



SAFER COMMUNITIES FUND - Guidance notes for applicants

1. Funding Rounds

The Safer Communities Fund (SCF) is a grant giving scheme which is designed to make funding easily accessible for projects that aim to make West Yorkshire safer and feel safer.

Applications must link with the outcomes in the Police and Crime Plan and must be in line with the tackling serious violent crime theme. The plan was refreshed in 2018; outcomes and priorities can be found on page 1 with more detail throughout the plan. [click here](#) to download a copy.

Grant Round	Opens to applicants	Closes to applicants	SCF Awards Event
Grant Round 15	29 October 2018	7 December 2018 – 12:00 noon	21 March 2019
Grant Round 16	15 April 2019	24 May 2019 – 12:00 noon	19 September 2019
Grant Round 17	7 October 2019	15 November 2019 – 12:00 noon	13 February 2020

Groups can apply for funding up to **£5,000** - Please note there is no lower limit.

2. Who can apply?

Voluntary and Community Groups, Charities and not-for-profit groups, West Yorkshire Local Authorities and Statutory Agencies including West Yorkshire Police.

What the Safer Communities Fund won't support

General appeals, funding for longer than twelve months, projects taking place outside West Yorkshire, pure academic research, educational bursaries, travel projects*, individuals, work that forms part of a statutory requirement, food for foodbanks**, refreshments including food and/ or beverages, the replacement of statutory funding or retrospective grants. Long term capital projects or short term capital projects over £5k***.

Repeat or multiple applications

Applications for the same project, but which aim to cover more than one district must be submitted under one application.

Successful applicants may only have one project running at a time which means you can only re- apply for funding at least 12 months after the date of the awards evening as follows:

Grant rounds	Open/Close dates	SC Awards Event	Able to re-apply
Grant Round 11	Opened 24/04/17 Closed 26/05/17	03/08/17	Grant Round 15 onwards
Grant Round 12	Opens 04/09/17 Closes 06/10/17	14/12/17	Grant Round 16 onwards
Grant Round 13	Opens 08/01/18 Closes 09/02/18	19/04/18	Grant Round 17 onwards
Grant Round 14	Opens 14/05/18	06/09/18	Grant Round 18 onwards

You can only reapply once you have completed and returned a satisfactory evaluation and finance form.

*Transport costs can be included if within West Yorkshire and as part of a wider project

**The Police and Crime Commissioner and the Chief Constable have recently donated just under £50k from the Police Property Act Fund to the West Yorkshire Food Poverty Network (July 2018). Food banks organisations can apply to the fund but not for food. For example the fund will support project costs, volunteer expenses or advice sessions.

***Long term capital projects are defined as those which require relatively large sums of monies to acquire, develop, improve, and/or maintain a capital asset (such as land or buildings). Short term projects which fit the 5k fund limit and the provision that monies must be spent within a year of allocation will be considered.

3. Working with partners

Neighbourhood Policing Teams

The Safer Communities Team will contact your local Neighbourhood Policing Team (NPT) to ask them if they think your project will achieve its aims to make the community safer. For more information about your NPT, the area they cover and the important role they have in your community please visit <http://www.westyorkshire.police.uk/npt>

Partnership Working

The Police and Crime Commissioner (PCC) welcomes applicants who are demonstrating they are working in partnership this includes community, statutory and non- statutory partners including Community Safety Partnerships. You can find out more about your local Community Safety Partnership by following this link <http://www.westyorkshire-pcc.gov.uk/safer-communities-fund/community-safety-partnerships.aspx>

You can find out more about the projects which have been previously or currently funded under the SCF by looking at the successful applicants on the website <https://www.westyorkshire-pcc.gov.uk/safer-communities-fund/successful-applications.aspx>.

4. Completing the online application

[Click here](#) to be taken to our website where you can access the online application form, grant round guidance notes, terms and conditions, deadlines and grant round news.

It is very important that you read all the information before you start your application.

Helpful notes when completing your application:

- ➡ To view a video explaining the application process please visit <https://www.youtube.com/watch?v=WmeqQE-EdTc>.
- ➡ Make sure the email addresses you provide are accurate, active and working; you must provide two different addresses **OR YOUR APPLICATION WILL BE REJECTED**. NOTE: This is our main method of contact.
- ➡ After progressing past page one, your application can be saved and returned to at a later date. On saving the application you will receive an email from Smart Survey. The email contains a web link that will take you back to your part finished application (please be aware that the email may be filtered into your junk mailbox).
- ➡ You will have an option to print your form once you have completed the application, you should do this for your reference as you will be evaluated on this at the end of the project (if successful).

- Be clear and to the point; take note of words which are underlined as they are valuable prompts as to what should be included in your answer.
- Complete all required fields and stick to the word limits - if you run over, the form will automatically generate an error.
- Should the named applicant leave the organisation before the project completes you must contact the OPCC and provide alternative details.
- **Questions 3, 4 and 5** - We will map the location of projects so you must be clear about the district(s) and ward(s) which your project will be working in.
- **Question 8 and 9 and 10** - When you describe your project you should provide clear evidence of the need for your project and the impact it will have in your community. Ensure you talk about the outcomes of your project, including how you will measure and deliver them.
- **Questions 11 and 12** - Ensure your project aligns to the outcomes stated; you will need to explain and evidence why this is the case. It is much better to provide strong evidence for one outcome, than to provide weaker evidence for more.
- **Questions 14, 15, 16** - Be clear and specific about who will benefit from your project, where the project referrals are made from (if any), and give an estimate of the number of people who will be impacted.
- Consider your application amount, your project needs to demonstrate value for money. This could include staffing costs, venue hire etc. Please spend smartly as your project may be compared against other similar projects.

PLEASE NOTE REFRESHMENTS ARE NO LONGER COVERED BY THE FUND, IF YOU APPLY FOR REFRESHMENTS THE AMOUNT WILL BE DEDUCTED FROM THE OVERALL TOTAL.

- Make your financial information thorough, clear and easy to read - check the accuracy of any financial information and calculations before submitting your application.
If you fail to provide a breakdown your application will be rejected.

Example question 20 – Value only up to £5,000.00

Item/resource	Quantity	Cost (per unit/resource)	Total Cost	Additional Notes (If required)
Room Hire/Rent	20hrs	£15 per hour	£300	
Staffing, Session Sports Worker	20hrs	£15 per hour	£300	
Volunteers expenses	20hrs	£5 per hour	£100	
Art Equipment	1		£300	paper, paint, brushes, pencils/crayons
Sports Equipment	1		£200	balls, cones, bibs, badminton racquets and shuttlecocks
Trip to bowling			£53	20 young people

- ➔ You must declare any other funding to your project and its status.
- ➔ The Safer Communities Fund Team can review your application once it has been started online. Once submitted the online system also provides data as to the length of time taken to complete the application submitted as well as the date and time submitted.

5. Understanding the Application Process

On submission of an application to the Safer Communities Fund you will be agreeing to our Terms and Conditions ([click here](#) for a copy) and **agreeing to attend the SCF Awards event in the above table.**

You will also be agreeing to provide financial/evaluation information after completion of the project. If the information is not provided, the OPCC reserve the right to recall the funds awarded. You must keep records of how you have spent the grant, including receipts and/or invoices.

All applications will be assessed and scored by the Safer Communities Fund Board ahead of a Board Meeting to discuss the applications. Neighbourhood Policing Teams' or the appropriate West Yorkshire Police Department will also have the opportunity to comment on the applications before a final decision is made. The final decision on which applications will receive funds lies with the PCC.

All applicants will be notified of the outcome of their application via the email address given on the form; it is your responsibility to provide an accurate email address **AND** an alternative email which we will use if we experience any difficulties.

You will be notified approximately 2 weeks before the Safer Communities Awards event. We aim to ensure that all funds will be awarded approximately 1 month after the event via BACS (Bankers Automated Clearing Services). You will not be asked for your BACS details until we have confirmed your application has been successful. If you fail to provide the finance information required after 30 days, the grant offer will be withdrawn.

NOTE: The awards date for Grant Round 15 is 21st March 2019 in the Calderdale District.

Grant rounds are heavily oversubscribed, the PCC is looking at ways he can offer his support to projects in a non – financial way. In the event you are unsuccessful, your application will be added to a database which will be utilised when exploring other supporting options including alternative funding streams which you may be eligible to apply for.

6. Contact Details

If you have any queries about the Safer Communities Fund or questions about making an application please contact us.

Our preferred method of contact is always email.

✉ safercommunitiesfund@westyorkshire.pnn.police.uk

✉ Safer Communities Fund Team,
Office of the Police and Crime Commissioner
Ploughland House,
62 George Street,
Wakefield,

WF1 1DL



01924 294000 (Please leave a message and a member of our team will get back to you).