



POLICE & CRIME COMMISSIONER

**for Leicester,
Leicestershire & Rutland**

Your Communities - Your Commissioner

The Commissioner's Safety Fund

**Information Pack and
Guidance Notes**



What is The Commissioner's Safety Fund?

The Police and Crime Commissioner has decided to put aside a pot of money from his Commissioning budget to fund a grants programme. This fund is known as The Commissioner's Safety Fund. The purpose of this fund is to support the achievement of the objectives within the Police and Crime Plan, there will be 6 rounds of funding per year with rounds alternating between specialist and non-specialist rounds. The Police & Crime Plan can be found [here](#).

How much funding is available?

There is £400,000 available for the 2022/23 financial year. For 2021/22 the total fund available is £250,000, however, some grants have already been issued under the previous scheme therefore the balance will be available from the launch to 31st March 2022. It should be noted the amount is an indicative guide to the funding available and is subject to change.

You may apply for up to £10,000 of funding per annum. This maximum exists in order to support as many projects and initiatives as possible.

Who can apply?

The fund is open to applications from any community-based group, parish council, school, or business (if the business can match fund and supply their service free of charge), however Local Government bodies are not eligible to apply. The application documents can be found [here](#).

What can the funding be used for?

The funding can be used for projects/initiatives that meet any of the objectives in the specified rounds or in the Police and Crime Plan. Funding can be used for new initiatives/provision, to expand existing provision or as replacement funding. When considering whether to apply, applicants are asked to consider the Police and Crime Plan which can be found [here](#).

If you wish to apply for a project focussing on a local area we advise you to refer to the local Community Safety Partnership plan to ensure that your proposal complements (rather than duplicates or overlaps) existing provision. A link to Community Safety Partnership Plans can be found on the Office of the Police and Crime Commissioner (OPCC) website, [here](#).

To avoid duplication, we also advise that applicants check the Commissioning pages on the OPCC Website [here](#) to establish what funding has already been allocated.


Throughout the grant documentation the term "project" is used. This has been used as a "catch all" term. We accept that this term may not fit perfectly with all applications but this should not preclude organisations from applying.

What is the application process?

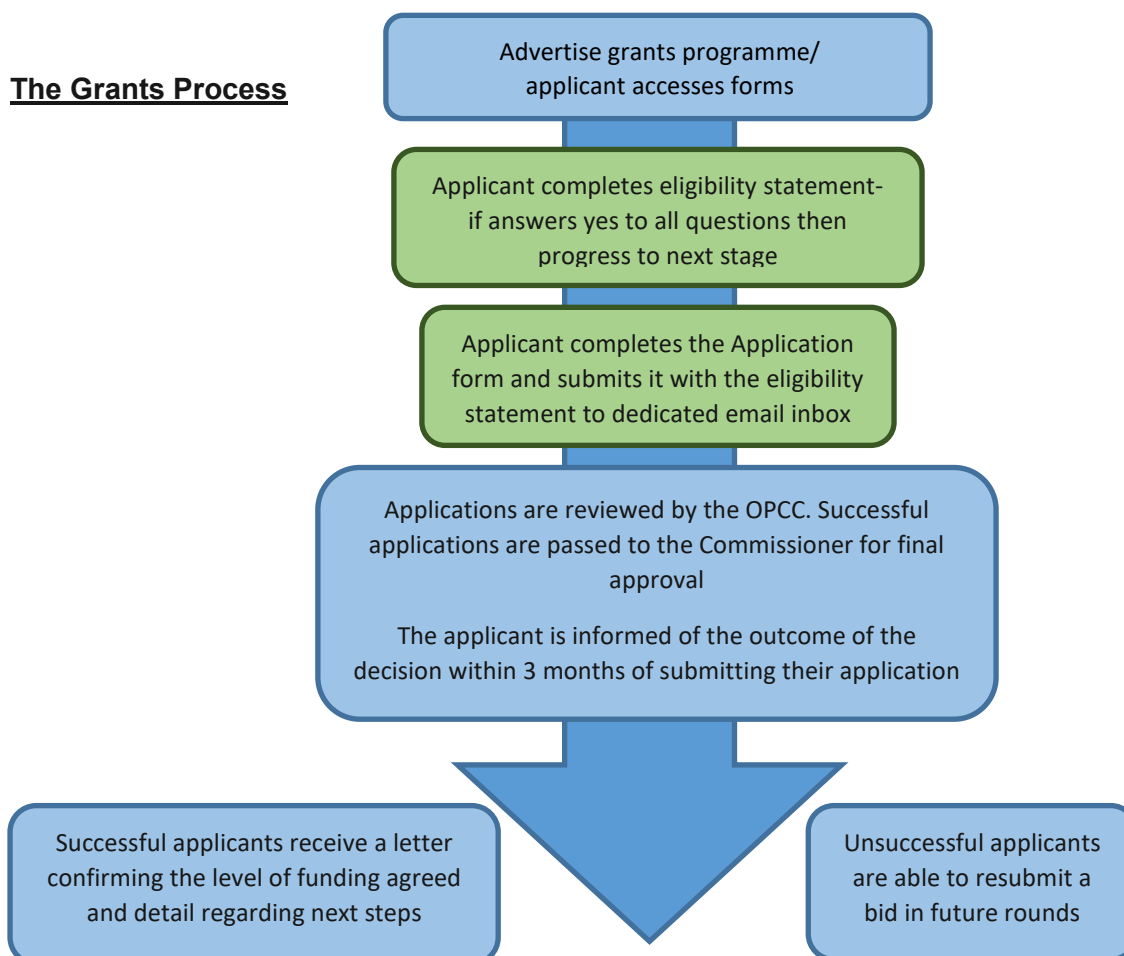
The process will be open all year with closing dates occurring every 2 months, these funding rounds will alternate between specialist and non-specialist rounds. It should be noted however that the Police and Crime Commissioner has the right at his discretion to close the programme at any point dependant on the continued availability of funding.

All documents related to the application process can be found on the OPCC website [here](#). Interested parties must first complete the Eligibility Statement, if marked Yes against all criteria, then applicants can progress to and complete an Application Form. Both the Eligibility Statement and the Application Form should be submitted by email to the Office of the Police and Crime Commissioner via email at CSF@leics.pcc.pnn.gov.uk.

Please complete the form in font size 11 and stick to the stated word limits on all questions as anything over the word limit will be deleted prior to marking.

Throughout the Eligibility Statement and Application Form there are information points  which give more clarity on what information is required in that particular section.

The Grants Process



Scoring and decision making

Each application received will be reviewed and evaluated for consideration by the PCC. The application will be scored according to a pre-determined scoring scheme. Each question will be assessed and given a score 0-4 (as per the table below) and then a weighting will be applied.

Score	Criteria
0	The response did not meet any of the requirements
1	The response did not meet the requirements, but had some detail and/or evidence.
2	The response meets the basic requirements but could have been expanded upon with a little more detail and/or evidence.

3	The response meets the requirements with relevant detail and clear evidence
4	The Response meets the requirements with relevant detail, strong evidence and additional supporting content.

Each question has a weighting, either High, Medium or Low (to determine which weighting applies, please refer to the questions in the application form).

Applications will be evaluated after the closing date of each round and we will notify applicants within 3 months of their submission.

We will also consider whether the project represents direct duplication of another successful bid currently in delivery. Taking into account the whole bid the PCC reserves the right to refuse applications on this basis. Applicants can see previously successful bids [here](#).

When will I know if my application has been successful?

If successful, applicants will receive an email within 90 days of submitting an application. The letter will state that the funding application has been agreed, the level of funding and setting out the next steps. Unsuccessful applicants will receive an email within 90 days, stating that their application has not been successful.

The PCC's decision is final and there will be no appeals process though unsuccessful applicants are able to resubmit their application.

If I am successful what are the next steps?

Funding agreement

If you are successful you will receive a funding agreement from the OPCC. We will request that your organisation signs the agreement and returns it to the OPCC in order to begin the payment process.

Payment

For payment we require a signed copy of the funding agreement and an invoice for the agreed funding amount. This will be transferred into your nominated bank account and will be paid at the beginning of the project. All police payments are made on Friday

Monitoring

We will request performance and financial monitoring to ensure that your project is meeting the outputs as set out in your application and agreed by both parties.

You will be required to complete and submit a monitoring report and a case study at the mid-point and end of the project.

Some organisations receiving this funding will receive a monitoring visit from the Office of the Police and Crime Commissioner for Leicestershire.