



**Sussex  
Police & Crime  
Commissioner**



## APPLICATION FORM FOR COMMUNITY SAFETY FUND

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 Commissioner has a statutory duty to set the policing and crime objectives for their police force area through a Police & Crime Plan.

The Police & Crime Plan sets out the strategic policing direction for our county with objectives for how policing services will be delivered in Sussex up to 2021.

The Community Safety Fund will support projects that actively address the following objective in the [Police & Crime Plan 2017-21](#):

**“Work with local communities and partners to keep Sussex safe”**

Police & Crime Commissioner Katy Bourne says: *“I recognise the valuable contribution that volunteers make towards keeping their communities safe and will continue to encourage the greater use and coordination of volunteers engaged in community safety initiatives across Sussex.”*

This window for receiving applications to this Fund is from Thursday 20 December 2018 to 11:59pm on Sunday 27 January 2019.

Applicants can expect notification of outcome by 14<sup>th</sup> February 2019.

Successful applicants will be required to submit financial information no later than 20<sup>th</sup> February 2019 – details of those forms will be supplied on notification of success

## Guidance on the application form for the Community Safety Fund

**The Community Safety 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 Policing and Crime Objective in the Police & Crime Plan 2017-21: “Work with local communities and partners to keep Sussex safe” and its underpinning aims (please see further information in the Assessment Criteria section below)	✓

Focus on activity, rather than equipment/capital expenditure (i.e. the Fund will <u>not</u> support bids for CCTV cameras)	✓
Provide evidence of a real need for the project/initiative in the local area	✓
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 Safety Fund	✓

**The Community Safety 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 Policing and Crime Objective and its underpinning aims	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 (such as 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 general maintenance. The Fund will not support applications for Closed Circuit Television (CCTV).	X
Are for individual Speed Watch initiatives (requests for speed detection devices should be directed to Stephen O'Connell, Community Speed Watch Chief Training Officer at Sussex Police – <a href="mailto:stephen.oconnell@sussex.pnn.police.uk">stephen.oconnell@sussex.pnn.police.uk</a> )	X

N.B. Terms and conditions can be found below and successful applicants will be required to accept the full terms and conditions prior to any funding being released.

## Assessment criteria for the Community Safety Fund

Each application will be assessed against a set of weighted criteria, which reflect the second objective in the Police & Crime Plan 2017-21.

For the Community Safety Fund, there are several 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:

<b>Police &amp; Crime Plan Objective:</b>  <b>Working with local communities and partners to keep Sussex safe:</b>	<b>Type of community initiatives that will be given priority</b>
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Encourage and support local communities to prevent crime and disorder	Those that promote cohesion/reduce crime/improve community safety and create a positive and lasting impact on local communities.
Work with partners to reduce offending and reoffending	Those that support our partners in preventing offending and reducing re-offending - particularly projects that help to reduce domestic abuse, serious sexual offences and violent crime (targeted diversionary activities)
Catch criminals and prevent serious and organised crime and terrorism	Those that raise awareness and support services in tackling and preventing serious and organised crime and terrorism.

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 offending 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

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

## Your details

Project Manager	
Name of Project	
Name and address of organisation	
Postcode	
Email address	
Telephone number	
Website address (if applicable)	

## Your project

Brief description of project  (max 250 words – you will be asked to provide further detail in the following questions)		
Has your project <input type="checkbox"/> or organisation <input type="checkbox"/> (please select as appropriate) been previously funded by the Office of the Sussex Police & Crime Commissioner?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you selected 'yes' above, please provide the reference number, and explain how this project differs from the previous one.		

## Assessment criteria 1: Please demonstrate how project and / or the outcomes will increase and/or promote community safety within the local community (35%)

(500 words max)

**Assessment criteria 2: Please outline how the project and / or the outcomes will have a positive and lasting impact in the local community (15%)**

*(500 words max)*

**Assessment criteria 3: Please provide evidence that supports the need for the project in the local community (20%)**

*(500 words max)*

**Assessment criteria 4: Please outline how the project helps to prevent offending and reduce re-offending (20%)**

*(300 words max)*

**Assessment criteria 5: Please provide a series of clear measures that will demonstrate positive impact and/or outcomes of the work (10%)**

*(300 words max)*

**Project delivery**

<p>In which policing district(s) will your project be delivered?</p>	<p>Adur &amp; Worthing <input type="checkbox"/></p> <p>Arun <input type="checkbox"/></p> <p>Brighton &amp; Hove <input type="checkbox"/></p> <p>Hastings <input type="checkbox"/></p> <p>Horsham <input type="checkbox"/></p> <p>Sussex-wide <input type="checkbox"/></p>	<p>Chichester <input type="checkbox"/></p> <p>Crawley <input type="checkbox"/></p> <p>Eastbourne <input type="checkbox"/></p> <p>Wealden <input type="checkbox"/></p> <p>Areas outside Sussex <input type="checkbox"/></p>	<p>Lewes <input type="checkbox"/></p> <p>Mid Sussex <input type="checkbox"/></p> <p>Rother <input type="checkbox"/></p>
<p>Please specify in which village(s) or town(s)</p>			
<p>Intended start date of project/initiative</p>		<p>Intended finish date of project/initiative</p>	

## Finance

*NB: please read the criteria carefully, as well as the terms and conditions of funding*

What amount of funding are you seeking from the Community Fund? (maximum £5,000)	£
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Please provide account/BACS details and VAT registration number (if appropriate)	
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Please detail below how much funding you have sought from other sources and money already committed. Please provide, where possible, documentation confirming approval of this funding.

Funding Source/Organisation	Amount applied for	Amount awarded (cash)	Non-cashable contribution
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£

Please provide below a breakdown of how you will spend any award from the Community Fund.

Item/activity	Breakdown of cost
	£
	£
	£
	£
<b>Total</b>	£

## Safeguarding Policies

If the project/service involves working with 'vulnerable' persons, please attach up to date safeguarding Policy/s. These will be required in order to process your application.

## Statement of Applicant

I confirm that the information on this application form is correct. If a grant is awarded from the Office of the Sussex Police & Crime Commissioner, it will be used as detailed in the form and according to any conditions specified. I confirm that I have read, understood and agree to the terms and conditions stated at the end of this form.

Name	Signature	Date
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Please return completed application form **by e-mail** to [PCC.Funding@sussex-pcc.gov.uk](mailto:PCC.Funding@sussex-pcc.gov.uk)

**The deadline for submitting your application is Sunday 27 January 2019.**

**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 Any services and/or arrangements put in place by the Recipient must comply with requirements under the General Data Protection Regulation (GDPR) when dealing with personal data and sensitive personal data.
- 1.5 In order to monitor the outcome of projects, all successful applicants will be required to provide an evaluation of the project upon completion, including a financial breakdown of grant monies spent (to include data such as: number of people supported through the project, what changed for the service user as a result of receiving the service and what the future now holds for them).

**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 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, 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 Fund does 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.
- 4.7 In the interests of effective partnership working, details of your project may be passed to relevant partners and stakeholders of the OSPCC, who may contact you for referral into activities delivered by your project.