



## **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.

Grant rounds are allocated in line with the outcomes and priorities in the Police and Crime Plan. 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 18 welcomes applications to cover all priorities, however the following will be the focus:

Grant round 18 will focus on applications which support community based solutions, identify innovative ways to prevent crime and ASB, support and resource community initiatives which divert people from criminal behaviour and support crime prevention initiatives.

<b>Grant Round</b>	<b>Opens to applicants</b>	<b>Closes to applicants</b>	<b>SCF Awards Event</b>
Grant Round 18	3 February 2020	13 March 2020 – 12:00 Midday	9 July 2020
Grant Round 19	31 August 2020	2 October 2020 – 12:00 Midday	4 February 2021
Grant Round 20	8 March 2021	9 April 2021 12:00 Midday	29 July 2021
Grant Round 21	11 October 2021	12 Nov 2022 12:00 Midday	24 Feb 2022

Groups can apply for funding up to **£6,000** - 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 employees.

West Yorkshire Police employees need to ensure that their application has been reviewed by the appropriate Partnership Funding Officer. This ensures that local delivery is in line with West Yorkshire Police objectives. They can also sign post you to other funding opportunities.

Lisa Raynor – Leeds, Calderdale and Departments  
Tracy Collins – Bradford, Wakefield, Kirklees and Crime

#### **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 £6k\*\*\*.

### 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 14	Opened 14/05/18 Closed 15/06/18	<b>06/09/18</b>	Grant Round 17 onwards
Grant Round 15	Opened 29/10/18 Closed 07/12/18	<b>21/03/2019</b>	Grant Round 19 onwards
Grant Round 16	Opened 15/04/19 Closed 24/05/19	<b>19/09/19</b>	Grant Round 20 onwards
Grant Round 17	Opened 07/10/19 Closed 15/11/19	<b>13/02/20</b>	Grant Round 20 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 6k 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 <https://www.westyorkshire-pcc.gov.uk/safer-communities-fund/community-safety-partnerships>

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>

### 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.**

## TIPS TO SUPPORT YOUR APPLICATION - PLEASE READ

- ➔ 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 using them to your advantage - if you run over, the form will automatically generate an error.
  - ➔ **Questions 3, 4 and 5** - We will map the location of projects to analyse the impact of the fund 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 outcome(s) and priority/priorities stated; **you will need to explain and evidence why this is the case. It is much better to provide strong evidence for one outcome and one priority, than to provide weaker evidence for more.**
  - ➔ **Questions 13, 14, 15** - 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 and breakdown, 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 and re-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 £6,000.00**

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 Page 1.**

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.

Notification of an unsuccessful application is not feedback, if you would like feedback on any unsuccessful applications please email the team at the below address. Once requested the feedback will be provided prior to the next Grant Round opening.

**NOTE: The awards date for Grant Round 18 is the 9 July 2020 – Leeds, venue tbc**


**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](mailto: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).