

# Funding Guidelines - Community Safety Development Fund (CSDF) 2020-21

## 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.

## 2. Fund criteria

Applications to the fund must demonstrate a positive impact on at least one of the **PFCC's extended Police & Crime Plan priorities**;

1. More local, visible and accessible policing
2. Cracking down on anti-social behaviour
3. Breaking the cycle of domestic abuse
4. Tackling gangs and serious violence
5. Disrupting and preventing organised crime
6. Protecting children and vulnerable people from harm
7. Improving safety on 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.

The Fund should not be used as a sustainable source of funding and therefore applicants would need to demonstrate how the project will be continued after PFCC funding is required.

This Fund welcomes continuation funding however, applicants need to clearly demonstrate that previous funding opportunities delivered against the extended Police and Crime Plan Priorities and demonstrate how further funding will develop the project further.

### 3. Applications

The 2019-20 CSDF will be open for applications from its launch on 1<sup>st</sup> December 2020. The fund will close on 10<sup>th</sup> February 2021.

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](mailto: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.**

### 4. 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.

### 5. Funding

The total allocation for the 2020-21 Community Safety Development Fund is £150,000. 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.

### 6. 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 (Appendix B). 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.

## 7. Hints and Tips

- Potential applicants should consult the [Police & Crime Plan for Essex](#) 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 2019-20 was £10,766. 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
- The Fund should not be used as a sustainable source of funding and therefore applicants would need to demonstrate how the project will be continued after PFCC funding is required. Where funding has been previously awarded and funding is being requested to develop and grow services evidence of outcomes and performance should be included within the application
- Questions about the fund should be e-mailed to [PFCC@essex.pnn.police.uk](mailto:PFCC@essex.pnn.police.uk)

## 8. 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, providing 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.

Data will be stored for six years once the grant period has ended for the purpose of evidence of funding distributed but we will ensure that we comply we data protection legal requirements. You have the right at any time to remove consent and to ask that information about you be removed from our systems.

## 9. 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

<b>CSP MANAGERS</b>		
Basildon	Paula Mason	<a href="mailto:Paula.Mason@Basildon.gov.uk">Paula.Mason@Basildon.gov.uk</a>
Braintree	Tracey Parry	<a href="mailto:tracey.parry@braintree.gov.uk">tracey.parry@braintree.gov.uk</a>
Brentwood	Daniel Cannon	<a href="mailto:daniel.cannon@brentwood.gov.uk">daniel.cannon@brentwood.gov.uk</a>
Castle Point	Helen Collins	<a href="mailto:HCollins@castlepoint.gov.uk">HCollins@castlepoint.gov.uk</a>
Chelmsford	Spencer Clarke	<a href="mailto:spencer.clarke@chelmsford.gov.uk">spencer.clarke@chelmsford.gov.uk</a>
Colchester	Mel Rundle	<a href="mailto:melanie.rundle@colchester.gov.uk">melanie.rundle@colchester.gov.uk</a>
Epping Forest	Caroline Wiggins	<a href="mailto:cwiggins@eppingforestdc.gov.uk">cwiggins@eppingforestdc.gov.uk</a>
Harlow	Marysia Rudgley	<a href="mailto:marysia.rudgley@harlow.gov.uk">marysia.rudgley@harlow.gov.uk</a>
Maldon	Spencer Clarke	<a href="mailto:spencer.clarke@Maldon.gov.uk">spencer.clarke@Maldon.gov.uk</a>
Rochford	Andy Parkman	<a href="mailto:Andy.Parkman@Rochford.gov.uk">Andy.Parkman@Rochford.gov.uk</a>
Southend-on-Sea	Simon Ford	<a href="mailto:simonFord@southend.gov.uk">simonFord@southend.gov.uk</a>
Tendring	Leanne Thornton	<a href="mailto:lthornton@tendringdc.gov.uk">lthornton@tendringdc.gov.uk</a>
Thurrock	Michelle Cunningham	<a href="mailto:micunningham@thurrock.gov.uk">micunningham@thurrock.gov.uk</a>
Uttlesford	Fiona Gardner	<a href="mailto:fgardiner@uttlesford.gov.uk">fgardiner@uttlesford.gov.uk</a>

<b>Council Voluntary Services</b>	
Basildon	<a href="mailto:admin@bbwcvcs.org.uk">admin@bbwcvcs.org.uk</a>
Braintree	<a href="mailto:bdvsa@bdvsa.org">bdvsa@bdvsa.org</a>
Brentwood	<a href="mailto:enquiries@brentwoodcvcs.org.uk">enquiries@brentwoodcvcs.org.uk</a>
Castle Point	<a href="mailto:office@castlepointavs.org.uk">office@castlepointavs.org.uk</a>
Chelmsford	<a href="mailto:info@chelmsfordcvcs.org.uk">info@chelmsfordcvcs.org.uk</a>
Colchester	<a href="mailto:information@ccvs.org">information@ccvs.org</a>
Epping Forest	<a href="mailto:admin@vaef.org.uk">admin@vaef.org.uk</a>
Harlow	<a href="mailto:info@rainbowservices.org.uk">info@rainbowservices.org.uk</a>
Maldon	<a href="mailto:admin@maldoncvcs.org.uk">admin@maldoncvcs.org.uk</a>
Rochford	<a href="mailto:rravs@rravs.org.uk">rravs@rravs.org.uk</a>
Southend-on-Sea	<a href="mailto:publicity@savs-southend.co.uk">publicity@savs-southend.co.uk</a>
Tendring	<a href="mailto:admin@cvstendring.org.uk">admin@cvstendring.org.uk</a>
Thurrock	<a href="mailto:info@thurrockcvcs.org">info@thurrockcvcs.org</a>
Uttlesford	<a href="mailto:enquiries@cvsu.org.uk">enquiries@cvsu.org.uk</a>

List accurate at November 2020

Appendix B – Monitoring Form

**Essex Police, Fire and Crime Commissioner: Community Safety Development Fund 2018/19**

Monitoring Report

**Summary of Award**

<i>Organisation:</i>	
<i>Project name:</i>	
<i>Amount awarded by PFCC:</i>	
<i>Project commencement date:</i>	

**Progress report**

<i>Project aims?</i>	<i>Activity to date?</i>	<i>Objectives met?</i>	<i>What evidence can you provide to support achievement?</i>	<i>Where objectives have not yet been met what further activity is planned to ensure they are?</i>	<i>Any lessons learned or further notes?</i>
	<i>Please provide details of what your project has delivered or achieved to date</i>	<i>Yes/No</i>	<i>Please provide details of evidence of your objectives being achieved</i>	<i>Please detail any recovery plans or activity to ensure the project's objectives will be met</i>	<i>Please detail any further relevant information about the project, include lessons learned.</i>

Number of New individuals Referred to Services in the Reporting Period	
Number of New Referrals to the service	
Number of individuals who Engaged with the Service in the Reporting Period	
Number of <b>New Referrals</b> in the time period	
Number of <b>Existing</b> individuals where the referral was made <b>prior</b> to the reporting period	

At the point the information was requested what was their gender?	Total
Female	
Male	
Non-Binary	
Not stated	
Total <i>No input required, auto sum function</i>	

At the point the information was requested what was their age?	Total

12 years and under	
13 to 17 years	
18 to 24 years	
25 to 34 years	
35 to 44 years	
45 to 54 years	
55 to 64 years	
65 to 74 years	
75 years or over	
Not stated	
Total <i>No input required, auto sum function</i>	

At the point the information was requested what was their sexual orientation?	Total
<b>Sexual Orientation</b>	
Heterosexual / Straight	



Gay / Lesbian	
Bisexual	
Other	
Not stated	
Total <i>No input required, auto sum function</i>	

At the point the information was requested what was their identified Ethnicity?	Total
<a href="#">click here for the Office for National Statistics page on ethnicity</a>	
White (English, Welsh, Scottish, Northern Irish, Irish, Gypsy or Irish Traveller, any other White background)	
Mixed / Multiple Ethnic Groups (White and Black Caribbean, White and Black African, White and Asian, Any other mixed/multiple ethnic background)	
Asian / Asian British (including Chinese, Indian, Pakistani, Bangladeshi and any other Asian background)	
Black / African / Caribbean / Black British	
Other Ethnic Group (including Arab and any other ethnic group)	
Not stated	

Total <i>No input required, auto sum function</i>	
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<b>At the point the information was requested how many had a Disability* or were identified as disabled?</b>	<b>Total</b>
*The Equality Act 2010 defines a disabled person as “someone who has a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities”. Disability includes, but is not limited to, Vision (e.g. blindness or partial sight); Hearing (e.g. deafness or partial hearing); Mobility (e.g. walking short distances or climbing stairs); Learning/understanding/concentrating; Memory; Mental Health, Social or Behaviour (e.g. autism, attention deficit disorder or Asperger’s syndrome).	
<b>Disability* (at time of referral)</b>	
Has a disability	
Does not have a disability	
Not Stated	
Total <i>No input required, auto sum function</i>	

**Financial position**

<b>Activity</b>	<b>Planned spend</b>	<b>Actual spend</b>	<b>Reason for any under/overspend and plans to address</b>
	£	£	<i>Please provide any reasons for divergence from agreed costs</i>
	£	£	
	£	£	
	£	£	

	£	£	
<b>PFCC funding</b>	£	£	£

I confirm that the performance and financial information contained in this report is accurate to the best of my knowledge.

<b>Name:</b>		<b>Contact details:</b>	
<b>Position:</b>		<b>Date:</b>	

Please complete and return this report **within 4 weeks of the** mid and end-points of the project to [kirsty.smith@essex.police.uk](mailto:kirsty.smith@essex.police.uk)