

Police and Crime  
Commissioner  
North Yorkshire



# **Community Safety Services Fund Applications**

## **Guidance Notes**



## Guidance notes for applicants

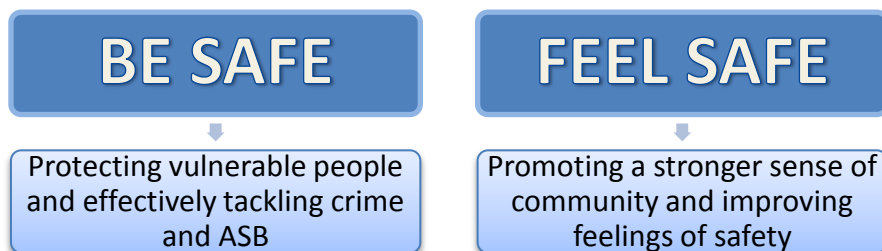
### Community Safety Services Fund - Aims

The Police and Crime Commissioner for North Yorkshire, (The Commissioner) is committed to implementing a commissioning approach to Community Safety Services funding going forward 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 £10,000.

Projects/initiatives must support individuals and communities in North Yorkshire to “Be Safe and Feel Safe” in relation to one of the following service areas:

- **Community Based Volunteer Services:**  
This should be a community based volunteer service that makes a difference in the local area by supporting Community Safety priorities. E.g. Street Angels/Pastors; Safe Haven.
- **Targeted Prevention and Early Intervention Services (Diversionary / Positive Activities):**  
An application in relation to this service area should aim to prevent individuals 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.  
As part of Community Safety Services commissioning from April 2016 to March 2017 it is key that Prevention and Early Intervention Services support the Multi Agency Problem Solving (MAPS) or equivalent processes in local areas.



### Police and Crime Plan Priorities

Consultation with residents of North Yorkshire has led to the creation of four key priorities for the Commissioner.

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

- Priority One: Protect vulnerable people
- Priority Two: Cut crime and ASB
- Priority Three: Prevention and early intervention
- Priority Four: Improve victim care



## Beneficiaries

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

- Individuals at risk of **reoffending** in relation to crime or ASB
- Individuals at risk of **first time offending** in relation to crime or ASB
- Individuals at risk of **re-victimisation** in relation to crime or ASB
- Individuals 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; 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 and be fully supported by the appropriate Community Safety Partnerships (Safer York Partnership [SYP] or North Yorkshire Community Safety Partnership [NYCSP]) Local Delivery Group.

Those eligible to submit applications:

1. Community Safety Partnerships and/or Local Delivery Groups who will directly deliver the service, project/initiative.
2. Providers with **support and sign-off** from the appropriate Community Safety Partnerships (SYP or NYCSP) Local Delivery Group who will directly deliver the service, project/initiative.

### Please note:

a) For Community Based Volunteer Services, applications must be fully supported by the Community Safety Partnerships (SYP or NYCSP) Local Delivery Group specific to where the project/initiative is based/delivered.

b) For Targeted Prevention & Early Intervention Services (Diversionary/Positive Activities), applications must be from organisations who will directly deliver the project/initiative, fully supported by the Community Safety Partnerships (SYP or NYCSP) Local Delivery Group specific to where the project/initiative is based/delivered.



## 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 beneficiary groups and Police and Crime Plan priorities that it will support), how the project participants will be identified, 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?

**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? For Targeted Prevention and Early Intervention Services projects/initiatives you must specify the **minimum** number of individuals the project/initiatives will work with/support.

**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?

For example:

If your project is to deliver training to young members of your community how will you know that individuals who took part learnt the key points of the training?

### Targeted Prevention and Early Intervention Services (Diversionary/Positive Activities):

Required as a minimum for these services is a baseline and post activity/intervention measure against at least one of the 8 Categories of Need relevant to the individual or individuals that take part in the project/initiative.

All project/initiative participants will be required to complete a Risk & Needs self-assessment in line with that defined in the Victims Services Commissioning Framework May 2013, which outlines the 8 Categories of Need below:

<https://www.gov.uk/government/publications/victims-services-commissioning-framework>



- Mental and physical health
- Shelter and accommodation
- Family, friends and children
- Education, skills and employment
- Drugs and alcohol
- Finance and benefits
- Outlook and attitudes
- Social interactions

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. 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 outlined above? (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.

It is advised that you contact your local Community Safety Partnership (SYP or NYCSP) or Local Delivery Group if appropriate (NYCSP areas only) and your local Police Community Support Officer (PCSO) to discuss how your project/initiative might support some of the policing/community safety priorities for your local area.

#### **Community Safety Partnership Contacts:**

Scarborough – Sandra Rees  
Email – [Sandra.rees@scarborough.gov.uk](mailto:Sandra.rees@scarborough.gov.uk)

Ryedale – Gail Cook  
Email – [gail.cook@ryedale.gov.uk](mailto:gail.cook@ryedale.gov.uk)

Harrogate – Julia Stack  
Email – [Julia.stack@harrogate.gov.uk](mailto:Julia.stack@harrogate.gov.uk)

Hambleton & Richmondshire – Gina Allen  
Email – [gina.allen@richmondshire.gov.uk](mailto:gina.allen@richmondshire.gov.uk)

Selby – Cathy Milan  
Email – [cmilan@selby.gov.uk](mailto:cmilan@selby.gov.uk)

Craven – Samia Hussain  
Email – [shussain@cravendc.gov.uk](mailto:shussain@cravendc.gov.uk)

City Of York – Jane Mowat  
Email – [jane.mowat@york.gov.uk](mailto:jane.mowat@york.gov.uk)



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

The panel 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.

The five questions in the application will be scored by the evaluation panel on the criteria outlined below.

Fully meets the response requirements for the question with significant additional benefits identified	<b>4</b>
Fully meets the response requirements for the question with some additional benefits identified	<b>3</b>
Fully meets the response requirements for the question with no additional benefits identified	<b>2</b>
Does not fully meet the response requirements for the question	<b>1</b>
Does not meet any of the response requirements for the question	<b>0</b>

If upon receipt of your application we require clarity relating to the information contained within it we may contact you directly before the evaluation panel sits.



## Community Safety Services Fund – Key Facts

Total funding available for projects/initiatives to be awarded in 2016 is £100,000-120,000.

Applications can be for any value between £500 and £10,000.

Only one application per project/initiative may be submitted at any one time.

Closing Date for Round 3 of the applications for Community Safety services funds is:  
**Friday 30<sup>th</sup> September 2016 at 12 noon**

**Please note late applications after this date/time will not be considered.**

Any funds awarded must be spent within 12 months from the date of the award.

We are committed to holding no less than £50,000 for the second round of applications in 2016.

Performance reporting requirements will be assessed on a case by case basis for each successful application; however each successful applicant will be required to submit a Quarterly report/update to their appropriate CSP: SYP or NYCSP.

All applicants receiving funding above £5,000 will be required to provide a quarterly summary report on how the money has been spent, the positive change it is achieving and a final evaluation report outlining of 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.

It is at the discretion of the Commissioner as to whether projects under £5,000 are requested to provide quarterly summary reports and a final evaluation report.

In some cases a representative of the Commissioner may request to visit the project supported by the Community Safety Services Fund.

If your application is successful, all points relating to the evaluation of your project will be outlined in the Document of Understanding you will be asked to sign prior to the funds being released.

## 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 <http://www.northyorkshire-pcc.gov.uk> and sending the completed application with the relevant CSP/LDG approval via Email to the following address:**  
[karen.wade@northyorkshire.pnn.police.uk](mailto:karen.wade@northyorkshire.pnn.police.uk)