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Police & Crime Commissioner
FOR HERTFORDSHIRE

Commissioning-light Antisocial Behaviour Theme
Community Safety & Criminal Justice Fund 2023/24

Guidance notes

1. Introduction

The Police & Crime Commissioner (PCC) has introduced a commissioning-based approach that is targeted and specific in delivering the community safety and criminal justice activity outlined in the Commissioner's 2022 – 2027 Plan.

The PCC's three initial themes of Serious Violence, Antisocial Behaviour & Violence AgainstWomen & Girls are being scoped in consultation with statutory partners including district/borough, county council and Constabulary colleagues. As a result, the PCC is now seeking proposals to deliver on the following Antisocial Behaviour priority sub-themes:

1.	**Youth ASB: Prevention/Diversion** Towards costs* associated with targeted prevention and/or diversionary activities within areas of identified and evidenced need
2.	**People with Complex Needs** Towards costs* associated with provision of mental health**, practical support and potential restorative approaches to victims or perceived perpetrators of ASB where there is evidence of repeat reported ASB/victimisation
3.	**Community Trigger: Target Hardening Measures** Towards costs* associated with implementing measures to reduce criminal activity/ASB and its effects on existing/potential new victims

** the maximum amount of funding that can be awarded is £5000/priority/district area (or £50,000/priority for a Hertfordshire-wide initiative)*

*** this cannot include costs of delivering counselling (unless delivered by volunteers), it is expected that individuals will be referred to existing counselling services where appropriate*

Whilst multiagency/multidistrict or Hertfordshire-wide proposals are encouraged, individual district-based area projects that deal with issues specific to a particular district/borough area are welcome.

There is an expectation that any multidistrict or Hertfordshire-wide proposals will be strategically planned, scoped, and fully costed. Where appropriate, proposals should demonstrate alignment across county/district strategies and projects should evidence how they complement existing initiatives.

2. Who can submit proposals for funding consideration

The types of organisations/multiagency partnerships that can submit a proposal include:

- Statutory organisations including District/Borough/County Councils, Constabulary.
- District or County partnership groups (e.g., Community Safety Partnership).

Third/voluntary sector and private sector organisations can benefit from funding awarded provided that a statutory organisation/partnership developed/submitted the proposal.

Any proposal agreed involving partnership delivery will remain the responsibility of the lead organisation for managing, monitoring, and reporting purposes.

3. Who cannot apply

- The PCC will not consider proposals from individuals
- The PCC will not consider direct proposals directly from third/voluntary sector and private sector organisations

Third/voluntary sector and private sector organisations can benefit from funding awarded provided that a statutory organisation/partnership developed/submitted the proposal.

4. Eligibility Criteria

What can be funded

i. Any new project or adapted existing service that aims to prevent/reduce crime or protect/prevent victims and can demonstrate a clear link between local priorities and the PCC's Antisocial Behaviour funding priorities listed in section 1.

ii. Any project or adapted existing service focused within a single district/borough, within multiple districts/boroughs or countywide. Where more than one district/borough benefits from the project/service, each relevant statutory organisation must be consulted and approve the project, to avoid duplication of work/funding and to maximise opportunities for partnership working/match funding. Failure to provide evidence of relevant statutory service engagement/sign-off could lead to your proposal being declined.

iii. Project specific staffing costs may be considered for time specific projects only but will not be considered if a clear plan for sustainability (or exit strategy) is not provided. Please note that funding is only available for 1 year (2023/24).

Before completing your proposal, please consider if you can answer **yes** to the following questions:

- Do we provide an approach that aims to surpass the status quo?
- Can the proposal show how it will work including performance monitoring/evaluation?
- Can we cultivate partnership working to facilitate crime prevention and reduction?
- Has the proposal been endorsed by the relevant District/County Council and/or Community Safety Partnership?
- Can we demonstrate a shared purpose and defined link between our organisational or service strategy and the PCC's Antisocial Behaviour priorities listed?
- Are we sure that the service/project is not duplicating existing services?
- Are we confident that the service/project will lead to successful outcomes?
- Will there be a set of key performance indicators that can be monitored/managed?
- Are we only requesting funding for 2023/24?
- Do we need to sustain the service/project when funding ends? if so, how?
- Have we developed an exit strategy if applicable?

What can't be funded?

- Proposals which fail to demonstrate intended outcomes in relation to preventing and/or reducing crime and the PCC's Antisocial Behaviour priorities.
- General fundraising appeals or where a request is made for a general contribution to a larger project.
- Retrospective funding.
- Funding beyond 31st March 2024.
- Proposals that are not endorsed by a relevant District, County Council or Community Safety Partnership.

5. Funding limit/period of funding

The maximum amount of funding that will be awarded within each priority is as follows:

Youth ASB: Prevention/Diversion £50,000 – *£5000/district area or £50,000 for a Herts-wide initiative*
People with Complex Needs £50,000 – *£5000/district area or £50,000 for a Herts-wide initiative*
Community Trigger: Target Hardening Measures £50,000 – *£5000/district area or £50,000 for a Herts-wide initiative*

Proposals that can demonstrate match funding (including in-kind) will be prioritised.

6. Application process

Proposal forms can be found on the PCC website at Community Safety & Criminal JusticeFund (hertscommissioner.org)

Completed proposals should be sent to Grants@herts-pcc.gov.uk

Failure to complete all sections of the proposal form will lead to a delay in the PCC being ableto consider your project and may result in your proposal being declined.

Please use this guidance document to assist you when completing the proposal form. You may use supplementary documentation if required to assist your proposal, although succinct and relevant information contained within the form will help us to determine the viability of each project.

If you would like to discuss a proposal before submission, please contact the PCC's Grants& Funds Officer via Grants@herts-pcc.gov.uk

This round will close at midnight on **Friday 24th March 2023**. Proposals submitted after this date will not be considered.

7. Information required to complete the Proposal Form

Project name: Please provide the name of your project/initiative.

Contact details: Please make sure you provide the right contact person for the proposal andall contact details requested. The OPCC will contact them for further information and this person will

be responsible for managing, monitoring, and reporting purposes.

Funding required: Please provide the amount of funding requested from the PCC and the total cost of the project for 2023/24 (this may include match funding/in-kind contributions).

Proposal section: Whilst priority will be given to multiagency Hertfordshire-wide or multi-district area partnership proposals, individual district-based area projects are welcomed.

Does your proposed project duplicate any existing service in any way? Please do provide evidence that you have considered this.

Which PCC priority does the project seek to deliver on?

Please provide an outline of the proposal, demonstrating what you plan to provide or deliver and how it will ensure the PCC's priority sub-themes can be achieved. This should be a concise explanation using bullet points where appropriate.

Evidence of successful approach: Use this section of the form to further describe how the proposal will deliver the PCC's priority sub-themes. You can use data/statistics or anecdotal evidence to reinforce your argument.

Overall aims/outputs: Please provide a brief outline or bullet points to describe the overall purpose of the proposal and the effect(s) it will have. Simplify your aims, wording them carefully and briefly. The aims should describe something that you can achieve or influenceover the course of the project e.g. "To prevent people from engaging in crime".

Key outcomes: Use this section of the form to describe your intended or expected outcomes and benefits e.g., the specific changes that you want to result from the proposed project. Outcomes and benefits should describe the intended result of your project. Outcomes could be described using words like more, better, less, improved.

Please rank the outcomes as short, medium or long-term and ensure they are measurable.

Monitoring progress & evaluation: You will need to demonstrate the changes that your project should achieve over time. This can be done by identifying the signs of change (using KPIs) and by measuring the extent of change (tracking progress). Use benchmarks wherever possible to help track progress.

This checklist may help you to rationalise how you are going to track progress:

- try to identify at least 1 KPI for each outcome (this does not need to be statistically, or target driven although there is a requirement for some measurable outcomes)
- identify the methods you will use to track the KPIs e.g., through data collection, surveys etc. Consider who is responsible for each KPI
- think about what you may want to achieve at key milestones during the project
- make sure that all KPIs are realistic.

You will need to provide an evaluation plan for the project highlighting how you will assessthe value and quality of the project as well as the results/impact.

Whilst the PCC will be looking at what has been submitted within this section, the amount of detail expected should be proportionate to the amount of funding being requested and/or the complexity of the project.

Partner organisation involvement: Provide the names of all organisations involved in theproject and what their roles are within it. The PCC is keen to see collaboration between organisations and across district boundaries.

Financial Information: Please provide a comprehensive breakdown of anticipated costs associated with your initiative for 2023/24, and when the funds will be spent. This should be shown in six monthly increments.

Example:
Total cost of project- £15,000

0-6 months	6-12 months	Total
£2000 materials (flyers, posters etc.) £2000 venue (rent) £5000 staff (1 x staff member: £xxph@xxhours) £1000 training	£5000 staff costs (1 x staff member: £xxph @ xxhours)	£15,000

The PCC will prioritise projects that include match funding including in-kind contributions (e.g., use of premises, staff)

Sustainability: Please use this section of the form to consider whether your project will be sustainable when the grant has ended. For example, are you looking for a business sponsor,or planning to generate additional funds through project delivery? Your proposal may be rejected if the project has limited sustainability or is to be used as a short-term measure, so this must be considered as part of your proposal.

If your project is required to continue beyond PCC grant funding, you are required to developand provide a suitable exit strategy. You need to clearly state how service users will be managed including supported into other support should the project end.

Risk assessment: Use this section to show any identified risks that may impact on delivery ofyour proposal. Please include all relevant risks to the project itself and include any risks associated with staff and project beneficiaries – both organisational and personal e.g., consideration of potential safeguarding issues when working with children, both for the child and the service provider. You can use bullet points if appropriate.

Declaration: The form must be signed by either a Head of Service, Director, or Board Chair, CEO as appropriate.

8. How the Proposal will be assessed

Your proposal will be assessed and scored against the following criteria:

- demonstration of a clear plan to achieve the PCC's priorities
- consideration of any potential duplicate services in Hertfordshire
- evidence of collaboration between organisations
- evidence that the proposal is focussed on outcomes that can be measured
- demonstration of goals/outputs with KPIs where possible
- a clear plan for monitoring of the project; including robust evaluation arrangements
- consideration of how the project will be sustained after the funding period
- consideration of risk factors which could affect delivery
- evidence of partnership working with details of any match funding
- consideration of how and when the funds will be spent.

The OPCC may seek input from partner agencies as part of the informationgathering/assessment process.

What happens once projects have been assessed?

- Low scoring proposals will not be considered any further, applicants notified with feedback.
- High scoring proposals will be considered by the Commissioner for a final decision –this may involve you being invited to present to the PCC.
- If you are unsuccessful at this stage applicants will be notified with feedback.
- If you are successful, you will be notified/sent an agreement form.

9. Receiving the grant / reporting

Payments

Payments will be made in quarterly increments to the relevant organisation.

Quarterly evaluation reports will be required to enable the PCC to monitor progress before thenext tranche of funding is released.

Reporting requirements

Proposals awarded funding will also be required to submit an end of year report in additionto quarterly evaluation returns. The quarterly evaluation returns and end of year report must include:

- an update against the budget forecast provided within the initial proposal
- an update on the performance measures mentioned within the initial proposal
- evidence of the PCC's priorities being achieved
- a general update on progress made.

Information from the reports may be made publicly available via the Hertfordshire PCC website, to share best practice and showcase the valuable work undertaken at local level. ThePCC may request successful project present details of their project (and outcomes) to the Community Safety Board or other partnership event.

Organisations will be expected to rigorously evaluate their initiative throughout the project, and to provide a final overview and budget report to the PCC within their end of year report so that learning can be shared.