**Hate Crime Awareness Week – PCC Small Grants Scheme 2018

Guidance**

**Introduction:**

The North Wales Police and Crime Commissioner will award funding to support community groups across the six counties to raise awareness of Hate Crime during Hate Crime Awareness Week (Saturday 13th to Saturday 20th October).

Applications are invited from groups to access these funds which will be administered by the Office of the Police and crime Commissioner.

**The closing date for applications is 07.09.18.**

**Purpose:**

To fund hate crime projects that:

* explain what a hate crime is
* promote support messages to victims
* promote awareness of hate crime to the whole community
* provide information about how people can report a hate crime through either Victim Support Cymru or North Wales Police;

**Qualifying criteria:**To be eligible to apply, each applicant must fit the following criteria:

* Be an established organisation or community group and have a bank or building society account in the name of the organisation, or have a host organisation willing to accept the funds on their behalf (payments will not be made to individuals);
Locally based – applicants must carry out the activity within one of the six counties of North Wales.

**Who cannot apply:**

Applications from individuals will not be accepted. This of course does not include an individual applying on behalf of an organisation.

**Assessing Applications:**

A panel consisting of representatives from the OPCC (Office of the Police and Crime Commissioner) and PACT (Police and Community Trust) will assess and score applications against agreed criteria as follows:

* That the organisation has a bank account/host bank account;
* That the organisation has or is working towards a shared purpose
* Where and when activities will take place;
* The outlined purposes of the grant (see above);
* That the project is being carried out in and benefitting individuals from counties in North Wales;
* The activities funded will specifically raise awareness of hate crime and intolerance.
* That the project benefits are achievable and can be measured;
* That invoices and a project completion report can be returned before 16th November 2018.

**Note:** The Responsible Officers must keep records and retain receipts and invoices in relation to monies spent in order to allow access to these by the OPCC’s internal and external auditors should it be required.

**When To Apply:**

Applications will be accepted with immediate effect, but must be returned to the address given by **5pm on the 7th of September 2018** to be eligible. Any late applications must be by exception and will be considered at the discretion of the OPCC.

**How To Apply:**

* An application form must be completed by all groups or organisations for their request to be considered.
* Make sure all of the relevant facts to help you sell your project to the panel are included and make clear why you need the grant.
* Be brief and precise in setting out what you want to achieve.
* Targets should be realistic and above all achievable with the resources available.
* You should keep a copy of your completed application form for your own records before submitting the original signed application.
* Applications that are incomplete and/or not accompanied by the required information and /or documentation will not be considered and may be returned for completion.
* Groups can have only one funded project running at any one time but are welcome to

 collaborate with another group if that proves more productive.

**What happens next:**

You will be notified if your application has been successful or not with an email where possible (or letter) by **14.9.18 .** If you are unsuccessful the email/letter will explain why.
 **Project Completion Report:**
You are required to submit a brief project completion report as soon as the funding has been spent together with your project invoice and accompanying receipts.

The report will record actual achievements and results against stated objectives. If elements of the project did not proceed, reasons will need to be made clear.

If your report is not satisfactory, the panel might request further explanations concerning the use of the grant. You will not be eligible to receive an award until after you have returned a satisfactory Project Completion Report. **Payment will be made in arrears.**

Press releases should always include reference to the financial support provided by the Police and Crime Commissioner.