



Department of
Justice

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ASSETS RECOVERY COMMUNITY SCHEME 2016-17

Invitation to Bid

GUIDANCE NOTES

NB: Deadline for bids is 29 January 2016

Department of Justice – Assets Recovery Community Scheme 2016-17

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

The purpose of the ARCS grant scheme is to provide start-up funding to projects that will be ongoing, or one-off funding to time-limited projects. Priority may be given to new projects over ongoing projects at the Department's discretion. The fund is not intended to serve as gap funding or to support salary costs in the long term. This fund is managed by the Department of Justice Protection and Organised Crime Division (POCD). The projects must help to build a fair, just and safer community in Northern Ireland. They must be designed to prevent crime or reduce the fear of crime. This is the sixth time this scheme has been run.

2. Eligibility

Bids are invited from PCSPs and arms length bodies or agencies with a direct relationship with the Department of Justice. Applications received directly from projects or community groups **WILL NOT** be considered – they must be submitted through and supported by PCSPs. Applicants are encouraged to identify projects which offer good practice solutions to local problems. It is important that your proposal is seen to offer a real and tangible benefit to those communities affected by crime.

This scheme is aimed at projects seeking funding during the 2016/17 financial year.

Applications should be developed in consultation with local stakeholders, including young people, wherever possible. Projects should be based on sound crime reduction principles making clear how the project will operate and achieve results. [It is important therefore that your application clearly demonstrates:](#)

- [the use of a problem-solving model](#)
- [partnership-working; and a](#)

- measurable and sustainable impact on crime reduction or community safety 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 the Scheme/Fund 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.

The Department reserves the right to prioritise bids based on their fit with Departmental objectives as detailed below.

Bids from agencies that already have access to funding from the Assets Recovery Incentivisation Scheme (i.e. PSNI, HMRC, NI Environment Agency, Public Prosecution Service Northern Ireland and the NI Courts and Tribunals Service) will not be considered under the ARCS scheme. Any bids should instead be channelled directly through the respective agency.

Funding will be available for expenditure incurred after the date of the letter of offer. Applicants must clearly set out in their proposal how their project can be completed (or for ongoing projects complete the phase to which funding relates) and have all funding expended on or before 31 March 2017. In addition, for those projects that will continue beyond 31 March 2017, applicants must provide clear plans for sustaining the project beyond this date. DoJ will not be liable for any expenditure incurred before the date of the

letter of offer and/or after the Project End Date or 31 March 2017, whichever is sooner. Nor will it provide additional funds to the amount stated in the letter of offer.

DoJ 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 and you must check the Government Funding Database.

3. Objectives

The mission of the Department of Justice is to support the Minister of Justice in building a fair, just and safer community.

The Minister has set out a number of themes which encompass the key roles of the Department. If a project can be shown to fit within one of these priority areas, it would help contribute to our efforts. The priority areas are:

- **Safer, Shared Communities** – to promote and contribute to Safer Communities through partnership working with statutory organisations, communities, the third sector and businesses.
- **Faster, Fairer Justice** – to promote faster, fairer justice through cross cutting policy, procedural and structural reforms.
- **Rehabilitating Offenders** - to have a prisons delivery model that is capable of withstanding changes in both prisoner population size and needs.

Bids should be specific, measurable and outcome focused, and directly related to one or more of the key priorities in the DoJ Business Plan 2015-16¹. An evaluation of the outcome is required at the end of the project.

4. Writing the Bid

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

4.1. 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

4.2. What is the project and what problem is it addressing?

- what information has been used to gain a clear understanding of the problem;
- summarise the conclusions drawn from your analysis. You should relate them to the principal objective(s) of the proposed project.

This section should demonstrate how you have identified the problem as a Department of Justice issue:

¹ <https://www.dojni.gov.uk/publications/department-justice-business-plan-2015-2016-0>

- how it directly relates to the main strands of the DoJ Business Plan 2015-16²;
- how the issues were identified

5.3 How the problem will be addressed? - Description of how this project will address the identified issue(s)

This section should detail the response and how it will address the problem including:

- the nature of the activities within the proposed project and how it will help solve the issues;
- how exactly it 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?

5.4 Funding

In submitting applications received from community and voluntary organisations, PCSPs must confirm that the details of ARCS grant applications have been checked against the Government Funding Database and that at the time of submission, applications do not duplicate existing funding provision.

This section should outline:

- the total cost of the project (and not just the funding sought from the ARCs Scheme);
- the total amount of money obtained from other funding sources;
- an estimate of any 'in kind' funding from partner organisations;

² <https://www.dojni.gov.uk/publications/department-justice-business-plan-2015-2016-0>

- 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).

5.5 Monitoring and Evaluation

This section is important and should outline:

- how the success of the project will be measured i.e. the intended outcomes and each related measure(s) and associated timetables for completion;
- the systems and processes to be put in place to monitor progress of the project;
- proposed milestones and targets?
- how project success will be communicated within the community?

Please note that all successful projects must refer to funding being received from DoJ or the Organised Crime Task Force in any publicity or promotional material.

5. Assessment Criteria

Proposals will be assessed by a panel against the following criteria:

- evidence of need;
- 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 material on the application form.

6. Submission of Bids

Application Forms should be completed and submitted electronically, via e-mail.

Completed applications must be submitted to:

OCTF.Queries@dojni.x.gsi.gov.uk

so as to be received by no later than **1700hrs on 29 January 2016**.

8. Timescale

Your application will be assessed by a panel chaired by the Director of Safer Communities. All final decisions on funding will be taken by the Minister of Justice.

The key dates are:

Closing date for applications – 1700 on **29** January 2016

Consideration of bids by panel – February 2016

Letter of offer/notification of unsuccessful bids issued – March 2016

Earliest start date for projects - 1 April 2016

Projects must conclude by 31 March 2017

9. Further advice and assistance

If you have any queries about any aspect of the application process, please contact:

E-mail: robert.kidd@dojni.x.gsi.gov.uk

Telephone: 028 9052 2993

Or

E-mail: siobhan.mckelvey@dojni.x.gsi.gov.uk

Telephone: 028 9052 2858