People Zones Grants Fund
Information Pack
and Guidance Notes

What is the People Zone Grants Fund?

In order to support communities in their journey to become stronger, safer, more cohesive and self-sustaining, a grants fund has been created, known as the People Zone Grants Fund.

The purpose of this fund is to support the community in achieving their aspirations, by utilising the themes identified within the community consultation research reports.

These reports can be found on the 'Reports and Downloads' section on each Zones page at **https://www.peoplezones.co.uk**.

How much funding can be applied for?

Funding for projects can be applied for up to the sum of £10,000. Funding for multiple projects by the same organisation can be applied for, providing the total sum for all projects does not exceed £10,000.

For example: Project 1 - £4,000, Project 2 – £4,500, Project 3 - £1,500. Total sum £10,000.

Who can apply?

The fund is open to applicants from any community-based group or individual that has a registered business bank account, who are either living, working, or providing a service within the People Zone.

What can the funding be used for?

The funding can be used for projects/initiatives that meet any of the themes highlighted in the research report dedicated to their People Zone area.

Funding can be used for new initiatives/provision, to expand existing provision or as replacement funding.

The People Zone Grants Fund cannot, however, be used to pay for staff wages or projects such as foodbanks (if the project is to purchase food), as we can only fund sustainable initiatives. This is to ensure the longevity of said projects.

If you wish to apply for funding for projects not related to the identified themes, we advise you refer to the Commissioners Safety Fund as an alternative, which can be found here: **https://www.leics.pcc.police.uk/Current-Funding/**.

If you wish to apply for a project focussing on a local area, we advise you to refer to the local Community Safety Partnership plan to ensure that your proposal complements (rather than duplicates or overlaps) existing provision.

A link to Community Safety Partnership Plans can be found on the Office of the Police & Crime Commissioner's website which can be found here: **https://www.leics.pcc.police.uk/CommunitySafety/**.
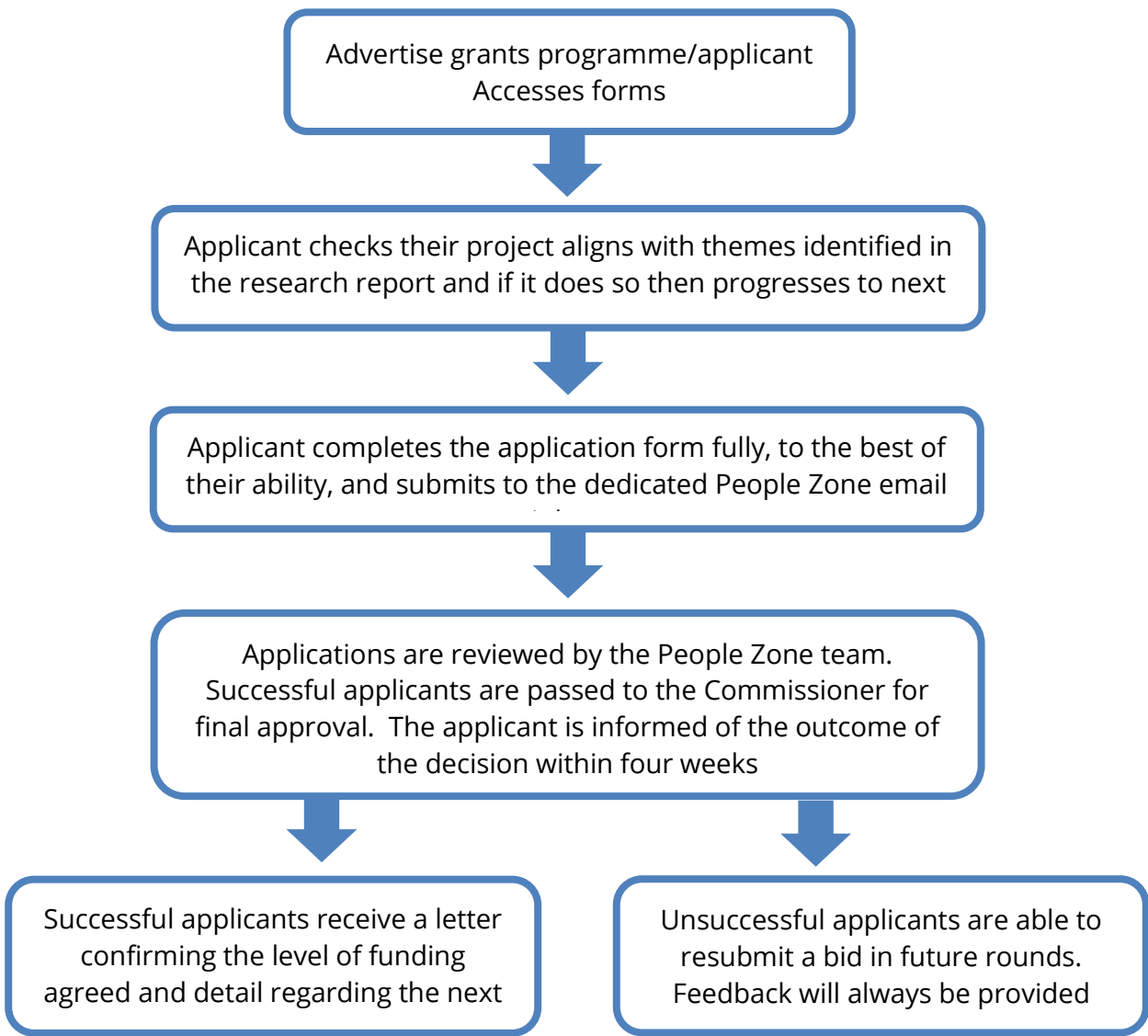
Throughout the grant documentation the term "project" is used. This has been used as a "catch all" term. We accept that this term may not fit perfectly with all applications but this should not preclude organisations from applying.

What is the application process?

There will be several rounds throughout this financial year. The grant rounds will not be specific to certain themes and will be open to all themes, therefore ensuring that there is no limitation to which projects can be funded, providing said project/initiative benefits the People Zone.

Please note, however, that the People Zone team has the right to close funding rounds at any point dependent on the continued availability of funding.

The Grants Process

Advertise grants programme/applicant Accesses forms

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Applicant checks their project aligns with themes identified in the research report and if it does so then progresses to next

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Applicant completes the application form fully, to the best of their ability, and submits to the dedicated People Zone email

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Applications are reviewed by the People Zone team. Successful applicants are passed to the Commissioner for final approval. The applicant is informed of the outcome of the decision within four weeks

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Successful applicants receive a letter confirming the level of funding agreed and detail regarding the next

Unsuccessful applicants are able to resubmit a bid in future rounds. Feedback will always be provided

Scoring and decision making

Each application received will be reviewed and evaluated for consideration by an evaluation panel and the PCC. The application will be scored according to a pre-determined scoring scheme. Each question will be assessed and given a score 0-4 (as per the table below) and then a weighting will be applied.

Score	Criteria
0	The response did not meet any of the requirements.
1	The response did not meet the requirements but had some detail and/or evidence.
2	The response meets the basic requirements but could have been expanded upon with a little more detail and/or evidence.
3	The response meets the requirements with relevant detail and clear evidence.
4	The response meets the requirements with relevant detail, strong evidence and additional supporting content.

Each question has a weighting, either High, Medium or Low (to determine which weighting applies, please refer to the questions in the application form).

Applications will be evaluated after the closing date of each round and applicants will be notified of the outcome within four weeks.

When will I know if my application has been successful?

If successful, applicants will receive an email within 30 days of the submission deadline. The letter will state that the funding application has been agreed, the level of funding being awarded and set out the next steps.

Unsuccessful applicants will also receive an email within 30 days, stating that their application has not been successful at this time and feedback will be provided to support the applicant going forward.

The People Zone team's decision is final and there will be no appeals process, though unsuccessful applicants are able to request feedback, support and can resubmit their application in future rounds.

If I am successful, what are the next steps?

New Supplier Form

If you are successful and have not received funding from us before, you will be asked to complete a form that requests your organisation and bank details. This Form will be sent to you via email.

Funding Agreement

If you are successful, you will receive a funding agreement from the People Zone team. We will request that your organisation signs the agreement and returns it to us so we can begin the payment process.

Payment

For payment, we require a signed copy of the funding agreement and an invoice for the agreed funding amount. This will be transferred into your nominated bank account and will be paid at the beginning of the project. It is important to note that all payments are made on a Friday, with funds reaching bank accounts the following Tuesday.

Monitoring

We will request performance and financial monitoring to ensure that your project is meeting the outputs as set out in your application and agreed to by both parties.

You will be required to complete and submit a monitoring report and a case study at the midpoint and at the end of the project. These documents will be attached to your contract.

You will also be required to send brief updates at the end of each month. The monitoring update form will be attached to your contract.

All relevant monitoring documents will also be sent to you via email so that there will be no difficulty gaining access.

As a recipient of funding you may also receive a monitoring visit from the People Zone team and the Police and Crime Commissioner for Leicester, Leicestershire and Rutland.

Application support

Question 1:

Looking at the themes (listed on page 3 of the application), which of these themes does your project cover? Can you explain how your project will meet said themes? This can be a brief explanation.

Question 2:

Clearly define the problem your project will address. Identify the local demographic of people whom this problem affects/who have this need. Provide evidence to demonstrate this need. Look at the data in the report, does it support what you are saying? Use said data to back up your point. This can be quantitative (figures and data) or qualitative (a narrative based on community engagement and consultation).

Question 3:

This is a breakdown of your project. Include a project plan and how you plan to mobilise this project. Include details around:

- What will be delivered and how often (how many times per week/month etc)?

- Who will deliver this project?

- What resources are required?

- When will project activity take place (what days of the week and times)?

Question 4

What do you expect the impact of your project to be? Cover:

- Who you will impact,

- What you expect the impact to be,

- And how you plan to measure this impact throughout your project.

Question 5:

Talk about the experience you have that makes you/your team the right people to run this project:

- What is your past experience?

- What skills do you have that will help aid this project?

- Have you done similar projects before? If so, when did it take place?

- Who was involved?

- Who was the target audience?

- What impact did this project have?

- How successful was it?

Include evidence to back up your point. Evidence could be data, brief case studies, testimonials from participants etc. If you haven't done a similar project before, focus on your skill set and personal experience.

Question 6:

If you plan to purchase resources/equipment, please include a quotation document showing the costs. This can be simple, include a picture of what you are buying, how many and it's cost.

Please use Table A to breakdown the costs of your project and include the total value of the project at the bottom. Feel free to add columns to the table if needed.

Please show how your project demonstrates value for money - Does your project effectively use the funds?

In Table A, please tell us what the impact would be if you weren't awarded this funding. If your project relies on additional funding from elsewhere also, please complete Table B and breakdown the costs, with the total sum included at the end.

Please also tell us here what the impact would be if you weren't awarded this funding.