



COMMUNITY SAFETY PARTNERSHIP GRANT 2017/18



GUIDANCE NOTES

The Forest of Dean Community Safety Partnership (CSP) works to support safety in the community. The opportunity to apply for funding to help reduce crime and fear of crime in the Forest of Dean is now available.

You are advised to speak with the CSP Coordinator on 01594 812372 or emailing Nicola.mclean@fdean.gov.uk **before** submitting your application. This will ensure that you have included all the information that the panel will need when evaluating your project.

Total level of funding available is £7,300 for 2017/18

FUNDING PRIORITIES

The Forest of Dean Community Safety Partnership has received a budget of £7,300 from the Police Crime Commissioner to promote and support Community safety projects which are aligned with the PCC 6 priority areas.

These are:

- (1) Accessibility and Accountability
- (2) Older but not overlooked
- (3) Young people becoming adults
- (4) Safe days and nights for all
- (5) Safe and social driving
- (6) Safer Cyber

There is no limit to how much each group can apply for (up to the total of funding available) but non-constituted groups will only be able to apply for a maximum of £500. Each award must have match funding which can be financial or in kind. This grant will be made available until March 2018 or until all funds are allocated – they will be allocated on a first come basis. For more information on these priorities please visit the PCC website on:

<https://www.gloucestershire-pcc.gov.uk/your-pcc/police-and-crime-plan-priorities/>

Applicants will be allocated a member of the CSP to support and monitor the projects' progress as well as feed back to the group on the progress to date. The CSP member will be responsible to oversee your project and bring any issues to the group. Any unsuccessful projects may be supported in other ways by the members of the partnership. A list of organisations can be obtained by contacting the CSP Coordinator on 01594 812372 or emailing Nicola.mclean@fdean.gov.uk.

Applicants need to identify:

- Who is taking part in their project.
- Clearly evidence that their project or activity does not duplicate with other local projects or is a statutory requirement that should be met by government organisations.

- Whether they are connecting to other groups in the area & who they are.
- Evidence of need – Is this what the community want and need?
- Identify other partners, groups or organisations that will work with you to support the activity.

All projects will be evaluated against a set of criteria which includes the above priorities. In addition to these, projects demonstrating match funding, the use of volunteering and partnership working will score added points on the matrix. It is therefore very important that you demonstrate this in *section 3* of your application form.

Who may apply

The applicant must:

- Be a not for profit voluntary or registered charitable organisation with a Constitution or set of rules which lay out the aims of the organisation and how it operates and be able to demonstrate how they develop relationships and support networks with the people they are involved with.
- Be a Community Interest Company

OR

- Be a group of people (minimum of three people) who have come together for a specific project/activity and have a plan of action which clearly identifies what they intend to do, how the award would be spent (*Maximum claim of £500*) and what difference their project/activity will make to their community
- Be committed to building interdependence, connections, self-reliance and resourcefulness in those communities in which they live/work.
- Be active in helping all citizens – irrespective of age, gender, ability, sexual orientation, race or creed – to be contributing members of society and to be fully inclusive.
- Have a bank account in the name of the organisation and have at least two unrelated signatories to that account.

OR

- Have the support of a constituted organisation who has agreed to be the banker of your project.
NB: Suppliers can invoice the Forest of Dean District Council direct for payment. Consult with the CSP coordinator or your sponsor for further advice and support.
- Be an organisation or a group of individuals living or with a local base in the Forest of Dean District and the project must be directly beneficial to the **residents of the Forest of Dean.**

Applicants will:

- Be able to demonstrate the extent to which there is a need/demand for their proposed initiative/activity.
- Be able to explain the likely benefits and outcomes.
- Demonstrate that the initiative does not duplicate any other existing effective arrangements/projects.

- Have spoken to their local Parish Council (to alert them to the project and gain support for the projects i.e. link you to other interested groups in the area).
- Be able to provide match funding in either money or * “in kind” time.
**In kind time is the number of hours that your volunteers contribute to the development and delivery of your project – see application form for a calculator guide.*

If the applicant is a **constituted** organisation, demonstrate why CSP funding is needed.

An organisation may have high levels of free reserves which are not adequately explained, or have sufficient funding from other sources from which to deliver the work applied for. If you have free reserves of more than twelve months income we need to know the reason for this.

What are Reserves?

Reserves describe that part of a charities income that is freely available for its general purposes and can be spent for any or all of the charities purpose once it has met its commitments and covered its other planned expenditure.

Who may not apply

- Statutory bodies that already have a requirement to carry out the projects duties or outcomes.
- Parish and Town Councils
- Village Halls and Community Centres looking for capital funding for building improvements.
- Projects for the advancement of religion.
- Individuals (non–constituted group must be 3 or more active participants through the entire length of the project).
- Organisations requiring deficit funding.
- Organisations requiring ‘core’ funding unless there is clear explanation and evidence to show that future funding is secured for continued delivery - Sustainable projects which meet the criteria, will take priority.
- Organisations which could reasonably be expected to fund their activities or needs from member’s subscriptions.
- National organisations with no specific **local** brief or organisations whose principle activity is outside the district and whose aims and objectives are not specifically directed at the residents of the Forest of Dean.
- Organisations with substantial free reserves, the annual turnover of the organisation will be material to the level of the free reserves.
- Lead Applicants under the age of 18 years old.
- Limited Companies

What we will not fund

- Retrospective requests. We cannot support applications for activities or purchases that have taken place before a formal grant offer has been made.
- On-going maintenance costs.
- Loan payments or endowments.
- Items that will only benefit individuals, for example scholarships or bursaries.

- Trips and day trips.
- Activities that are part of statutory obligations
- Activities that are already funded by the Police Crime Commissioners Fund 2017/18
- Capital costs – such as large items of equipment, building costs etc.

(The scheme will fund essential 'start up' materials for community projects)

Application Timeline

Applications will be assessed on a first come first served basis throughout the year. Our funds are allocated from the PCC quarterly so your activity may have to wait until the following quarter if all funds are allocated. Once the fund has been fully allocated we will notify any outstanding applicants and post the information on the Forest of Dean District Council Website. The CSP meet bi monthly and applications will be assessed at these meetings.

You will be notified of the outcome as soon as a decision has been made by email or letter. This will usually be after the CSP meeting but may be later if further information is required in order to make a decision.

What happens after applications have been completed?

- Applications made will be assessed by the partners of the CSP attending the meeting.
- All applications will be assessed and scored against the same set of criteria, as identified in these guidance notes. Those applications with the highest points will be put forward for a successful award.
- Following assessment of the application, a decision will be made whether to contact the applicants for further information, invite applicants to conduct a presentation or whether to award none, some or all of the funds requested - the panel's decision is final.
- Feedback will be given by your nominated CSP member to applicants who wish to request it.
- Every project is expected to complete a follow up/evaluation report. This could be either in the form of a video clip/link or by completing an agreed evaluation template.
- Copies of invoices will be required as evidence of how the grant was spent