

Police and Crime Commissioner for Cambridgeshire and Peterborough Youth and Community Fund

TERMS OF OPERATION

1. Introduction

- 1.1 The Police and Crime Commissioner for Cambridgeshire and Peterborough (“the Commissioner”) will manage the Cambridgeshire and Peterborough Youth and Community Fund (the “Fund”), using monies from the Police Property Act Fund.
- 1.2 The Police Property Act Fund is made up of monies received by the police from the sale of found property and from property confiscated by order of court and then sold.
- 1.3 The Fund is a mechanism for the Commissioner to re-distribute money to positive causes that will benefit young people and communities in line with the shared outcomes and objectives outlined in the Police and Crime Plan for Cambridgeshire and Peterborough 2017-20.
- 1.4 The value of the Fund will be determined ahead of the start of each financial year, factoring in available resources at the time.

2. Role and Purpose

- 2.1 The overall role and purpose of the Fund is to support youth and community groups to deliver activities to meet the objectives set below:
 - Support preventative work and early intervention approaches to divert young people and adults away from offending and re-offending;
 - Build relationships with young people in the community and improve engagement between young people and Cambridgeshire Constabulary;
 - Promote the involvement of young people in Policing through active participation aimed at building better understanding of the needs of young people;
 - Work to reduce the vulnerability of young people and lessen the chance of them becoming a victim of crime.
- 2.2 Applicants will be required to specify which objective their proposed work will meet and the expected outcomes. Applicants will be required to complete simple monitoring forms to demonstrate how they have achieved the outcomes and objectives. The monitoring form will list outputs, outcomes, a written summary, a case study and photographs where appropriate.

3. Operation of the fund

- 3.1 Priority will be given to voluntary and community organisations who apply to the fund. All voluntary or community organisations making an application must have a written governing document and at least three unrelated people on their board / committee / governing body.
- 3.2 Consideration will also be given to applications from schools or partners organisations.
- 3.3 All applications should be supported by Cambridgeshire Constabulary, this could be through a police officer or a member of police staff.
- 3.4 Applicants will be able to apply for grants up to the value of £1000, and will not be funded more than once for an individual project.
- 3.5 The Fund can be used to cover capital and revenue costs, however where revenue costs are listed, the Commissioner will seek assurance on the viability of the scheme after the initial funding has been used.
- 3.6 The Fund cannot be used to:
 - Promote political or religious activities;
 - Fund activities previously covered by Local Authorities or other responsible authorities;
 - Support recipients outside of Cambridgeshire or Peterborough.
- 3.7 Applicants who receive funding must use it within 12 months of receipt of the monies. If funding is not spent after this time, applicants will be required to give an update to the Commissioner, who may choose to extend the time available to spend the funding, or may ask for funding to be returned.
- 3.8 As the Fund is focused on supporting young people, all applicants will be required to as a minimum:
 - Have safeguarding policies in place that are appropriate to the organisations work and the activities funding is being sought for;
 - Review these policies at least every year;
 - Complete a rigorous recruitment and selection process for staff and volunteers who work with children, young people or vulnerable adults, including checking criminal records and taking up references;
 - Check criminal records at least every three years;
 - Follow statutory or best practice guidance on appropriate ratios of staff or volunteers to children, young people or vulnerable adults;
 - Provide child protection and health and safety training or guidance for staff and volunteers;
 - Carry out risk assessments of activities undertaken as part of their project;
 - Secure additional insurance cover if appropriate.
- 3.9 Applicants will be able to submit an application at any point throughout the year by returning a completed application form to the Office of the Police and Crime Commissioner (OPCC).
- 3.10 The Commissioner will usually consider applications on a quarterly basis. Quarterly deadlines for applications will be determined at the beginning of the funding period. A quarterly decision meeting

will be scheduled to take place shortly after each application deadline. Forms submitted after the quarterly deadline will be considered for submission at the following decision meeting.

- 3.11 Applications will be checked for eligibility against the criteria set out in this document. Eligible applications will be taken to a decision meeting.
- 3.12 Eligible applicants will then be informed of the date of the decision meeting.
- 3.13 Decisions on funding will be made by the Commissioner, or any individual whom the Commissioner delegates this responsibility to on their behalf. The Commissioner will consult with local partners to help inform their decision.
- 3.14 Following the decision meeting, applicants will be informed if they are successful or unsuccessful.
- 3.15 Successful applicants will be contacted with a decision notice and a grant agreement. Payment information will then be requested from the applicant.
- 3.16 Unsuccessful applicants will be contacted with a decision notice, given feedback on their applications and invited to re-submit an application for the next decision meeting.

4. Amendment and review of Terms of Reference

- 4.1 The Commissioner will review its Terms of Reference annually.
- 4.2 Where an issue arises that is not referenced in the Terms of Operation, the Commissioner will decide on a resolution, and the Terms of Operation will be amended, accordingly.