**Community Safety Development Fund (CSDF) 2023-24**

**Funding Criteria and Guidelines**

1. **Purpose**

The purpose of the Police and Crime Commissioner’s Community Safety Development Fund (CSDF) is to support local communities, and voluntary and community safety groups to deliver effective approaches to preventing and tackling crime and anti-social behaviour in support of the PFCC’s Police & Crime Plan.

1. **Fund criteria**

Applications to the fund must demonstrate a positive impact on at least one of the **PFCC’s** [**Police & Crime Plan priorities**](https://www.essex.pfcc.police.uk/what-we-are-doing/police-and-crime-plan/)**;**

1. Further investment in crime prevention
2. Reducing drug driven violence
3. Protecting vulnerable people and breaking the cycle of domestic abuse
4. Reducing violence against women and girls
5. Improving support for victims of crime
6. Protecting rural and isolated areas
7. Preventing dog theft
8. Preventing business crime, fraud and cyber crime
9. Improving safety on our roads
10. Encouraging volunteers and community support
11. Supporting our officers and staff
12. Increasing collaboration

Projects should not duplicate or compete with existing activity, and funding will not be allocated for projects that are unable to demonstrate effective impact upon the Police & Crime Plan priorities. Grants should not be used as a substitute for statutory funding.

There is no requirement for applications to generate match-funding, however, evidence of match-funding is likely to improve the likelihood of the bid being recommended as this demonstrates support for the project and improves value for money for the PFCC’s investment.

Whilst the PFCC will seek to establish local need and support for individual initiatives, applicants are required to obtain support for their bid from relevant partners, including Police and local Community Safety Partnerships (see Appendix A for a list of CSP managers) if appropriate, in advance of submission. This offers reassurance to the PFCC that the project has the backing of key stakeholders and is therefore more likely to be delivered successfully.

The Fund should not be used as a sustainable source of funding and therefore applicants would need to demonstrate how the project, or its outcomes, will be continued after PFCC funding has expired.

This Fund welcomes continuation funding however, applicants need to clearly demonstrate that previous funding opportunities delivered against the Police and Crime Plan Priorities and demonstrate how further funding will develop the project further.

1. **Applications**

The 2023-4 CSDF will be open for applications from its launch. Funding will be allocated in 1 funding round. The closing date for the 2023-4 Fund is Friday 1st March 2024.

Applications must be completed in full and must be submitted on the ***CSDF application form*** via the PFCC’s Office [pfcc@essex.police.uk](mailto:pfcc@essex.police.uk) or [Claire.hanrahan2@essex.police.uk](mailto:Claire.hanrahan2@essex.police.uk). We aim to make a decision and respond to applicants by 31st March 2024.

1. **Decision-making**

Decisions will be made using available evidence that demonstrates the initiative’s likely impact on the PFCC’s priorities. The PFCC uses a panel of independent local representatives to ensure proposed activity reflects local priorities, links-in with existing commissioned or grant-funded activity, and provides the PFCC with value for money.

The PFCC aims to ensure a fair and equitable distribution of funding across Essex including the unitary authorities of Southend and Thurrock, and between the priorities within the Police and Crime Plan.

Decisions made will also try to ensure fair proportionate distribution of funding across Essex and the unitary authorities of Southend and Thurrock, and between the priorities within the Police and Crime Plan.

1. **Funding**

The allocation for the 2023-4 Community Safety Development Fund is around £250,000. Applications for PFCC funding in excess of £20,000 are unlikely to be successful.

Funding will be released upon receipt of a signed funding agreement and transferred via BACS. Unless otherwise stated within the funding agreement, grants will normally be restricted to one year from release of funding.

1. **Monitoring and evaluation**

Those who are awarded grants are asked to provide formal reports at the mid-year and end of year stages, using the standard report template. Performance information will need to demonstrate impact articulated in the application. Financial information presented will need to demonstrate the funding has been spent on the agreed initiatives within the Funding Application

The PFCC may ask for progress updates at any time, especially for those projects considered to be innovative and have wider potential application.

Successful recipients are expected and encouraged to undertake proactive publicity to demonstrate the positive impact that their initiatives have had on the PFCC’s priorities. This may be in the form of videos, press releases, visits from the PFCC or social media activity.

1. **Hints and Tips**

* Potential applicants should consult the [Police & Crime Plan for Essex](https://www.essex.pfcc.police.uk/what-we-are-doing/police-and-crime-plan/) to ensure their proposed activity meets the PFCC’s objectives
* Detail provided within the application form should be proportionate to the amount of funding requested.
* Applicants are invited to seek support from their local Council for Voluntary Service (CVS) for assistance in bidding for grant-funding, or support in presenting a positive application – see Appendix A for a list of local CVS contacts.
* Where appropriate, we ask applicants to secure endorsement from local Community Safety Partnerships; the PFCC may consult other local stakeholders when considering applications for funding.
* Questions about the fund should be e-mailed to [PFCC@essex.police.uk](mailto:PFCC@essex.police.uk)

1. **Data Protection**

All applicants must comply with the Data Protection Act 1998 and the EU General Data Protection Regulation.

Applicants must submit their information in an application form, provide full details of their proposal including costs and benefits. Any personal information that is provided in the application are shared with the independent evaluating panel and used only for the purpose of reviewing the grant application and the ongoing administration and management of any grants that are awarded.

The PFCC uses a third party copy writer in order to publicise projects on social media, the PFCC website and to other members of the public via press releases. Applicants consent to the sharing of name, contact details and short description of proposal with the third party by ticking the consent box on the application form.

Payment details will be shared with Essex Police Business Centre for the sole purpose of processing the funding payment.

To uphold the standards set out in the PFCC Ethic and Integrity Framework all PFCC decisions including grant awards are published on the PFCC website. Information disclosed on the PFCC website will include Organisation name, short description of project and value of award.

You have the right at any time to remove consent and to ask that information about you be removed from our systems. There are occasions where we may need to retain sufficient information to, for example, evidence of funding distributed but we will ensure that we comply we data protection legal requirements.

1. **Safeguarding**

All applicants whose projects are likely to include children or vulnerable adults are expected to have robust safeguarding policies in order to protect those client groups according to legislation. All applicants who are likely to include children or vulnerable adults are to demonstrate a safeguarding policy.

**Appendix A – Community Safety Partnership and Council for Voluntary Service contacts**

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| **CSP MANAGERS/OFFICERS** | | | |
| Basildon | Lisa Hopcroft | | [lisa.hopcroft@basildon.gov.uk](mailto:lisa.hopcroft@basildon.gov.uk) |
| Braintree | Tracey Parry | | [tracey.parry@braintree.gov.uk](mailto:tracey.parry@braintree.gov.uk) |
| Brentwood | Daniel Cannon | | daniel.cannon@brentwood.gov.uk |
| Castle Point | Daniel Cannon | | daniel.cannon@brentwood.gov.uk |
| Chelmsford | Spencer Clarke | | [spencer.clarke@chelmsford.gov.uk](mailto:spencer.clarke@chelmsford.gov.uk) |
| Colchester | Lisa Hobson  Samantha Goodman | | [Lisa.Hobson@colchester.gov.uk](mailto:Lisa.Hobson@colchester.gov.uk)  Samantha.Goodman@colchester.gov.uk |
| Epping Forest | Caroline Wiggins | | [cwiggins@eppingforestdc.gov.uk](mailto:cwiggins@eppingforestdc.gov.uk) |
| Harlow | Christine Howard | | christine.howard@harlow.gov.uk |
| Maldon | Spencer Clarke | | [spencer.clarke@Maldon.gov.uk](mailto:spencer.clarke@Maldon.gov.uk) |
| Rochford | Daniel Cannon | | daniel.cannon@brentwood.gov.uk |
| Southend-on-Sea | Simon Ford | | [simonFord@southend.gov.uk](mailto:simonFord@southend.gov.uk) |
| Tendring | Leanne Thornton | | [lthornton@tendringdc.gov.uk](mailto:lthornton@tendringdc.gov.uk) |
| Thurrock | Michelle Cunningham | | [micunningham@thurrock.gov.uk](mailto:micunningham@thurrock.gov.uk) |
| Uttlesford | Angela Greneski | | agreneski@uttlesford.gov.uk |
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| **Council Voluntary Services** | | | |
| Basildon | | [admin@bbwcvs.org.uk](mailto:admin@bbwcvs.org.uk) | |
| Braintree | | [bdvsa@bdvsa.org](mailto:bdvsa@bdvsa.org) | |
| Brentwood | | [enquiries@brentwoodcvs.org.uk](mailto:enquiries@brentwoodcvs.org.uk) | |
| Castle Point | | [office@castlepointavs.org.uk](mailto:office@castlepointavs.org.uk) | |
| Chelmsford | | [info@chelmsfordcvs.org.uk](mailto:info@chelmsfordcvs.org.uk) | |
| Colchester | | [information@ccvs.org](mailto:information@ccvs.org) | |
| Epping Forest | | [admin@vaef.org.uk](mailto:admin@vaef.org.uk) | |
| Harlow | | [info@rainbowservices.org.uk](mailto:info@rainbowservices.org.uk) | |
| Maldon | | [admin@maldoncvs.org.uk](mailto:admin@maldoncvs.org.uk) | |
| Rochford | | [rravs@rravs.org.uk](mailto:rravs@rravs.org.uk) | |
| Southend-on-Sea | | [publicity@savs-southend.co.uk](mailto:publicity@savs-southend.co.uk) | |
| Tendring | | [admin@cvstendring.org.uk](mailto:admin@cvstendring.org.uk) | |
| Thurrock | | [info@thurrockcvs.org](mailto:info@thurrockcvs.org) | |
| Uttlesford | | [enquiries@cvsu.org.uk](mailto:enquiries@cvsu.org.uk) | |