



CRITERIA AND GUIDANCE NOTES FOR THE COMMUNITY SAFETY FUND

“Our vision for 2020 is to create a rich voluntary service community in Sussex and effective partnerships with our statutory agencies; building their capacity and growing the market to provide effective services, responding flexibly and effectively to the needs of victims.”

Katy Bourne, Sussex Police & Crime Commissioner

The Sussex Police & Crime Commissioner is committed to working in partnership with the local Voluntary Community and Social Enterprise (VCSE) sector and has established this competed fund as part of this work:

Community Safety Fund: supporting projects that provide a positive and lasting impact on the local community

The window for receiving applications opened on **Monday 6 August and will close at 11:59pm on Friday 14 September 2018.**

All applications need to be submitted to pcc@sussex-pcc.gov.uk

Guidance on applying to the Community Safety Fund

The Community Fund welcomes applications for projects / initiatives that:

Seek a maximum of £5,000 per project, and priority will be given to projects/organisations that have not been funded by the PCC before	✓
Directly and actively address the Crime & Community Safety priority (please see the community priorities in the Assessment Criteria section below)	✓
Focus on activity, rather than equipment/capital expenditure	✓
Belong to a local, not-for-profit community organisation	✓
Where possible, receive match-funding from other sources, so that the initiative is not solely dependent on the Community Fund	✓

The Community Fund is unable to support applications for projects / initiatives that:

Are made on behalf of commercial and profit-making organisations	X
Are based and/or delivered outside Sussex	X
Support general youth provision and/or social activities with no clear link to the Crime and Community Safety priority	X

Require ongoing funding (such as permanent salary costs) and none has been identified	X
Are a statutory duty of others, such as street lighting, road repair or traffic calming measures	X
Are made on behalf of third parties	X
Require funding for the day-to-day running costs of organisations (for example, utility bills, council tax, rent, insurance)	X
Are of a specific political or religious nature or require participants of the project to hold a certain political or religious view	X
Seek funding for routine repairs and maintenance. The Fund will not support applications for Closed Circuit Television (CCTV).	X

*Any funding/equipment requests for Community Speed Watch initiatives need to be directed to Stephen O'Connell, Community Speed Watch Chief Training Officer at Sussex Police – stephen.oconnell@sussex.pnn.police.uk

N.B. Full terms and conditions can be found below

Assessment criteria for the Community Safety Fund

Each application will be assessed against a set of weighted criteria, which reflect the priorities of the Police and Crime Plan.

For the Community Safety Fund, there are 5 areas of assessment:

1. The project and / or the outcomes of the project clearly demonstrates how it will increase and/or promote community safety within the local community (35%) – please see the community priorities below:

Police & Crime Plan Priority: Crime and Community Safety *	Type of community initiatives that will be given priority
Anti-social behaviour	Those that promote cohesion/targeting ASB hotspots/addressing fear of crime
Domestic Abuse and Violence	Those that are community-led/raising awareness of domestic abuse/encourage reporting of abuse. Projects that work directly with victims of crime, helping them to cope and recover, would be considered by the Victims' Services Grant
Road Safety *	Those that address driver attitudes through education, those that increase the reporting of anti-social driving and encourage responsible road use
Cyber Crime	Those that increase the awareness of digital scams/fraud and provide education on the risks of Cyber Crime and increase the reporting of it

2. The project and / or the outcomes of the project will have a positive and lasting impact in the local community (15%)
3. There is strong evidence to support the need for the project in the local community (20%)
4. The project clearly helps to prevent crime and reduce re-offending (20%)
5. The project demonstrates clear measures to demonstrate impact and/or outcomes of the work (10%)

The weightings indicate the level of consideration that will be given to those areas of the application and each criterion will be scored between 1 – 4 as indicated below:

4	The application clearly meets the criteria and also shows further innovation and/or benefits relating to this priority
3	The application clearly meets the criteria requirement
2	The application mainly meets the criteria requirement
1	The application does not meet the criteria requirement and/or gives rise to concern over the ability to deliver

Payment of the grant to successful applicants will be based upon the proposed activity contributing to the Commissioner’s priorities, the applicant demonstrating the need and expected impact of the activity and the organisation having the capacity to deliver the activity. Projects that engage volunteers and aim to be sustainable beyond the short term will be considered favourably.

Applications will be scored by a panel and following this the Police and Crime Commissioner will chair a consensus meeting. Feedback is also sought from Community Safety Partnerships across Sussex to gain the views of statutory partners in the local area.

In order to ensure that high standard of projects are funded, applications that do not reach the required standards will not be supported for funding.

Terms and conditions

Grant recipients will be expected to operate in accordance with the following terms and conditions for acceptance of funding and any further conditions which may from time to time be published:

1.0 General Terms

- 1.1 The Office of the Sussex Police & Crime Commissioner (OSPCC) must be informed immediately if there is any prospect of significant delay or reasons why the project may not proceed as planned.
- 1.2 Should the project cease at any time, or at its completion, any equipment or property purchased with OSPCC funds, should only be disposed of in accordance with the directions agreed by the OSPCC.
- 1.3 If relevant, those people working with children and/or vulnerable adults must have the appropriate checks (i.e. Disclosure and Barring Service (DBS)). Evidence of these checks may be required prior to the funding being released.
- 1.4 In order to monitor the outcome of projects, all successful applicants will be required to provide an evaluation of the project upon completion.

2.0 Financial Terms

- 2.1 The grant from the OSPCC must be spent within one year of the allocation.
- 2.2 Where there is balance of funding unspent, this must be returned to the OSPCC no later than 28 days following the conclusion of the one year period.
- 2.3 A copy of the accounts (statement of income and expenditure) for the relevant financial year may be requested by the OSPCC.
- 2.4 The maximum amount that can be applied for, per project/initiative, is £5,000.
- 2.5 The OSPCC reserves the right to recover all or any part of the funding from the recipient in the event that the recipient uses the funds other than for the purpose for which they have been awarded.
- 2.6 Any capital asset costing more than £1,000 that is purchased with funds provided by the OPCC, the asset must not be sold or otherwise disposed of within 3 years of purchase without the OPCC's written consent. The OPCC may require repayment of all or part of any proceeds of any disposal or sale.
- 2.7 The recipient will maintain a register of any capital assets purchased with funds provided by the OPCC. This register will record, as a minimum, (a) the date the item was purchased; (b) the price paid; and (c) the date of disposal (in due course).
- 2.8 The recipient must not attempt to raise a mortgage or other charge on OPCC-funded assets without the prior approval of the OPCC.

3.0 Publicity

- 3.1 Whenever publicity is sought by or about your project, the assistance of the OSPCC is acknowledged and, where there is an opportunity for the PCC (or her representative) to attend launches or related events, that this information is communicated to the OSPCC as soon as possible.
- 3.2 That the OSPCC be given the opportunity to display its logo prominently on all literature developed for use by the project and on any publicity documents.

4.0 Additional Information

- 4.1 The OSPCC reserves the right to refuse any application. The PCC and the Chief Executive and Monitoring Officer will consider and assess your application and you will be notified of the outcome following the assessment process.
- 4.2 If your application is successful, you will be required to accept and sign the OSPCC's full terms and conditions, prior to funds being released.
- 4.3 Upon request, you may be required to provide evidence of the outcomes of your project/initiative.
- 4.4 The Community Safety and Victims' Services Funds do not prevent the PCC from reserving the right to make discretionary grants to organisations.
- 4.5 In the interest of value-for-money, the OSPCC may identify opportunities for joint applications and prior to an award of funding, such applications will be returned to the relevant organisations for further consideration of collaborative working.

4.6 Applicants should be aware that the information provided in this application form could be disclosed in response to a request under the Freedom of Information Act 2000. Should you consider that any of the information supplied is confidential in nature, this should be highlighted and the reasons for its sensitivity specified. In such cases the relevant material will, in response to Freedom of Information requests, be examined in light of the exemptions provided for in the Act.