**Probation Grants Application Portal (“Grants Portal”)**

Organisation Information (FAQs)

Contents

[1. What is a grant? 3](#_Toc107932238)

[2. Is this connected to the Dynamic Framework? 4](#_Toc107932239)

[3. What grants can we expect to see? 5](#_Toc107932240)

[4. How do I apply for the Probation Grants Application Portal? 6](#_Toc107932241)

[5. What will I be asked in the application? 6](#_Toc107932242)

[6. When will I be able to submit grant applications? 7](#_Toc107932243)

# What is a grant?

* 1. A grant is a sum of money transferred from a Government department to a recipient. This funding is to be used in a manner that furthers the implementation of departmental policy. Grants are awarded for an agreed purpose, attached to some specific conditions (set out in the grant agreement). They are made under legislation and should not be viewed as a ‘gift’; there is an expectation that delivery will contribute towards achieving a policy objective.
  2. For Probation Service grants, there are some high-level objectives that projects will aim to deliver:
     1. To improve people’s engagement in, and experience of, probation and other rehabilitation activities; and
     2. To support people’s individual rehabilitation and desistance journey; and
     3. To improve our knowledge of what activities are successful in achieving the above 2 outcomes.
  3. The grants that will be awarded for probation services will be competed as general grants, which is made by a department to an outside body to reimburse expenditure on agreed items of functions.
  4. Grants and contracts are both used to fund services that meet a specific aim, however there are differences in how these services are specified, awarded and managed. Some of the key features of a grant are:
     1. Multiple grant awards can be offered under one competed application process. This means that there does not to be one identified organisation to receive the full award – we can accept multiple project proposals (assuming they meet the requirements and are successful in the competitive application process) and award multiple grants within the specified maximum budget.
     2. HMPPS will not specify any activities, outputs or volumes that have to be delivered; organisations will, instead, submit project proposals of services that aim to meet the high-level outcomes.
     3. There is no element of profit allowed in grant-funded activities.
     4. Money is paid to cover the expenditure of delivering the proposed activities, up to a maximum as agreed in the grant agreement, and VAT does not apply.
     5. Annual evaluation is undertaken to monitor spend and performance in delivering the provider’s proposed activities, but this is not connected to financial penalties or withholding of funds. This is provided that all spend is considered eligible expenditure and is used to deliver the agreed activities (in line with the grant agreement).

# What is the difference between Dynamic Framework Contracts and Probation Service Grants?

* 1. Each of the 12 probation regions has commissioning responsibilities and dedicated budgets to commission probation services. Going forward, these services can be procured via a grant or a contract. The route that is most appropriate will be determined on a case-by-case basis, depending on the service need identified and the required parameters for the agreement.
  2. The Dynamic Framework will be the purchasing system used for contracts only.
  3. The **Probation Grants Application Portal** is a completely separate purchasing system that will be used for grants only.
  4. This portal will share some characteristics of a dynamic purchasing system as organisations will be able to submit questionnaire responses to onboard at any point in its life span. However, unlike with typical dynamic purchasing systems, the procurement regulations do not apply to awarding grants.
  5. The Grants Portal is where all probation grant application process’ will be managed.
  6. The application process for the Grants Portal (outlined below) must be completed by all organisations wishing to see opportunities to apply for probation grants. Organisations already qualified onto the dynamic framework will not automatically be registered for the Grants Portal. This is because we do not collect all the relevant information as part of the Dynamic Framework Selection Questionnaire.

# What grants can we expect to see?

* 1. Internally, we have to get approval from a panel of grants experts before we run a grants application process. This can be done for an individual grant or, when it is likely that a group of similar grants will be required, for a ‘scheme’ of grants.
  2. HMPPS has sought and been approved to run a Commissioned Rehabilitative Services General Grant Scheme for support for people with shared protected characteristics or shared experiences or to promote rehabilitation and desistance or to promote rehabilitation and desistance
  3. Grants within this theme can be for a value between £8,000 - £150,000 per year for a period of up to 3 years per grant award. This value may be increased in the future if there is an identified need.
  4. The first grants awarded under this scheme will be to provide support for **people on probation from minority ethnicity groups** and this competitive application process is anticipated to be launched at the end of August 2022. Grants will be available for multiple probation regions.
  5. HMPPS is not restricted to running grants that come under this scheme and may also run grants for any appropriate service (including higher value) though the Grants Portal.

# How do I apply for the Probation Grants Application Portal?

* 1. Please see the following presentation which contains a step-by-step walkthrough to submit an application for the Grants Portal:



* 1. We will also be hosting a Grants Portal walkthrough session on Monday 25th July 2022 @ 1pm. You can register for the webinar by clicking the following link:

<https://teams.microsoft.com/registration/KEeHxuZx_kGp4S6MNndq2A,Ij8hBZgdBEqaHqMJG90lVA,TtCPsLYT5EmbzifdwHdMVw,nIZl4zMCgECswZvODU1uBw,KZZ3_6Aky0ahoVuH1_o8aQ,jLxOWgSL9kK7FHvf8PGJ9g?mode=read&tenantId=c6874728-71e6-41fe-a9e1-2e8c36776ad8>

# What will I be asked in the application?

* 1. You will be asked the following questions in the application for the Grants Portal:
     1. **Organisation Details**

|  |  |
| --- | --- |
| **Question Title** | **Question** |
| **Organisation Type** | Are you a non-profit making organisation?  (That is, an organisation carrying out non-profit making activities, but that is not a public body or local authority)  Please note, if your organisation is not a registered charity (CIC or CIO), we may need to check your governing documents to assure ourselves that you are carrying out non-profit-making activities.  Only non-profit making organisations are eligible for probation grant awards and, as such, any organisation that cannot demonstrate this status will not be accepted onto the Probation Grants Application Portal. |
| **Organisation Name** | Please state your organisation Name. |
| **Organisation Address** | Please provide an address for your organisation. |
| **Joint Application** | If this is a joint application, please list all joint organisations here.  NOTE: All organisations submitting a joint application must be independently approved onto the Probation Grants DPS prior to this joint application being submitted. |
| **Contact Name** | Please provide a contact name. |
| **Job Title / Position** | Please state the job title of the contact provided in 1.1.6. |
| **Contact Email** | Please provide an email address for the contact provided in 1.1.6. |
| **Contact Phone** | Please provide a phone number for the contact provided in 1.1.6. |
| **Legal structure of the organisation** | Please confirm the legal structure of your organisation.  Options:  A charity registered on the charity commission register  A corporate body company limited by guarantee (registered on Companies House)  A community interest company (registered at Companies House or CIC regulator)  A co-operative (please attach your governing documents)  An independent Provident Society (please attach your governing documents)  New Charitable Incorporated Organisations (CIO)  None of the above, but the organisation has a formal constitution or governing documents which set out its objectives and management structure  Other – please specify and explain the reason why none of the above structures have been used |
| **Core objectives and Management of Organisation** | Please provide a copy of, or access to, formal documentation outlining the core objectives and management of your organisation.  For registered charities, this may be a link to your Charity Commissioning Register page. |
| **Annual income of your organisation** | Please confirm the annual income of your organisation:  Micro <£10,000  Small £10,000 - £100,000  Medium £100,000 - £1m  Large >£1m |
| **Summary of aims and objectives** | Please provide a summary of the aims and objectives of your organisation, outlining clearly any specialisms of your organisation and the intended audience of your services (e.g. women only, or young adults)  NOTE: wording may be lifted from existing or linked documentation, such as the Charities Commission Register |
| **Probation Regions** | Please select all Probation Regions in which you are able to deliver services (tick as many as are applicable).  NOTE: potential grant providers will be invited to apply for regional grants based on this selection.  Yorkshire and the Humber  North East  North West  Greater Manchester  East Midlands  West Midlands  London  East of England  Kent, Surrey and Sussex  South Central  South West  Wales |

* + 1. **Exclusionary Declaration**

|  |  |
| --- | --- |
| **Question Title** | **Question** |
| Declaration of organisational convictions and/or offences | Have you ever been found guilty of, or convicted for, any of the following: - Participation in a criminal organisation? - Fraud - Terrorist offences, or offences linked to terrorist activities - Money Laundering or terrorist financing - Child labour and any other forms of trafficking in human beings - Any other participation offence as defined by the Serious Crime Act 2015 - Breaching environmental obligations - Breaching social obligations - Breaching labour law obligations - Grave professional misconduct - Entering into agreements with other economic operators aimed at distorting competitions - Serious misrepresentation in supplying information required as part of a selection questionnaire - Breach of any obligations in relation to tax or social security   NOTE: providers are only required to declare convictions or offences carried out by the organisation or by an individual on behalf of the organisation. Offences relating to an individual in a personal capacity only do not need declaring. |
| **Guilty/Conviction Details** | If the answer to the above is Yes, please provide details to include at a minimum: - Date of conviction and for what grounds - Name of individual (acting on behalf of the organisation) or organisation convicted - What measures have been put in place to mitigate any risks generated from such a conviction and to prevent re-occurrence  NOTE: this text box is limited to 4000 characters, if you require more words please submit an attachment with the response to 1.2.1 in 1.3.1. |

# When will I be able to submit grant applications?

* 1. We are anticipating the Grants Portal to be open for applications on **Friday 22nd July 2022** from **12pm**. We will communicate any changes to this anticipated date.
  2. If you want to apply for the first competitions for support for people from ethnic minority groups, please ensure you submit your application for the Grants Portal no later than 17th August 2022.
  3. The probation commercial team will review all applications to the Grants Portal and will endeavour to meet timescales to confirm if you have been accepted onto the Grants Portal:
     1. **1-3 working days -** Where an organisation is a non-profit making organisation and declares no exclusionary criteria.
     2. **3-5 working days** – Where an organisation is a non-profit making organisation and declares exclusionary criteria.

Please note that where any declarations are complex or of a sensitive nature, timescales may be extended to obtain legal or expert support.

# What happens next?

* 1. Once we have confirmed that you have been successful in registering for the Grants Portal, you will receive alerts for all grants in the Probation Regions you selected as part of your questionnaire response.
  2. These alerts will be issued in 3 ways:
     1. To the email address associated with your Grants Portal user profile (provided within the questionnaire response)
     2. In your Jaggaer inbox
     3. In the ‘My ITT’s’ tab of Jaggaer

NOTE: some email system automatically filters jagger emails to junk/spam so please make sure you are checking multiple alert channels.

* + 1. For further guidance on how to access these notifications, please see the step-by-step guide to accessing the Grants Portal (4.1).