



Community Safety Services Fund Applications

Guidance Notes

June 2022

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 **prevention, early intervention and diversion**, 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.

2. **Targeted Prevention and Early Intervention Projects:**
 - 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 activities** which engage individuals at risk, and are not already addressed through other commissioned services;
 - **evidence-based courses or training** which engage vulnerable individuals at risk, to educate and raise awareness;

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 delivering measurable outcomes. Projects must add value to other services and / or address gaps in delivery that are placing a demand on mainstream services.

All applications should include measurable outcomes and demonstrate how they add value or address a gap in delivery.

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

The Police and Crime plan, which all Police Commissioners must produce, sets out the vision and priorities for policing and community safety, as well as the objectives and ambitions that the Chief Constable will be held to account against.

North Yorkshire's Police and Crime Plan 2022 - 25, is an evidence-based plan, informed by the public's identified priorities. A consultation, undertaken by the Office of the Police, Fire and Crime Commissioner (OPFCC) engaged with over 3,500 people and over 2,000 responded to the survey. The subsequent plan aims to respond to the concerns raised, while setting expectations for North Yorkshire Police to achieve.

Key priorities raised through consultation included **public safety**, with a particular focus on the safety of women and girls, **violence, serious and organised crime**, especially those crimes linked to drugs and county lines, **crime prevention** and **police visibility in communities**.

The over-arching ambition for the service is set through the four C.A.R.E. Principles –

- Caring for the vulnerable
- Ambitious collaboration
- Realising our potential
- Enhancing our service for the public

These are under-pinned with five Public Priorities for Change:

1. Actively engage with all communities to identify need and risk and to reassure
2. Work jointly as a trusted partner to prevent harm and damage, intervene early and solve problems
3. Deliver the "Right People, Right Support" every time
4. Maximise efficiency to make the most effective use of all available resources
5. Enhance positive culture, openness, integrity and public trust

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: [Police & Crime Plan 2022.cdr \(northyorkshire-pfcc.gov.uk\)](https://www.northyorkshire-pfcc.gov.uk/Pages/Police-Crime-Plan-2022-25.aspx)

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 **first time offending** in relation to crime or ASB
- Individuals / groups at risk of **re-offending** in relation to crime or ASB
- Individuals / groups at risk of **becoming a victim** in relation to crime or ASB

- Individuals / groups at risk of **re-victimisation** in relation to crime or ASB
- **Locations** – area based service delivery should be focused on activity within key priority wards, or 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 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**, explain how the project adds value, 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.

Applications must be fully supported by the appropriate Community Safety Hub specific to where the project/initiative will be 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 safe(r) and/or feel safe(r). 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 (referencing the Community Safety Services Fund aims and Police and Crime Plan priorities that it will support) and including;

- how your project adds value or addresses a gap;

- what you hope to achieve overall and how;
- who will deliver your project;
- who the project is 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, targeted and referred into the project, how many people the project hopes to support);
 - 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?
- Timescales.

Why is your project needed and what do you anticipate the demand will be? (200 words): your response to this question should include what has led you to submit the application; what problems and issues your project is trying to address;

- how you know this project/initiative is needed i.e. what evidence you have that there is **local demand** for this service and how you know this;
- 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);
- Consider if your scheme links in with other projects or partners. If it does, how will your project **address a gap or 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 outcomes can you demonstrate and how do these relate to local police and crime / community safety priorities?
- What measures will you use to show success? For example, if your project is to deliver training to targeted groups to raise awareness, how will you know that individuals who took part increased their knowledge?

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, to one or more of the beneficiary groups outlined above;
- how your project will achieve positive outcomes for individuals and communities, **and** one or more of the key priorities within the Police and Crime Plan.

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 – Bridget Skaife / Margaret Wallace

Email – bridget.skaife@ryedale.gov.uk / margaret.wallace@ryedale.gov.uk

Harrogate – Julia Stack

Email – Julia.stack@harrogate.gov.uk

Hambleton – Sharon Cooney

Email – sharon.cooney@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@cravendc.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, NYP 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 aims, 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 will always be consulted.

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

[Community safety - non-commissioned services - Police, Fire and Crime Commissioner North Yorkshire \(northyorkshire-pfcc.gov.uk\)](http://northyorkshire-pfcc.gov.uk)

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 End of Project monitoring report (subject to the discretion of the Commissioner), detailing and evidencing 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.
- Evidence of the bank account (name, account number and sort code) relating to the account where the money is to be paid will be required e.g. scanned paying-in slip.



- 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 the PFCC website:

[Community safety - non-commissioned services - Police, Fire and Crime Commissioner North Yorkshire \(northyorkshire-pfcc.gov.uk\)](http://northyorkshire-pfcc.gov.uk)

Completed applications with the relevant approval should be sent via email to the following address:

nicole.hutchinson@northyorkshire.police.uk