# **Commissioner’s Safety Fund**

# **Information Pack and Guidance Notes**



**What is the Commissioners Safety Fund?**

The Police and Crime Commissioner has 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 (CSF). The purpose of this fund is to support the achievement of the objectives within the Police and Crime Plan.

The CSF channels funding into community projects that reduce the risk of crime and increase public safety.

This year (2024) there are 2 general rounds. There is £400,000 available for the 2024/2025 financial year. You may apply for up to £10,000 of funding for a 12-month project. This maximum exists to support as many projects and initiatives as possible.

**Eligibility Requirements**

Organisations can submit more than one application, however if more than one of the applications score above the threshold, only the highest scoring application will be awarded funding.

Organisations with a Full Time Equivalent staffing level of 30 or more (not including volunteers) are not eligible to apply.

Applications submitted will not be considered if they exceed the funding limit of £10,000.

Applications with projects that fail to support any of the Police and Crime Plan priorities will not be considered.

Applications for projects currently funded will not be considered if the current funding overlaps with the start date of this round (March 2025).

**Who can apply?**

* Community based groups
* Grassroots Organisations
* Registered Charities
* Parish Councils
* Schools

Local Authorities and Police Officers are unfortunately not eligible to apply as this funding is targeted at community organisations. They are of course welcome to support community groups in their projects.

**What can the funding be used for?**

The funding can be used for projects/initiatives that meet any of the objectives of 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 on the website: [**https://www.leics.pcc.police.uk/CSF-2024-2025**](https://www.leics.pcc.police.uk/CSF-2024-2025)**.**

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.

To avoid duplication, we also advise that applicants check the Commissioning pages on the OPCC Website to establish what funding has already been allocated: [**https://www.leics.pcc.police.uk/Commissioning**](https://www.leics.pcc.police.uk/Commissioning)**.**

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.

**Process before submission**

You will have approximately five weeks to complete your application from the date the round opens. During this time, you can contact the Commissioning team on **opcc\_commissioningteam@leics.police.uk** with any questions.

All documents related to the application process can be found on the OPCC website: [**https://www.leics.pcc.police.uk/CSF-2024-2025**](https://www.leics.pcc.police.uk/CSF-2024-2025)**.** Interested parties must first complete the Eligibility Statement. If marked ‘Yes’ against all criteria, then applicants can progress to and complete an Application Form.

Applications should be submitted to **CSF@leics.pcc.pnn.gov.uk** along with a completed 'Supporting Documents' Checklist, Eligibility Statement and all supporting documents. Applications submitted after the deadline will not be considered.

**Submitting an Application - Common Mistakes**

* Using the incorrect application form
* Submitting the application after the deadline
* Failing to answer all questions
* Failing to link to the priorities of the Police and Crime Plan
* Failing to provide supporting documents
* Including links to sources as a way of providing further information

**Submitting an Application - General Tips**

* Specify the word count for each response
* Label paragraphs to correspond with each requirement
* Read and understand the purpose of the question
* Read through all documentation on the website
* Ensure the project is suitable for the funding stream
* Demonstrate an awareness of the current provision to prevent duplication

**Application Questions**

The following questions are taken from the application form.

**1. What problem or need will your project address?**

Use this section to tell us about why you want to deliver the project. What has led you to create the idea for this project? This is a high weighted question and has a word count of 500 words maximum.

This question has 2 requirements:

1. **Clearly define a problem or need and relate it to the Police and Crime Plan (PCP) and/or funding round criteria**
2. **Identify a reasonable number of people whom this problem affects/who have this need. Please provide evidence (facts and figures) of the problem/ need** – this is where you can demonstrate your local knowledge. It can be statistics, population demographics or the results of your own research or community consultation

**2. What will your project do?**

Use this section to tell us about your project plan. This is a high weighted question and has a word count of 500 words maximum. This question has four requirements:

1. **What will be delivered/provided and how frequently** - tell us about what exactly you will be delivering and whether this will be weekly, monthly, over the summer, all year round and so forth.
2. **Who will deliver/provide it** – tell us how many members of staff/ volunteers will be delivering the project and a summary of who they are and their roles
3. **What resources are required to deliver the project –** this will be the reason for your bid (i.e., for equipment, to fund roles etc.)
4. **When the key activities will take place (including days of the week and** **timings)** - i.e., 7pm every Friday from 8-9pm. Please ensure you also tell us the location of where the activities will be delivered.

**3. How will you demonstrate that your project has been successful?**

Use this section to describe the impact your project will have. This is a medium weighted question and has a word count of 400 words maximum. Your response should clearly set out:

1. **Who you expect to impact with your project** – this is likely to relate to the people the problem affects that you identified in question 1
2. **What the impact of the project will be** – this is where you need to set out your objectives and desired outcomes
3. **How you will measure this impact** – it's important that you record how the project is going so that you can evaluate whether it's been successful or not. This will help when designing future projects.

**4. What relevant experience do you have that will be beneficial for this project?**

This is a high weighted question with a word count of 400 words. This question has two requirements. You do not need to satisfy both. It is an either/ or option. You can choose which requirement to answer from the following:

1. **Your experience in delivering a project or initiative previously and how that will help you with your delivery of this one -** Include details of when this took place, any relevant stakeholders, and the target audience. Please demonstrate the success of this project or initiative, including evidence, and detail how this was measured.
2. **Your own skills or experience and how that will help you deliver this projec**t – for example, your background, qualifications, lived experience or connections with the community

**5. Please provide a breakdown of the costs of your project**

Use this section to demonstrate how the funding will be used. This is a medium weighted question that does not have a maximum word count.

The application form contains a table for you to fill out with some cost areas to be used as a guide, including personnel costs, equipment, venue costs and marketing. It's important that you provide as much detail as possible, and if you are planning to purchase any resources, please provide a quotation to show that you have researched costs. Please ensure the sums add up and provide a grand total.

This helps us determine if the project can reasonably be delivered within the budget and determine whether it offers good value for money.

There is a second table which you will need to complete if any components of your project are reliant on funding being secured from an additional source. You will also need to explain what the impact to the project will be if the additional funding isn't secured.

**Scoring Criteria and Decision Making**

Application responses are scored by a team of evaluators using the following criteria.

|  |  |
| --- | --- |
| 0 | The response did not meet any of the requirements, shows little to no evidence and/or is not related to the PCP.  |
| 1 | The response had significant omissions and did not meet most of the requirements of the question with little to no evidence.  |
| 2 | The response meets some of the requirements with minor omissions and could have been expanded |
| 3 | The response meets all the requirements with relevant detail and clear evidence.  |
| 4 | The response meets all the requirements with relevant detail, strong evidence with additional supporting content and identified benefits.  |

**There are 4 scores, 0 being the lowest and 4 being the highest.**

0 - No requirements met, or the project does not support the priorities of the Police and Crime Plan

1 - The response is vague and lacks detail and only meets one requirement.

2 - Meets most of the requirements but requires extra evidence or detail to meet all requirements

3 - This is an ideal score to aim for. This is where all requirements are met with a good level of detail or evidence provided.

4 - This is where all requirements are met, and the applicant has shown initiative and gone above and beyond what has been asked of them to provide further evidence.

**Process Following Submission**

**Evaluations** - A panel of evaluators will independently mark each application form. The panel consists of members of the Commissioning Team as well as subject matter experts from across the Violence Reduction Network and Force.

**Moderations** - Once independently marked, the panel will come together to discuss scoring and agree an overall score per question. This will be calculated in line with the weighting of the questions, giving you an overall percentage. An independent moderator will be present during moderations to ensure that the process is followed, and that each marker has a fair opportunity to discuss their points.

**Recommendation and Sign Off** - A Commissioning and Contracts Officer will write a Recommendation Report based on the agreed scores following moderation. This report then goes to the Senior Management Team and Police and Crime Commissioner for approval.

**Feedback** - Written feedback will be provided 4 weeks from the closure of the round to ensure fairness. The feedback will be provided in a letter, sent to you via the email address listed on your application form. The feedback will set out whether you have been successful or unsuccessful, your strengths and areas of improvement. Feedback will be provided regardless of your score.

**If I am successful, what are the next steps?**

**Funding Agreement -** You will receive a funding agreement via email, 4 weeks after you have been notified of the outcome of your application. Please sign this agreement and return it in full to the OPCC

**Supplier Set Up** - You will be sent a 'New Supplier Set Up' form, which you will need to complete with your organisations bank details and return to the OPCC. This allows us to set you up for payment on our finance system.

**Payment -** A purchase order will then be raised for your project. Once you have received this you will then need to submit an invoice. Following receipt of the invoice payment will be made.

**Monitoring -** We will request quarterly performance and financial monitoring to ensure that your project is meeting the outputs and objectives as set out in your application and agreed by both parties. Some organisations receiving this funding will receive a monitoring visit from the Office of the Police and Crime Commissioner for Leicestershire

**Office of the Police and Crime Commissioner for Leicester, Leicestershire and Rutland**

**Police Headquarters, St John’s, Enderby, Leicester LE19 2BX Telephone 0116 229 8980 Web:** [**www.leics.pcc.police.uk**](http://www.leics.pcc.police.uk/)

**Email Commissioning Team:** **OPCC\_commissioningteam@leics.police.uk**