



Nottinghamshire

POLICE & CRIME COMMISSIONER

The Community Safety Partnership Fund

**Creating Safer Communities
and protect victims**

Guidance Notes

1. INTRODUCTION

- 1.1 Welcome to the Nottinghamshire Police & Crime Commissioners Community Safety Partnership Fund. This fund has been specifically set up to assist small local groups in reducing crime and anti-social behaviour at neighbourhood levels.
- 1.2 The Commissioners Police & Crime Plan for the next three years has now been published. To aid communities in delivering the priorities at local levels an amount of £150,000 has been set aside in 2013-14 for community groups, third sector and charity organisations to apply for grant funding to assist in reducing crime and protecting victims, witnesses and vulnerable people.
- 1.3 Grant application forms are available on-line at www.nottinghamshire.pcc.police.uk and also direct from:

The Nottinghamshire Office of the Police & Crime Commissioner
County Hall
West Bridgford
Nottinghamshire
NG2 7QP

- 1.4 Applications are invited for up to a maximum of £25,000. Payment of the grant to successful applicants will be based upon value and evidence of achievement. Larger grants will require evidence of activity and achievement to be reported to the Commissioner during the year (30th November & 28th February). Smaller grants will be required to provide evidence upon completion of the activity or by the end of the financial year.

2. PURPOSES AND USES OF THE GRANT

- 2.1 The Community Safety Partnership Fund is to provide funding to promote partnership working and help to deliver the priorities of the Commissioners Police & Crime Plan.
- 2.2 The Police & Crime Plan has the following strategic priorities:
- Protect, support & respond to victims, witnesses & vulnerable people.
 - Improve the efficiency, accessibility & effectiveness of the criminal justice process.
 - Focus on those areas that are most affected by crime & anti-social behaviour.

- Reduce the impact of drugs & alcohol levels of crime and anti-social behaviour.
- Reduce the threat of organised crime.
- Prevention, early intervention & reduction in re-offending.
- Spend your money wisely

- 2.3 In addition to these priorities the Commissioner wants this fund to support as many smaller community based projects as possible, where those projects are specifically aimed at preventing crime, diverting young people into positive activities. Supporting communities to prevent drug and alcohol related crime and anti-social behaviour in their neighbourhoods and assisting projects that support victims, witnesses and vulnerable people, including victims of domestic and sexual violence.
- 2.4 It is the areas of priority and support identified in paragraphs 2.2 and 2.3 that will score higher in the evaluation of the grant applications. The Commissioner is already funding through the Safer Nottinghamshire Board activity to address crime in Priority Plus Areas. We would welcome applications that support work in neighbourhoods to reduce crime and anti-social behaviour that are not receiving funding through their local community safety partnership as will Citywide/Countywide and applications covering more than one local authority area.
- 2.5 Applications that engage volunteers and are aiming to be self financing and therefore sustainable projects in the short to medium term will be considered favourably.
- 2.6 Organisations applying for this Grant must be based locally and employing local people.
- 2.7 The purpose of this funding is not to shore up, or to replace, mainstream local funding. No additional awards will be made to recover the cost of Value Added Tax (VAT), but grant funding can be used to cover the cost of irrecoverable VAT.
- 2.8 If the organisation in receipt of this grant fail to comply with any of the conditions set out in this document, or commits any breach of faith such as misrepresentation or concealment of information, the Police & Crime Commissioner may require the repayment of all or part of the grant monies paid, as may be determined by the Commissioner and notified in writing to the grant recipient.
- 2.9 Any grant which is unspent by 31 March 2014 will become repayable to the

Commissioner.

3. REPORTING ARRANGEMENTS – Projects & Outcomes

- 3.1 Reporting arrangements will be set out in the letter of offer following the evaluation of all the grant applications received.
- 3.2 The reports should provide an insight into the extent of delivery of projects funded under this initiative and whether the outcomes have been achieved.
- 3.3 Grants awarded under £10,000 will only be required to provide a Monitoring Report and evidence of achieving outcomes on completion of the project or by 31st March 2014.
- 3.4 Grants awarded over £10,000 will be required to provide Monitoring Reports and evidence of achieving outcomes as at 30th November 2013 and 28th February 2014.

4. COMPLETING THE APPLICATION FORM

- 4.1 The Application form is straight forward and all sections need to be completed.
- 4.2 The person completing the form should be knowledgeable of the organisations governance arrangements, the project for which grant funding is being requested and the partners that are part of the project and the organisations support.
- 4.3 The Police & Crime Commissioner is unable to provide grant funding to either individuals or organisations that are not incorporated or fully constituted.
- 4.4 Detail on other Partners involved in the project or supporting your organisation are requested. Those applications that can demonstrate partnership and community integration will be considered favourably.
- 4.5 Detail on your organisations financial position is requested to evaluate the viability of the organisation in delivering the project. All sources of external funding should be declared.
- 4.6 For Grant Applications less than £10,000 only one letter of support or reference is required. For those organisations applying for Grants over

£10,000 two references should be supplied. References should be from other Government bodies such as local Councils, Health, or Police.

- 4.7 The terms and conditions MUST be read and agreed to before signing the declaration.
- 4.8 In evaluating the applications it may be necessary to request additional information to support your application. You will be contacted direct if this is the case.

5. OFFER OF GRANT

- 5.1 Successful applications will receive a letter of Grant Offer by 30th June 2013. This will confirm the amount and the payment dates. Acceptance of the offer and the terms and conditions will be required.
- 5.2 Due to limited resources we will not be able to write to all of the unsuccessful applicants. If you have not received a letter of Grant Offer by 30th June you will not have been successful on this occasion.
- 5.3 The decision of the Police & Crime Commissioner is final and cannot be appealed against.

6. FUTURE FUNDING

- 6.1 Whilst the application form provided is for grant funding in 2013-14 only, organisations that can provide a statement on social value and demonstrate that their project can be sustainable within 3 years with reducing levels of grant support will be considered.
- 6.2 In the current financial climate the Commissioner is unable to confirm what funding will be available in future years. However, the Commissioner is committed to working with community groups wherever possible to prevent and reduce crime and protect vulnerable people and victims.
- 6.3 Announcements on future funding available will be made on the Commissioners website and through the Community and Voluntary Services networks.