ASSETS RECOVERY COMMUNITY SCHEME

ARCS

2018/19 SCHEME

GUIDANCE FOR APPLICANTS

Assets Recovery Community Scheme 2018/2019

Contents:

1. Purpose of the Assets Recovery Community Scheme (ARCS)

The ARCS scheme seeks to invest in innovative projects to prevent crime, reduce the fear of crime and support communities affected by crime.

The purpose of the ARCS scheme is to provide start-up funding to projects that will be ongoing, or one-off funding to time-limited projects. Therefore it is envisaged that many proposals suitable for ACRS funding will be shorter term interventions. This year the fund is also open to longer term strategic justice projects seeking funding up to a maximum of three years. Projects will be evaluated at regular intervals and continued funding will be subject to satisfactory performance.

The fund is not intended to serve as gap funding or to support salary costs in the long term.

The ARCS fund is managed by the Department of Justice (DoJ) Protection and Organised Crime Division (POCD).

2. Objectives

The underpinning aims and objectives of any proposal must clearly be aligned to **preventing crime or reducing the fear of crime**. This is the essential ARCS criteria.

In addition, projects should demonstrate how they are for the benefit of one or more of the following categories: **victims**, **communities** and the **environment**.

Applicants might consider how a proposal supports the DoJ aim of striving for a safe community where we respect the law and each other.

3.   Eligibility

A. Applications are particularly welcomed from community groups or voluntary sector organisations working directly with communities. These applications need to be submitted through an ARCS project supervisor who will be responsible for grant management duties for projects that receive an offer of funding.

The list of ARCS project supervisors for 2018/2019 is:

- Department of Justice Directorates
- Education Authority (for EA registered groups only)
- Northern Ireland Environment Agency
- Northern Ireland Prison Service
- Police Service of Northern Ireland
- Policing and Community Safety Partnerships (PCSPs) https://www.pcsps.org/locate-your-pcsp
- Probation Board Northern Ireland
- Youth Justice Agency

If you do not have exiting links with a project supervisor and need help to identify a contact please get in touch with the ARCS Programme Team in the Department of Justice on 028 90522957 or 028 90523108 or by email OCB.enquiries@justice-ni.x.gsi.gov.uk.

B. Applications are also invited from statutory bodies including arm's length bodies or agencies with a direct relationship with the Department of Justice.

All applicants are encouraged to identify projects which offer good practice solutions to local problems. It is important that proposals offer a real and tangible benefit to communities affected by crime.

Projects should be based on sound crime reduction principles, making clear how the project will operate and achieve results. It is important therefore that applications clearly demonstrate a measurable and sustainable impact on crime reduction (that might involve community safety, victim support and environmental protection issues).

The following applications will **not** be eligible to receive funding:

- Individuals or private sector businesses.
- Repeat or regular events and existing activities or repeat funding of projects previously funded by ARCS except where the applicant provides evidence of extenuating circumstances that the panel may wish to consider.
- Salaries, general administration or annual running costs i.e. rent, insurance, utility charges, unless they are integral to the proposal itself and appropriately apportioned.
- Statutory Service Delivery – works which should normally be undertaken within the remit of a statutory service delivery organisation.
- Schemes that are already funded or delivered through another service provider.
- Capital funding for large value items (for example the purchase of vehicles) and infrastructure/building schemes will not be possible.

Funding will be available for expenditure incurred after the date of a letter of offer. Applicants must clearly set out in their proposal how their project can be completed within its timescales. The Department will not be liable for any expenditure incurred before the date of the letter of offer and/or after the Project End Date. Nor will it provide additional funds to the amount stated in the letter of offer.

The Department is not obliged to accept any or all bids and reserves the right to offer funding in part or in full to successful applications.

Any other funding applications for the project, those confirmed and those still under consideration, must also be declared. A check will be made on the Government Funding Database.

All applications will be scored by the ARCS funding panel irrespective of the type of applicant or project supervisor, unless a project supervisor has deemed that an application does not meet the essential ARCS criteria. The decision of the ARCS funding panel is final and <u>there is no appeals process</u>.

4. Writing the application

This guidance will lead you through the process of completing the application form.

Part 1: Applicant Details

This section should identify:
- Project name;
- the applicant, whether it is a community, voluntary or statutory organisation or multi-agency grouping and whether or not it is constituted;
- in the case of a multi-agency or partnership bid, details of the organisation taking the lead in submitting the application and the other partners in the project in the project should be included; and
- contact details.

Part 2: How does the proposal meet the funding criteria?

Use this section to clearly describe how the project meets the ARCS essential criteria.

Part 3: About the proposal

This section should describe:
- an overview of the key elements of the proposal
- the timescales
- what problems or issues the proposal will address and how:
  - how were issues identified?
  - what information was used to gain a clear understanding of the problem?
  - the nature of the activities within the proposed project and how it will help solve the issues;
  - how exactly the proposal will impact on the problem either directly or indirectly;
- what work will take place during the project?
- what will happen as a result of the project?
- the dates for the project?
- who will benefit?

What we mean by outcomes is simply all the changes that will happen as a result of the activities undertaken in the project. It should be clear to the ARCS panel from your project description how you will do this. Information on the actual difference you make through your project will be collected as part of the monitoring process.

You are asked to detail all the activities of the proposal, who will be responsible for them, the outcomes the proposal will deliver, who or what will

benefit and the timescales in the Outline Implementation Plan at Appendix 1. Complete one plan for each financial year of funding.

Appendix 1:

Some examples of useful information to record and evidence change and success are:

- Numbers, ages and background of people taking part
- Dates of meetings, activities and events
- The issues worked on
- Baseline data of skills/confidence levels etc and any changes following intervention
- What improvements have/will be made, what new skills and abilities have been gained
- Visible changes or change communicated by others as a result of the project.

Part 4: What money do you need to deliver the proposal?

This section should outline:
- the total cost of the project (and not just the funding sought from ARCS);
- the total amount of money obtained from other funding sources;
- an estimate of any 'in kind' funding from partner organisations;
- the amount applied for;
- what the money will be spent on;
- arrangements for financial control and accountability; and
- plans for sustaining the project after the period of the requested funding ends (if it is to continue).

You are asked to provide a detailed budget breakdown for the proposal at Appendix 2. Complete one budget profile for each financial year of funding sought.

Applications will be checked against the Government Funding Database. At the time of submission applications should not duplicate existing funding provision.

Part 5: Monitoring and Evaluation

This section is important and should outline:
- what will success look like and how will success be measured i.e. the intended outcomes and associated timetables for completion?
- the systems and processes to be put in place to monitor progress of the project;
- how project success will be communicated or celebrated within the community?

Please note that all successful projects must refer to funding being received from the Department of Justice under the Assets Recovery Community Scheme in any publicity or promotional material.

5. Assessment Criteria

Proposals will be assessed by the ARCS panel against criteria including:
- evidence of meeting the ARCS essential criteria and of being of benefit to victims, community and/or the environment;
- evidence of need for the proposal;
- suitability of envisaged process;
- value for money; and

- evaluation methodology.

It is the applicant's responsibility to clearly demonstrate how their proposal satisfies the above criteria through the information provided in the application form.

6.   Submission of Applications

Application forms should be completed and submitted electronically via e-mail, where possible, <u>no later</u> than **5pm on Monday 3rd September 2018**.

Applications from **Community & voluntary sector organisations** must be submitted to project supervisors.

Applications from **public sector organisations** must be submitted directly to the Department of Justice via the email OCB.enquiries@justice-ni.x.gsi.gov.uk.

7.   Anticipated Timescale

Your application will be assessed by a panel chaired by the DoJ Director of Safer Communities. The decision of the ARCS funding panel is final and <u>there is no appeals process</u>.

The key dates are:

- ➢ Closing date for applications – **5pm on Monday 3rd September 2018**.
- ➢ Consideration of applications by panel – September and October 2018
- ➢ Letter of offer/notification of unsuccessful bids issued – October and November 2018
- ➢ Earliest start date for projects – 1st October 2018

8. Further Advice and Assistance

If you have any queries about any aspect of the application process, please contact the ARCS programme team on:

Telephone: 02890 522 957

Or

Telephone: 02890 523 108

Or

By e-mail: OCB.enquiries@justice-ni.x.gsi.gov.uk.