



# Community Safety Fund

## Round 5 - Application Guidance

August 2024

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## 1. Introduction

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The Humberside Police and Crime Commissioner (PCC) is the voice of the public in East Yorkshire and Northern Lincolnshire, elected to work on your behalf and hold the police to account. In addition to commissioning the police service for the area, the PCC commissions a range of other services to help cut crime, improve community safety and provide support for victims of crime.

The PCC's Community Safety Fund offers grants towards the costs of community safety and crime reduction projects across the Humber area (East Riding of Yorkshire, Hull, North East Lincolnshire and North Lincolnshire). It is designed to support community organisations to kick-start local projects that will cut crime and antisocial behaviour and improve feelings of safety.

The Community Safety Fund forms part of the PCC's Delivery Fund, which was created following a commitment in the Police and Crime Plan 2021-2025. For details of other grant funding please see the Office of the Police and Crime Commissioner website (<https://www.humberside-pcc.gov.uk>).

This document provides guidance for **Round 5** of the Community Safety Fund. Please note that **some of the eligibility criteria has changed substantially since previous rounds** and some activities may no longer be eligible for funding support. There are also some additional requirements around **seeking quotations** and changes to **match funding** levels if you have accessed the scheme previously.

## 2. Available funding and timescales

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The PCC's Community Safety Fund can provide funding of between £500 and £35,000 to projects that meet the scheme criteria. It is split into two categories: the criteria are the same, but larger projects are required to provide more information.

Category	Minimum grant	Maximum grant	Maximum project size
Small grants	£500	£5,000	£25,000
Medium grants	£5,001	£35,000	£175,000

A maximum project size (including funding from other sources) is in place to ensure projects are focused and the impact derived from the PCC's investment can be clearly understood.

Grant funding will be paid in arrears – payment in advance can be agreed in exceptional circumstances where cashflow may be an issue for the applicant.

### Exceptional cases

In exceptional cases the PCC may be able to provide funding greater than £35,000 to strategically important projects that will have a substantial impact on communities. Please contact us by email if you wish to propose such a project.

### Round 5 Project Timescales

Round 5 projects **should not commence delivery any earlier than 01 January 2025 and must be completed by the end of March 2025**. Please ensure that this is factored into your delivery timescales, financial profile and when seeking quotes for the work.

You will receive **notification of the application outcome in late November** and those projects that have been successful will receive a Grant Agreement in December to enable a project start in January 2025.

### 3. Scope: what can the PCC's Community Safety Fund support?

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The PCC's Community Safety Fund exists to support projects that will contribute to reducing crime/antisocial behaviour and/or improving community safety, supporting the delivery of the PCC's Police and Crime Plan.

#### The Police and Crime Plan

The Police and Crime Plan sets the strategic police and crime objectives for the area. The current plan (2021-2025) has three aims:

1. Engaged, Resilient and Inclusive Communities
2. Safer Communities
3. Effective Organisations

You can download the Plan from the OPCC website<sup>1</sup>.

Round 5 of the Community Safety Fund can provide funding to support projects which **involve the purchase of and / or installation of equipment and /or assets** which will support the reduction in crime and improvement in community safety.

The following types of projects / activities are likely to be "in scope" for this round of the Fund:

- Purchase of equipment / assets which facilitate activities that will:
  - divert people from crime or antisocial behaviour taking place in the local area
  - support people who may be particularly at risk of becoming victims of crime, or have previously been victims of crime
- Measures / minor capital work to improve the security of community buildings or assets e.g. security measures, fencing, CCTV, alarm systems etc (this should not include improvements that are a key part of ongoing property maintenance)
- Measures to improve the safety of outdoor public spaces e.g. CCTV installation, fencing etc

The Fund operates on a competitive basis, with projects that deliver the greatest impact and the best value for money given priority. However, the Fund will also seek to invest in a portfolio of projects across the Humber area and the Fund's scope.

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<sup>1</sup> <https://www.humberside-pcc.gov.uk/Our-Work/Police-and-Crime-Plan.aspx>

## 4. Eligibility criteria

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In order to be awarded funding, projects and the organisations proposing them must meet the Fund's eligibility criteria. Applications that do not meet the eligibility criteria will be rejected.

Please read the criteria carefully before applying and contact us if you are unsure whether your project would be eligible.

### Purpose of the project

The project must contribute to reducing crime/ antisocial behaviour and /or improving community safety and contribute to the outcomes of the Police and Crime Plan.

Round 5 can provide funding to support projects which **involve the purchase of and / or installation of equipment and /or assets** which will support the reduction in crime and improvement in community safety.

This Round of the fund is **not designed to fund ongoing revenue-based activities** – it is an enabling fund to support the purchase of equipment / assets which can support such activities and for the provision of enhanced security measures for community buildings, assets and outdoor spaces.

### Organisations eligible to apply

The following organisations are eligible to apply for funding from the PCC's Community Safety Fund:

- Non-profit organisations e.g. charities, social enterprises, community groups
- Town and parish councils

The following organisations will not be eligible to apply directly, but could co-fund projects led by eligible organisations:

- Unitary local authorities (i.e. Hull City Council, East Riding of Yorkshire Council, North Lincolnshire Council and North East Lincolnshire Council)
- Humberside Police, Humberside Fire & Rescue Service and other statutory services
- Other large public sector organisations and government agencies (e.g. NHS organisations)
- For-profit businesses

Whilst recently established organisations can apply to the Fund, we may need to put in place additional safeguards for organisations without a demonstrable track record in order to protect public funds.

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Funded organisations must have formal governance documents in place (e.g. a constitution), with a management team/board of trustees of at least three people who are not related. The organisation must have a bank account in its own name that requires at least two signatories who are not related.

The Fund cannot support individuals or informal groups of individuals and cannot pay grants into personal bank accounts.

If you are unsure whether your organisation is eligible to apply, please contact us for advice before starting your application.

### Funding

The amount of funding requested and the overall project size must be in accordance with the table on Page 4.

Projects should generally have a “match funding” contribution equivalent to **at least 10%** of the value of the project, either as a direct financial contribution to the project’s costs and/or as an in-kind contribution (e.g. staff/volunteer time). A lower contribution will only be considered in exceptional circumstances.

If your organisation has accessed the Community Safety Fund in previous rounds, you will be required to provide a greater match funding contribution to the overall project costs. This is on a sliding scale as follows:

- **New to the fund** – minimum match funding contribution of **at least 10%** of the total project cost
- Had **one grant previously through CSF** – minimum match funding contribution of **at least 30%** of the total project cost
- Had **more than one grant previously through CSF** – minimum match funding contribution of **at least 50%** of the total project cost

For projects submitted by town and parish councils, a financial contribution is **mandatory**.

Applicants are required to provide a breakdown of the grant and match funding, as well as details of the project costs.

Applicants **must seek a minimum of three quotes for purchases over £5,000**. For purchases of £1,000 and over, a minimum of two quotes is recommended to ensure best value.

Details of quotes should be included within the project application form and copies provided upon request.

### Ineligible projects and expenditure

The following types of project and expenditure are not eligible for support:

- General appeals and sponsorships (we need to see a clearly defined project)

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- Projects that will not be completed by end of March 2024
- Projects that involve ongoing revenue-based activities that require grant funding from the CSF
- Projects taking place outside the Humber area
- Academic research and educational bursaries
- Projects that only benefit one individual or family
- Projects that are the continuation of a core service or organisation
- Projects of a political or religious nature (except multi-faith projects)
- Multiple applications which falsely split activities in order to get around the maximum funding levels
- Projects that are already fully funded by other means
- Projects that have already started or been completed
- Projects with a funding gap remaining after this grant
- Rent/hire of the organisation's own facilities or equipment (unless reasonable costs are included as in-kind match funding)
- Projects that unnecessarily duplicate activity already funded by the PCC, local authorities or other funders
- Projects seeking to establish grant/loan funds for onward distribution
- Interest payments or repayment of existing debts
- Commercial ventures
- Works to buildings and premises owned by large public sector organisations, individuals or for-profit organisations
- Works to buildings / assets which are cosmetic or part of general maintenance responsibilities
- Projects seeking to exclude or negatively affect a group of people because of their age, gender, sexual orientation, ethnicity or religion.
- Activities which are part of a statutory requirement
- Food and beverages
- Speed reduction projects (given the potential to duplicate planned pilot activity by the PCC)
- Food banks
- Park equipment and Outdoor Gym Equipment
- Production of video content and campaigns and other information or training resources (given the potential to duplicate existing and planned activity)
- Projects that work within schools due to the potential to duplicate existing and planned activity by the OPCC



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- Projects that provide 'target hardening packs' to individual households – due to the potential to duplicate a separate planned activity by the OPCC
- Activities intended to influence Parliament, government or political parties; attempting to influence the awarding or renewal of contracts and grants; or attempting to influence legislative or regulatory action

## Sustainability

Details of how the purchased assets / equipment will be sustained beyond the grant investment including how any ongoing running costs will be funded should be included within the application form.

## 5. Grant conditions

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To accept an offer of a grant, you will need to agree to our grant conditions. These include:

- Following the publicity guidance provided by the OPCC
- Having appropriate insurance cover in place for the project (e.g. public liability cover)
- For projects working with children or vulnerable people, a safeguarding policy must be in place
- Providing monitoring/progress information to the OPCC
- Claiming and using the grant funds for their proposed purpose within a specific timeframe, and returning any unspent funds to the OPCC

Full details will be provided if you are offered a grant.

## 6. How to apply

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Applications to the PCC's Community Safety Fund can be made via our online grants portal (<https://smallgrants.humberside-pcc.gov.uk>), which will also be used to manage successful grants. To start an application, please follow the prompts to register for a free user account from the homepage.

Please note that we are unable to consider applications submitted by other means. If you are unable to use the portal please contact us for assistance.

Please do not send any information in addition to your application (e.g. images, videos, brochures, reports) as we are unable to consider these. The online application form is designed to capture all of the information required for us to consider your project.

### Round 5

Please note that the Application Form has been updated since Round Four. If you have drafted an application previously, this should still be accessible on the online portal but information will need to be transferred to the new, updated Application Form which is being used for the current round.

As outlined earlier in this guidance, **the eligibility criteria for Round 5 and requirements have changed since previous rounds** and some activities may no longer be eligible for funding support so resubmission would not be appropriate.

### Application deadlines

The Fund is allocated through bidding rounds. The deadline for applications to Round 5 is **07 October 2024 at 23:59**.

Please allow sufficient time to complete and submit your application. Please do not leave your application to the last minute as we cannot guarantee support will be available on the application deadline day should issues arise.

Any future rounds will be subject to there being available funds left in the pot. The application process is highly competitive and we will not be able to fund all bids submitted.

Due to the high levels of applications anticipated, we will be unable to provide detailed feedback on applications but you will be notified of the outcome in late November.

## 7. How to contact us

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To contact us with any questions about the PCC's Community Safety Fund, please email [pccfunding@humberside.pnn.police.uk](mailto:pccfunding@humberside.pnn.police.uk).

Please **do not send funding applications by email** – they can only be accepted through our online portal.