



CRIME AND DISORDER GRANT

CONDITIONS OF AWARD

A Crime and Disorder Grant of up to £15,000 is awarded to the Prince's Trust in accordance with the conditions detailed below.

1. The Purpose of Crime and Disorder Reduction Grants

1.1 Police and Crime Commissioners (PCCs) may commission services from anyone who can provide the community safety related services that the PCC believes will contribute to the PCC's Police and Crime Objectives.

1.2 The PCC for Suffolk will award a Crime and Disorder Reduction Grant to the Prince's Trust of up to £15,000 for the period up to 31 March 2014 for the purposes of delivering a youth programme, as specified in the business case prepared by the Prince's Trust (Annex A) and further described in the PCC's Decision Paper (attached).

1.3 The programme for which the grant is awarded must deliver clear, measurable outcomes which contribute to the PCC's Police and Crime Objectives set out in the PCC's Police and Crime Plan 2013 – 2017.

2. Conditions of Award

2.1 This award is a one-off award and applies to the project specified at paragraph 1 above and must deliver outcomes in the financial year 2013/14. Payment of the award does not confer any ongoing obligation by the PCC to make payments to the Prince's Trust beyond the current financial year (2013/14). Where there is a possibility that an initiative will not deliver outcomes until beyond 2013/14 or may

require financial support beyond 2013/14 written approval must be sought from the PCC prior to commencing the project.

- 2.3 To avoid a long term commitment the PCC's Crime and Disorder Reduction Grants will not normally be utilised to fund posts. However, given the exceptional circumstances of this project and in particular the necessity to recruit a Coordinator to drive forward the project, the PCC has agreed that this will be treated as an exception.
- 2.4 The Prince's Trust may not use the award for any activities other than the Purpose (as defined at paragraph 1.1 above,) or as approved in writing by the PCC.
- 2.5 The funds provided under this award may not be used to purchase capital items.
- 2.6 This award is made on the condition that if the Prince's Trust decides not to proceed with the project then the funding must be repaid to the PCC.

3. Bureaucracy

- 3.1 The Prince's Trust must be able to demonstrate that they are managing the grant in an efficient and effective manner, and are actively seeking to minimise bureaucracy and streamline processes in order to deliver the best possible outcomes. For these reasons funds may not be used towards any overheads/costs associated with the administration of the Prince's Trust.

4. Transfer of funds

- 4.1 The Prince's Trust will invoice the PCC on a quarterly 'in arrears' basis, after which transfer of funds will be arranged.
- 4.2 Payment will be made to the Prince's Trust within 21 working days of the receipt of a payment request and must be accompanied by the appropriate monitoring information.
- 4.3 The PCC will not pay in advance of need. If the PCC reasonably believes that payment is being made in advance of need, the PCC may change the timing and/or the amount of any payments.

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- 4.4 In order for any payment to be released, the PCC will require the Prince's Trust to:
- have accepted these conditions by signing and returning a copy of this Conditions of Award agreement,
 - have provided appropriate bank details, and
 - be in compliance of the terms of award.

5. Monitoring

5.1 The Prince's Trust will formally report on progress including financial monitoring and outcomes of projects to the PCCs public accountability meetings via the PCC's Accountability and Performance Panel on dates as determined by the PCC's Chief Executive. The first of these will be 31 October 2013.

5.2 An end of year report on the award of grants and outcomes shall be presented to the PCC on a date to be specified by the PCC.

5.3 Monitoring reports will be in the standard format required for meetings of the PCC's Accountability and Performance Panel meetings. A report template and further advice can be obtained from the PCC's Chief Executive.

5.3 An end of year financial monitoring report should be submitted to the PCC on or before 31 March 2014.

5.5 The Prince's Trust must notify the PCC as soon as reasonably practicable if an underspend is forecast and any underspend must be returned to the PCC.

6. Commissioning Principles

6.1 In such circumstances where the Prince's Trust proposes to commission services from other bodies applications must be assessed (by the Prince's Trust) with good practice commissioning principles in mind (e.g. guidance on commissioning issued by the Association of Policing and Crime Chief Executives), and having due regard to equality, diversity and human rights issues.

7. Publicity and Marketing

7.1 By accepting the award from the PCC the Prince's Trust makes a commitment to acknowledge the PCC's support publicly and must acknowledge their funding from the PCC in all their promotional work. Any recipients of funding via the Prince's Trust must display the PCC's logo in all publicity for the life of the initiative. Logo artwork can be provided upon request. Any exceptions must be agreed with the PCC.

8. Access to Information

8.1 The PCC expects reasonable access to any records and information held by the Prince's Trust for purposes associated with the award.

8.2 The PCC reserves the right to withhold all or any payments of the award if the PCC has reasonably requested information/documentation from the Prince's Trust and this has not been received by the PCC in the timescales reasonably required.

9. Miscellaneous

9.1 The award may not be used to support or promote religious activity. This will not include inter-faith activity.

9.2 The Prince's Trust must ensure that all reasonable steps have been taken to ensure that it and anyone acting on its behalf complies with any applicable law for the time being in force (so far as binding on the recipient).

9.3 The Prince's Trust, and its employees, shall be careful not to be subject to conflicts of interest.

9.4 The Prince's Trust shall ensure that third party recipients have adequate insurance coverage (including but not limited to public liability insurance) in place and shall provide evidence of such insurance to the PCC on request.

9.5 The PCC accepts no liability to the Prince's Trust or third party recipients for any costs, claims, damage or losses, however they are incurred, except for to the extent that they arise from personal injury or death which is caused by the PCC's negligence.

9.6 The Prince's Trust agrees to indemnify the PCC for any costs, claims, damages or losses which arise as a result of negligence by the Prince's Trust or out of any breach by The Prince's Trust of any of the conditions of award.

10. Termination

10.1 This agreement may be terminated by either party giving the other at least three months' notice in writing.

ACCEPTANCE OF CRIME AND DISORDER REDUCTION GRANT

The Prince's Trust accepts the offer of an award of up to £15,000 and agrees to comply with the terms and conditions of the Grant on which the offer is made.

On behalf of **The Prince's Trust:**

Signature	
Name:	
Position:	
Date:	

Bank details for grant payment:

Bank name:	
Branch name:	
Sort Code:	
Account name:	
Account number:	
Address:	
Postcode:	

Signed on behalf of the Police and Crime Commissioner for Suffolk:

Signature	
Name:	
Position:	
Date:	