



## Grant Application Guidelines

### About the Trust

The Kent People's Trust is working hard to make Kent a safer place by providing much needed support for local crime prevention and community safety projects.

Established in 2000 by a group of public and private organisations, the Trust has donated over £500,000 to local projects in Kent that are helping to prevent crime, and genuinely improve the safety and well being of local communities. We have helped a whole range of individuals and organisations providing everything from youth clubs to security education and provision for the elderly, graffiti cleanup to assistance with funds for women's refuge shelters, youth mentoring to drug rehabilitation schemes.

We have supported projects across the county from Rainham to Tunbridge Wells to New Romney and Margate.

Wherever people are working together to make Kent a safer, happier and better places to live for everyone, the Kent People's Trust working alongside them.

### Our aims

- To prevent crime and protect people and property from criminal acts.
- The advancement of education for the public benefit in all matters relating to crime prevention, community safety, alcohol, drug and other solvent abuse or any matter affecting crime in the community.
- To assist community organisations to improve community safety and reduce crime.
- To support projects concerned with matters of community safety, community crime prevention and reduction.
- **Only projects supporting people living, working or visiting Kent can be considered.**

## Who can apply?

Organisations will be eligible for funding if:

- Their project fits in with the aims and objectives of the Trust as shown above.
- Their project takes place within Kent.

They should be either:

- A charitable body;
- A voluntary body; or
- A community based organisation.

The organisation should as a minimum have a bank account and a constitution or memorandum of agreement outlining their purpose.

## What types of projects will the trust support?

Grants will be available to support crime reduction, crime prevention, community safety and drug/solvent abuse initiatives. Education programmes in relation to these issues will also be supported.

**Health, Sport, Art or General Education projects not related to crime prevention will not be supported.**

Please note that it is **not** sufficient to state that the provision of an activity will prevent the people involved from committing crime as this could apply to **any** lawful activity.

## How much can I apply for?

**Grants** - typically grants range from £500 - £2,500. Please complete an application form and submit before the application deadline. In exceptional circumstances, the Board may consider applications over these amounts. You may apply more than once a year but not to the same Trustees meeting

**Small Grants Programme** – We also run a small grants programme with grants from £50 to £500. These grants are available to community groups who might require small amounts of money for things like locks for the youth club's shed, or printing costs for a crime prevention leaflet. The application process is as simple as possible, and we encourage you to apply.

**Loans** – self-financing projects guarantee long-term success. However, sometimes initial funding is required. The Kent People's Trust can help kick-start your crime prevention project with an interest free loan up to £25, 000. Our most successful collaboration has been the Safer Shopping Partnerships, which the Kent People's Trust helped to establish, and which are now a best practice model for town centre management.

### **Is there a requirement for match funding?**

Trustees may use their discretion and allocate a grant upon the condition that other funding will be in place or provided by the recipient.

### **Can I apply for routine running costs?**

Trust funding can be used to cover the costs of a **specific** project. Funding will not normally be given to cover the normal running costs of an organisation or to provide site security, building or routine maintenance work.

### **Can I apply for funds if I am working with a police officer?**

Yes, the Trust actively encourages applicants to work with local Police Officers when developing their projects and Police Officers can apply on behalf of community organisations. In such circumstances, the proposed initiative should fall within the boundaries of non-core policing activities (i.e. those activities that the Police Force would not normally be expected to carry out and pay for). Grant cheques are preferably awarded to the community/voluntary organisation itself.

The Trustees encourage partnership working – so where applicable, please do include other groups who are helping you with your work e.g. Kent Police or the Town Centre Warden.

### **The application process**

Applications should be submitted to:

Director  
Kent People's Trust  
Police Headquarters  
Sutton Road  
Maidstone  
ME15 9BZ

Email [bryn.price@kent.pnn.police.uk](mailto:bryn.price@kent.pnn.police.uk) or [kentpeoplestrust@kent.pnn.police.uk](mailto:kentpeoplestrust@kent.pnn.police.uk)

Copies of the application form are available on the Trust's Web site and from the address shown above.

If appropriate and completed correctly, applications will be presented to the Trustees Board for decision. Applicants may be asked to send a representative to present the application and to answer questions from the Board. The representative must therefore be familiar with the details of the application. The Board meets four times a year.

The Trust will require interim progress reports during the development of the project and an evaluation report on completion.

## Completing the application form

The Kent People's Trust has a vested interest in the projects it supports therefore an application should not only describe the aims and objectives of a project and but also provide a means of measuring progress. A good project submission will involve the following:

- Detailed thought, research and application
- Clear expression and simplicity
- Honest and realistic appraisal of the objectives and benefits
- A regular monitoring and evaluation programme, that includes dates when it will start and expected to end (if applicable).
- **All sections should, wherever possible, give an idea of expected numbers of people involved or outcomes expressed as quantities.**

A well put together Project submission will not only help the Trust correctly assess the applicants project it will also act as an ongoing framework for the project itself.

Ensure that you include:

- The amount requested
- The use to which the funds will be put. i.e. the objectives of the project.
- Project location and name of the applicants
- The crime reduction, education or community safety benefits that will arise from such funding and the timetable in which they will be achieved

It may be useful to include:

- A schedule listing critical success factors, key events or action dates and key personnel. Remember to be accurate and realistic in your assumptions.
- Where partners are working with you what their involvement is.
- A full breakdown of the projected costs and how the Trusts funds will be used to meet these.
- Any potential downsides that may occur, and what the planned reaction to these would be. Including these suggests a researched realistic approach.

## Loan Applications

If you are applying for a loan, please be clear how the revenue will be raised to cover the loan repayments. A business plan with project income and expenditure will be required.

Please also provide a realistic schedule of repayments.

## Application deadlines 2009/10

<b>Board Meetings 2009/10</b>	<b>Application Deadline</b>
Thursday 22 January 2009	Friday 2 January 2009
Thursday 30 April 2009	Monday 30 March 2009
Thursday 9 July 2009	Thursday 18 June 2009

Thursday 8 October 2009	Thursday 17 September 2009
Thursday 28 January 2010	Thursday 7 January 2010

### **Monitoring and review**

Projects that are successful in receiving funding from the Trust will be expected to provide a position statement and evaluation of the project, at an appropriate future date.

Where relevant, this evaluation should include both qualitative and quantitative measures of output that are both directly and indirectly linked to the project including any problems with the project (e.g. management, staffing, resources, etc.)

A representative from the partnership may be requested to attend a meeting of the Board of Trustees, to give an evaluation of the project.

Members of the Board may also, from time to time, request that they visit the project to review progress and provide encouragement.

### **Sponsorship recognition**

Organisations that are successful in obtaining funds from the Trust must acknowledge this fact on all publicity, literature, and displays, presentations associated with the project. They should also be prepared to support the Trust in gaining recognition within the Kent Community and Business Sectors.

Failure to appropriately indicate the Trust's support and financial sponsorship of the community safety initiative may result in a request that any funds allocated be returned and future applications disregarded.