



Nottinghamshire

**POLICE & CRIME COMMISSIONER**

# **Transforming Rehabilitation Capacity Building Fund**

**Helping communities reduce crime**

## **Guidance Notes**

**January 2014**

## **1. INTRODUCTION**

- 1.1 The Nottinghamshire Police & Crime Commissioner's Transforming Rehabilitation Capacity Building Fund ("the Fund") has been specifically set up to build capacity in third sector organisations to participate in the Transforming Rehabilitation national commissioning process.
- 1.2 The aim of the Fund is support up to five third sector led offender management consortia to develop and engage with potential prime contractors who will bid to deliver offender management services in Nottinghamshire for the Derbyshire, Leicestershire Nottinghamshire Contract Package area.
- 1.3 One grant of up to £5,000 is available per consortium, up to a maximum of 5 consortia. Successful organisations will be required to provide evidence of capacity building work by 31 March 2014.
- 1.4 The fund builds on, and should not repeat, the work that has been commissioned nationally by the Ministry of Justice and the Cabinet Office, including:
  - ACEVO developing a self-assessment checklist and delivering a series of skills and information workshops for voluntary sector organisations on calculating unit costs and measuring impact; negotiation skills; information on the reforms; and TUPE and Pensions issues
  - the [Mutuals Support Programme](#) which provides promising mutuals with professional expertise and advice they can't fund themselves
  - [The Centre for Social Action](#) providing funding of at £1m+ to support organisations using social action in the rehabilitation of offenders
  - The [Investment and Contract Readiness Fund](#) providing grants to enable social ventures to access new forms of investment and compete for public service contracts
  - The Cabinet Office running a series of two-day masterclasses to develop the commercial skills of voluntary sector providers.
  - MoJ Tier II and Tier III Transforming Rehabilitation registration process
  - [Partnership Finder](#): The Cabinet Office and Clinks have developed a supply chain and consortia directory for primes, commissioners and the Voluntary, Community and Social Enterprise Sector.
- 1.5 A short grant application form is available on-line at [www.nottinghamshire.pcc.police.uk](http://www.nottinghamshire.pcc.police.uk) . The deadline is 12pm on Wednesday 22 January.

## **2. PURPOSES AND USES OF THE GRANT**

- 2.1 The aim of the Fund is support third sector organisations to develop third sector led offender management consortia and engage with potential prime contractors who may in future deliver offender management services in Nottinghamshire for the Derbyshire, Leicestershire and Nottinghamshire Contract Package area.

- 2.2 We seek the development of four consortia working to support the rehabilitation of offenders in the areas of:
- Education, training and employment
  - Housing
  - Mental health
  - Substance misuse.
- 2.3 It may be that voluntary organisations have a useful role to play in offender management which doesn't fall neatly into one of the above themes. Nottinghamshire Office of the Police and Crime Commissioner may therefore also support the development of a fifth consortium. The theme of this fifth consortium should be identified by the applicant organisation, who will be asked to make a case for support.
- 2.4 Each consortium will be expected to be able to describe and facilitate clear pathways out of offending that provide local prime providers with an "engagement opportunity".
- 2.5 Consortia members will be expected to have a track record in working in partnership to support offenders from all of Nottinghamshire's diverse communities.
- 2.6 Up to £5,000 grant funding is available to develop each consortium. Organisations may apply to develop more than one consortium.
- 2.7 Activity funded through the grant should be measurable and grant recipients will be expected to return a brief monitoring form by 30 April 2014.
- 2.8 The Fund may be used for staff time and minor related expenses (such as travel or room hire). We welcome applications from organisations which are able to offer in kind match funding in the form of further staff time and/or organisational overheads.
- 2.9 Organisations applying for the Fund must be based in Nottingham and/or Nottinghamshire and employ local people.
- 2.10 The purpose of the Fund is not to shore up, or to replace, mainstream local funding. No additional awards will be made to recover the cost of Value Added Tax (VAT), but grant funding can be used to cover the cost of irrecoverable VAT.
- 2.11 If the organisation in receipt of this grant fail to comply with any of the conditions set out in this document, or commits any breach of faith such as misrepresentation or concealment of information, the Police & Crime Commissioner may require the repayment of all or part of the grant monies paid, as may be determined by the Commissioner and notified in writing to the grant recipient.
- 2.12 Any grant which is unspent by 31 March 2014 will become repayable to the Commissioner.

### **3. STATE AID**

- 3.1 State Aid is financial assistance to an undertaking which has the effect or potential effect of impacting on trade and competition within the European Union (EU).
- 3.2 The Fund falls within the EU de minimis rule, which provides that if the State Aid falls below 200,000 Euros (approximately £166,000) over a three year period, it does not constitute State Aid. The de minimis rule is cumulative, which means that if an organisation has received de minimis State Aid for other initiatives in the last three years it must be added to any total grant received from the Fund. Organisations applying for the Fund must complete the table on the application form giving details of any other de minimis State Aid received.
- 3.3 To comply with EU legislation, records of the project must be kept for a minimum of 3 financial years from the receipt of the grant.

### **4. REPORTING ARRANGEMENTS – Projects & Outcomes**

- 4.1 Reporting arrangements will be set out in the letter of offer following the evaluation of all the grant applications received.
- 4.2 The reports should provide an insight into the extent of delivery of projects funded under this initiative and whether the outcomes have been achieved.
- 4.3 Organisations awarded grants will be required to provide a Monitoring Report and evidence of achieving outcomes on completion of the project or by 31<sup>st</sup> March 2014.

### **5. COMPLETING THE APPLICATION FORM**

- 5.1 The Application form is straightforward and all sections need to be completed.
- 5.2 The person completing the form should be knowledgeable of the organisation's governance arrangements and proposed project.
- 5.3 The Police & Crime Commissioner is unable to provide grant funding to organisations that are not incorporated or fully constituted.
- 5.4 Detail of your organisation's financial position is requested to evaluate the viability of the organisation in delivering the project. All sources of external funding should be recorded.
- 5.5 The terms and conditions MUST be read and agreed to before signing the declaration.

- 5.6 In evaluating the applications it may be necessary to request additional information to support your application. You will be contacted directly if this is the case.
- 5.7 Completed grant application forms should be sent to [nopcc@nottinghamshire.pnn.police.uk](mailto:nopcc@nottinghamshire.pnn.police.uk) by 12pm on Wednesday 22 January 2014. Successful applicants will be required to send in a hard copy of the signature page of the application.

## **6. APPRAISAL PROCESS**

- 5.1 Grant applications will be assessed by three officers, one each from the Nottinghamshire Office of the Police and Crime Commissioner, Nottingham Crime and Drugs Partnership and the Safer Nottinghamshire Board. Grants will be assessed against a scored matrix assessing the applicant organisation's:
- previous experience of developing third sector consortia
  - quality and breadth of existing third sector networks
  - knowledge and experience of the transforming rehabilitation agenda
  - expertise and knowledge of consortium areas identified in 2.2
  - capacity to deliver quickly
  - delivery plan (considering approach, timescale, outputs and outcomes)
  - ability to provide match funding (actual or in kind)
- 5.2 Funding recommendations will then be made to the Deputy Police and Crime Commissioner, who will decide which applications should be successful.

## **7. OFFER OF GRANT**

- 7.1 Successful applications will receive a letter of Grant Offer by 30 January 2013. This will confirm the amount and the payment date. Acceptance of the offer and the terms and conditions will be required.
- 7.2 The decision of the Deputy Police & Crime Commissioner is final and cannot be appealed against.

## **6. FUTURE FUNDING**

- 6.1 This is a stand alone funding opportunity and no further funding is available in this current or future financial years.