



Safer Communities Fund Terms and Conditions

1. Terms and Conditions

These are the rules that you have agreed to abide by if your bid is successful and you receive a grant through the Safer Communities Fund (SCF). You agreed to the terms and conditions when submitting your application form.

YOU MUST ATTEND OR BE REPRESENTED AT THE APPROPRIATE SAFER COMMUNITIES FUND AWARDS EVENING TO RECEIVE YOUR FUNDING.

2. Use of Grant

You **must** use any grant given for the purposes detailed and agreed in your application. The grant must not be used for any other purpose without prior written consent from the Office of Police and Crime Commissioner (PCC) for West Yorkshire. If any changes to your original application were to take place throughout your project, this must be approved first by the Engagement Manager. Please refer to point 3 for further information.

Grants are allocated for a twelve month term only. The applicant will need to be contactable for the duration of the grant. Grants cannot be passed to other individuals or departments without prior approval.

The applicant named on the application form (Organisation and Contact Name) is solely responsible for the project throughout the grant period, including completing the evaluation forms upon project completion.

SCF does not allow monies to be pass ported or subcontracted to other organisations without declaring this in your original application form. Monies from the SCF fund cannot be given out as cash prizes. Refreshments are not eligible to be covered by the fund, further information is included in the Guidance Notes document.

If you fail to comply with any of the conditions set out in the Terms and Conditions then the PCC may require all or any part of the grant to be repaid. You must repay under this condition within 30 days of receiving the demand for repayment.

If you fail to return the FIN19 financial form (which allows the grant to be paid to you) within 30 days of the awards evening, your grant may be withdrawn.

The PCC may terminate this agreement immediately by serving a written notice on the recipient if:

- a) the grant or any part of the grant is being used for any purpose other than the purpose set out in this Agreement
- b) you have been involved in any illegal activity or improper act in your administration

3. Changes to the Project Specification

You must inform the Safer Communities Fund Team as soon as possible of anything that might affect the delivery of the project and therefore the use of the grant. You must seek permission from the PCC before you make any changes to how the grant is used. This includes any delays in the project start or finish dates. Failure to notify the Office of the PCC (OPCC) of any significant changes to the original application may result in the grant being withdrawn and the organisation repaying any funds back to the PCC.

Please contact the Safer Communities Fund Team to discuss any issues or changes you wish to make as soon as possible.

4. Accountability

You must keep records showing how you have spent the grant, including receipts and or invoices. Copies of these must be attached to your evaluation/monitoring form for auditing purposes (the evaluation/monitoring form will be provided by the PCC 12 months after your project was awarded).

Where applicable, you and the PCC will be required to comply with the Freedom of Information Act 2000 (the "FOI Act"), any subordinate legislation made under the FOI Act and any guidance issued by the Information Commissioner. You agree to assist and cooperate with the PCC to enable the PCC to comply with their obligations under the FOI Act whenever a request is made for information which relates to or arises out of the Terms and Conditions.

5. Monitoring

You must agree to allow the PCC or representative to undertake a visit to your organisation to see how the grant is being used; you may also be visited by an Engagement Officer and or Auditor designated by the PCC. You will be contacted and given prior notice before any visit.

You **must** complete the evaluation/finance forms and return it to the PCC by the deadline set. Failure to submit evaluation forms will exclude you from reapplying to the Safer Communities Fund for any future projects. A blank copy of the evaluation forms required can be found on the website:

<https://www.westyorkshire-pcc.gov.uk/safer-communities-fund/evaluation-forms>

6. Publicity

If you are successful in obtaining a grant from the Safer Communities Fund, your organisations contact details will be shared with other successful projects and the media for use with promoting the Fund. If media requests are dealt with by a different person or department within your organisation, it is your responsibility to forward any resulting media requests on to them.

If called on, at least one representative from your organisation must be prepared to speak to the media and appear on any media images or videos. This will be organised in conjunction with the Communications Team at the OPCC. Where suitable and deemed appropriate by you, we may also ask that some of the people that benefit from your organisation's work speak to the media.

The PCC would like to publicise your project to share good practice. Where appropriate this includes sharing any resources you produce using the grant (for example, but not limited to - photographs, videos, posters).

You have a responsibility to ensure all publicity relating to the project awarded a grant refers to the contribution made by the PCC through the SCF. This publicity must include, where possible, the use of the PCC's logo. You must seek approval from the OPCC prior to using the PCC's logo. All publicity relating to your project should also be shared with the PCC's Communications Team prior to release.

The PCC should be made aware, in writing with reasonable advance notice (of at least 2 weeks) of any key publicity events connected with your grant. If this notice is not possible then every effort must be made to contact the OPCC as soon as possible.

The OPCC will provide media support and advice on request in relation to any successful project.

7. Repayment of the Grant

You will repay the grant to the PCC if you breach any of the terms and conditions set out. An example of these could include, but are not limited to:

- An underspend after the 12 month period
- A significant change to the project without approval from the Safer Communities Team
- Failure to complete evaluation or financial forms

8. Data collection and use

We are compliant with the new GDPR regulations. You will be asked for contact information (which may be personal information) if you complete a SCF application form. We will only use the contact information for OPCC purposes as outlined previously. Personal information you submit to the OPCC is stored securely. We will not share your personal information with external organisations, excluding those already mentioned, without your permission.

You may ask to have your details removed when your project has concluded. You have right of access to your personal information held by the OPCC by written request to the data protection officer (address below).

To view our privacy statement, please visit the website via the following link:

<https://www.westyorkshire-pcc.gov.uk/privacy>

Unsubscribe

From time to time the OPCC may send you information on news, events or alternative funding streams. If you would like to unsubscribe from this distribution you can do so by email, phone or letter.

Contacting us about privacy

If you have any questions about our privacy policy please contact us at **safercommunitiesfund@westyorkshire.pnn.police.uk** or by telephone on **01924 294000**. Please send any data protection queries to the following address:
Ploughland House, 62 George Street, Wakefield, WF1 1DL

Links to other sites

The application form contains links to other sites and servers. The OPCC is not responsible for the privacy practices or the content of such websites.

9. Special Conditions

Applications may be subject to special conditions if it is deemed necessary. The details of any special conditions will be sent to you by the Safer Communities Fund Team and will be issued as required. Special conditions must be accepted for your project to be successful.