



Lincolnshire
POLICE & CRIME COMMISSIONER
SAFER TOGETHER

The Safer Together Community Fund

Guidance and Information Pack



Document Control Information

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What is the Safer Together Community Fund?

The Safer Together Community Fund is a collection of funds that can be awarded to community groups, not for profit groups and charities across Lincolnshire to support the aims of the Police & Crime Plan. Nominations can only be made by Neighbourhood Policing Teams and the Safer Together Team; the fund is not to be made public for applications.

The monies for the Safer Together Community Fund come from two sources, The Police Property Act Fund and the Proceeds of Crime Act Fund.

The Police and Crime Commissioner has power to award funds allocated to the Safer Together Community Fund as a result of the disposal of property coming into the possession of the police by the Police (Property) Act 1897 and The Powers of Criminal Courts Act 1973.

The Police Property Act (PPA) Fund is an account of monies received from the sale of recovered stolen goods or found property. The fund is a fluctuating balance depending on the level of sales passed through auction. Because of this, we cannot guarantee that the fund will be available at a particular time during a financial year. The Police (Property) Regulations 1997 section 4c allows the payments to be made for charitable purposes by the relevant authority.

The Proceeds of Crime Act 2002 (POCA) gives power to police and public bodies to confiscate assets and monies from individuals who have benefited from illegal activities. The money returned is not ring-fenced and can be used for a number of purposes in the context of reducing crime and reducing harm; including community project funding. There is no requirement that these funds are spent on charitable groups. POCA funding can be used as the sole source of funding for projects and initiatives or can be combined with other funding sources available to the PCC to maximise outcomes.

The Fund is being established to support ground level projects through the Office of the Police and Crime Commissioner's Safer Together Team which support the delivery of the Police and Crime Plan.

What funding is available?

Funding will be available through the Safer Together Coordinators (appendix C) in conjunction with local Neighbourhood Policing Teams (appendix B) who, through their engagement in communities, would be able to identify organisations undertaking local activities that support the delivery of the Police and Crime Plan. Projects are expected to meet the criteria set out within this document and be able to provide output and outcome evaluation information.

There will be up to £3,000 of funding per financial year available per Neighbourhood Policing Area (Annex B). In addition, a further discretionary budget of up to £20,000 has been allocated in recognition of social deprivation in areas with identified significant need. Proposals to use this additional source will be made in conjunction with the Safer Together Team Lead and Neighbourhood Policing Area Inspector, where it can be demonstrated against the area profile and identified need.

What can the funding be used for?

Funding can be used for new projects or initiatives or to add elements to existing projects or initiatives, where they meet the objectives of the Police and Crime Plan.

Examples of the types of project we support are:

- Reduction of crime - such as educational visits to local schools or literature on local crime incentives.
- Reduction of anti-social behaviour – activity programmes designed to divert from crime. For children this may include holiday schemes, day trips or reward days for completing community safety action days.

- Partnership working – such as local groups to address community issues or enabling groups to engage with each other. This might be local children working on a crime reduction project or speaking to older members of the community about staying safe.

What is excluded from the funding?

Applications will be declined for the following reasons;

- Commercially run activities
- Projects run for the sole benefit of one individual
- Politically based activities
- Events or activities for which the principle aim is to fundraise for other organisations
- Marketing costs for existing or planned activities
- The development or refurbishment of buildings, including development of car parks
- CCTV
- Travel costs, rents and insurances
- Activities which form a statutory function of an applicant.
- Recurring expenditure.

What are the eligibility criteria?

- The organisation / community group must be based in and operate solely within Lincolnshire. National charities can be considered if they are able to demonstrate work specific to the region.
- Organisations / community groups must only have 1 active application submitted at a time. Subsequent applications will be declined.
- Applications must relate to a specific project, either as a new project or to add an additional element to a project. Applications for contributions to the general funds or running costs of a project cannot be accepted.

- Applicants must not have received a Safer Together Community Fund grant from the Office of the Police & Crime Commissioner for Lincolnshire within the previous 12 months.
- Applicants/organisations / community groups must promote equal opportunity and good relations within the community and make reasonable adjustments to any barriers that may prevent protected groups from using and/or accessing your services.
- Applicants/organisations / community groups must have a bank account in which to receive funding via BACS.
- Applications must meet one or more of the Police and Crime Plan objectives.
- Applications must be able to demonstrate added value
- Funds must be used for charitable purposes
- A maximum value of £1,000 available to one organisation / community group.
- Grant funding awarded must be regarded as **one-off funding** without guarantee that further funding will be available. Sustainability of services should therefore be considered beyond the grant funding phase.
- Applicants must agree to provide evidence of outcomes, as requested in the funding process.
- Applicants must agree to information relating to the project / initiative, the received funding and the impact / outcomes to being used by the Office of the Police and Crime Commissioner within future reports and documentation including the OPCC website and annual report.

Applications should also demonstrate one or more of the following;

- Provide early intervention and prevention schemes to reduce incidents of offending and re-offending.
- Help to prevent crime and anti-social behaviour within the local community, by managing offenders and reduce offending and re-offending.
- Provide support to victims of crime to cope and recover.
- Create opportunities for children and young people to get involved in extra-curricular activities that will help children and young people stay active and safe.

- Improve the support for vulnerable people to help them feel safer such as the elderly, victims of crime (e.g. abuse or discrimination), and also antisocial behaviour.
- Bringing together parts of the community that find it difficult to talk to or access each other.

What is the application process?

The process will be open throughout each financial year of the PCC term, however the Police and Crime Commissioner has the right at their discretion to close the programme at any point dependent upon the continued availability of funding.

Projects and initiatives will **usually** be identified by either the Safer Together Team Coordinator or the Neighbourhood Policing Team, who will provide information on the application process to the organisation / community group. Applications are available as Appendix A and will require a copy of the group's constitution (or equivalent) as well as a group bank statement from the past 3 months.

Completed applications to be submitted to local Safer Together Team Coordinators, who will provide a written acknowledgement of receipt of the application and anticipated timescales for response. **(Initial decisions relating to funding can usually be expected within 28 days unless additional information is sought.)**

Applications will be discussed between the Safer Together Team Coordinator and the local Neighbourhood Policing Team to ensure that the submitted information meets the eligibility criteria as set out in this document. Consideration will also be given to existing projects / initiatives that may meet the identified needs, alternative funding sources or other rationale as to why funding would not be approved.

Following this agreement, the Safer Together Team Coordinator will present the submission for discussion at a Safer Together Community Fund meeting which occur every 4 weeks and involve the Police and Crime Commissioner, Partnership and Delivery Manager, Safer Together Team Lead and Lincolnshire Police Senior Management Accountant. This meeting will lead decision making on funding and will provide feedback to the Safer Together Team Coordinator.

An initial decision, including ways in which you have or have not met the criteria for the fund, will be provided to the applicant in writing by the Safer Together Team Coordinator, which will confirm the next steps of the process. This documentation will also outline any additional evaluation methods proposed by the Office of the Police and Crime Commissioner for providing evidence during the evaluation period.

How will grants be provided?

Following a grant being approved, a grant agreement will be drafted by the Office of the Police and Crime Commissioner, along with a new supplier form for the organisation / community group.

Upon receipt of a signed grant agreement, purchase orders will be generated from which you will be required to provide an invoice. The Office of the Police and Crime Commissioner will issue the grant funding by form of electronic bank payment (BACS), payable to the named organisation or applicant.

Organisations / community groups are expected to make an acknowledgment of receipt of the funds into the account.

Where funding is approved, for the purposes of transparency a Decision Note will be published in September and March of each financial year detailing the organisation and amount funded. In addition, outputs and outcomes from funded initiatives will be published on the OPCC website.

Recipients should ensure that receipts for **all** purchases from the grant funding be kept demonstrating accountability as part of the evaluation process.

If organisations / community groups think they will need to spend the money differently than the reasons outlined and agreed in the original application and grant agreement process, they must discuss this with the Safer Together Team Coordinator. If a major change is requested, this will be discussed in person to ensure there is clarity on how the project will continue to be beneficial and link to the Police and Crime Plan. In such circumstances, a Variation Form will need to be completed. [Appendix D]

How will the results be evaluated?

The Police and Crime Commissioner has a duty to effectively administer public funds and seek best value for money therefore successful organisations / community groups will need to provide monitoring information within agreed timescales. This will vary depending on the amount of funding you receive. Following the receipt of the funding, organisations / community groups are expected to submit an evaluation report within six months of receiving the funding, this should outline the benefits that have been achieved and impact the project / initiative has had upon the community.

Based on your application, you should be able to confirm the best way to show how successful your project has been e.g. demonstrating the impact resulting from the funding. This will determine the basis on which we will evaluate your project but we may also include other ways of measuring success that we already have in place that will help with this.

As the Police and Crime Commissioner is lawfully obliged to undertake regular audits on all of its grant recipients, reports must include receipts for goods, materials and services spent on the project, as well as outcomes related to the objectives of the initial application.

It is expected that communication will continue with the Safer Together Team Coordinator throughout the project on an informal basis.

APPENDIX A



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The Safer Together Community Fund Application Form

Application Date	
Contact Details	
Organisation / Community Group	
Registered Charity Number	
Project Name	
Contact Name	
Address	
Email	
Phone Number	

Project / Initiative	
Project Name	
Amount of funding applied for	
Geographic reach	
Demographic reach	
What will the funding be used for?	1 – New initiative 2 – Expand existing services 3 – Replacement funding
Outline summary of project / initiative	

What need will the project / initiative address?

Please clearly outline how this relates to the Police and Crime Plan and identified number of those impacted by identified need. Also include evidence that supports the identification of this need.

What will your project / initiative do?

How will your project / initiative be delivered, including by whom and resources needed.

How will value added be demonstrated within this project/ initiative?

Impact – how will you know that your project has been successful?

Include what impact your project on the community and groups within it, how many people you expect to be impacted by your project and how you will measure this impact.

If successful, what plans are there for future sustainability?

Outline any previous projects / initiatives you have delivered, with a brief summary including success and impact measures.

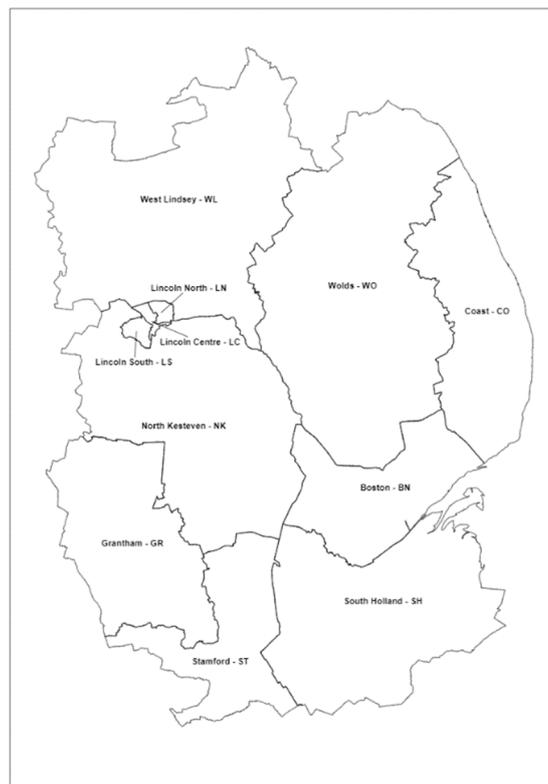
Please provide a breakdown of the project / initiative costs

Include rationale for cost that links to value for money / best use of funding.

APPENDIX B

LINCOLNSHIRE POLICE NEIGHBOURHOOD POLICING AREAS

- Boston Neighbourhood Policing Area
- Coast Neighbourhood Policing Area
- Grantham Neighbourhood Policing Area
- Lincoln North Neighbourhood Policing Area
- Lincoln South Neighbourhood Policing Area
- North Kesteven Neighbourhood Policing Area
- South Holland Neighbourhood Policing Area
- Stamford Neighbourhood Policing Area
- West Lindsey Neighbourhood Policing Area
- Wolds Neighbourhood Policing Area



APPENDIX C

OFFICE OF THE POLICE & CRIME COMMISSIONER FOR LINCOLNSHIRE SAFER TOGETHER TEAM

Boston & South Holland

Alan Osborne

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East Lindsey

Roisin Mullee

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North Kesteven & South Kesteven

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APPENDIX D



Lincolnshire
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The Safer Together Community Fund Variation Form

Organisation / Community Group	
Contact	
Contact Details	
Project title	
Project start date	
Grant Agreement Date	
Total Amount of Grant Agreed	

Please provide a general statement to explain why you are requesting a variation to your project

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AGREED PROJECT	REQUESTED VARIATIONS
Funding Expenditure	Funding Expenditure
Project Outcomes	Project Outcomes
Links to the Police & Crime Plan	Links to the Police & Crime Plan

For OPCC Use Only

	Coordinator	Team Lead
Comments		
Recommendation		
Management Confirmation		
Actions		

APPENDIX E



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The Safer Together Community Fund Project Evaluation Form

Name of Organisation			
Name of Project :			
Total Grant		Date Awarded :	
Number of beneficiaries		Time Period:	
Project Description			
Was the project completed on time?			
Was the project completed on 'budget'? <i>Consider original expenditure planning and any over / under spends related.</i>			
Did your project/initiative meet the goals indicated? <i>Please provide an example/evidence of each, ensuring this is linked with the Police and Crime Plan.</i>			
Did you face any barriers or challenges in completing this project/initiative? <i>Please consider any 'lessons learnt' and reflection on future activities.</i>			

How many beneficiaries did your project engage with?

Please provide details on if earlier estimations were met / not achieved, reflecting on why this is the case.?

Did you feel your project had a wider impact on your community, including social value?

If so, can you provide examples of this

If your project is part of a longer term programme, how do you plan to sustain this work?

Did you work with any partners during this project?

Including those listed in your original application form, please provide details of partners and activities

Did you do any social media or publicity around your project?

Please include any links to posts or newspaper articles if available.

Are there any improvements you can identify for the funding process?

Any other comments...

Signed :

APPENDIX F

Areas of Deprivation – Lincolnshire

This information contains data on the top 20 Lincolnshire locations in order in which they feature in national statistics. The information is based on statistics obtained from

<https://www.gov.uk/government/statistics/english-indices-of-deprivation-2019>.

Local Authority District Code	Local Authority District	Index of Multiple Deprivation (IMD) Rank	Area / Location
E07000142	West Lindsey	24	South West Ward, Gainsborough
E07000137	East Lindsey	261	Lumley Road, Skegness
E07000137	East Lindsey	306	Chapel St Leonards
E07000138	Lincoln	309	Westwick Drive
E07000138	Lincoln	394	Birchwood (Staverton Crescent area)
E07000137	East Lindsey	482	Wainfleet All Saints
E07000137	East Lindsey	506	Skegness Burgh Road / Lincoln Road (Near Skegness Academy)
E07000138	Lincoln	582	St Giles (Macaulay Drive, Outer Circle Drive)
E07000137	East Lindsey	825	Mablethorpe (Victoria Road area)
E07000137	East Lindsey	1,228	Mablethorpe (Golf Road / Quebec Road)
E07000138	Lincoln	1,302	Lincoln (Stamp End, Croft Street, Monks Road)
E07000142	West Lindsey	1,333	Gainsborough (Market Street, Beaumont Street)
E07000142	West Lindsey	1,547	Gainsborough (Thorndyke Way)
E07000137	East Lindsey	1,570	Mablethorpe (Alford Road)
E07000138	Lincoln	1,644	Lincoln (Glebe Park / Wolsey Way)
E07000137	East Lindsey	1,706	Skegness (Roman Bank / North Parade)
E07000137	East Lindsey	1,829	Addlethorpe
E07000137	East Lindsey	1,887	Skegness (Wainfleet Road)
E07000138	Lincoln	2,139	Lincoln, Ermine East (Laughton Way North)
E07000136	Boston	2,270	Boston, Fenside