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Police and Crime Commissioner
for Hertfordshire

Community Safety & Criminal Justice Fund 2021/22

2019-2024 Strategic Plan Theme: Building on Success: Work in partnership to reduce overall levels of reoffending by addressing the underlying causes through continued collaboration and new innovative responses

Guidance notes

1. Introduction

The Commissioner 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 2019 – 2024 Plan.

Police & Crime Commissioner (PCC) priorities have been developed following evidence gathering, mapping of services as well as input from key stakeholders.

Priority will be given to multiagency Hertfordshire-wide or multi-district partnership projects which offer sustainable solutions to complex problems focussing on changing lives, not just managing risk; and to specific projects targeting people and places. The funding cannot be used to support 'business as usual.

There is an expectation that projects will be strategically planned, scoped and fully costed. Where possible, proposals should demonstrate alignment across county strategies; and projects should complement existing initiatives or seek to solve a specific problem.

The PCC is seeking proposals that seek to address the following specific priority:

Pilot adult early intervention diversionary activities through out of court disposals, deferred prosecutions schemes or court orders (this could include consideration of the needs of specific cohorts including women or those from Black, Asian & minority ethnic groups)

Your proposal must be a countywide initiative that focuses on:

- Prevention and early intervention
- Preventing offending and reoffending

2. Who can apply for a grant?

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

- District or County Community Safety Partnerships (CSPs).
- Statutory organisations including Hertfordshire Constabulary.
- Third sector organisations that work alongside statutory organisations to deliver the PCC's priority(ies) listed.
- Businesses or profit-making enterprises that work alongside statutory/third sector organisations to deliver the PCC's priority(ies) listed.

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

3. Who can't apply?

The PCC will not consider proposals from individuals.

4. Eligibility Criteria

What can be funded?

1. 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 priorities listed.
2. Initiatives that benefit the entire county. Organisations delivering services covering multiple district areas should ensure that each relevant statutory body/partnership has been consulted (and approved the project), in order to avoid duplication of work and to maximise the opportunities for partnership working and match funding.
3. 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.

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 project show how it will work including performance monitoring/evaluation?
- Can we cultivate partnership working to facilitate crime prevention and reduction? (this could include outsourcing/contracting/working with local businesses/charities – different approaches to facilitate change)
- Can we demonstrate a shared purpose and defined link between our organisational/service strategy and the PCC's priorities listed?
- Are we sure that this proposal is not duplicating existing services?
- Are we confident that the project will lead to successful outcomes?
- Can the project demonstrate cost savings and value for money?
- Will there be a set of key performance indicators that can be monitored/managed?
- Do we need to sustain the project when funding ends? if so, how?

What can't be funded?

- Proposals which fail to demonstrate intended outcomes in relation to preventing and/or reducing crime.
- Reactionary or ad hoc projects which have no strategic plan.
- General fundraising appeals or where a request is made for a general contribution to a larger project without an identifiable aspect having been identified.
- Retrospective funding.

5. Period of funding

Due to fact that the Commissioner is seeking to award funding to pilot projects up to 2 years of funding can be awarded.

6. Funding limit

The amount of funding that will be awarded within this priority area is £100,000
Eligible proposals that can demonstrate match funding will be prioritised

7. Proposal process

This round will close at midnight on **Wednesday 24th November 2021**. Late submissions will not be accepted.

Failure to complete all sections of the proposal form will lead to a delay in the PCC being able to 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. Supplementary information may not be counted towards initial scoring.

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

8. 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 and all 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 (this may include match funding/in-kind contributions).

Proposal section

The PCC will prioritise projects/initiatives that cover the whole of Hertfordshire.

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

Which PCC priorities and wider PCC aims does the project seek to address?

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

Evidence of chosen delivery method

Use this section of the form to further describe how the proposal will deliver the PCC's priorities. You can use data/statistics or anecdotal evidence to reinforce your argument.

Overall aims/goals

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 influence over the course of the project e.g. "To prevent people from engaging in crime".

Please ensure your goals are SMART:

- *Specific*: what is the change that will happen?
- *Measurable*: can you measure the change over the course of the project?
- *Achievable*: Is the change achievable and within the timeframe?
- *Realistic*: is the change something that can be achieved with the resources?
- *Timebound*: can you specify the duration of the project and the finished period.

Key outcomes/benefits

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.

Monitoring/tracking 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 doesn't 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 assess the value and quality of the project as well as the results/impact.

Partner Organisation Involvement

Provide the names of all organisations involved in the project and what their roles are within it. The PCC is keen to see collaboration between organisations.

Budget forecast

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

Example:
Total cost of project- £25,000

0-6 months	6-12 months	Total
£10,000 start-up costs comprising: £2000 materials (flyers, posters etc.) £2000 venue (rent for two years) £5000 staff (1 x staff member: £xxph@xxhours) £1000 training	£5000 staff costs (1 x staff member: £xxph @ xxhours)	£25,000

Sustainability
Please use this section of the form to consider whether or not your project will be sustainable when the grant has ended. For example, are you looking for a business sponsor, or planning on generating 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.

Risk assessment
Use this section to show any identified risks that may impact on delivery of your 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 as appropriate.

9. How the Proposal will be assessed

Your proposal will be assessed against the following criteria:

- demonstration of a clear plan to achieve the PCC's priorities
- consideration of any potential duplicate services in Hertfordshire
- evidence that the proposal is focussed on outcomes
- demonstration of SMART goals 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 information gathering/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 invited to present to the PCC before a final decision is made.
  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.

10. 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 the next tranche of funding is released.

Reporting requirements

Proposals awarded funding will also be required to submit an end of year report in addition to the 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, in order to share best practice and showcase the valuable work undertaken at local level. The PCC 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 properly 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.