**Funding Guidelines – PFCC Crime Prevention Fund 2021-22**

1. **Purpose**

The purpose of the Police, Fire and Crime Commissioner’s Crime Prevention Fund is to support local voluntary and community safety groups to deliver effective approaches to prevent crime from happening in the first place in order to reduce overall crime and keep our communities safe.

1. **Fund criteria**

Applications to the fund must demonstrate activity that prevent crime from happening in the first place in order to reduce overall crime and keep our communities safe. This can include projects that:

* Recognise and welcome the increased diversity of Essex and support communities to work together and prevent crime by encouraging reporting, identifying problem areas and target prevention activity.
* Work with schools and young people to develop a comprehensive education focused prevention programme delivering relevant messages, including, healthy relationships and Child Sexual Exploitation
* Provide extra support and early intervention for people with additional needs or who are at increased risk of becoming victims of crime
* Collaborate with rural communities and partners to understand rural communities and their issues in order to prevent crime
* Work to reduce the fear women feel in their communities and support projects that make public space free from abuse and harassment

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 as part of the due diligence checks, applicants are invited to obtain support for their bid from relevant partners, including Police and local Community Safety Partnerships (see Appendix A), 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.

Projects should be delivered within one year of the grant being awarded. 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.

1. **Applications**

The 2021-22 PFCC Crime Prevention Fund will be open for applications from its launch on 8th December 2021. The fund will close on 13th February 2022.

The PFCC Crime Prevention Fund requires organisations to fully complete an application that is accessible through the PFCC website. Information requested within this application include

* Details of the applying organisation: name, registered address company number, charity number and contact details
* Description of the organisation and its purpose
* Description of the proposal including expected aims and outcomes
* Evidence of need for proposal
* Geographical location of support
* Target audience including how the project will be accessible to the target audience
* Sustainability of the project following expiry of funding
* Cost of proposal
* The police and crime plan priority supported

Applications must be completed in full and must be submitted on the ***PFCC Crime Prevention Fund application form*** via the PFCC’s Office pfcc@essex.police.uk. **Once submitted please ensure you have received a receipt of confirmation from the PFCC office to ensure the application has been safely received.**

Applicants are encouraged to include within the application letters of endorsement from Community Safety Partnerships and other references that may support an application demonstrating the evidence of need for the service.

Applications will be accepted from organisations that benefit society which include

* registered charity
* community interest company (CIC)
* school (as long as your project benefits and involves the communities around the school)
* statutory body (including local authorities, town, parish and community council)

When submitting the application, the applicant must also include

* Operating governing documents e.g. constitution
* Most recent independently examined/audited accounts
* Cash position at the time of application
* Safeguarding policy
* Compliance with GDPR policy

Applications are submitted to the PFCC email address which is found on the PFCC website.

We are keen to support organisations that support local communities and meet local the Police and Crime Plan priorities. If an organisation is unable to provide the documentation requested, they are encouraged to contact the PFCC office to discuss the project. The PFCC may consider the application however it may be subject to further due diligence and/or additional grant condition.

Upon receipt of the application a member of the PFCC team will review the application to ensure it meets the outlined criteria and all required documents have been provided.

The outcome of applications will be announced within two months of the closing date of each funding round.

1. **Due Diligence**

The information supplied within an application will be used by the PFCC to conduct due diligence checks. Checks are conducted in order to fulfil the PFCC public duty to ensure funding is awarded responsibly and that it will be of good value to taxpayers. Using the documents that have been submitted and other resources due diligence checks will include

* Finance check ensuring there are no irregularities within accounts that have been submitted and show sound financial health and a positive cash position
* Social media/news search
* Review check against companies’ house and the charity commission (where applicable)
* Review of governing documents including review of trustees, board and committee members
* Robustness and likely effectiveness and efficiency of the application
* Sustainability of the organisation without this funding
* The PFCC may seek the views of key partner agencies to qualify any statements or statistics quoted within an application e.g. Police, local authority and strategic commissioned providers.
* Robust safeguarding procedures in place
* Robust GDPR processes in place
1. **Decision Making**

To ensure the PFCC continues to responsibly use public funds the funding should not

* Duplicate or compete with existing commissioned activity from key statutory partners which include Local Authorities, Essex Police Essex Fire.
* Be used as a sustainable source of funding. Therefore, applicants would need to demonstrate how the project will be continued after PFCC funding is required.

Applications that meet the criteria will be shared with a decision panel. The decision panel is formed of partner organisations who support the PFCC in evaluating the applications in line with the set criteria.

Decisions will be made using available evidence that demonstrates the initiative’s likely impact on the PFCC’s priorities and the impact the project has on preventing crime and make communities safer. 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.

Following the completion of the decision panel the PFCC will contact those that are not successful. The communication to these applicants will include clear rationale for the unsuccessful application.

Those that are successfully recommended by the panel and who pass due diligence checks (outlined in section 4.0), will be subject to the PFCC decision making process. In line with this process a decision report will be created which will include:

* Details of the recommended project
* Project value
* Evidence of successful completion of due diligence checks
* Identification of any previous funding by the PFCC. Where this is the case additional rationale will be included.

Decision reports will be approved by the PFCC Monitoring Officer, Section 151 Officer and the PFCC or DPFCC.

1. **Funding**

The total allocation for the 2021-22 PFCC Crime Prevention Fund is £200,000. 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 PFCC.

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 (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.

1. **Hints and Tips**
* Potential applicants should consult the [Police & Crime Plan for Essex](https://www.essex.pfcc.police.uk/) 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
1. **Data Protection**

All applicants must comply with the Data Protection Act 1998 and the EU General Data Protection Regulation. Prior to grant award applicants must evidence how they comply with the data protection responsibilities.

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.

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 must evidence a safeguarding policy prior to any grant being awarded.

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

If seeking support and wanting to work in partnership with your local CSP please ensure you do so with plenty of time prior to submission of the application deadline. The CSP may not be able to endorse if adequate time is not given.

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| **Contact details** |
| District | CSP Manager | Link to contact details |
| Basildon | Paula Mason | <https://www.basildon.gov.uk/article/6253/Basildon-Council-Community-Safety-Team>  |
| Braintree | Tracey Parry | <https://www.braintree.gov.uk/community/community-safety-partnership>  |
| Brentwood | Daniel Cannon | https://www.brentwood.gov.uk/-/brentwood-community-safety-partnership |
| Castle Point | Helen Collins | <https://www.castlepoint.gov.uk/community-safety-partnership/>  |
| Chelmsford | Spencer Clarke | <https://www.chelmsford.gov.uk/communities/community-safety/>  |
| Colchester | Melanie Rundle | https://www.safercolchester.co.uk/ |
| Epping Forest | Caroline Wiggins | <https://www.eppingforestdc.gov.uk/crime-and-safety/community-safety-partnership/>  |
| Harlow | Marysia Rudgley | <https://www.harlow.gov.uk/safety-and-crime/safer-harlow-partnership> |
| Maldon | Spencer Clarke | https://www.maldon.gov.uk/info/20082/community\_safety/9864/what\_is\_the\_community\_safety\_partnership |
| Rochford | Andy Parkman | https://www.rochford.gov.uk/community-and-people/community-safety/community-safety-partnership-csp |
| Southend-on-Sea | Simon Ford | <https://southendcsp.org.uk/>  |
| Tendring | Leanne Thornton | <https://www.tendringdc.gov.uk/community/crime-community-safety/community-safety-partnership> |
| Thurrock | Michelle Cunningham | <https://www.thurrock.gov.uk/community-safety-partnership/thurrock-community-safety-partnership> |
| Uttlesford | Fiona Gardner | https://www.uttlesford.gov.uk/article/5539/Community-Safety-Partnership |
|  |  |  |
| **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 | info@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 |

Updated November 2021

Appendix B – Monitoring Form

**Essex Police, Fire and Crime Commissioner:**

Monitoring Report

**Summary of Award**

|  |  |
| --- | --- |
| ***Organisation:*** |  |
| ***Project name:*** |  |
| ***Amount awarded by PFCC:*** |  |
| ***Project commencement date:*** |  |

|  |  |  |
| --- | --- | --- |
|  | **Please provide your Annual Report** and/or explain how your funding was allocated in 2021/22.  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| ***Activity*** | ***Planned spend 2021/22*** | ***Actual spend******2021/22*** | ***Additional commentary*** |
|  | ***£*** | **£** | *Please provide any reasons for divergence from agreed costs* |
|  | ***£*** | **£** |  |
|  | ***£*** | **£** |  |
|  | ***£*** | **£** |  |
|  | ***£*** | **£** |  |
| ***PFCC funding*** | **£** | **£** | **£** |

|  |  |  |
| --- | --- | --- |
|  | What was the **impact** of the PFCC grant funding?  |  |
|  | **Equality Act**How will this Grant support delivery against the three aims of the Public Sector Equality Duty?* To eliminate unlawful discrimination, harassment and victimisation
* Advance equality of opportunity between people who share one or more protected characteristics and those who do not.
* Foster good relations between people who share one or more protected characteristics and those who do not
 | If you have any demographic data to evidence response, please provide below.  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **At the point the information was requested what was their gender?** | **Total** | **At the point the information was requested what was their age?** | **Total** | **At the point the information was requested what was their sexual orientation?** | **Total** | **At the point the information was requested what was their identified Ethnicity?** | **Total** | **At the point the information was requested how many had a Disability\* or were identified as disabled?** | **Total** |
| Female |  | 12 years and under |  | Heterosexual/ Straight |  | White (English, Welsh, Scottish, Northern Irish, Irish, Gypsy or Irish Traveller, any other White background) |  | Has a disability |  |
| Male |  | 13 to 17 years |  | Gay / Lesbian |  | Mixed / Multiple Ethnic Groups (White and Black Caribbean, White and Black African, White and Asian, Any other mixed/multiple ethnic background) |  | Does not have a disability |  |
| Non-Binary |  | 18 to 24 years |  | Bisexual |  | Asian / Asian British (including Chinese, Indian, Pakistani, Bangladeshi and any other Asian background) |  | Not Stated |  |
| Not stated |  | 25 to 34 years |  | Other |  | Black / African / Caribbean / Black British |  | Total *No input required, auto sum function* |  |
| Total *No input required, auto sum function* |  | 35 to 44 years |  | Not stated |  | Other Ethnic Group (including Arab and any other ethnic group)  |  |  |  |
|  |  | 45 to 54 years |  | Total *No input required, auto sum function* |  | Not stated |  |  |  |
|  |  | 55 to 64 years |  |  |  | Total *No input required, auto sum function* |  |  |  |
|  |  | 65 to 74 years |  |  |  |  |  |  |  |
|  |  | 75 years or over |  |  |  |  |  |  |  |
|  |  | Not stated |  |  |  |  |  |  |  |
|  |  | Total *No input required, auto sum function* |  |  |  |  |  |  |  |

**Financial position**

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

|  |  |  |  |
| --- | --- | --- | --- |
| ***Name:*** |  | ***Contact details:*** |  |
| ***Position:*** |  | ***Date:*** |  |