

Project Initiation Fund

Background

This fund is to allow local authorities to buy materials and equipment for use in unpaid work projects. Specific examples of the types of purchases that could be made include:

- specialist equipment - graffiti removal tools, for example, could broaden the range of work undertaken by those on community sentences;
- larger capital equipment - to allow new innovative work activities- such as the equipment used in the gravestones project in Edinburgh or snow clearing equipment which can be used to clear pavements;
- minibuses – which could be used either to transport those on community service (which could help improve attendance rates) or to allow different types of work to be undertaken.

This scheme will support the new duty to consult which accompanies the CPO and the type of work supported should be that which communities themselves feel is important.

The fund will allow local authorities to undertake larger, more innovative and more sustainable pieces of community-supported work which might not otherwise have been possible because the cost of capital equipment required was prohibitive. The fund will allow all CJAs to receive funding and each will receive up to £125,000 to use working with local authorities in their CJA area. The funding must be provided by CJAs to local authorities in accordance with any conditions determined by Scottish Ministers. The intention is that the fund will operate for financial year 2011-12 only.

Since the money is to be advanced for a specific purpose, only costs directly attributable to that purpose should be included. All submissions received will be considered, in part and in full, as to whether they meet the objectives of the fund so all elements of expenditure should be judged as to whether they contribute to that objective.

CJAs will be responsible for working with local authorities to determine the best use of the funds in their areas. Once these decisions have been made, information on each proposed project should be submitted to Scottish Ministers to confirm that the planned projects meet the objectives of the fund. The projects should fulfil the following criteria and objectives:

- Projects should be clearly additional to activities which the local authority or CJA would otherwise have funded, or have previously funded, through the regular Scottish Government funding for criminal justice social work.
- Projects should show community support for the work. This could, for example, be through using suggestions that arise from local consultation exercises.

- Projects should demonstrate how ownership of any equipment or materials will be arranged (e.g. which local authority will own the asset) and how use of the equipment or materials can be maximised among the CJA's constituent local authorities. Projects which would promote joint working across local authority boundaries are encouraged.
- Projects should demonstrate an element of sustainability, both in terms of a lasting impact in the local authority area(s) and in terms of ensuring that the equipment or materials purchased can be used over a sustained period.
- Projects should demonstrate how they will help fulfil the objective of reducing reoffending in the CJA area.
- Projects should take into account the requirements for speed and immediacy under the new CPO legislation and guidance. Projects which aid local authorities in achieving or exceeding these standards are encouraged.

Proposed Projects

Forms setting-out details of which projects have been selected by the CJA must be submitted by the CJA to the Scottish Government for confirmation that the terms of the grant scheme have been met before expenditure is carried out. The proposed expenditure should total no more than £125,000 per CJA area. There is no requirement to rank or order projects but any expenditure in excess of £125,000 will not be considered. There is not an automatic entitlement to the £125,000 and only projects that clearly demonstrate how they achieve the objectives of this fund will be funded. Details of all projects must be received by the Scottish Government by **16 December 2011**. Projects received in advance of that date will be considered at the point when they are received. Scottish Ministers will have the final say over determining whether expenditure is in line with the terms of the grant scheme. Agreement between local authorities and CJAs as to the projects that form part of their submission should have been secured prior to the application being submitted.

CJAs do not have to wait until they have projects totalling £125,000 before submitting details of their projects and details can be submitted at any point until the deadline of 16 December 2011 and will be considered at the point when they are received. Any expenditure must take place within 2011/12. Each submission of details to the Scottish Government must be self contained, in that details of any individual project should not span more than one template. Any CJA area that by the deadline date of 16 December 2011 has not submitted details of its project(s) or by that date has submitted details of projects amounting to less than the full £125,000 will not automatically have a further opportunity in this financial year to access the funding. Once the deadline has closed Scottish Ministers will consider on a case-by-case basis whether there will be a further opportunity to apply within this financial year for any CJA where their projects did not meet the necessary requirements of the fund. That decision will be based on the extent to which aspects of the projects as submitted met the objectives of the fund.

The Scottish Government expects that the majority of the expenditure paid out will be classified as capital expenditure. Funding from this source will have to be separately accounted for within CJAs annual accounts and in the quarterly Section 27 grant monitoring returns to the Scottish Government and should be included as a separate line under the "invoices" section, in a way which clearly identifies instances where there are non-capital costs).

The Scottish Government will confirm from examination of the information submitted that each project fulfils the objectives of the fund, as they are outlined above. If the expenditure does fulfil the objectives of the fund then a letter to that effect will then be issued to the relevant CJA Chief Officer. Payment of the funding will then be made to CJAs for onward distribution to local authorities, subject to the conditions outlined in the letter, and on receipt of an invoice confirming when the expenditure was incurred with a breakdown of the costs. Invoices must be submitted no later than **1 March 2012**.

For any queries or to send details of projects, please complete the template below and forward to the Scottish Government Community Justice Division F.A.O. Graham Robertson at: GWR, St Andrew's House, Regent Road, Edinburgh, EH1 3DG.

Project Initiation Fund -Template

1. In the box below please list the total expenditure for your CJA area as a whole on the project(s) covered within this submission. [All figures in this application should exclude reclaimable VAT].

2. In the box below please provide a breakdown of how that total is made-up between the one or more projects involved. The breakdown should show figures to a de minimis level of units of £1000. Please also include details of which local authority area the project is situated in. e.g.

Project 1. Elderly assistance programme - Local Authority A - £24,000
Purchase of one new minibus to enable the elderly to be taken on assisted shopping trips.

Project 2. Graffiti clearing at Spivey Park - Local Authority B - £7,000
2 high pressures washers £y each
2 litres of cleaning chemicals £z

3. Please provide evidence, for each project, that it will meet the objectives of the fund by providing demonstrable and quantifiable additionality (i.e. confirm that it is new work).

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4. Please provide evidence, for each project, that it will meet the objectives of the fund by providing demonstrable and quantifiable evidence of community support.

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5. Please provide evidence, for each project, that it will meet the objectives of the fund by providing demonstrable and quantifiable evidence of sustainability.

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6. Please outline, for each project, which body will have ownership of the asset(s).

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7. Please provide evidence, for each project, that it will meet the objectives of the fund by providing demonstrable and quantifiable evidence as to how it will reducing reoffending.

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8. Please provide evidence, for each project, that it will meet the objectives of the fund by providing demonstrable and quantifiable evidence as to how it will assist local authorities in meeting or exceeding the new CPO standards in relation to speed and immediacy.

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