

**THE POLICE & CRIME COMMISSIONER FOR CLEVELAND****DECISION RECORD FORM****REQUEST:**

Approval for the set up of a Community Safety Fund and the budget for the fund

Title:

Community Safety Fund

Executive Summary:

On 18th February 2014, the PCC set the budget for 2014/15 which included the allocation of £1,510k to support PCC Initiatives.

During the year a number of the areas which had money allocated to them initially have changed and as a result funding is no longer needed in the same areas. This has presented the opportunity to re-allocate some of the funding within the PCC Initiatives Fund. Those areas where significant change has occurred is as follows:

£300k which was earmarked to allocate to the Force to increase Special Constables is not to be expended in the manner anticipated.

A further £300k was set aside for the delivery of Arrest Referral by the Force, however delays in the transition mean only £140k is expected to be needed in 2014/15.

There is some on going debate about how much of the £248k allocated to Integrated Offender Management is needed in the current year.

As result of the above, £500k is considered to be available for the PCC to set up a Community Safety Fund, which will operate along similar lines to the Property Act Fund.

The guidance notes for applications to the fund and the application form are attached for to this decision record form for approval.

Decision:

The PCC is asked to approve setting aside £500k from the PCC Initiatives fund to create a Community Safety Fund, to approve the guidance on which applications to the fund may be awarded funding and given the nature of how the Fund is to be managed, via a bidding process, to approve that any unused funds are carried forward each year.

Implications:

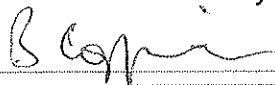
Has consideration been taken of the following:	Yes	No	
Financial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Legal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equality & Diversity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Human Rights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Sustainability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Risk	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

(If yes please provide further details below)

Police and Crime Commissioner:

The above request HAS / ~~DOES NOT HAVE~~ my approval.

Signed: _____



Date: _____

17/12/14



Application for Funds – Guidance Notes

(Revised 1 December 2014)

Introduction

Local people know what is needed in their area to reduce crime and disorder and reduce the fear of crime. The Police and Crime Commissioner (PCC) for Cleveland is committed to supporting individuals and organisations in reducing crime and disorder. This commitment is set out in his Police and Crime Plan.

PCC funds

The PCC has funds available to enable local people and organisations to access to one off and longer term grants that actively reduce crime and disorder and reduce the fear of crime. These include

- **Police Property Act**
In accordance with the Police Property Act Regulations (1997) all awards from this fund must be for charitable purposes.
- **PCC Community Safety Initiatives**
In accordance with section 143 of the Antisocial Behaviour, Crime and Policing Act 2014, all awards from this fund must address one or more of
 - Crime and disorder reduction, including antisocial behaviour, in communities and neighbourhoods and/or
 - Reducing the misuse of drugs, alcohol and other substances and/or
 - Reducing reoffending
 - Additional services that help victims, witnesses or other people affected by crime and antisocial behaviour. That is, services that are not already being commissioned by the PCC.
- **Grants and Commissioning**
In accordance with section 143 of the Antisocial Behaviour, Crime and Policing Act 2014 and any funding conditions set by government, the PCC will commission services for all of the above purposes including but not limited to services that help victims and witnesses affected by crime and antisocial behaviour.

Application criteria

- Community Safety Initiatives and Property Act Fund bids are restricted to one application per financial year.
- Applications must demonstrate that the initiative meets one or more of the Police and Crime Commissioners objectives.
- Applications must have a real impact at a local level in reducing crime and disorder and the fear of crime.

Police Property Act - Who can apply?

- Any individual who is working to improve the lives of people in the Cleveland Police area.
- Any organisation working/operating in the Cleveland Police area.

We won't fund:

- Staffing costs
- Recurring expenditure
- Political activities.
- National Medical research and equipment.
- Animal welfare.
- Large scale projects, where a small grant would not make a difference.

This does not exclude others from applying as we would like to encourage and support a broad range of projects - although the key deciding factor will be how neighbourhoods and communities in Cleveland see the benefits of each project.

PCC Community Safety Initiative - Who can apply?

- Individuals, local voluntary and community groups which are working to improve the lives of people in the Cleveland Police area.
- Organisation working/operating in the Cleveland Police area.

We won't fund:

- Recurring expenditure
- Political activities.
- National Medical research and equipment.
- Animal welfare.

We won't normally consider staffing costs but where it is critical to an exceptionally strong application, grants may be made to meet the cost of staffing.

Commissioning and grants - Who can apply?

- Individuals, local voluntary and community groups which are working to improve the lives of people in the Cleveland Police area.
- Organisation working/operating in the Cleveland Police area.

Please see PCC Commissioning strategy at
<http://www.cleveland.pcc.police.uk/Decisions/Commissioning.aspx>

To apply

To apply for the funding it's important that you have thought through some basics. These include the following:

- Has the project been funded previously by the PCC?
- How will your project reduce crime and disorder, antisocial behaviour and the fear of crime in your area?
- What is the money for and how have you estimated the costs?
- What difference will it make to your local community and how will you know that it has worked?
- How do you know that this is what your community needs and who supports your idea?
- How long will it take to implement and is everything and everyone ready to start?
- Who will be responsible for managing the money and how will you account for it?
- Is there anything that might stop the project from being successful that you think is important for us to know?

To request funds from the PCC please complete the application form on the PCCs web page. If you would like any assistance in completing the form, although resources are limited, we will do our best in helping you through this process.

Completed applications can be emailed or posted

Email to pcc@cleveland.pnn.police.uk

Post to

Police and Crime Commissioner for Cleveland
Ladgate Lane
PO Box 70
Middlesbrough
TS8 9EH

Enquiries should be emailed to the address above or telephone the non-emergency number 101 and ask for the office of the Police and Crime Commissioner.

PCC Decision

All applications will be assessed by a panel comprising the Police and Crime Commissioner, the Chief Finance Officer and where appropriate the PCC will consult with specialist professions. All decisions will be made by the PCC. We will confirm in writing whether you have been successful or not. If you are unsuccessful we will also let you know the reasons for this.

Successful applications

Here are a few things you need to prepare for:

1. We may make ethical assurance checks, particularly in relation to larger projects and initiatives. You may be asked to consent to us making enquiries with the police or regulatory bodies, for example.
2. Payment will normally be made by electronic bank payment (BACS) which will be payable to the named organisation, or if not a formal organisation to the lead applicant.
3. You will need to acknowledge receipt of the money and agree any terms and conditions.
4. You will need to provide feedback or progress reports on your initiative. The larger the award the larger the monitoring processes required.
5. Any changes to how money is spent must be agreed with the PCC using a change management form.
6. Based on your application, you should be able to confirm the best way to show how successful your project has been e.g. what will be the difference between now and after the money has been spent on your project.
7. Once the initiative or project is completed, within 28 days you will need to provide a report outlining the benefits that were achieved, and the impact it has had on the community.



Cleveland-PCC-Funding-Application-Form

Date of application

Mr Admin User

[Pick the date]

Please tick

Application for Grant Funding	
Application for Property Act Funding <i>[must be for charitable and non-policing activities and events]</i>	
Application for Community Safety Initiative Funding	

Completed forms should be emailed to pcc@cleveland.pnn.police.uk.
Details provided within this application form will be published on the PCC website at www.cleveland.pcc.police.uk.

Section 1 – Basic bid information

Contact details

Please make sure that this person knows **all** aspects of your project and is able to talk about it if required

Title:	<input type="text"/>	First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Role/Position in organisation:	<input type="text"/>				
Organisation Name:	<input type="text"/>				
Organisation Address:	<input type="text"/>				
	<input type="text"/>				
	Postcode:	<input type="text"/>			
Email address:	<input type="text"/>				
Website:	<input type="text"/>				

In the case of a joint bid, please list all organisations and agencies involved as well as all key individuals.

Organisation Name	Organisation Address	Contact name and details
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

How would you best describe your organisation?

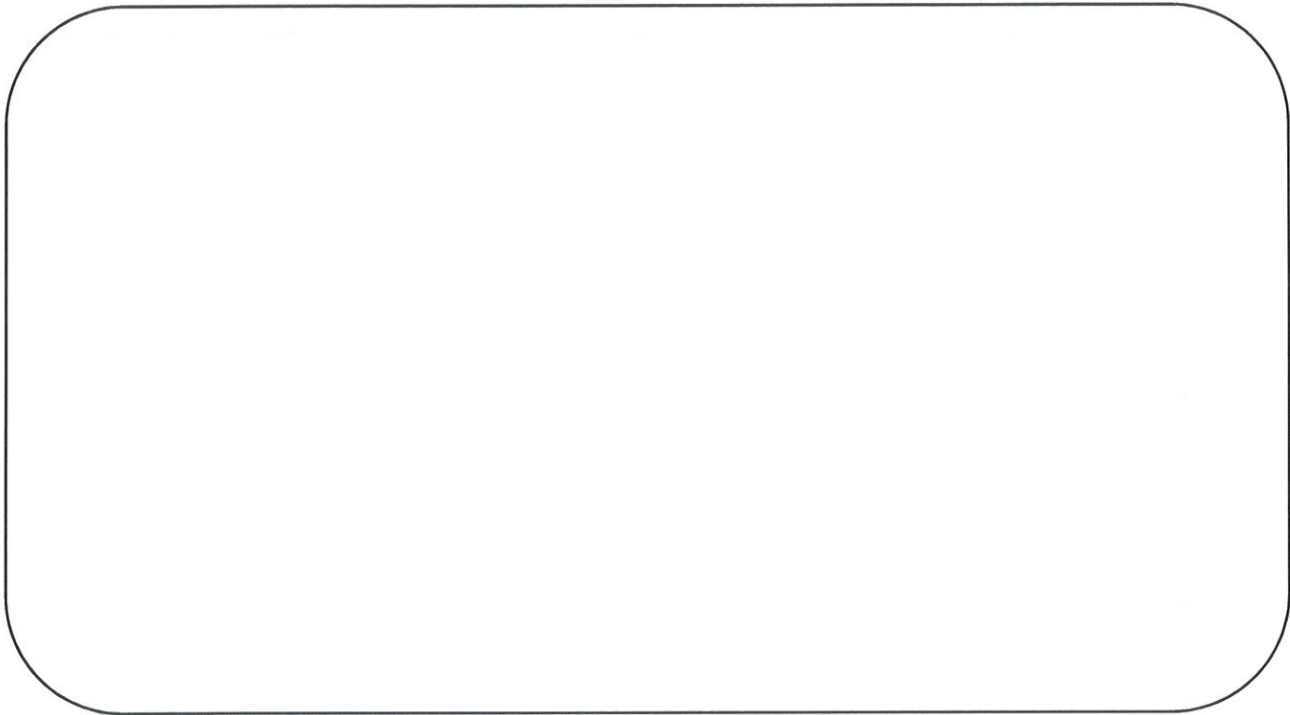
Registered Charity ☐ Registration Number:

- Voluntary or community organisation/group ☐
- Self help group/forum ☐
- Company limited by guarantee ☐
- Social Enterprise ☐
- Local Authority ☐
- Other ☐

If other please clarify:

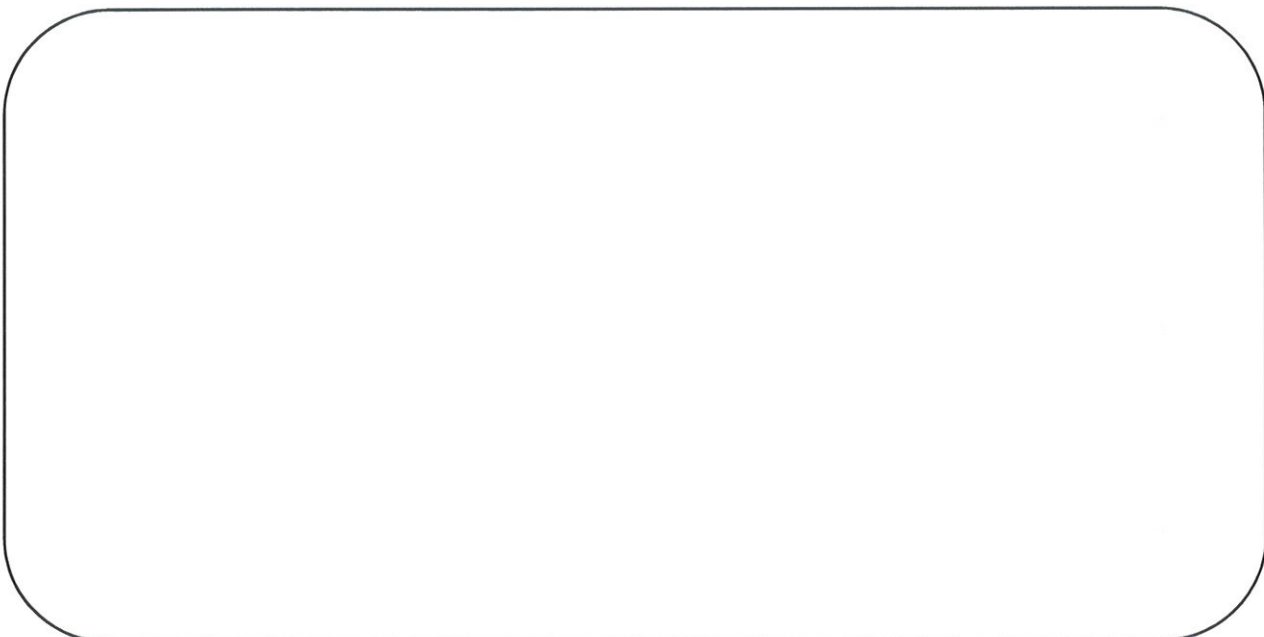
Aims and objectives of your organisation(s)

Please provide a summary of your organisation(s) aims and objectives in no more than 300 words.



Section 2 – Strategy Statement

Brief description of proposed initiative or service (in no more than 300 words)



Which geographical area(s) will benefit most from your initiative for which this application relates. Please tick all boxes which apply:

Redcar and Cleveland

☐

Stockton

☐

Middlesbrough

☐

Hartlepool

☐

Stakeholders

Who will benefit from the proposed initiative or service (in no more than 300 words).

Will this application support or enhance other services that you intend to commission? (in no more than 300 words)

Section 3 – Financial information

Funding requested

	Total funding requested:
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Funding period and payment schedule

Payment schedule (single payment, quarterly, etc)

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Bid elements

Service/Initiative	Amount Requested
Total funded requested	£

Joint bid elements (if applicable)

Service/Initiative	Amount Requested

Total funded requested	£

Start and End Dates

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Bank details

If your application is successful, we will pay your organisation by BACS transfer. It is therefore very important to ensure that the details below are accurate.

Bank account name (may be used as a reference)	
Sort Code	
Account Number	

Exit Strategy – Can you secure alternative funding or to have plans to scale down your proposal if required? (in no more than 300 words)

Section 4 – Meeting the Police and Crime Commissioners Objectives

Which of the following Police and Crime Plan objectives will your initiative contribute towards?

- ☐ Retaining and developing neighbourhood policing
- ☐ Delivering a better deal for victims and witnesses
- ☐ Diverting people from offending through rehabilitation
- ☐ Ensuring better links between agencies to make the best use of resources
- ☐ Valuing those who deliver community safety services and encouraging good community and industrial relations

Please summarise how the initiative(s) will contribute towards the above objectives (in no more than 300 words)

Section 5 – Performance Criteria

What are the expected outcomes and performance measurement criteria to be used (including as appropriate indicators and trend analysis).

Indicator/Trend	Outcome expected

Section 6 – Governance, Reporting and Communications Plans

Please add details of your communications plan, showing how the initiative(s) will be communicated to stakeholders, service users and other partners (where appropriate). (in no more than 300 words)

Declaration

I certify that all the particulars given in the form are correct, that I agree with the Privacy note, and that any grant money received from Police and Crime Commissioner for Cleveland will be used for purposes stated in this form. The Police and Crime Commissioner for Cleveland reserves the right to reclaim any grant not used for the purposes stated on this form.

I understand that the grant applied for is for this financial year only and that any grant provided will not be provided on an ongoing basis in future years.

I agree to provide a report detailing the outcomes of this project/activity (a form will be sent out for completion at the relevant time) if our application is successful and will acknowledge the Police and Crime Commissioner in any publicity relating to the project.

Please tick here to accept the above declaration. ☐

Note: Your application will not be processed if this box is not checked.

Privacy Note

The information you have supplied in this form will be used to process your grant application. In order to make a decision on your application some of the de-personalised information provided may go into a public decision report. In addition your application form may be shared with third parties and partner agencies who may be involved in the decision making process or whom can verify specific facts within your application.

In addition we may be required to disclose information outside the Office of the Police and Crime Commissioner for Cleveland to help prevent fraud, or if required to by law.

We may not be able to process your application if you do not provide all the requested information.

Full grant applications will be retained for a maximum of 6 years (plus current year). Information will be retained on a database at the Office of the Police and Crime Commissioner for Cleveland for statistical and monitoring purposes.

Transparency/Open Data

If your application is successful, details of grants will be published on the Office of the Police and Crime Commissioner for Cleveland's website; www.cleveland.pcc.police.uk No personal information will be published.
