



Community Safety Services Fund Applications

Guidance Notes

July 2019

Guidance notes for applicants

Community Safety Services Fund - Aims

The Police, Fire and Crime Commissioner for North Yorkshire, (The Commissioner) is committed to a commissioning approach to Community Safety Services funding, with the aim of investing in **evidence based initiatives** at a local level which can achieve positive outcomes for individuals and communities.

The maximum amount available for each application to this fund is £20,000.

Projects/initiatives must support a pro-active, **sustainable, outcomes focused** approach to diversion and early intervention, addressing (re)-offending, (re)-victimisation and Community Safety priorities, using one of the following service delivery models:

1. **Community Based Volunteer Services:**
 - This should be a community based volunteer service that adds value and makes a difference in the local area by supporting Community Safety priorities and isn't already addressed through other commissioned services. Applications should include measurable outcomes.
2. **Targeted Prevention and Early Intervention Services (Diversionary / Positive Activities):**
 - An application in relation to this service area should aim to prevent targeted individuals or groups from committing crime or anti-social behaviour (ASB) in their communities by providing diversionary/positive activity which engages individuals at risk and delivers measurable outcomes.
3. **Targeted Early Intervention Emotional Health projects**
 - An application in relation to this service area should aim to address poor emotional health in individuals or groups at risk of (re)-offending, or (re)-victimisation by providing specific engagement activity and delivers measurable outcomes. Projects must add value to other services and / or address gaps in delivery that are placing a demand on mainstream services.

It is key that all projects support the Community Safety Hubs across North Yorkshire and City Of York and must have relevant sign-off prior to submission.

The final funding decision rests with the panel / PFCC if required.

Police and Crime Plan Priorities

The Police and Crime Plan 2017 – 2021 sets out a shared vision for North Yorkshire's Police service, with four clear priorities underpinned by a set of objectives.

The four priorities outlined in the Police and Crime Plan are:



- Priority One: Caring about the Vulnerable
- Priority Two: Ambitious Collaboration
- Priority Three: Reinforcing Local Policing
- Priority Four: Enhancing the Customer Experience

Community Safety Services Fund applications should explain how the new project / initiative supports one or more of these priorities. The full Police and Crime Plan for North Yorkshire can be found here: <https://www.northyorkshire-pfcc.gov.uk/police-crime-plan/>

Beneficiaries

Beneficiaries; those taking part in the project/initiative you are proposing to deliver must include one or more of the following groups:

- Individuals / groups at risk of **reoffending** in relation to crime or ASB
- Individuals / groups at risk of **first time offending** in relation to crime or ASB
- Individuals / groups at risk of **re-victimisation** in relation to crime or ASB
- Individuals / groups at risk of **becoming a victim** in relation to crime or ASB
- **Locations** – area based service delivery should be focused on activity within key priority wards or super output areas that have proportionately high volumes of crime, ASB, calls in relation to Public Safety and Welfare (PSW) or victims

Community Safety Services Fund applications are most likely to be successful if they evidence how they will deliver positive change in relation to one or more of the four key priorities outlined above; clearly identify one or more of the beneficiary groups stated; clearly state how they support links with Community Safety Hubs and evidence how they will deliver positive outcomes for beneficiaries of the project/initiative.

Eligibility

Any individual, local community group or organisation can apply for Community Safety Services funding; however the proposed project/initiative **must benefit North Yorkshire communities directly**, evidence how the project links to the Police and Crime Plan and Community safety priorities, as well as be **fully supported by the appropriate Community Safety Partnership**; (Safer York Partnership [SYP] or North Yorkshire Community Safety Partnership [NYCSP]).

Those eligible to submit applications:

1. Community Safety Hubs who will directly deliver the service, project/initiative.
2. Providers with **support and sign-off** from the appropriate Community Safety Partnership (SYP or NYCSP) **or Community Safety Hub** who will directly deliver the service, project/initiative.

Please note:

a) For Community Based Volunteer Services, applications must be fully supported by the appropriate Community Safety Hub specific to where the project/initiative is based/delivered.



b) For Targeted Prevention & Early Intervention Services (Diversionary/Positive Activities) and Targeted Early Intervention Emotional Health projects, applications must be from organisations who will directly deliver the project/initiative, fully supported by the appropriate Community Safety Hub specific to where the project/initiative is based/delivered.

Contact details for each Community Safety Hub are provided below.

Points to consider before completing your application form

The Community Safety Services Fund application form provides you with the opportunity to present your project to the Commissioner and evidence how it will support North Yorkshire communities to be safer and/or feel safer. The application form asks five questions in relation to your project/initiative and outlined below are the key pieces of information required to be included in order to maximise the chance of success.

Response Requirements:

Description of your project and what you hope to achieve (300 words): your response to this question should describe your project in detail including who will deliver your project, who is it aimed at supporting i.e. who will benefit most from your project (referring to the specific targeted groups and Police and Crime Plan priorities that it will support), how the project participants will be identified and / or referred and targeted, and what you hope to achieve overall.

Why is your project needed and what do you anticipate the demand will be? (200 words): your response to this question should include how you know this project/initiative is needed i.e. what evidence do you have that there is **local demand** for this service and how do you know this; also outline the level of demand e.g. any information you have regarding the number of people in need (referring to the beneficiary groups and Police and Crime Plan priorities that it will support), and what has led you to submit the application; what problems and issues is your project trying to address? Consider if your scheme links in with other projects or partners. If it does, how will your project **address a gap and add value?**

Who and how many beneficiaries will benefit from your project? (150 words maximum per category): your response to this question should include who will benefit from the project from the beneficiary groups outlined above and how they will be targeted? For example, if your project is to deliver a diversionary activity to a targeted group of young people, how will you ensure the right young people can access and engage in the activity? What are the anticipated minimum numbers of individuals you will engage?

How will you measure the outcomes of your project, including how you will set a baseline position? (300 words): your response to this question should outline how you will measure that your project has delivered the outcomes you wanted it to; and how will you know if the positive change you set out to deliver has been achieved? What measures will you use to show success?

For example:



If your project is to deliver training to people with emotional health issues, how will you **measure the impact** of the training on the individuals who took part?

Targeted Prevention and Early Intervention and Emotional Health projects:

Required as a minimum for these services is a baseline and post activity/intervention measure against at least one of the 9 Categories of Need relevant to the individual or individuals that take part in the project/initiative.

This pre and post intervention assessment will provide, as a minimum, a measure of change/impact of the project/initiative you wish to deliver for its participants.

Also consider if your scheme links in with other projects or partners to add value. If it does are they able to give you feedback on whether you have delivered what you set out to achieve?

How will the project deliver against the Community Safety Services Fund aim and key priorities within the Police and Crime Plan? (200 words): your response to this question should outline how your project delivers evidence based initiatives at a local level which can achieve positive outcomes for individuals and communities, against one or more of the four key priorities within the Police and Crime Plan and one or more of the beneficiary groups outlined above.

Projects should evidence links / contact with the appropriate Community Safety Partnership (SYP or NYCSP) or Community Safety Hub and local Neighbourhood Police Team / Police Community Support Officer (PCSO). It is advised to make contact to discuss how your project/initiative adds value and supports some of the policing/community safety priorities for your local area.

Community Safety Partnership / Hub Contacts:

Head of York Community Safety - Jane Mowat
Email – jane.mowat@york.gov.uk

Head of North Yorkshire Community Safety – Odette Robson
Email – Odette.Robson@northyorks.gov.uk

Scarborough – Sandra Rees
Email – Sandra.rees@scarborough.gov.uk

Ryedale – Angela Jones / Margaret Wallace
Email – angela.jones@ryedale.gov.uk / margaret.wallace@ryedale.gov.uk

Harrogate – Julia Stack
Email – Julia.stack@harrogate.gov.uk

Hambleton – Gina Allen
Email – gina.allen@hambleton.gov.uk

Richmondshire – Joanne Butler



Email – joanne.butler@richmondshire.gov.uk

Selby – Suzanne Sweeting

Email – ssweeting@selby.gov.uk

Craven – Stacy Reffin

Email – sreffin@cravenc.gov.uk

City Of York – Paul Morrison

Email – paul.morrison@york.gov.uk

How will my application for Community Safety Services Fund be assessed?

The panel, including representatives from NY and York Community Safety Partnerships, together with PFCC and NYFRS colleagues (or designated deputy) will consider to what extent the application provides evidence that the proposed project will deliver against the Community Safety Services Fund aim; four key priorities of the Police and Crime Plan; and contribute towards local policing and community safety priorities of the area in which the project will be taken forward.

If upon receipt of your application we require clarity relating to the information contained within it, we may contact you directly before sharing with the panel to review.

On occasion, it may be necessary for decisions to be made outside of the normal timescales. In these circumstances, a panel member from each organisation (CSPs, PFCC and NYFRS) will always be consulted.

The closing dates for applications will be on the PFCC website and can be found here:

<https://www.northyorkshire-pfcc.gov.uk/for-you/partnership/non-commissioned-community-safety-services/>

Please note late applications will not be considered.

As a condition of receiving the funding, any successful applicant will be required to submit a Quarterly and / or end of Project monitoring report (subject to the discretion of the Commissioner), detailing how the money has been spent, the positive change it is achieving, the benefits it has brought the local community and the overall impact of the project in relation to the aim of the Community Safety Services fund and key priorities of the Police and Crime Plan.

All successful applicants will be required to evidence how the money has been spent and complete and sign a Document of Understanding and Grant Agreement prior to the grant being released. A representative of the Commissioner may request to visit the project supported by the Community Fund grant.

Payment Details



If your application has been successful, the Commissioner will arrange for the funding to be provided to you via your designated bank account, subject to completion of the Agreements outlined above.

Please note:

- Payments are usually made by electronic BACS transfer to the named organisation.
- A scanned copy of the bank paying in slip or other evidence relating to the account where the money is to be paid will be required.
- Evidence of the expenditure of the grant must be retained and made available to the Commissioner as part of the end of project report.
- Any changes in the way the grant is to be used must be discussed and agreed with the Commissioning and Partnerships Manager on behalf of the Police, Fire and Crime Commissioner.

A representative of the Commissioner may request to visit the project supported by the Community Safety Services Fund.

Contact Information

If you wish to submit an application to the Community Safety Services Fund you can do so by downloading the application from our website <https://www.northyorkshire-pfcc.gov.uk/for-you/partnership/non-commissioned-community-safety-services/> and sending the completed application with the relevant approval via email to the following address: nicole.hutchinson@northyorkshire.pnn.police.uk