

## **SAFER NEIGHBOURHOODS FUND 2016-17 – 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 into £4,000 per Safer Neighbourhood area. Project applications will need to show what they will do and how they will impact on crime, fear of crime or anti social behaviour in the local community.

If any funding is left unallocated after the third quarter meetings, this will go into the 'big pot' which is open for bids from any area. The applications approved through the big pot will be announced at the first round of meetings in the new year.

### **2. How much can I apply for?**

The maximum that can be applied for is £2,500, however this will normally only be granted for exceptional projects.

Grant Applications will be accepted at any time, but the application will not be approved until it has been tabled at the next public Safer Neighbourhood meeting.

### **3. What must my project show?**

To be eligible, your project must be able to show that it goes someway 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. Community Focus and Reassurance**
- 3. Alcohol Related Harm (inc domestic abuse)**
- 4. Property Crime (burglary, theft and car crime)**

Copies of the Partnership Plan are available at: [www.south-derbys.gov.uk/SSDP](http://www.south-derbys.gov.uk/SSDP)

or via email from: [community.safety@south-derbys.gov.uk](mailto:community.safety@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 than £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

If you need any help obtaining match funding for your project please contact Ian Hey, Community Partnership Officer on 01283 228 741 or email [ian.hey@south-derbys.gov.uk](mailto:ian.hey@south-derbys.gov.uk)

## 6. Your application will need to show:

- That you have consulted and spoken with local people and sought expert advice eg: liaise with the Police Officers, Communities Team
- 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 success be measured?
- How will any ongoing costs be met?
- It's realistic and will it 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, setting up youth groups	Anti-Social Behaviour, Fear of Crime, Violent Crime, Property Crime
Installation of Security Fencing/ alarm systems/ CCTV	Anti-Social Behaviour, Fear of Crime, Burglary, Theft
Designing or supporting campaigns, or raising awareness on Cyber-crime, Alcohol and its effects, Hate Crime, Drugs etc	Anti-Social Behaviour, Substance Misuse, Hate 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 the Safer South Derbyshire Partnership on 01283 595924 or email [community.safety@south-derbys.gov.uk](mailto:community.safety@south-derbys.gov.uk)

## 7. Application procedure

The application must be made on behalf of a (non-profit) organisation, group or society, and the bank transfer 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** or email: [community.safety@south-derbys.gov.uk](mailto:community.safety@south-derbys.gov.uk)

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.

Applications of £500 or less can be approved by the Chair of the meeting if there is a time constraint on the project which means it cannot wait for approval at the next meeting.

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 Partnership will recommend a split of the

funding based on the proposed project, the applications and the set scoring criteria and the recommendation will be presented for the meeting to approve.

## **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 30 days of the date of the offer letter.

Once the Safer South Derbyshire Partnership receives the signed acceptance slip, the bank transfer 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 31<sup>st</sup> should be complete by 31<sup>st</sup> March, 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' will have until the end of March the following year 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 three 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 31<sup>st</sup> March 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 10 working 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. If you are unsure please contact the SDDC Planning Dept on 01283 228706 or email [planning@south-derbys.gov.uk](mailto:planning@south-derbys.gov.uk).
- (viii) An evaluation report will be produced on completion of the project, which will be submitted to the area meeting.