



Cyfiawnder Troseddol  
yng Nghymru

**Criminal Justice  
in Wales**

# GUIDANCE FOR APPLICANTS

Criminal Justice in Wales

**Race Equality  
Community  
Engagement Scheme**

# Purpose

This guidance has been prepared to help organisations ensure they include enough information required for the purposes of assessing their application.

## About Criminal Justice in Wales

Criminal Justice in Wales brings together criminal justice partners, including policing, Police and Crime Commissioners, Public Health Wales, Welsh Government, Voluntary Sector bodies and Victims Commissioner, as well as the key justice delivery agencies in Wales (Her Majesty's Prison and Probation Service, HMPPS, Her Majesty's Courts and Tribunal Service, Youth Justice Board and Crown Prosecution Service) with the aim of achieving better outcomes and experiences for those that come into contact with the Criminal Justice System in Wales whether as victims, witnesses or offenders.

One of the four priorities for Criminal Justice in Wales is to adopt a;

*'One public service' approach in Wales to advance race equality in Wales'.*

To achieve this priority, Criminal Justice in Wales are developing a whole system, evidence based and co-produced **'Criminal Justice in Wales Race Equality Delivery Plan'** in line with the publication of Welsh Governments Anti-Racist Action plan.

## About the Scheme

Criminal Justice in Wales have developed the Race Equality Community Engagement scheme utilising the successful community engagement approach taken by Welsh Government<sup>1</sup>.

The scheme aims to deliver on Criminal Justice in Wales' commitment to implement a *co-production* approach to the development of the Criminal Justice in Wales Race Equality Delivery Plan, which means ensuring a diverse range of expertise, insights and views of those with lived experience lead and contribute to the content and outcomes of the plan.

The scheme aims to provide short term grants to organisations across all regions in Wales to enable them to engage with racially minoritised people and communities including Gypsy, Roma and Traveller people and gathering their views, experience, insight and opinions on the draft Criminal Justice in Wales Race Equality delivery plan

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<sup>1</sup> [at isn14748doc1English.pdf \(gov.wales\)](#)

(provided to successful applicant within a supporting resource pack) and whether it has;

- **Listened:** to their voices, obtained through recent community consultations, research and evidence;
- **Interpreted the Challenges:** correctly for racially minoritised people and;
- **Have the Right Solutions:** to affect systemic and sustainable change and ensure better outcomes.

The information gathered by successful funded applicants will be used to update the existing draft plan.

Clinks<sup>2</sup>, are the infrastructure organisation that works across England & Wales and supports, promotes and represents the voluntary sector working with people in the criminal justice system and their families, have been commissioned by Criminal Justice in Wales to support and administer the grant on their behalf.

### **Post Scheme: Continued engagement steps**

Clinks and all grant funded organisations will be invited to a roundtable alongside peers and colleague leads. In order to check the updated plan ensuring that the views collated through the scheme and more broadly have been heard and interpreted correctly in the plan.

The roundtable will be facilitated by Criminal Justice in Wales and Welsh Government in early 2022 where grant funded organisations will be expected to attend.

## **Who can apply?**

The grant scheme aims to achieve a Wales-wide reach. Individual applications do not have to offer national reach, they can be locality, community or subject matter specific.

Applications are welcome from the following organisations who specialise in supporting, engaging or working with racially minoritised community groups; and can offer engagement through a variety of languages to apply for funding

- Registered charities
- Voluntary organisations, community groups or associations
- Charitable Incorporated Organisation (CIO)
- Community Interest Companies (CIC)
- Companies limited by guarantee
- Social enterprises
- Above include Faith organisations (but not for promotion of faith)

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<sup>2</sup> [Homepage | Clinks](#)

This is inclusive of organisation who support or engage with refugees and asylum seekers, Gypsy, Roma and Travellers, Eastern European groups and Newly settled communities.

The scheme also accept collaborative applications, if organisations across Wales wish to work together to undertake this work.

All organisations must be properly constituted, have a clear not-for profit clause in their governing document, and where applicable, a dissolution clause or an asset lock clause. The organisation must also have a bank account in the organisations name.

Where applications are made jointly or in partnership, a lead organisation must be identified who will submit the bid and be accountable for any successful grant

Please note, Clinks will undertake a pre assessment check on receipt of the application this includes process due diligence checks on the above information.

## Priorities and Criteria

Each application will be assessed and scored based on their ability to meet the following criteria. Funding will be allocated to those applicants which best meet the following criteria.

This section is to help organisations complete the criteria section within the application form embed in 'How to apply?' section below.

### 1) **Engagement experience and reach**

Demonstrate how you will engage with racially minoritised people and communities, including those with intersectional experiences to discuss the content in the draft *Criminal Justice in Wales Race Equality Delivery plan* (which will be provided to successful applicants) and ask specific questions (as set will be provided) to capture whether Criminal Justice in Wales have;

- Listened: to their voices, obtained through recent community consultations, research and evidence;
- Interpreted the Challenges: correctly for racially minoritised people and;
- Have the Right Solutions: to affect systemic and sustainable change and ensure better outcomes.
- Any wider issues for Criminal Justice in Wales to consider

Please include:

- Which communities you aim to engage with to gather their views and experiences of the Criminal Justice System for Criminal Justice in Wales? As per section above Criminal Justice in Wales wants to reach all diverse communities and groups for their views of the plan and if it captures their

needs and experiences. (e.g. *Nepalese's, African Caribbean, Refugee from a range of countries including Iran, Eritrea, Syria, Afghanistan etc*)

- Describe how you will access and engage people within those communities? (e.g. *face to face group work, online meeting, workshops, community sessions, one to one support sessions*)
- Any previous experience of community engagement you have?
- Any previous experience and knowledge of the criminal justice system?

## **2.) Evidence based practice and reporting experience**

The ability to collate feedback you have received from the community engagement you undertook and produce a written, recorded or oral report.

A feedback template will be provided to successful applicant to help Criminal Justice in Wales analyse the feedback submitted across the scheme. The template will enable applicants to provide a summary of evidence gathered and suggested recommendations for inclusion within the Criminal Justice in Wales Race Equality Delivery Plan.

Please include:

- Evidence of your previous experience in producing evidence-based reports.

## **3.) Capacity**

Please outline the resources and capacity you have to deliver this work and return to Clinks (on behalf of Criminal Justice in Wales) by December 3<sup>rd</sup> 2021.

As part of your application form please outline the resources you will commit to this activity and provide a proposed timeline for the activity and their experience of community engagement. This can include job descriptions and or biographies.

## **4) Supporting documents to include with the application form**

Applicants must submit the following documents with their application:

- Governing document (e.g. constitution or memorandum and articles of association);
- Safeguarding Policy – to ensure safety of participants
- Equality Policy
- Copy of Public liability insurance
- An official document issued by the bank which confirms the organisations bank account name, sort code and account number (e.g. bank statement or paying in slip);

# **How much money is available?**

Criminal Justice in Wales have allocated a budget of £50,000 and are inviting third sector, community groups who specialise in supporting, engaging or working with racially minoritised community groups, across Wales to apply for a grant up to £5000, with flexibility to consider application for up to £10,000 for consortium bids.

## What type of activities and costs will be eligible?

Funding may be requested for direct project and revenue costs such as:

- staff costs;
- Remunerating participants for time and expenses
- Hiring venues/ facilities
- Extra running costs
- Refreshments
- volunteer expenses;
- small equipment; and
- management and administration costs relating to the project.

Applicants must demonstrate that the activities delivered with the grant will not treat the Welsh Language any less favourably than the English Language.

**The following will not be funded:**

- Political groups or activities promoting political activities or beliefs;
- Activities that start or happen before confirmation of a successful bid;
- Items that mainly benefit an individual e.g. equipment that is not shared;
- Projects, activities or equipment that other organisations have a legal obligation to provide e.g. it falls within a Local Authority responsibility;
- CCTV / alarm systems;
- Recurrent expenditure such as utilities, rent, telephone charges, routine repairs and maintenance, as well as permanent salaries (applications for project specific workers are allowable); and
- Public bodies, statutory organisations, Registered Social Landlords / Housing Associations and individuals.

## How to Apply

All organisation seeking to obtain a enable them to engage with racially minoritised people and communities on behalf of Criminal Justice in Wales, will need to complete the simple application form (attached alongside this email) and email [bryn.hall@clinks.org](mailto:bryn.hall@clinks.org)

The application process is open from 1<sup>st</sup> September and the deadline for applications to be submitted is **midday on Thursday 30<sup>th</sup> September 2021**

### **Next steps**

- All applications will be considered by a panel of Criminal Justice organisations in Wales and Welsh Government on 4<sup>th</sup> October 2021. Organisations will receive feedback, be notified of the panel's decision by 5<sup>th</sup> October 2021 and will commence the work on the week commencing 11<sup>th</sup> October 2021.
- Payment to successful applicants will be made on the commencement of the work.
- All grant recipients will receive a resources pack that contain a question set that each organisation will use to frame their engagement and collate participants views, perceptions, experience and insights. The pack also contains;
  - Background sheet: information on Criminal Justice in Wales, the work programme the Race Equality Delivery group and supporting structures
  - Draft public facing plan
  - Source document – outlined what has been used to inform and shape the plan so far
  - General principle of the engagement exercise – what we aim to achieve through applying a whole system approach
  - Data sheet: To help informed constrictive conversations and determine between perceptions and fact and the underlying driver's that may create negative social narratives.
- Returns need to be submitted to the programme co-ordinator (Bryn Hall) at Clinks no later than Friday 3<sup>rd</sup> December 2021.
- The programme co-ordinator will be available throughout the duration of the grant programme to support grant holders.

## **Publicity**

Successful applicants will be required to publicise the grant they have received from Criminal Justice in Wales. Acknowledgment of the scheme is important to increase public confidence that Policing and Criminal Justice organisation in Wales are committed and are:

- **listening** to the voice of racially minoritised people and
- **Responding** effectively to affect change across the system

The 'Criminal Justice in Wales' logo will be provided to successful applicant to use on marketing and publicity materials to promote the scheme.

# Advice and Support

For any further queries or support with your application please contact Clinks using the email address below

[bryn.hall@clinks.org](mailto:bryn.hall@clinks.org)

alternative ring: 07904 978086

Clinks will also be the point of contact throughout the programme to offer advice to funded applicants.