

Commissioning & Grants: Small Grants Process

The Police Reform and Social Responsibility Act 2011 gives Police and Crime Commissioners the power to award Crime and Disorder Reduction grants to secure or contribute to securing crime and disorder reduction in the area. These grants can be made to any person and can be made subject to any conditions the Commissioner deems appropriate.

In Cambridgeshire the Commissioner operates a 'Youth and Community Fund' which awards grants of £5,000 or less to voluntary and community organisations following a successful bid process. These small value grants do not require a full commissioning process to be completed. It is still necessary for the Office of the Police and Crime Commissioner (OPCC) to ensure that there is a proportionate level of due diligence carried out when awarding such small grants.

The following process should be followed when awarding small grants via the Youth and Community Fund:

Stage	Rationale	OPCC Actions
Bidder completes application form	<p>The application captures details of:</p> <ul style="list-style-type: none"> the project costs anticipated outcomes contact details of the applicant contact details of a partnership 'sponsor', such as someone within the Police force. 	<p>Check form against previous logs to ensure no duplication of funding.</p> <p>Contact sponsor to verify project validity.</p> <p>Check and save to file the organisation's safeguarding policy and public liability insurance certificate</p> <p>A check of the organisation website will be carried out to ensure legitimacy of the organisation such as ensuring they have a written governing document and at least three unrelated people on their board / committee / governing body.</p>
Decision process		<p>Applications will be discussed by at least three members of OPCC staff to reach a preliminary decision.</p> <p>If a decision cannot be made with the information available, additional details will be gathered from the applicant or other relevant sources.</p>

		Once a preliminary decision has been made the application will be shared with the Police and Crime Commissioner for a final decision.
Notifying Applicant		The applicant will be contacted via email to inform them of the decision. If an application is successful the organisation's bank details will then be gained from the project lead and payment made. Payments cannot be made to individual's bank accounts.
Monitoring	The monitoring form captures details of: <ul style="list-style-type: none"> • Number of people supported • Age range of people supported • Outcomes achieved • Number of people reporting positive outcomes 	A monitoring form will be sent to all successful applicants towards the expected end of their project. Details of all grants allocated will be placed on the OPCC website and updated regularly.
Unspent funds		Any grants not spent within a year, or if it is discovered that the money has not been used for the intended purpose then the OPCC will look to reclaim the money.
Administration		All application forms and correspondence will be saved in an individual file for each application. A spreadsheet will be kept to record all applications received and the decisions in each financial year. A spreadsheet will be kept to track and record the monitoring of successful applicants.
Document retention		All documents will be deleted after seven years.