

SAFER NEIGHBOURHOODS FUND 2011/12 – APPLICANTS GUIDANCE

1. About the Safer Neighbourhoods funding

The Safer Neighbourhood Funding stream is available to all local community groups, clubs and associations. The aim is to give local people the opportunity to initiate and develop projects to make their community feel safer and enhance the local community.

The Safer South Derbyshire Partnership recognises that local people are crucial to the development of Safer Neighbourhoods and we are looking to encourage worthwhile projects, which will help reduce crime, the fear of crime and anti social behaviour in local communities.

The Safer Neighbourhoods Fund for the whole of the South Derbyshire District is £24,000. This is divided up to £4,000 per Safer Neighbourhood area. Project applications will need to show what they will do and how they will impact on reducing crime, fear of crime or anti social behaviour in the local community.

If any funding is left unallocated after the December meetings, this will go into the 'big pot' which is open for bids from any area during the months of December and January.

2. How much can I apply for?

The maximum that can be applied for is £2,500 except via the 'big pot' in December and January when the maximum you can apply for is £1,000.

Grant Applications should be submitted before the end of the month prior to the Area meeting that you wish your bid to be presented at eg: end of Feb, May, August, November and February. Applications for a maximum of £1,000 can also be accepted in December and January through the 'big pot'.

3. What must my project show?

To be eligible, your project must be able to show that it goes some way towards addressing at least one or more of the following priority areas within the Safer South Derbyshire Partnership Plan.

The priorities are:

- 1. Anti-Social behaviour (disorder and criminal damage)**
- 2. Fear of Crime & Community reassurance**
- 3. Violent Crime (assault, robbery and domestic abuse)**
- 4. Property Crime (house burglary and car crime)**

Copies of the strategy are available at: www.south-derbys.gov.uk/SSDP

or via email from: communitysafety@south-derbys.gov.uk

5. Matched Funding:

If you are applying for over £500 you will need to obtain some matched funding from an alternative source. The level of matched funding required will depend upon the value of grant (see table below).

Amount of grant	Minimum matched funding requirement
Less the £500	Volunteer time only
£501 - £1,500	25% of the value of the project
£1,500 - £2,500	50% of the value of the project

6. Your application will need to show:

- How and why the project will make a difference in your local community.
- Who will be delivering the project (i.e. community group, parish council etc)
- What other resources will be needed to deliver the project (including other external funding).
- How you will know if your project is a success?
- How will any ongoing costs be met?
- That you have consulted and spoken with local people and sought expert advice eg: liaise with the police Crime Reduction Officer, Safer Neighbourhoods Officers.
- It's realistic and will provide value for money.

A few examples of the types of project that could be eligible are outlined below

EXAMPLE OF PROJECT	WHICH POSSIBLE PRIORITIES COULD THIS KIND OF PROJECT MEET
Youth activities	Anti-Social Behaviour, Fear of Crime, Violent Crime, Property Crime
Installation of Security Fencing	Anti-Social Behaviour, Fear of Crime, Property Crime
Holding a Workshop on Alcohol and its effects	Anti-Social Behaviour, Substance Misuse, Violent Crime

Please note that these are only a few simple examples. If you are unsure about whether your proposed project is likely to be eligible please contact your Safer Neighbourhoods Officer: Sarah Dagley (areas 1, 3 and 5) on 01283 595 961 or Phil Marriott (areas 2,4 or 6) on 01283 595 787 or email communitysafety@south-derbys.gov.uk

7. Application procedure

The application must be made on behalf of an organisation, group or society, and the cheque should be made payable to a registered bank account ie: School, Sports club, Parish Council, Youth club, Residents Association etc. If an applicant does not have a registered bank account other arrangements may be possible for another organisation to hold the funding. For further information please contact the Safer Neighbourhoods Officers.

All completed applications will be submitted to the **Safer South Derbyshire Partnership c/o South Derbyshire District Council, Civic Way, Swadlincote, Derbyshire DE11 0AH.**

On receipt of a completed application form 2 partnership officers will check the application against set criteria (see Appendix 1a) to ensure that the project meets the required partnership criteria and that the application provides the suitable information.

Once the application has been checked, the applicant will be advised of the outcome within 7 days. There will be 2 possible outcomes:

1. The applicant will be advised that the project and the application meets the required Partnership criteria and that the application will be presented to the next round of Safer Neighbourhood meetings for approval.
2. The application did not meet the required partnership criteria. If this occurs feedback will be provided on why the application did not meet the criteria and assistance will be offered to improve the application where applicable.

If the application meets the set partnership criteria it will be presented to the next Safer Neighbourhood meeting for approval. Applicants are encouraged to attend the meeting wherever possible to answer any questions, but it is not mandatory.

If two or more applications are received at the same time that will use more than the total of the available allocation, the applications will be checked against the partnership criteria as per normal and the successful ones will be presented at the next meeting. The attendees of the meeting will decide on how the allocation of money should be split.

8. Approved Projects

Once the application has been approved the applicant will be issued an offer letter containing conditions of grant and an acceptance slip. This should be signed and returned to the Safer South Derbyshire Partnership within 14 days of the date of the offer letter.

Once the Safer South Derbyshire Partnership receives the signed acceptance slip, the cheque for the full funding amount will be available for the applicant to request when the project is ready to be completed. The payment will not be issued automatically.

All projects where the grant is offered before December 31st 2011 should be complete by 31st March 2012, unless a deadline extension has been approved by the Partnership. All accompanying receipts and invoices should also be submitted by this date.

Projects funded via the 'big pot' in January 2012 will have until the end of March 2013 to complete the project.

9. Condition of Grants

The following conditions of grant will be sent out with the offer letter, the applicant must sign up to agree to these conditions before the funding will be released.

- (i) You should provide two competitive quotations for each item of capital expenditure you intend to purchase. Capital items are generally buildings or equipment (ie: fencing, CCTV, security works, lighting, play equipment etc),
- (ii) The Partnership will release the funding on request from the project lead. Funding should not be requested until the project is ready to be delivered.
- (iii) This project must be completed and copies of receipted invoices provided to the Partnership no later than 31st March 2012 unless an extension is agreed with the Safer South Derbyshire Partnership.
- (iv) The Safer South Derbyshire Partnership reserves the right to publicise its involvement with this crime prevention project.
- (v) The expenditure must relate to the purchase and installation of materials, or the hire of services in relation to the original application.
- (vi) Safer South Derbyshire Partnership has the right to require information and assistance from you (the grant beneficiary) as to the satisfaction of any of the grant conditions - such information as is required to be provided in writing within 5 days of such request.
- (vii) You obtain planning permission to install any proposed buildings or security measures **where applicable** prior to the payment of any grant.
- (viii) An evaluation report will be produced on completion of the project, which will be submitted to the area meeting.

APP 1a: For office use only, however please use for guidance.

Checklist for Safer Neighbourhood Funding Applications 2011/12

Group..... Project
 Name.....

<p>1. Does the project meet at least one of the priorities of the Safer South Derbyshire Partnership Plan (2008-11)?</p>	
<p>The project addresses at least 1 of the priority areas as listed below:</p> <ul style="list-style-type: none"> • Anti-Social behaviour (disorder and criminal damage) <input type="checkbox"/> • Fear of Crime & Community Reassurance <input type="checkbox"/> • Violent Crime (assault, robbery and domestic abuse) <input type="checkbox"/> • Property Crime (house burglary and car crime) <input type="checkbox"/> <p>The project does not address any of the priority areas <input type="checkbox"/></p>	
<p>2. What are the aims and objectives of the project? And how will the project deliver improvements in the priority areas addressed?</p>	
<p>The application describes clearly and concisely the aims, objectives and targets for the proposed project. <input type="checkbox"/></p> <p>The application does not describe clearly and concisely the aims, objectives and targets for the proposed project. <input type="checkbox"/></p> <p>The application clearly demonstrates how the project will deliver Improvements in the priority area/s. <input type="checkbox"/></p> <p>There application does not demonstrate how the project will deliver Improvements in the priority area/s. <input type="checkbox"/></p>	
<p>3. Why is the project needed?</p>	
<p>Issues are clearly identified and have persisted for some time or it is evident that they would be ongoing unless addressed. <input type="checkbox"/></p> <p>Issues are identified, but it is not clear that they will be an ongoing problem. <input type="checkbox"/></p>	
<p>4. What evidence do you have that supports the need for the project?</p>	
<p>Evidence is provided that gives detail of need in the priority area and shows that adequate consultation has taken place <input type="checkbox"/></p> <p>No evidence specific to the priority areas is provided. <input type="checkbox"/></p>	

5. Who will benefit?		
The application gives details of at least one group of the local community who will benefit from the project	<input type="checkbox"/>	
It is not clear from the application who will benefit from the project.	<input type="checkbox"/>	
6. Risk mitigation		
Potential risks to the proposed project been considered and identified where appropriate and potential actions identified to mitigate them?	<input type="checkbox"/>	
There is no indication that potential risks have been considered.	<input type="checkbox"/>	
7. How will the group be able to demonstrate that the project has made a difference? Ie: Monitoring the success of the project?		
It is clear that there is a monitoring process and that it is appropriate for the project.	<input type="checkbox"/>	
There is no evidence that any monitoring will be undertaken.	<input type="checkbox"/>	
8. Matched funding		
Full matched funding requirement already secured.	<input type="checkbox"/>	
Match funding applied for but not secured.	<input type="checkbox"/>	
Matched funding not secured or applied for.	<input type="checkbox"/>	
Criteria met (please give question numbers, eg 1,2,3)		
Criteria not met (please give question numbers, eg 1,2,3)		
Grant application approved - yes/no		

Safer South Derbyshire Partnership Officer 1

Signed :

Name:

Position:

Date:

Safer South Derbyshire Partnership Officer 2

Signed:

Name:

Position:

Date: