**Funding Guidelines - Community Safety Development Fund (CSDF) 2018 -19**

1. **Purpose**

The purpose of the Police and Crime Commissioner’s Community Safety Development Fund (CSDF) is to support local voluntary and community safety groups to deliver effective approaches to preventing and tackling crime and anti-social behaviour in Essex.

1. **Fund criteria**

Applications to the fund must demonstrate a positive impact on at least one of the **PFCC’s** [**Police & Crime Plan priorities**](http://www.essex.pcc.police.uk/priorities-for-essex/police-and-crime-plan/)**;**

1. More local, visible and accessible policing
2. Crack down on anti-social behaviour
3. Breaking the cycle of domestic abuse
4. Reverse the trend in serious violence
5. Tackle gangs and organised crime
6. Protecting children and vulnerable people from harm
7. Improve safety in our roads

In addition to these priorities, the PFCC believes that victims should be at the heart of what we do. We welcome any bids that are victim-focused and support the PFCC to provide victims with the services they are entitled to under the Ministry of Justice’s *Code of Practice for Victims of Crime*.

Projects should not duplicate or compete with existing activity, and funding will not be allocated for projects that are unable to demonstrate effective impact upon the Police & Crime Plan priorities.

There is no requirement for applications to generate match-funding, however, evidence of match-funding is likely to improve the likelihood of the bid being recommended as this demonstrates support for the project and improves value for money for the PFCC’s investment.

Whilst the PFCC will seek to establish local need and support for individual initiatives, applicants are invited to obtain support for their bid from relevant partners, including Police and local Community Safety Partnerships (see Appendix A for a list of CSP managers) if appropriate, in advance of submission. This offers reassurance to the PFCC that the project has the backing of key stakeholders and is therefore more likely to be delivered successfully.

1. **Applications**

The 2018-19 CSDF will be open for applications from its launch on 1st April 2018. Funding will be allocated in 3 funding rounds. Closing dates for funding rounds are;

Round 1 – 30th June 2018

Round 2 – 31st September 2018

Round 3 – 31st January 2018

Applications must be completed in full and must be submitted on the ***CSDF application form*** via the PFCC’s Office pfcc@essex.pnn.police.uk. We aim to make a decision and respond to applicants within 1 month of the closing date of each funding round. **Once submitted please ensure you have received a receipt of confirmation from the PFCC office to ensure the application has been safely received.**

1. **Decision-making**

Decisions will be made using available evidence that demonstrates the initiative’s likely impact on the PFCC’s priorities. The PFCC uses a panel of independent local representatives to ensure proposed activity reflects local priorities, links-in with existing commissioned or grant-funded activity, and provides the PFCC with value for money.

The PFCC aims to ensure a fair and equitable distribution of funding across Essex including the unitary authorities of Southend and Thurrock, and between the priorities within the Police and Crime Plan.

Decisions made will also try to ensure fair proportionate distribution of funding across Essex and the unitary authorities of Southend and Thurrock, and between the priorities within the Police and Crime Plan. Unfortunately in previous rounds of funding the CSDF has received applications for CCTV. CCTV is an example where we are unable to provide funding as we cannot set a precedent to support an initiative that we are unable to support countywide.

1. **Funding**

The total allocation for the 2018-19 Community Safety Development Fund is £300,000. Applications for PFCC funding in excess of £20,000 are unlikely to be successful

Funding will be released upon receipt of a signed funding agreement and transferred via BACS. Unless otherwise stated within the funding agreement, grants must be spent within one year of payment from the OPFCC.

The £300,000 fund is not split across the three rounds. Whilst the decision making panel will ensure fair distribution across each 3 rounds of funding decision is based upon first review of application and therefore for each round the available funds available will descend.

1. **Monitoring and evaluation**

Those who are awarded grants are asked to provide formal reports at the mid-year and end of year stages, using the standard report template. Performance information will need to demonstrate impact articulated in the application. Financial information presented will need to demonstrate the funding has been spent on the agreed initiatives within the Funding Application

The PFCC may ask for progress updates at any time, especially for those projects considered to be innovative and have wider potential application

Successful recipients are expected and encouraged to undertake proactive publicity to demonstrate the positive impact that their initiatives have had on the PFCC’s priorities. This may be in the form of videos, press releases or social media activity.

1. **Hints and Tips**
* Potential applicants should consult the [Police & Crime Plan for Essex](http://www.essex.pcc.police.uk/priorities-for-essex/police-and-crime-plan/) to ensure their proposed activity meets the PFCC’s objectives
* Detail provided within the application form should be proportionate to the amount of funding requested
* Applicants are invited to seek support from their local Council for Voluntary Service (CVS) for assistance in bidding for grant-funding, or support in presenting a positive application – see Appendix A for a list of local CVS contacts
* The average grant allocated in 2017-18 was £8,000. Applications for PFCC funding in excess of £20,000 are unlikely to be successful
* Where appropriate, endorsement from local Police and/or Community Safety Partnerships will improve the likelihood of applications succeeding – the PFCC may consult other local stakeholders when considering applications for funding
* Questions about the fund should be e-mailed to PFCC@essex.pnn.police.uk
1. **Data Protection**

All applicants must comply with the Data Protection Act 1998 and the EU General Data Protection Regulation.

Applicants must submit their information in an application form, provide full details of their proposal including costs and benefits. Any personal information that is provided in the application are shared with the independent evaluating panel and used only for the purpose of reviewing the grant application and the ongoing administration and management of any grants that are awarded.

The PFCC uses a third party copy writer in order to publicise projects on social media, the PFCC website and to other members of the public via press releases. Applicants consent to the sharing of name, contact details and short description of proposal with the third party by ticking the consent box on the application form.

Payment details will be shared with Essex Police Business Centre for the sole purpose of processing the funding payment.

To uphold the standards set out in the PFCC Ethic and Integrity Framework all PFCC decisions including grant awards are published on the PFCC website. Information disclosed on the PFCC website will include Organisation name, short description of project and value of award.

You have the right at any time to remove consent and to ask that information about you be removed from our systems. There are occasions where we may need to retain sufficient information to, for example, evidence of funding distributed but we will ensure that we comply we data protection legal requirements.

1. **Safeguarding**

All applicants whose projects are likely to include children or vulnerable adults are expected to have robust safeguarding policies in order to protect those client groups according to legislation. All applicants who are likely to include children or vulnerable adults are to demonstrate a safeguarding policy.

**Appendix A – Community Safety Partnership and Council for Voluntary Service contacts**

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| **CSP MANAGERS** |
| Basildon | Paula Mason | Paula.Mason@Basildon.gov.uk |
| Braintree | Tracey Parry | tracey.parry@braintree.gov.uk |
| Brentwood | Tracey Lilley | Tracey.Lilley@brentwood.gov.uk |
| Castle Point | Helen Collins | HCollins@castlepoint.gov.uk |
| Chelmsford | Spencer Clarke | spencer.clarke@chelmsford.gov.uk |
| Colchester | Mel Rundle | melanie.rundle@colchester.gov.uk |
| Epping Forest | Caroline Wiggins | cwiggins@eppingforestdc.gov.uk |
| Harlow | Marysia Rudgley | marysia.rudgley@harlow.gov.uk |
| Maldon | Spencer Clarke | spencer.clarke@Maldon.gov.uk |
| Rochford | Graham Browne | graham.browne@rochford.gov.uk |
| Southend-on-Sea | Simon Ford | simonFord@southend.gov.uk |
| Tendring | Leanne Thornton | lthornton@tendringdc.gov.uk |
| Thurrock | Michelle Cunningham | micunningham@thurrock.gov.uk |
| Uttlesford | Fiona Gardner | fgardiner@uttlesford.gov.uk |
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| **Council Voluntary Services** |
| Basildon | admin@bbwcvs.org.uk |
| Braintree | bdvsa@bdvsa.org |
| Brentwood | enquiries@brentwoodcvs.org.uk |
| Castle Point | office@castlepointavs.org.uk |
| Chelmsford | info@chelmsfordcvs.org.uk |
| Colchester | information@ccvs.org |
| Epping Forest | admin@vaef.org.uk  |
| Harlow | jackie@rainbowservices.org.uk |
| Maldon | admin@maldoncvs.org.uk |
| Rochford | rravs@rravs.org.uk |
| Southend-on-Sea | publicity@savs-southend.co.uk |
| Tendring | admin@cvstendring.org.uk |
| Thurrock | info@thurrockcvs.org |
| Uttlesford | enquiries@cvsu.org.uk |

List accurate at June 1st 2017