Fund:** Submitted applications that meet the core eligibility requirements of the fund will be considered by the relevant OPCC Policy and Commissioning Lead as well as shared with appropriate stakeholders from across both Surrey Police and the wider

partnership to review the submission electronically and provide comments. Applications for Children and Young People Fund will also be reviewed by the Deputy PCC.

- **Reducing Reoffending Fund:** Submitted applications are considered by the OPCC's Head of Policy and Commissioning, the Policy and Commissioning Lead for Criminal Justice and the Head of Surrey Police's High Harm Perpetrator Unit.

- **PCC decision to award**

In cases where there is support for a bid, the relevant Policy and Commissioning Lead must complete the following steps to process the application:

- Liaise with the OPCC Chief Finance Officer to conduct financial checks on accounts
- Draft a decision paper for the PCC setting out bids that are being recommended for funding. 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 drafted and sent to successful applicants (includes payment information) within 30 working days from submission deadline. The grant agreement issue date must be logged on the funding platform.

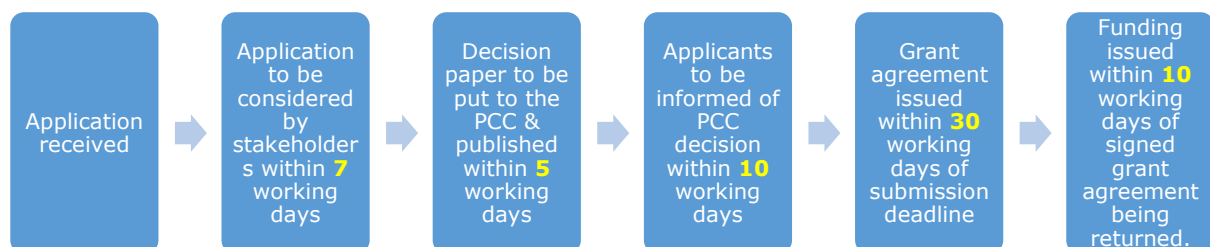
The Office Manager must:

- Be provided with a copy of the signed grant agreement
- Ensure all grant agreements are processed for payment within 10 working days from receipt of signed agreement. The date of payment must be logged by the Office Manager on the funding platform.

- **Evaluation**

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

Flow diagram with timescales:



Small Grant Procedure Statement (for sums less or equal to £5000)

Organisations seeking funding of £5,000 or less can apply online through a small grant process – a streamlined procedure that allows for a faster turnaround.

Organisations can apply for a small grant at any point during the year (subject to the availability of funding) and applications are not considered by wider stakeholders. The application form itself is shorter.

The process of receiving, considering and processing small grants is as follows.

1. Application

- Applications for small grants have to be made online through the PCC's Funding Hub (<http://funding.surrey-pcc.gov.uk>).
- Submitted applications are received by the respective Lead Officer via their commissioning platform account.
- An automatic email is sent to the applicant confirming submission, meaning there is no need for the Policy Officer to acknowledge receipt.

The relevant Policy and Commissioning Lead should:

- log the application as a formal bid within the commissioning platform
- review each application against the fund criteria, clarify information provided and undertake desktop research as necessary
- export a copy of the application from the funding platform and save in the appropriate OPCC folder for offline use

2. Consideration by PCC

- The Policy and Commissioning Lead should schedule a meeting with the PCC, to discuss the small grant application
- Based upon work carried out during Stage 1, the Policy and Commissioning Lead should provide their recommendation to the PCC as to whether the application should be approved.

3. PCC decision to award

If the PCC supports the application, the Policy and Commissioning Lead must complete the following steps to process the application:

- Liaise with the OPCC Chief Finance Officer to conduct financial checks on accounts
- The PCC should be asked to sign a formal decision paper, confirming the outcome of discussions and the agreement to fund
- Following signing and publishing to the PCC's website, email confirmation of the decision must be sent to the applicant within 10 working days
- If not sent with the email above, a formal grant agreement should subsequently be sent to the successful applicant (includes payment information). The grant agreement issue date will be issued on the funding platform and should be issued within 10 days of the PCC's agreement.

The Office Manager must:

- Be provided with a copy of the signed grant agreement
- Ensure all grant agreements are processed for payment within 10 working days from receipt of signed agreement. The date of payment must be logged on the funding platform.

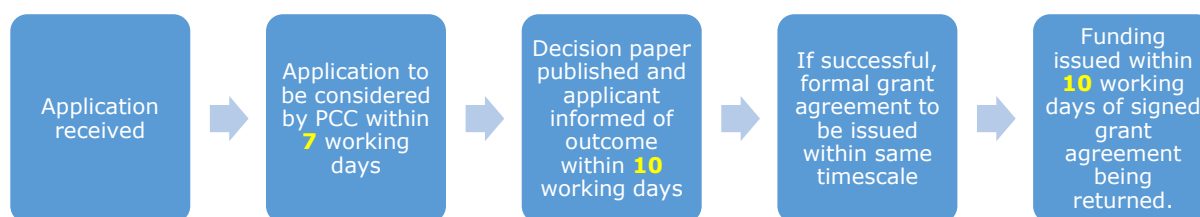
4. PCC decision to reject

- Unsuccessful applicants should be notified of the PCC's decision by email within 10 working days.

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.


Flow diagram with timescales:



Department ►	OPCC Commissioning
Author ►	Lisa Herrington, Head of Policy and Commissioning
Date created ►	19 April 2016
Date last reviewed►	02 March 2022 ⁱ updated 23 October 2018 updated 14 January 2022
Approved by ►	Alison Bolton, Chief Executive
See also ►	http://www.surrey-pcc.gov.uk/grant-funding-opportunities/
Document classification ►	Official
Suitable to be published on OPCC external internet site?	Yes

ⁱ This procedure will be reviewed and ratified as a minimum on an annual basis at the start of each financial year and the date of any subsequent updates made will be recorded.

Office of the Police and Crime Commissioner for Surrey

 This form allows you to save your progress using the 'Save Data' button at the bottom of the page. You will be provided with a unique URL that can be used to access your partially completed form at a later date.

Organisation Details

Project Manager

Name of Project

Organisation Name

Address

Telephone Number

Email*

Website (if applicable)

Organisation Type

- ☐ Voluntary ☐ Local Authority ☐ Community Group ☐ Business ☐ Public Sector ☐ Criminal Justice Partner
☐ Other

Project Overview & Criteria

Funding Requested

Brief description of proposed service / project

1500 characters max

Needs assessment ?

1500 characters max

Where will your project be delivered?

- ☐ Elmbridge
- ☐ Epsom & Ewell
- ☐ Guildford
- ☐ Mole Valley
- ☐ Reigate & Banstead
- ☐ Runnymede
- ☐ Spelthorne
- ☐ Surrey Heath
- ☐ Tandridge
- ☐ Waverley
- ☐ Woking
- ☐ County-wide

Does your project meet one or more of the following priorities?

- ☐ Reducing violence against women and girls
- ☐ Protecting people from harm in Surrey
- ☐ Working with Surrey's communities so that they feel safe
- ☐ Strengthening the relationship between Surrey Police and Surrey residents
- ☐ Ensuring safer Surrey roads

Please provide details of the above

1500 characters max

Does your project also contribute to:

- ☐ The reduction of re-offending
- ☐ The reduction of crime and disorder (including anti-social and other behaviour adversely affecting the local environment)
- ☐ The combating the misuse of drugs, alcohol and other substances

Please provide details of the above

1500 characters max

Does your project support any of the following children and young people initiatives

- ☐ Trauma Informed
- ☐ Child First / Time for Kids
- ☐ Community Based
- ☐ Involves the Family

Please provide details on the above

1500 character max

Has any engagement activity taken place with young people or stakeholders which has informed the bid?

1500 characters max

What are the intended outcomes/benefits?

1500 characters max

Project Details and Monitoring

When is the project intended to start and finish? ?

1500 characters max

Plans to monitor and measure outcomes ?

1500 characters max

Financial Information

What is the total cost of the project?

Please include a breakdown of how any award will be spent

1500 characters max

Has this project previously received funds from the Office of the Police and Crime Commissioner? (if yes, please provide details)

1500 characters max

Has your organisation previously received funds from the Office of the Police and Crime Commissioner? (if yes, please provide details)

1500 characters max

How much funding have you requested/secured from other sources? ?

1500 characters max

If this project requires on going funding where will this come from?

1500 characters max

Statement of applicant

Please confirm the following

- ☐ I understand that the OPCC may request a copy of my organisation's accounts for the most recent financial year end.
- ☐ I confirm that the information on this application form is correct. If a grant is awarded from the Office of the Police and Crime Commissioner, it will be used as detailed in the form and according to any conditions specified.
- ☐ I confirm that my organisation has appropriate data protection policies in place and will provide these if requested by the OPCC.
- ☐ I confirm that my organisation has appropriate safeguarding policies in place and has carried out any necessary Disclosure and Barring (DBS) checks and will provide these if requested by the OPCC.
- ☐ I confirm that my organisation has an appropriate Diversity, Equality and Inclusion policy (or equivalent)

☐ I confirm that my organisation has an appropriate Diversity, Equality and Inclusion policy (or equivalent) in place and will provide if requested by the OPCC.

☐ I confirm I have read, understood and agree to the terms and conditions of funding.

Your name

Upload Documents

You can upload any requested documents using the form below. Permitted file formats include: .PDF, .DOC, .DOCX, .XLS and .XLSX files. Individual files should not exceed 8MB in size. **After uploading a file, ensure you click "Confirm Upload" to confirm the file submission.**

 Add

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Nothing found...			

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Submit

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Office of the Police and Crime Commissioner for Surrey

 This form allows you to save your progress using the 'Save Data' button at the bottom of the page. You will be provided with a unique URL that can be used to access your partially completed form at a later date.

Community Safety Fund Small Grant Application Form

This application form will allow you to apply for a small grant of up to £5,000. To apply for sums in excess of this you will need to complete a standard application form. You can save your progress and return to the application at a later date using the save button at the bottom of this page.

Your Details

Have you read the relevant eligibility criteria?

☐ Yes

What is the name of your organisation?

What is the name of your project?

Your name

Your email address

Your telephone number

Your address

Your proposal

Please outline your proposed service or project

2000 characters max

Sum Requested (up to £5,000)

Please provide a breakdown of how this money will be spent

1000 characters max

Which areas will your project / service cover?

- ☒ All areas ☐ Spelthorne ☐ Elmbridge ☐ Runnymede ☐ Surrey Heath ☐ Waverley ☐ Mole Valley
☐ Tandridge ☐ Reigate & Banstead ☐ Epsom & Ewell ☐ Guildford ☐ Woking

How does this meet the eligibility criteria of the fund you are applying to? ?

2500 characters max

What are your intended outcomes and how will you monitor them?

2500 characters max

Please provide details of (a) any other funds you have secured to deliver this project / service and (b) whether you have previously received any funding from the OPCC

2500 characters max

Declarations

I confirm that my organisation has suitable safeguarding policies in place

☐ Yes

I confirm that my organisation has appropriate data protection policies in place that are compliant with the latest General Data Protection Regulations (GDPR)

☐ Yes

If your application is successful you may be asked to provide evidence of the above prior to funds being released. The OPCC may also request a copy of your organisation's most recent financial accounts.

Upload Documents

You can upload any requested documents using the form below. Permitted file formats include: .PDF, .DOC, .DOCX, .XLS and .XLSX files. Individual files should not exceed 8MB in size. **After uploading a file, ensure you click "Confirm Upload" to confirm the file submission.**

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Office of the Police and Crime Commissioner for Surrey

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 This form will close on Friday 17th of March 2023 at 11:59 PM (GMT).

Community Safety Fund

Small Grant Application Form 2022/2023

This application form will allow you to apply for a small grant of up to £5,000. To apply for sums in excess of this you will need to complete a standard application form. You can save your progress and return to the application at a later date using the save button at the bottom of this page.

Your Details

Have you read the relevant eligibility criteria?

☐ Yes

What is the name of your organisation?

What is the name of your project?

Your name

Your email address

Your telephone number

Your address

Your proposal

Please outline your proposed service or project

2000 characters max

Sum Requested (up to £5,000)

Please provide a breakdown of how this money will be spent

1000 characters max

Which areas will your project / service cover?

- ☒ All areas ☐ Spelthorne ☐ Elmbridge ☐ Runnymede ☐ Surrey Heath ☐ Waverley ☐ Mole Valley
☐ Tandridge ☐ Reigate & Banstead ☐ Epsom & Ewell ☐ Guildford ☐ Woking

How does this meet the eligibility criteria of the fund you are applying to? ?

2500 characters max

What are your intended outcomes and how will you monitor them?

2500 characters max

Please provide details of (a) any other funds you have secured to deliver this project / service and (b) whether you have previously received any funding from the OPCC

2500 characters max

Declarations

I confirm that my organisation has suitable safeguarding policies in place

☐ Yes

I confirm that my organisation has appropriate data protection policies in place that are compliant with the latest General Data Protection Regulations (GDPR)

☐ Yes

If your application is successful you may be asked to provide evidence of the above prior to funds being released. The OPCC may also request a copy of your organisation's most recent financial accounts.

Upload Documents

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Office of the Police and Crime Commissioner for Surrey

 This form allows you to save your progress using the 'Save Data' button at the bottom of the page. You will be provided with a unique URL that can be used to access your partially completed form at a later date.

 This form will close on Friday 31st of March 2023 at 10:00 PM (GMT).

Organisation Details

Project Manager

Name of Project

Organisation Name

Address

Telephone Number

Email*

Website (if applicable)

Organisation Type

- ☐ Voluntary ☐ Local Authority ☐ Community Group ☐ Business ☐ Public Sector ☐ Criminal Justice Partner
☐ Other

Project Overview & Criteria

Funding Requested

Brief Description of proposed service / project

1500 characters max

Needs assessment ?

1500 characters max

Where will your project be delivered?

- ☐ Elmbridge
- ☐ Epsom & Ewell
- ☐ Guildford
- ☐ Mole Valley
- ☐ Reigate & Banstead
- ☐ Runnymede
- ☐ Spelthorne
- ☐ Surrey Heath
- ☐ Tandridge
- ☐ Waverley
- ☐ Woking
- ☐ County-wide

Does your project meet one or more of the following priorities?

- ☐ Reducing violence against Women and Girls
- ☐ Protecting people from harm in Surrey
- ☐ Working with Surrey communities so that they feel safe
- ☐ Strengthening relationships between Surrey Police and Surrey residents
- ☐ Ensuring safer Surrey roads

Please provide details of the above

1500 characters max

Does your project also contribute to the options below:

- ☐ The reduction of crime and disorder (including anti-social and other behaviour adversely affecting the local environment)
- ☐ The combating the misuse of drugs, alcohol and other substances
- ☐ The reduction of crime and ASB in rural communities
- ☐ The reduction of crime relating to the business community
- ☐ The reduction of re-offending
- ☐ Support communities and partners respond to the wider determinants of community safety

Please provide details of the above

1500 characters max

Has any engagement activity taken place which has informed the bid?

1500 characters max

What are the intended outcomes/benefits?

1500 characters max

Project Details and Monitoring

When is the project intended to start and finish? ?

1500 characters max

Plans to monitor and measure outcomes ?

1500 characters max

Financial Information

What is the total cost of the project?

Please include a breakdown of how any award will be spent

1500 characters max

Has this project previously received funds from the Office of the Police and Crime Commissioner? (if yes, please provide details)

1500 characters max

Has your organisation previously received funds from the Office of the Police and Crime Commissioner? (if yes, please provide details)

1500 characters max

How much funding have you requested/secured from other sources? ?

1500 characters max

If this project requires on going funding where will this come from?

1500 characters max

Statement of applicant

Please confirm the following

- ☐ I understand that the OPCC may request a copy of my organisation's accounts for the most recent financial year end.
- ☐ I confirm that the information on this application form is correct. If a grant is awarded from the Office of the Police and Crime Commissioner, it will be used as detailed in the form and according to any conditions specified.
- ☐ I confirm that my organisation has appropriate data protection policies in place and will provide these if requested by the OPCC.
- ☐ I confirm that my organisation has appropriate safeguarding policies in place and has carried out any necessary Disclosure and Barring (DBS) checks and will provide these if requested by the OPCC.
- ☐ I confirm that my organisation has an appropriate Diversity, Equality and Inclusion policy (or equivalent) in place and will provide if requested by the OPCC.
- ☐ I confirm I have read, understood and agree to the terms and conditions of funding.

Your name

↑ Upload Documents

Upload Documents

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Office of the Police and Crime Commissioner for Surrey

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Reducing Reoffending Fund

Small Grant Application Form

This application form will allow you to apply for a small grant of up to £5,000. To apply for sums in excess of this you will need to complete a standard application form.

Your Details

Have you read the relevant eligibility criteria?

☐ Yes

What is the name of your organisation?

What is the name of your project?

Your name

Your email address

Your telephone number

Your address

Your proposal

Please outline your proposed service or project

2000 characters max

Sum Requested (up to £5,000)

Please provide a breakdown of how this money will be spent

1000 characters max

Which areas will your project / service cover?

- ☒ All areas ☐ Spelthorne ☐ Elmbridge ☐ Runnymede ☐ Surrey Heath ☐ Waverley ☐ Mole Valley
☐ Tandridge ☐ Reigate & Banstead ☐ Epsom & Ewell ☐ Guildford ☐ Woking

How does this meet the eligibility criteria of the fund you are applying to?

2500 characters max

What are your intended outcomes and how will you monitor them?

2500 characters max

Please provide details of (a) any other funds you have secured to deliver this project / service and (b) whether you have previously received any funding from the OPCC

2500 characters max

Declarations

I confirm that my organisation has suitable safeguarding policies in place

☐ Yes

I confirm that my organisation has appropriate data protection policies in place that are compliant with the latest General Data Protection Regulations (GDPR)

☐ Yes

If your application is successful you may be asked to provide evidence of the above prior to funds being released. The OPCC may also request a copy of your organisation's most recent financial accounts.


☒ If you would like email confirmation of submission please provide your email address:

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Submit

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 This form allows you to save your progress using the 'Save Data' button at the bottom of the page. You will be provided with a unique URL that can be used to access your partially completed form at a later date.

Organisation Details

Project Manager

Name of Project

Organisation Name

Address

Email Address

Telephone Number

Website (if applicable)

Organisation Type

- ☐ Voluntary ☐ Local Authority ☐ Community Group ☐ Business ☐ Public Sector ☐ Criminal Justice Partner
☐ Other

Project Overview & Criteria

Funding Requested

Brief Description of proposed service / project

1500 characters max

Needs assessment ?

1500 characters max

Where will your project be delivered?

- ☐ Elmbridge
- ☐ Epsom & Ewell
- ☐ Guildford
- ☐ Mole Valley
- ☐ Reigate & Banstead
- ☐ Runnymede
- ☐ Spelthorne
- ☐ Surrey Heath
- ☐ Tandridge
- ☐ Waverley
- ☐ Woking
- ☐ County-wide

Does your project meet one or more of the following priorities?

- ☐ Preventing violence against women and girls in Surrey
- ☐ Protecting people from harm in Surrey
- ☐ Working with Surrey communities so that they feel safe
- ☐ Strengthening relationships between Surrey Police and Surrey residents
- ☐ Ensuring safer Surrey roads

Please provide details of the above

1500 characters max

Does your project also contribute to:

- ☐ The reduction of re-offending
- ☐ The reduction of crime and disorder (including anti-social and other behaviour adversely affecting the local environment)
- ☐ The combating the misuse of drugs, alcohol and other substances

Please provide details of the above

1500 characters max

Has any engagement activity taken place which has informed the bid?

1500 characters max

What are the intended outcomes/benefits?

1500 characters max

Project Details and Monitoring

When is the project intended to start and finish? ?

1500 characters max

Plans to monitor and measure outcomes ?

1500 characters max

Financial Information

What is the total cost of the project?

Please include a breakdown of how any award will be spent

1500 characters max

Has this project previously received funds from the Office of the Police and Crime Commissioner? (if yes, please provide details)

1500 characters max

Has your organisation previously received funds from the Office of the Police and Crime Commissioner? (if yes, please provide details)

1500 characters max

How much funding have you requested/secured from other sources? ?

1500 characters max

If this project requires on going funding where will this come from?

1500 characters max

Statement of applicant

Please confirm the following

- ☐ I understand that the OPCC may request a copy of my organisation's accounts for the most recent financial year end.
- ☐ I confirm that the information on this application form is correct. If a grant is awarded from the Office of the Police and Crime Commissioner, it will be used as detailed in the form and according to any conditions specified.
- ☐ I confirm that my organisation has appropriate data protection policies in place and will provide these if requested by the OPCC.
- ☐ I confirm that my organisation has appropriate safeguarding policies in place and has carried out any necessary Disclosure and Barring (DBS) checks and will provide these if requested by the OPCC.
- ☐ I confirm that my organisation has an appropriate Diversity, Equality and Inclusion policy (or equivalent) in place and will provide if requested by the OPCC.
- ☐ I confirm I have read, understood and agree to the terms and conditions of funding.

Your name

☒ If you would like email confirmation of submission please provide your email address:


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Submit

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Office of the Police and Crime Commissioner for Surrey

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Victim Fund Application Form

Standard application for sums over £5,000.

Organisation Details

Project Manager

Name of Project

Organisation Name

Address

Telephone Number

Website (if applicable)

Organisation Type

- ☐ Voluntary ☐ Local Authority ☐ Community Group ☐ Business ☐ Public Sector ☐ Criminal Justice Partner
☐ Other

Project Overview & Criteria

Funding Requested

Brief Description of proposed service / project

2500 characters max

Needs assessment ?

2500 characters max

Where will your project be delivered?

- ☐ Elmbridge
- ☐ Epsom & Ewell
- ☐ Guildford
- ☐ Mole Valley
- ☐ Reigate & Banstead
- ☐ Runnymede
- ☐ Spelthorne
- ☐ Surrey Heath
- ☐ Tandridge
- ☐ Waverley
- ☐ Woking
- ☐ County-wide

Does your project meet one or more of the following priorities?

- ☐ Reducing violence against Women and Girls
- ☐ Protecting people from harm in Surrey
- ☐ Working with Surrey communities so that they feel safe
- ☐ Strengthening relationships between Surrey Police and Surrey residents
- ☐ Ensuring safer Surrey roads

Please provide details of the above

2500 characters max

Does your project also contribute to:

- ☐ The reduction of re-offending
- ☐ The reduction of crime and disorder (including anti-social and other behaviour adversely affecting the local environment)
- ☐ The combating the misuse of drugs, alcohol and other substances

Please provide details of the above

2500 characters max

Has any engagement activity taken place which has informed the bid?

2500 characters max

What are the intended outcomes/benefits?

2500 characters max

Project Details and Monitoring

When is the project intended to start and finish? ?

2500 characters max

Plans to monitor and measure outcomes ?

2500 characters max

Financial Information

What is the total cost of the project?

Please include a breakdown of how any award will be spent

2500 characters max

Has this project previously received funds from the Office of the Police and Crime Commissioner? (if yes, please provide details)

2500 characters max

Has your organisation previously received funds from the Office of the Police and Crime Commissioner? (if yes, please provide details)

2500 characters max

How much funding have you requested/secured from other sources? ?

2500 characters max

If this project requires on going funding where will this come from?

2500 characters max

Statement of applicant

Please confirm the following

- ☐ I understand that the OPCC may request a copy of my organisation's accounts for the most recent financial year end.
- ☐ I confirm that the information on this application form is correct. If a grant is awarded from the Office of the Police and Crime Commissioner, it will be used as detailed in the form and according to any conditions specified.
- ☐ I confirm that my organisation has appropriate data protection policies in place and will provide these if requested by the OPCC.
- ☐ I confirm that my organisation has appropriate safeguarding policies in place and has carried out any necessary Disclosure and Barring (DBS) checks and will provide these if requested by the OPCC.
- ☐ I confirm that my organisation has an appropriate Diversity, Equality and Inclusion policy (or equivalent) in place and will provide if requested by the OPCC.
- ☐ I confirm I have read, understood and agree to the terms and conditions of funding.

Your name

Additional Supporting Documents

Whilst not essential, if you would like to upload any additional documents in support of your bid, please do so below.

Upload Documents

You can upload any requested documents using the form below. Permitted file formats include: .PDF, .DOC, .DOCX, .XLS and .XLSX files. Individual files should not exceed 8MB in size. **After uploading a file, ensure you click "Confirm Upload" to confirm the file submission.**

 Add

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Nothing found...			

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reCAPTCHA
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Save Data

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Office of the Police and Crime Commissioner for Surrey

 This form allows you to save your progress using the 'Save Data' button at the bottom of the page. You will be provided with a unique URL that can be used to access your partially completed form at a later date.

Victim's Fund

Small Grant Application Form

This application form will allow you to apply for a small grant of up to £5,000. To apply for sums in excess of this you will need to complete a standard application form.

Your Details

Have you read the relevant eligibility criteria?

☐ Yes

What is the name of your organisation?

What is the name of your project?

Your name

Your email address

Your telephone number

Your address

Your proposal

Please outline your proposed service or project

2000 characters max

Sum Requested (up to £5,000)

Please provide a breakdown of how this money will be spent

1000 characters max

Which areas will your project / service cover?

- ☒ All areas ☐ Spelthorne ☐ Elmbridge ☐ Runnymede ☐ Surrey Heath ☐ Waverley ☐ Mole Valley
☐ Tandridge ☐ Reigate & Banstead ☐ Epsom & Ewell ☐ Guildford ☐ Woking

How does this meet the eligibility criteria of the fund you are applying to?

2500 characters max

What are your intended outcomes and how will you monitor them?

2500 characters max

Please provide details of (a) any other funds you have secured to deliver this project / service and (b) whether you have previously received any funding from the OPCC

2500 characters max

Declarations

I confirm that my organisation has suitable safeguarding policies in place

☐ Yes

I confirm that my organisation has appropriate data protection policies in place that are compliant with the latest General Data Protection Regulations (GDPR)

☐ Yes

If your application is successful you may be asked to provide evidence of the above prior to funds being released. The OPCC may also request a copy of your organisation's most recent financial accounts.

Supporting Documents (if required)

Upload Documents

You can upload any requested documents using the form below. Permitted file formats include: .PDF, .DOC, .DOCX, .XLS and .XLSX files. Individual files should not exceed 8MB in size. **After uploading a file, ensure you click "Confirm Upload" to confirm the file submission.**

+ Add

#	Document Title	Upload Document	
Nothing found...			

☒ If you would like email confirmation of submission please provide your email address:

Your email will not be shared with the form owner, unless you have already provided it above.



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Submit

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VICTIM FUND GRANT CRITERIA AND PROCESS

BACKGROUND

Local Police and Crime Commissioners are responsible for commissioning support services for victims of crime in their area. This follows the Government consultation *'Getting it Right for Victims and Witnesses'* and recognises that whilst all victims must have clear expectations about how they will be treated and the support on offer, local services must have flexibility to meet the different and changing needs.

Each year the Police and Crime Commissioner for Surrey is provided funding by the Ministry of Justice to commission services for victims of crime, including restorative justice. Services commissioned by the PCC form part of a complex and varied network of support that exists for victims across Surrey, funded by other commissioners and through charitable donations.

The Police and Crime Commissioner will work with all organisations, from the community safety and criminal justice sectors, to voluntary and community groups, to ensure the needs of victims are met through improved services, with duplication avoided.

HOW TO APPLY

Small Grants

Organisations seeking funding of £5,000 or less can apply online through the Funding Hub (<https://funding.surrey-pcc.gov.uk>). These small grants are processed using a more streamlined version of the standard application procedure detailed below. This is intended to speed up the process and give organisations a quicker decision.

Small Grant applications can be submitted at any point during the year and the form, once submitted, is sent to the Office of the Police and Crime Commissioner (OPCC). Once received the application is checked against the criteria below, scored and a recommendation made to the PCC. After the PCC has made a decision the applicant will be informed.

The process is usually completed within 14 working days following submission of the application.

Standard Applications

Whilst the majority of the Victim Fund is allocated to supporting and maintaining a range of existing pan-Surrey services, the OPCC does occasionally invite applications for funding in excess of £5,000. Such funding rounds will be advertised via our mailing list. You can join the mailing list by [registering](#) for a Funding Hub Account or [subscribing](#) to the mailing list directly.

Organisations wishing to apply for funding under this process will be invited to download an application form. This will need to be completed and returned to the OPCC in accordance with the advertised deadlines. Initially these applications will be considered by the Policy and Commissioning Lead for Victim Services to ensure they meet the criteria (see below) and that all relevant information has been provided.

Applications will then be considered by a panel consisting of the OPCC's Head of Policy and Commissioning, the Assistant Commissioner for Victim Services and the Head of Public Protection at Surrey Police.

The panel will consider the information supplied by the applicant and how well the project meets the criteria. The recommendations made by the panel will be submitted to the Police and Crime Commissioner for consideration who will then accept or decline the funding request.

CRITERIA

Local organisations and public sector partners are invited to apply for grant funding to deliver specialist services designed to help victims cope with the immediate impact of crime and recover, as far possible, from the harm experienced.

In order to comply with the requirement in the Victims' Directive, services commissioned or provided by the Police and Crime Commissioner must be in the interests of the victim and be:

- Free of charge
- Confidential
- Non-discriminatory (including being available to all regardless of residence status, nationality or citizenship)
- Available whether or not a crime has been reported to the police
- Available before, during and for an appropriate time after any investigation or criminal proceedings

Grant applications should also show:

- Clear timescales
- A baseline position and intended outcomes (with measures)
- What additional resources (people or money) are available from partners to complement any awarded resources by the Police and Crime Commissioner
- If this is a one off project or not. If the bid looks for pump priming the bid should show how funding will be sustained beyond the initial funding period
- Be consistent with the best practice principles of the Surrey Compact (where working with Voluntary, Community and Faith groups)
- Clear performance management processes

Organisations applying for grant funding may be asked to provide:

- Copies of any relevant data protection policies
- Copies of any relevant safeguarding policies
- A copy of the organisation's most recent financial accounts or annual report.

MONITORING & EVALUATION:

When an application is successful, the OPCC will draw up a Funding Agreement setting out the agreed level of funding and delivery expectations, including specific outcomes and timeframes. The Funding Agreement will also specify performance reporting requirements. Funding will only be released once both sides have signed the document.

DEADLINES FOR APPLICATIONS

Submission deadlines for standard application rounds will be advertised on the [main funding page](#).

TERMS AND CONDITIONS

COMMUNITY SAFETY FUND CHILDREN & YOUNG PEOPLE FUND REDUCING RE-OFFENDING FUND

Grant recipients will be expected to operate in accordance with the following terms and conditions for acceptance of funding and any further conditions which may from time to time be published:

1. CONDITIONS OF THE GRANT

- 1.1.** The recipient will ensure that the Grant awarded is spent for the purpose of delivering the project as outlined in the application agreement.
- 1.2.** The recipient must not use the grant for any activities other than those specified in clause 1.1 of this agreement (including transferring funds between different successful projects) without prior approval in writing by the OPCC.
- 1.3.** The recipient must ensure that the availability and contact details of services provided or commissioned are widely publicised in a variety of media and locations.
- 1.4.** Any services and/or arrangements put in place by the recipient must comply with requirements under the General Data Protection Regulations (GDPR) when dealing with personal data and sensitive personal data.
- 1.5.** When transferring any data to the OPCC, organisations must be mindful of GDPR, ensuring that service users are not identifiable.

2. LAWFUL CONDUCT, EQUAL OPPORTUNITIES, USE OF VOLUNTEERS, SAFEGUARDING AND ACTIVITIES FUNDED BY THE GRANT

- 2.1** If relevant, those people working with children and/or vulnerable adults must have the appropriate checks (i.e. Disclosure and Barring Service (DBS)) If your application is successful, evidence of these checks will be required prior to the funding being released.
- 2.2** If relevant, those people working with vulnerable adults must comply with the Surrey Safeguarding Adults Board ("SSAB") Multi Agency Procedures, information, guidance or equivalent from time to time in place
[SSAB-Policy-and-Procedure-2018-FINAL-v5-26.04.2021-accessibility.pdf \(surreysab.org.uk\)](https://surreysab.org.uk/SSAB-Policy-and-Procedure-2018-FINAL-v5-26.04.2021-accessibility.pdf)
- 2.3** If relevant, those people working with children must comply with the most current Surrey Safeguarding Children Board (SSCB) Multi Agency Procedures, information, guidance and equivalent. These procedures reflect developments in legislation, policy and practice relating to safeguarding children in line with Working Together to Safeguarding Children (2015)
<http://surreyscb.procedures.org.uk/>
- 2.4** Ensuring compliance with Section 11 of the Children Act 2004 which places duties on a range of organisations and individuals to ensure their functions are discharged having regard to the need

to safeguard and promote the welfare of children. Compliance includes the requirement to meet standards in the following areas:

- Ensuring robust recruitment and vetting procedures are in place
- Ensuring training that meets the standards and objectives of the SSCB training pathways is available to staff and that all staff are trained appropriately for their role.
- Ensuring supervision to staff that support effective safeguarding
- Ensuring compliance with SSCB multi-agency information sharing policy, information recording systems that support effective safeguarding and provision of safeguarding data to the SSCB, practitioners and commissioners as appropriate.

2.5 The Service Provider shall become a signatory and comply with the Surrey Multi-Agency Information Sharing Protocol

[MAISP – Surrey Multi Agency Information Sharing Protocol – Surrey County Council \(surreycc.gov.uk\)](#)

2.6 In respect of the activities supported by the Community Safety Fund Grant, the recipient will ensure that there is no discrimination on the grounds of race, colour, ethnic or national origin, disability, age, gender, sexuality, marital status, or any religious affiliation, where any of these cannot be shown to be a requirement of the job, office or service in respect of employment, provision of services and the involvement of volunteers.

2.7 No aspect of the activity funded by the OPCC must be party-political in intention, use, or presentation.

2.8 The Grant must not be used to support or promote religious activity. This will not include inter-faith activity.

3. FINANCIAL TERMS

3.1 The PCC reserves the right to have un-used funding returned in line with Her Majesty's Treasury Managing Public Money (MPM) rules if the project is not completed in line with the PCC's expectation as outlined in monitoring arrangements (section 6.)

3.2 The recipient shall account for the Grant on an accruals basis. This requires the cost of goods or services to be recognised when the goods or services are received, rather than when they are paid for.

3.3 If any capital asset costing more than £1,000 is purchased with funds provided by the OPCC, the asset must not be sold or otherwise disposed of within five years of purchase without the OPCC's written consent. The OPCC may require repayment of all or part of any proceeds of any disposal or sale.

3.4 The recipient will maintain a register of any capital assets purchased with funds provided by the OPCC. This register will record, as a minimum, (a) the date the item was purchased; (b) the price paid; and (c) the date of disposal (in due course).

3.5 The recipient must not attempt to raise a mortgage or other charge on OPCC-funded assets without the prior approval of the OPCC.

3.6 Where there is balance of funding unspent, this must be returned to the OPCC no later than 28 days following the conclusion of the grant period.

3.7 A copy of the accounts (statement of income and expenditure) for the most recent financial year must be provided.

4. EVALUATION

4.1 Upon request, you will be required to provide evidence of the outcomes of your project/initiative, reporting periodically throughout the life of the project and at its conclusion.

5. BREACH OF GRANT CONDITIONS

5.1 If the recipient fails to comply with any of the conditions of the grant, or if any of the events mentioned in Clause 5.2 occur, then the OPCC may require all or any part of the Grant to be repaid. The recipient must repay any amount required to be repaid under this condition within 30 days of receiving the demand for repayment.

5.2 The events referred to in Clause 5.1 are as follows:

- The recipient purports to transfer or assign any rights, interests or obligations arising under this Grant Application without the agreement in advance of the OPCC
- Any future information provided in relation to the Grant (or in a claim for payment) or in any subsequent supporting correspondence is found to be incorrect or incomplete to an extent which the OPCC considers to be material;
- The recipient takes inadequate measures to investigate and resolve any reported irregularity.

5.3 In the event that it becomes necessary to take steps to enforce the terms and conditions of the Grant, the OPCC will write to the recipient giving particulars of its concern or of any breach of a term or condition of the Grant.

5.4 The recipient must within 30 days (or earlier, depending on the severity of the problem) address the OPCC's concern or rectify the breach, and may consult the OPCC or agree with it an action plan for resolving the problem. If the OPCC is not satisfied with steps taken by the recipient to address its concern or rectify the breach, it may recover Grant funds already paid.

5.5 On termination of the Grant for any reason, the recipient as soon as reasonably practicable, must return to the OPCC any assets or property or any unused funds (unless the OPCC gives its written consent to their retention) that are in its possession in connection with this Grant.

6. PUBLICITY AND INTELLECTUAL PROPERTY RIGHTS

6.1 The recipient must grant to the OPCC at no cost an irrevocable, royalty-free perpetual license to use and to sub-license the use of any material created by the recipient under the terms of this Grant for such purposes as the OPCC shall deem appropriate.

6.2 The recipient must seek approval from the OPCC prior to using the OPCC's logo when acknowledging the OPCC financial support of its work.

6.3 Whenever publicity is sought by or about your project, the assistance of the OPCC is acknowledged and, where there is an opportunity for the OPCC to be represented at launches or related events, that this information is communicated to the OPCC as soon as possible.

6.4 That the OPCC be given the opportunity to display its logo on all literature developed for use by the project and on any publicity documents.