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GWENT POLICE & CRIME COMMISSIONER’S

COMMUNITY Engagement fund

GUIDANCE AND CRITERIA

## SUMMARY

The Police and Crime Commissioner for Gwent has established an annual fund of £100,000 to help deliver the OPCC Strategic Equality Plan 2025-2029.

The Strategic Equality Plan is a pivotal foundation of the Police, Crime and Justice Plan 2025-2029, which has the overall strategic aim of improving trust and confidence together at its core.

The first objective of the Strategic Equality Plan is to:

* **Increase confidence and trust in public services for marginalised and minoritised communities, with a specific focus on race, disability, gender, and sexual orientation.**

To help achieve this, the Community Engagement Fund allows community groups to apply for funding if they are affected by the challenges outlined in the Strategic Equality Plan and in accordance with the delivery of the Police, Crime and Justice Plan priorities. The fund plays an important role in the shared ambition of improving community cohesion throughout Gwent.

## OVERVIEW

The desired impact of the fund is to positively improve community cohesion, engagement and awareness for local/grassroots groups representing marginalised and minoritised communities.

Applications for support under this fund can be made at any time. From the date an application is confirmed as received by the OPCC, a decision will be communicated to the main applicant within 28 days.

Applications can be submitted for up to £5,000, although higher bids can be considered depending on circumstances. Local groups can submit a maximum of three applications in any financial year.

Organisations already in receipt of OPCC funding are eligible to apply to the Community Engagement Fund; however, the bid must be distinct and different from the activity the organisation has already received OPCC funding to deliver and specifically focused upon supporting community cohesion.

## VISION

Trust and Cultural Competence: To be an organisation trusted by communities and staff, culturally competent, and committed to positive change and tackling all forms of discrimination.

Desired outcomes of Community Engagement Fund:

* Increasing confidence and trust in public services for marginalised and minoritised communities
* Increasing community cohesion in the event/project areas
* Deepening collaborative community partnerships
* Fostering stronger relationships, equity, and shared decision-making between organisations and the communities they serve
* Reduction of barriers to participation for historically marginalised groups
* Promotion of equity-centred outcomes that address systemic disparities
* Empowerment of communities to take ownership and leadership in identifying and solving challenges

## APPLICATION CRITERIA

Applications **must**:

* Represent or serve marginalised and/or minoritised communities as set out in the Strategic Equality Plan;
* Support activities taking place within Gwent or significantly benefit communities and residents of Gwent; and
* Help improve community cohesion through shared-experience and interaction.

## WHAT TYPE OF ACTIVITY CAN BE SUPPORTED

Funding can be requested for direct project and revenue costs such as:

* Staff costs;
* Activity costs;
* Volunteer expenses;
* Small pieces of equipment needed to run the activity;
* Management and admin costs for the activity;
* Promotional materials;
* Room or venue hire costs; and
* Small capital costs e.g. basic refurbishment of a room or venue.

## WHO CAN APPLY

Grants can be made to not-for-profit organisations, including:

* Voluntary organisations, community groups or associations
* Registered local or national charities
* Faith organisations (but not for promotion of faith)
* Charitable incorporated organisation (CIOs)
* Community interest companies (CICs)
* Social enterprises

All organisations must be properly constituted, have a clear not-for profit clause in their governing documentation and, where applicable, a dissolution clause or an asset lock clause. The organisation must also have a bank account in the organisation’s name, with at least two signatories, into which the funds can be paid.

Where applications are made jointly or in partnership, a lead organisation must be identified who will submit the bid and be accountable for any successful grant.

## WHO **CANNOT** APPLY

Public bodies, statutory organisations, political parties, registered social landlords, housing associations, and individual people are not eligible to apply.

## THE FOLLOWING WILL **NOT** BE FUNDED

* Political activities promoting specific political activities or beliefs;
* Activities that start or happen before confirmation of a successful bid;
* Assets that mainly provide benefits to an individual or private company rather than to a community;
* Activities or equipment that other organisations have a legal obligation to provide (e.g. a local authority or health board statutory responsibility);
* Organisations or activities making payments to itself for the hire of accommodation or facilities;
* Capital projects (e.g. fencing, purchase of vehicles, major building works, refurbishment, landscaping or property projects); and
* Recurrent expenditure not related specifically to an activity such as utilities, rent, telephone charges, routine repairs and maintenance, as well as permanent salaries (applications for activity specific workers are allowable).

## HOW TO APPLY

The application process is initiated by submitting an application. The application should be completed by someone authorised by your organisation and must be electronically to [engagement@gwent.police.uk](mailto:engagement@gwent.police.uk)

If you have any questions about the application process, email [engagement@gwent.police.uk](mailto:engagement@gwent.police.uk)

Your application will be reviewed by staff from within the Office of the Police and Crime Commissioner (OPCC) and, if eligible, recommendations will be forwarded to the Commissioner for review.

Applicants will be notified of the outcome of their application within 28 days of confirmed submission.

Applications received will be assessed against the following:

* Alignment with the fund’s criteria and priorities
* Demonstrable evidence of need and delivery of community cohesion
* Appropriateness of outcomes and benefits
* Suitability of the project or service to meet needs
* Adequacy of project resources and proposed budget
* Collaboration, demonstrating ‘joined-up’ delivery between organisations
* Organisational governance, finance, history and suitability to deliver the proposed project
* Equality and use of the Welsh and English Language.

## MONITORING & REPORTING

On completion of the project/activity, the grant recipient will be asked to complete a short grant return form. This will enable the Office of the Police and Crime Commissioner for Gwent to record how the money was spent and the impact made.

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**COMMUNITY ENGAGEMENT FUND APPLICATION FORM**

## SECTION 1 – Main Applicant Details

|  |  |
| --- | --- |
| Q1: Name of main contact |  |
| Q2: Main contacts phone number |  |
| Q3: Main contacts email address |  |
| Q4: Job title or role |  |

## SECTION 2 – Lead Organisation Details

|  |  |
| --- | --- |
| Q5: Name of organisation |  |
| Q6: Organisation phone number |  |
| Q7: Organisation Email address |  |
| Q8: Organisation’s registered address |  |
| Q9: Organisation website and/or social media pages |  |
| Q10: Registered charity and/or company number |  |

SECTION 3 – Activity Details

|  |  |  |  |
| --- | --- | --- | --- |
| Q11: Activity name |  | | |
| Q12: How many people will directly benefit from your activity/service?   * Please provide demographic details: e.g. male and/or female beneficiaries, age range of beneficiaries | | |  |
| Q13: Which local authority area(s) will the activity take place? | | | Blaenau Gwent  Caerphilly  Monmouthshire  Newport  Torfaen  Gwent wide/Pan Gwent |
| Q14: Please select which community your application is representing (please select as many as are applicable) | | | Race  Disability  Gender  Sexual Orientation  Other (please specify) |
| Q15: Which of the desired outcomes will your activity achieve? (please select as many as are applicable) | | Increasing confidence and trust in public services for marginalised and minoritised communities  Increasing community cohesion in the event / project areas  Deepening collaborative community partnerships  Fostering stronger relationships, equality and shared decision making between organisations and the communities they serve  Reduction of barriers to participation for historically marginalised groups  Promotion of equality-centred outcomes that address systemic disparities  Empowerment of communities to take ownership and leadership in identifying and solving challenges | |
| Q16: Provide a detailed description of the activity you are requesting funding for and what needs your activity is seeking to address:   * Demonstrate how the activity will increase confidence and trust in public services. * Show how the project will empower communities and improve engagement. * Provide evidence of how the project will reduce disproportionality in practices. * Outline plans for increasing diversity among staff, volunteers for organisations and their communities   ***500 words max*** | | |  |
| Q17: What plans (if any) do you have in place for future sustainability of your project?   * Provide a plan for sustaining the project’s impact beyond the funding period. * Include measures for ongoing community engagement and feedback.   ***300 words max*** | | |  |
| Q18: How will your activity achieve the outcomes you have outlined?   * Include how you will sustain the impact of the activity. * Outside of a funding contribution is there any way that the OPCC or Gwent Police can assist? | | |  |

## SECTION 4 – Funding Request

|  |  |  |  |
| --- | --- | --- | --- |
| Q19: What is the total cost of your activity? | | | £ |
| Q20: How much funding are you requesting from the OPCC? | | | £ |
| Q21: Please provide in the table below the expenditure you are applying for. | | | |
| **Description** *(please itemise as appropriate e.g. specify equipment, volunteer costs, etc, please also add as many rows as needed)* | | **Amount** | |
|  | | **£** | |
|  | | **£** | |
|  | | **£** | |
|  | | **£** | |
|  | | **£** | |
|  | | **£** | |
|  | | **£** | |
| **TOTAL** | | **£** | |
| Q22: If you are not requesting the full cost of the activity from the OPCC, please provide details of how you intend to fund the full cost of the activity?   * What match funding/in-kind contributions have you secured? * Provide details of funding sources, amount, time period available for and whether confirmation can be supplied |  | | |

## **DECLARATION**

* I am authorised to submit this application on behalf of the organisation / activity.
* I certify that the information provided in this application and all supporting documentation is correct.
* I confirm that acceptance of funding offered will not result in duplicate funding in any aspect of the budget requested.
* If the information in the application changes in any way I will inform Gwent OPCC immediately.
* I give permission for Gwent OPCC to record the information in this form electronically and to contact my organisation by phone, mail or email with information about its activities and about funding opportunities; and
* I agree to participate in monitoring, auditing and evaluation related to this funding stream.

|  |  |
| --- | --- |
| Signed |  |
| Print Name |  |
| Date |  |
| Position in Organisation |  |

**Once complete please send the completed form for consideration to** [**Engagement@gwent.police.uk**](mailto:Engagement@gwent.police.uk)