

PCC Crime Prevention Fund 2016

Guidance Notes

We expect to receive many more applications than can be supported and groups should be clear in their applications about the benefits of their project. It is important that you use the word count on the application form to tell us **as much as you can** about your project. **Please note: any information in excess of the specified number of words may not be considered when the application is processed.**

We are unlikely to fund projects or activities which will go ahead regardless of support from the grants programme.

LCVS and Sefton CVS are administering the fund on behalf of the PCC and completed applications should be sent to pcccrimepreventionfund@hotmail.com in Word format and supporting documents (Annual accounts, safeguarding policy etc.) should be attached as PDF files or sent by post.

IMPORTANT –Please see the list of exclusions at the end of this guidance. As with any list, this is not exhaustive but gives a sense of those areas that we will not support.

THE CLOSING DATE FOR APPLICATION IS 5.00 p.m. on 4th March 2016

Who can apply?

You must be a charity, community group or social enterprise. You must be based in Merseyside, connected to your community.

In addition groups **MUST** have

- have a bank account in the name of the organisation or group with at least **TWO** cheque signatories
- a constitution or set of rules
- a Child Protection Policy/Vulnerable Adults Safeguarding Policy and evidence that staff and volunteers are DBS checked where appropriate. (more information can be found at <https://www.gov.uk/disclosure-barring-service-check/overview>)
- Equal Opportunities Policy

How much can you apply for?

The maximum amount a group can apply for is £25,000 and the minimum grant is £5,000. Any funding received should be spent by 31st March 2017, any unspent funds should be returned to the Commissioner's Office. Applications covering more than one year will be considered, up to the end of the financial year 2017/18.

What you can apply for

Applications must be in line with the Objectives of the Fund and demonstrate that the proposal will contribute to **at least one** of the Police Commissioner's Police & Crime Plan priorities as detailed below:-

- To prevent crime and anti-social behaviour;
- To provide a visible and accessible neighbourhood policing style;
- To tackle serious and organised crime; and
- To support victims, protect vulnerable people and maintain public safety.

Applications **must also** contribute to at least one of the shaded areas on the PCC Crime Prevention Framework below:-

- a. Primary/Offender
- b. Primary/Location
- c. Secondary/Offender
- d. Secondary/Location

	Victim	Offender	Location
*Primary (Stop before it occurs- Situational & Social)	Situational crime prevention	Prevention. Diversionary Activities.	Designing out crime target hardening.
**Secondary (Change people at risk)	Troubled Families agenda	Focussed Deterrents. Education & Intervention.	Prioritise Vulnerable Localities
Tertiary (Dealing with the issue after the event)	Reduce repeat victimisation	Integrated Offender Management,	Safer Communities Initiatives.

***Primary Prevention** (situation and social prevention) is directed at stopping a problem before it happens. This involves reducing the opportunities for crime, addressing social and/or environmental factors that increase risk of offending, and strengthening community and social structures.

****Secondary Prevention** – seeks to change people, typically those at high risk of embarking upon a criminal career. The focus can be on a rapid/effective early interventions (for example, youth programmes) and/or high risk neighbourhoods.

In addition applications must:

Measure the impact of the intervention/s against an assessment and/or evaluation framework and meaningful outcome measures.

Utilise the evidence base to underpin the rationale and implementation of the intervention/s.

Additional guidance – these notes refer to specific questions on the form

B1. Please tell us what you intend to do with your grant if successful. Elsewhere in the form you will be asked about the impact of your project and who will benefit, so in this section focus on the activity that will take place.

The second part of the question gives you the opportunity to tell us what will change for people as a result of your project. Try and use real world examples of the change that will take place. Try to avoid simply citing statistics freely available via web searches.

B2. The PCC have set priorities and this is your opportunity to show how your project can help meet these. There's no advantage in terms of the assessment of your proposal in making your activity 'fit' all of these – just select at least one that is a clear fit with your work and make the case for it.

B3. Take a look at the table and notes above and tell us where your project fits – for example, is it a diversionary activity for young people that helps to divert them from the risk of getting involved in anti-social behaviour? Or are you working on an inter-generational project that strengthens the local community?

B4. Every project should have clear 'outcomes' and you will have described some of these in earlier answers. In this question set out the key milestones for your project and how they will be measured (i.e. how you will monitor and evaluate your project). For example 'x number of young people report greater awareness of the issues affecting older people in their community in relation to crime and anti-social behaviour.'

B5. We are interested in how you feel your project benefits not just the direct beneficiaries but also the wider community. More and more, funders will be asking for groups to highlight the 'social value' of any grant given – this added

value is important and is it can highlight positive relationships that develop locally that can be built on, especially in areas where community cohesion is an issue. We are also keen to use local supply chains for equipment, goods and services where possible.

B6. Tell us how you know the project is needed. This might include local consultations within your community or with your service users. If you refer to any consultations you have carried out we may request them during assessment.

B7. If you are working in partnership please tell us who with and in what way. Partnership bids are encouraged as funds are limited and we will want to avoid any duplication of services.

Funding of Core Costs (Running Costs) -

Given the limits on funding core salaries and general running costs will not be considered. We will though look at sessional costs etc as part of any proposal.

Monitoring and Evaluation

Any group in receipt of funding must agree to provide detailed monitoring and evaluation. This monitoring must show how many people have benefited from the funding and what outcomes were achieved. **Funded projects will be expected to take part in this area of our work and this may involve taking part in workshops, focus groups etc. This helps us to build a better picture of 'what works' and to share learning.**

Process

Applications to the Fund will be accepted from **Monday 1st February to 5pm on March 4th**

All applications to the Commissioner's Crime Prevention Fund must be submitted via the grants@lcvs.org.uk email address

Initial screening of the application will be undertaken by LCVS and Sefton CVS. All applications meeting the criteria will be forwarded to the Commissioner's Office for consideration by Panel approved by the Commissioner.

The applicant may be contacted at any stage of the process and requested to provide further information to support an application. Further advice on a project may be sought as appropriate.

The Commissioner's decision in relation to successful applications will be formally recorded and published on the Commissioner's website.

The Commissioner's decision is final and is not subject to an appeals process. Applicants will be notified by of a decision within 10 working days of the panel meeting.

If the application is successful, the terms and conditions of the grant funding will be issued to the applicant. Funding will be released within 10 working days of receiving the signed terms and conditions.

In accordance with the terms and conditions of the grant, the applicant will provide progress reports to the Commissioner's Office at agreed intervals. On completion of the project, the applicant will supply a report on the outcomes achieved and an evaluation of the initiative may be undertaken by the Commissioner's representative.

How to apply

Given the high volume of applications we receive, we would prefer if applications forms can be returned electronically as they have to be logged onto our system to ensure that we can track each application. The form can be downloaded from the LCVS web site (www.lcvs.org.uk)

Exclusions

Grants will NOT be made for

Please note that applications for core salaries cannot be considered
Start up costs for new organisations
General IT equipment/web site development
Theatre performance or touring
Vehicles
Sports kits or general fees (league fees etc.)
Individuals
The advancement of religion
Animal welfare
Other grant making bodies
Parent Teacher Associations
Replacement funding (e.g. statutory funding coming to an end)
Loans or business finance
Universities/HE facilities
Sponsorship/marketing appeals/fundraising costs
Overseas projects/travel
National charities

**Please email completed applications forms
pcccrimepreventionfund@hotmail.com by**

5.00 p.m. on 4th March 2016

Supporting documents that can't be emailed as word or PDF files should be posted to Grants, LCVS, 151 Dale Street, Liverpool, L2 2AH