



Community Safety & Violence Reduction Unit Fund 2021-22

Helping communities reduce crime and protect victims

Guidance Notes

Please read these notes before completing your application form.

Application deadline: Midday Monday 11th January 2021



1. INTRODUCTION

- 1.1 Welcome to the Nottinghamshire Police & Crime Commissioner's 2021-22 Community Safety and Violence Reduction Unit Fund. This Fund will provide grants to third sector community based organisations to enable local delivery against the Nottinghamshire Police & Crime Plan and the purpose and vision of the Nottingham City and Nottinghamshire Violence Reduction Unit (VRU).
- 1.2 The Commissioner's current Police and Crime Plan sets out the Commissioner's ambitions for crime and policing up to the end of March 2021. A link to this current plan – The Police and Crime Plan 2018-2021 can be found on his website: <http://www.nottinghamshire.pcc.police.uk>. Due to the delayed PCC elections (now taking place in May 2021) the current plan will not be refreshed until after the elections have taken place – therefore for the purposes of this fund the current plan should be used for reference. Information about the VRU and its purpose and vision can be found at <https://www.nottsvru.co.uk>.
- 1.3 Whilst final budget decisions have yet to be made, the Commissioner, as the PCC and Chair of the VRU hopes to be able to provide grant funding of around £250,000.
- 1.4 The funding is available to support third sector organisations (organisations that are not for profit and non governmental, for example registered charities and social enterprises) to assist the Commissioner to reduce crime and protect victims, witnesses and vulnerable people.
- 1.5 Applicants are advised to read over the template funding agreement prior to submission of an application to ensure they can comply with the terms and conditions associated with the funding.
- 1.6 Grant application forms, guidance notes and the template funding agreement are available on-line at www.nottinghamshire.pcc.police.uk .
- 1.7 Applications are invited to apply for up to a maximum of £25,000. Organisations may apply for one project only. Successful projects will deliver during some or all of the period 1 April 2021 – 31 March 2022 only. All grant funding must, without exception, be spent by 31 March 2022. In addition, all project delivery must be fully complete by 31 March 2022.
- 1.8 The deadline for receipt of applications is **midday on Monday 11th January 2021**.

2. PRIORITIES FOR THE COMMUNITY SAFETY & VIOLENCE REDUCTION UNIT FUND

- 2.1 The Fund will provide grants to third sector community based organisations to enable local delivery against the Nottinghamshire Police & Crime Plan and the purpose and vision of the VRU. The Nottinghamshire Police and Crime Plan has a number of strategic themes and key activities. The Commissioner has identified areas where third sector organisations are well placed to help deliver the Plan and the VRU vision. These are listed below. Applications for funding to deliver activity in these areas will score more favourably in assessment.

Theme 1: Protecting People from Harm

Key areas of activity identified by the Commissioner where third sector organisations may be well placed to deliver projects in relation to this theme include:

Initiatives to raise awareness and help protect young people from sexual and criminal exploitation (both on and off line). Initiatives should focus on prevention. Any support provided to young people as part of this work must, if appropriate, clearly demonstrate links into commissioned domestic abuse teen support services delivered by Juno Women's Aid and Nottinghamshire Women's Aid and sexual violence support delivered by East Midlands Children and Young People's Sexual Assault Service. [serious violence]
Prevention and awareness raising initiatives to help protect vulnerable people, and older people in particular, from online fraud and doorstep crime.
Community led initiatives to help identify, tackle and reduce hidden harm and exploitation of other vulnerable people .
Community led early help services and problem solving approaches for people with complex needs who may be victims or perpetrators of crime and ASB.

Theme 2: Helping and Supporting Victims

The Commissioner invests over £2.1m each year into a wide range of commissioned victim support services. This includes:

- A range of sexual violence support services including Sexual Assault Referral Centres (SARC), Independent Sexual Violence Advisor (ISVA), Survivor Support Services and counselling;
- A range of specialist support services for domestic abuse survivors;
- The Nottinghamshire Victim CARE service for all other victims of crime. The Nottinghamshire Victim CARE model includes support for victims through local groups known as community points; and
- Restorative justice included within Nottinghamshire Victim CARE.

Consequently, the Commissioner will not normally fund victim support services through this small grant fund. Activity that may be funded in relation to this theme therefore includes:

Community led initiatives to increase reporting of local issues and improve victim trust and confidence in the police.

Theme 3: Tackling Crime and Anti-Social Behaviour

Key areas of activity identified by the Commissioner where third sector organisations may be well placed to deliver projects in relation to this theme include:

Neighbourhood-level problem solving approaches to tackle issues of greatest concern to local communities , such as drug use and dealing; reckless and dangerous driving and ASB.
Community led initiatives that promote community cohesion , strengthen sense of belonging within

communities and empower local people to help achieve their ambitions.

Diversionsary activity that engages specifically with individuals involved with or at risk of being involved with crime (including serious violence) and anti-social behaviour. The Commissioner would be particularly interested in projects that work with young adults aged 18-24. Initiatives may include:

- Early help interventions that increase individuals' resilience, build social, emotional and personal competence skills, promote self-esteem with the overall aim to support them to remain on a positive trajectory to adulthood and reduce the likelihood of them becoming a victim or perpetrator.
- Outreach work focused on high risk crime and ASB locations.
- Intensive mentoring programmes for referred individuals which are responsive to increased risk and focus specifically on certain localities, communities or moments of particular crisis.

[serious violence]

Trauma informed interventions for young people impacted by **serious violence**. This can include counselling or other therapeutic support for young people who have been impacted by any form of serious violence, whether domestic abuse, knife crime, assault or criminal / sexual exploitation. Any counselling must be delivered by therapists who are registered with an appropriate UK accreditation body such as BACP or UKCP. In addition, in all cases of domestic abuse and sexual exploitation, the initiative must comply with the CPS' Pre Trial Therapy Guidance <https://www.cps.gov.uk/publication/guidance-pre-trial-therapy> and will be expected to demonstrate how it will refer into or work with commissioned Domestic and Sexual Violence support services.

[serious violence]

Community led initiatives to prevent **hate crime** and raise public awareness.

Theme 4: Transforming Services and Delivering Quality Policing

Key areas of activity identified by the Commissioner where third sector organisations may be well placed to deliver projects in relation to this theme include:

Community led initiatives working in partnership with Nottinghamshire Police to facilitate **positive relationships** between BME and/or new and emerging communities and Nottinghamshire Police.

Projects aimed at tackling Serious Violence

Any project proposal which aims to tackle serious violence (see above) must ensure that it utilises a public health approach to its design and delivery. Please therefore ensure that you are familiar with the public health approach before applying for funding around this objective. Further information around the public health approach can be found in the following document: <https://www.college.police.uk/What-we-do/Support/uniformed-policing-faculty/Documents/Public%20Health%20Approaches.pdf>

Where you are applying for a project around serious violence you will be expected within the application form to detail which of the five key principles of the public health approach your project will contribute towards. Projects which demonstrate they are contributing to three of more of these principles will score more favourably in assessment.

- 2.2 If you wish to apply for a project focussing on a local area in the county we would advise you contact the Co-ordinator or Manager of the local community safety partnership, to ensure your proposal does not overlap with existing provision.

Community Safety Partnership	Contact name	Email
Ashfield	Rebecca Whitehead	r.whitehead@ashfield.gov.uk
Bassetlaw	Stephanie West	stephanie.west@newark-sherwooddc.gov.uk
Newark and Sherwood	Stephanie West	stephanie.west@newark-sherwooddc.gov.uk

Broxtowe	Marice Hawley	marice.hawley@broxtowe.gov.uk
Gedling	David Jayne	david.jayne@gedling.gov.uk
Mansfield	Elaine Quince	equince@mansfield.gov.uk
Rushcliffe	Judith Brown	JBrown@rushcliffe.gov.uk

3. COMPLETING THE APPLICATION FORM

3.1 General

The person completing the form should be knowledgeable of the organisation's governance arrangements, the project for which grant funding is being requested and the partners that are part of the project.

Please stick to the stated word limits on all questions. If you are applying for £5,000 or less then you may provide brief detail only.

Organisations applying for this Fund should ideally be based locally and employ local people. The beneficiaries of any funding must be local Nottingham City or Nottinghamshire County residents. Applications that engage volunteers and aim to be self-financing, and therefore sustainable, will be considered favourably.

3.2 Organisational Status (questions 1.2 and 1.3)

In order to receive a grant an organisation must be legally constituted and have either a charity or company number. Organisations may be a charity, social enterprise, company limited by guarantee or other not for profit status. The Commissioner is unable to give grants directly to organisations with no registered legal status (ie no charity or company number). If your organisation does not have registered legal status and you wish to apply for a grant you may do so. However, you **must** demonstrate in your application that a legally constituted organisation is willing to act as an accountable body for your funding, and attach a letter or email from this organisation to confirm its agreement.

3.3 Due Diligence Checklist (question 1.5 and 1.6)

This section enables us to assess the appropriateness of potential or intended recipients of grants and therefore must be completed as fully as possible.

If you have stated that you will be using an accountable body please include details of both your organisation and the accountable body in the due diligence table.

Any successfully awarded grants will be paid by BACS. Your organisation (or if applicable the accountable body) must have a bank account in the name of the group, with at least two unrelated signatories. You will be asked for your bank details if you are awarded a grant.

Please note, grants cannot be paid to individuals.

Safeguarding

All applications for projects which will work with children, young people and/or vulnerable adults must have the following safeguarding processes in place before any work can commence.

- All applicants should have in place a Safeguarding Policy (a copy of which **MUST** be submitted with the application). Within the Policy, the applicant should refer to its policies for carrying out Disclosure and Barring Service (DBS) checks on the employees, trustees and/or volunteers within their organisation.
- All applicants should have an up to date record of all the DBS checks that have been undertaken for their employees, trustees and/or volunteers who are working with children and young people and/or vulnerable adults. The responsibility will remain with the organisation concerned to keep all safeguarding records appropriately up to date, and to make the records available to the Nottinghamshire Office of the Police and Crime Commissioner (NOPCC) on request.
- Applicants will also be expected to verify on request that at least one trustee (or equivalent position within their organisation) has received Safeguarding Training.

Organisations that do not currently have an appropriate safeguarding policy may be able to access help to enable them to create and develop their safeguarding policy and processes.

All our grant agreements include terms and conditions about safeguarding so that requirements are clear.

Detail of your organisation's financial position is requested to evaluate the viability of the organisation in delivering the project.

3.4 Project Delivery Plan (question 2.5)

Projects applying for funding must be ready to deliver. Development work will not normally be funded. All projects supported by the Commissioner must help to deliver the Nottinghamshire Police and Crime Plan and/or the purpose and vision of the VRU. Please provide a clear project delivery plan using the template provided in the application form. This plan should be completed as fully as possible detailing clear SMART outputs and outcomes you expect the project to achieve. Project applications that can deliver specific results which relate to the Police and Crime Plan or the VRU purpose and vision will score more favourably in assessment.

Outputs are the countable activities your project will provide, and how many people they will support (for example, number of training courses and number of people attending training courses).

Outcomes are the changes that happen as a result of your project. Examples of project outcomes include:

- reduced offending by people, previously identified as being at high risk of offending, who were supported by an initiative; and
- victims reporting that they feel more confident to report, along a numbered scale, following advice and awareness raising initiatives.

3.5 Project Evaluation (question 2.6)

Is it essential that any successfully funded project is prepared to undertake an evaluation of the success of their project and the delivery method. This is essential to enable us to build up an evidence base as to 'what works'. Some of the successful projects funded via the VRU around serious violence may also be expected to contribute to a wider local evaluation.

You must therefore tell us in question 2.6 how you will measure the outputs and outcomes you have identified in your project plan. There are many ways to measure outcomes. Often these involve establishing a baseline at the beginning of the project by asking a set of questions (for example, asking victims how likely they are to report) and then asking the same questions again at the end of the project. If managed properly, this will allow you to establish what changes have occurred as a direct result of the project. We also require detail as to how you will measure the success or otherwise of your project in order that you can help to evidence 'what works'.

All successful applicants will be expected to report back on progress against their specific delivery plan as part of the required monitoring return.

3.6 Referral Pathways into the project or Partners involved in project delivery (question 2.7)

Many successful projects involve organisations working together (with one organisation as the lead). The Commissioner is happy to support projects of this nature however we do ask that if you are anticipating delivering a project in partnership with any other organisation(s) then each partner organisation should be named in question 2.7 of the application form and written evidence of their agreement to be involved in the project is submitted with the completed application.

Similarly, if the success of your project relies on receiving referrals from other agencies eg police, youth offending teams etc then you must be able to demonstrate that you have agreements in place with those agencies. You should list the agencies as partners in the

delivery of the project (question 2.7) and again submit written evidence of their agreement to be part of the referral process.

3.7 Referrals Out from the project (question 2.8)

It is essential that all successful projects are willing to refer individuals onto other statutory and voluntary agencies / organisations or projects (where appropriate). We would therefore expect organisations to have either existing established referral pathways or be willing to seek to establish referral pathways into appropriate agencies. This will include statutory organisations, particularly where there is a safeguarding concern plus other voluntary and community sector organisations who have specialist skills and experience in a particular field, such as mental health, substance misuse, domestic or sexual violence and support for victims.

In question 2.8 organisations will be expected to detail any established referral pathways they already have or demonstrate that they are willing to establish referral pathways as part of any funding offer.

3.8 Project Scope (question 2.10 and 2.11)

The Commissioner welcomes pilot projects but these must include a robust element of evaluation. The evaluation report must be sent to the NOPCC/VRU at the end of the project.

Organisations may apply for funding for new or existing work. However, organisations applying for funding for existing projects must demonstrate strong evidence of need for their project, the impact of the work they have done so far, and that there is no other funding available. The purpose of this funding is not to shore up, or to replace, mainstream local funding.

3.9 Sustainability (question 2.14 and 2.15)

The Commissioner is unable to provide long term on-going funding for projects. Organisations which have previously received funding from the Commissioner may apply for further funding in 2021-22. However, you must tell us what the funding so far has achieved and demonstrate that you have identified ways in which the project can become sustainable and independent of the Commissioner's funding.

3.10 Covid 19 Risks and Mitigation (question 3.1 and 3.2)

Given the current circumstances around Covid-19 and the potential for this to be ongoing into 2021 we need to ensure that any project which is funded is able to adapt delivery to meet Covid restrictions as and when they change. Questions 3.1 and 3.2 therefore ask organisations to demonstrate how their project might be able to adapt to changing government restriction associated with Covid-19 as well as highlighting some of the key risks and mitigation action resulting from Covid-19.

We understand that organisations cannot plan for every eventuality but given the long term ongoing nature of the current pandemic we need to assure ourselves that organisations are able to work in a Covid compliant way and have thought about how they may mitigate some of the more obvious risks associated with Covid.

3.11 Project Budget (question 4.1)

Please complete the project budget template provided in the application form. This must be fully completed, listing each item of expenditure under the relevant heading and adding in additional rows if required.

The project budget must distinguish between direct and indirect costs. Examples of direct costs are salaries and travel expenses for project staff, venue hire, materials required to deliver the project. Indirect costs are activities or services that benefit more than one project. Examples include rent and utility costs, insurance or audit costs and management time.

The Commissioner will not fund projects with indirect costs of **more than 10% of the total direct project costs**.

You should list any payments to third parties, including consultants, as separate items under "direct project supplies and services".

3.12 Reduce Scale of Project (question 4.4)

You may apply for up to £25,000. However, in order to support as many projects and initiatives as possible, grants of £20,000 and above will be awarded only for exceptional projects. You are more likely to be successful if you apply for a smaller grant. Applicants are therefore requested in question 4.4 to outline how they would scale down their initiative if awarded a reduced grant.

3.13 References (question 5.1)

References are required for all applications and should be submitted along with the completed application form. Reference letters should be submitted on institutional headed paper and signed by the referee with their title name and position. We will not be contacting referees to request references, it is your responsibility to contact your referees and ask them to provide you with a reference letter for you to submit with your application. We may however contact referees as part of the assessment process to verify any information provided.

For grant applications of less than £12,000 only one reference is required. For those organisations applying for grants of £12,000 or more, two references are required.

At least one reference from each application should be from a government body such as a local authority health agency or the police. Referees must understand the work of your organisation and be able to comment on your ability to deliver the project.

Please note reference letters are DIFFERENT to written evidence from partner organisations acknowledging their involvement in the project.

3.14 Equalities Monitoring (Section 6)

The Commissioner is under a legal duty to eliminate unlawful discrimination. He wishes to ensure his grant funding is accessible to all the communities of Nottingham and Nottinghamshire, in order to promote inclusive communities.

The equality information provided will help us to assess if we are reaching the widest range of communities as possible. We will use the information we gather to review our grant funding priorities as well as our policies and procedures. The equalities information you provide will not be considered by the assessing staff or panel and will not affect your application

Once you have completed the equalities monitoring form please ensure that this is emailed in as a separate attachment alongside the completed application form rather than embedded so it remains separate.

4 FINANCIAL INFORMATION

- 4.1 All grant funding must, without exception, be spent by 31 March 2022. In addition, all services / activities funded by the grant must be fully complete by 31 March 2022. Any grant which is unspent by 31 March 2022 will become repayable to the Commissioner.
- 4.2 The funding is revenue and cannot be used to purchase capital items.
- 4.3 No additional awards will be made to recover the cost of Value Added Tax (VAT), but grant funding can be used to cover the cost of irrecoverable VAT.
- 4.4 The Community Safety and Violence Reduction Unit Fund grant is public money. If your project is successful, you have a responsibility to ensure that appropriate levels of tax are paid through PAYE. If you are contracting with third parties to deliver some or all of the project, including freelance consultants, please confirm that they are responsible to make declarations of income to HMRC.
- 4.5 If any organisation in receipt of this grant fails to comply with any of the conditions set out in this document or the funding agreement, or commits any breach of faith such as misrepresentation or concealment of information, the Commissioner may require the repayment of all or part of the grant monies paid, as may be determined by the Commissioner and notified in writing to the grant recipient.
- 4.6 The following types of expenditure are **not** eligible for grant purposes:
- Contributions in kind
 - Activities of a political or exclusively religious nature
 - Depreciation, amortisation or impairment of fixed assets
 - Interest payments or service charge payments for finance leases
 - Gifts other than promotional items with a value of more than £10 in a year to one person
 - Entertaining
 - Statutory fines, criminal fines or penalties
 - Payments that support activity intended to influence parliament, government or political parties, or attempting to influence the awarding or renewal of contracts and grants, or attempting to influence legislative or regulatory action are not allowed under this grant.
- 4.7 All successful projects would be expected to retain copies and details of all spend and receipts relating to the PCC funding. Projects will be expected to report back on actual spend within their Monitoring Report and may in some instances be asked to show proof of spend.

5 MONITORING ARRANGEMENTS

- 5.1 Successful projects will be required to report on performance and spend via a Monitoring Report to the NOPCC/VRU. The timeframes for the expected completion of these monitoring reports will be communicated to all successful grant recipients and will become a condition of funding.
- 5.2 Some organisations receiving funding during 2021-22 will receive a project visit from a staff member from NOPCC/VRU.

6 ADVICE ON FUNDING APPLICATIONS

- 6.1 If you are considering applying to the Community Safety and Violence Reduction Unit Fund and would like to seek advice on whether your project idea might fit within the Commissioner's priorities, or you have any questions about the application form, please do not hesitate to contact Claire Good on grants@nottinghamshire.pnn.police.uk or call 0115 844 5998.
- 6.2 If your project is related to the vision of the VRU and reducing serious violence and you would like some advice on whether your project idea might fit please contact Natalie Baker-Swift on natalie.baker-swift@nottinghamshire.pnn.police.uk or call 07875 707249.
- 6.3 Applicants who would like some more specific advice and support with their application can contact the Nottingham Community and Voluntary Service (NCVS) Development Team. The NCVS Development team are independent experts on governance, legal structures, funding and project management. If you are considering applying for funding from the Community Safety and Violence Reduction Fund, you can obtain FREE advice, information and support from NCVS by contacting ncvs@nottinghamcvs.co.uk.

7 SUBMITTING THE APPLICATION FORM

- 7.1 The completed application form **MUST** be signed by an individual authorised to sign on behalf of the organisation. Completed application forms including any additional requested information should be emailed to grants@nottinghamshire.pnn.police.uk. Please make sure you include the name and organisation in the email title.
- 7.2 Where possible please provide us with a scanned copy of the signed declaration section rather than a typed electronic signature.
- 7.3 Completed applications must be received by the deadline of midday on **Friday 11th January 2021**. Applications received after the deadline will not be considered. Please do not enclose any additional information unless we request it. It will not be considered.

7.4 Application Form Checklist

Before submitting your completed application please ensure that all points on the checklist have been completed or considered:

To be emailed to grants@nottinghamshire.pnn.police.uk
If applicable: you have attached confirmation from your accountable body that it agrees to act as the accountable body for the project (see question 1.3)
If applicable: you have attached your safeguarding children and/or safeguarding vulnerable adults policies (see question 1.5)
You have included a fully completed and comprehensive project delivery plan on the specified project delivery plan template (see question 2.5)
If applicable: you have attached original written evidence of partners or referrers agreement to their involvement in the project (see question 2.7)
You have included a fully completed project budget form on the specified project budget form template (see question 4.1)
You have attached the required number of References (see question 5.1)
You have completed and attached separately to your email the Equalities Monitoring form (see section 6)
An authorised person has signed the application form with an original signature

8 ASSESSMENT OF APPLICATIONS

- 8.1 **The deadline for receipt of completed applications is midday on Monday 11th January 2021.** Please see above for details of how to submit your application.
- 8.2 Grant applications will be assessed by a minimum of two officers from the NOPCC/VRU. Please note that:
- applications will be assessed solely on the information given on the application form;
 - you must adhere to the word limits, as additional text will not be considered;
 - assessors may have no prior knowledge of your organisation or project.
- 8.3 Grants will be assessed against:
- evidence of need for the project;
 - fit with the Commissioner's priority themes and the areas outlined in section 2 above;
 - applicant organisation's experience of delivering similar work;
 - delivery plan (considering approach, timescale, outputs and outcomes); and
 - value for money.
- 8.4 In addition to the above, the Commissioner has also secured the assistance of key partners from both the city and county who have expertise in key areas of delivery eg hate crime, CSE, youth work etc. These partners will have sight of relevant applications and provide comments around:
- Potential duplication of work; and
 - Whether the proposal meets a genuine unmet need.
- 8.5 The assessments will then be considered by a panel which will include representatives from the NOPCC, Nottingham Crime and Drugs Partnership, the Safer Nottinghamshire Board, senior police representatives, the VRU, Local Authority Youth Offending Teams and Public Health.
- 8.6 Final funding recommendations based on the assessments and recommendations from the panel will then be made to the Police and Crime Commissioner mid-February 2021.
- 8.7 The ultimate decision of the Police and Crime Commissioner is final and cannot be appealed against.
- 8.8 There are a significant number of third sector organisations working within Nottingham and Nottinghamshire, providing good quality and excellent services. We anticipate demand will outweigh the amount of funding we have available several times over. Not all applications will be successful. However, this does not prevent you from making future applications for grant funding.

9 OFFER OF GRANT

- 9.1 Successful applications will receive a letter of grant offer by 15 March 2021. This will confirm the amount awarded and any conditions which need to be met before funding can be released.
- 9.2 All successful applicants will be required to complete and sign a **GDPR Due Diligence Checklist** and the **Funding Agreement**. These documents will be sent out with the grant offer letter and no funding will be released until these documents have been returned.
- 9.3 Payment will be made in full in April (unless otherwise specified) but only once all the conditions have been met or agreed to and the above mentioned documents have been returned.
- 9.4 We appreciate you will be keen to find out the result of your funding application, however, because we will be very busy preparing funding letters, please do not contact the NOPCC/VRU about the outcome of your application before 22 March 2021.
- 9.5 All decisions to make awards will be notified to the applicant and published on the Nottinghamshire Police and Crime Commissioner's website.

10 FUTURE FUNDING

- 10.1 The application form provided is for grant funding for the financial year 1 April 2021 – 31 March 2022 only. In the current financial climate the Commissioner is unable to confirm what funding will be available in future years. However, the Commissioner is committed to working with community groups wherever possible to prevent and reduce crime and protect vulnerable people and victims.
- 10.2 Announcements on future funding available will be made on the Commissioner's website and through community and voluntary sector networks.