



**Sussex
Police & Crime
Commissioner**



Safe Space Sussex Funding Network

2020/2021

Commissioning and Funding of Victim and Witness Support Services

Sussex Police and Crime Commissioner

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Safe Space Sussex Funding Network

1. Introduction

Between 2014 and 2018 £480,000 was provided to Voluntary Community and Social Enterprise (VCSE) sectors via the Victims' Services Grant and the Enhanced Victims' Services Fund.

The projects and services that have been delivered via this funding, have given my office an advanced understanding of local need, demand and emerging threat areas, which in turn have helped me to direct the future funding in the most effective way.

Based on this experience and in collaboration with our VCSE partners, I established the Safe Space Sussex Funding Network in 2018 – this is a network of approved providers, who deliver high-quality support services to victims of crime. The network seeks to provide funding consistency to the VCSE sector, whilst allowing me to demonstrate good use of public funds.

Since the Network was established, a further £660,000 has been grant funded to approved providers. All victim/witness services and projects now commissioned through my office must be signed up to the Funding Network to receive grant funding.

The information below outlines how you can become part of the Safe Space Sussex Funding Network and the requirements and standards you will be expected to meet.

Over the years I have pulled together various agencies and partners to increase the multi-agency working, enabling us to co-design and co-produce the best products and services possible. I have learnt the value of close partnership working and therefore bring it in to the heart of all we do. Signing up to this Safe Space Sussex Funding Network will help build and expand the partnership working even more.

The foundation of this is to provide greater stability to the sector and our services, whilst still allowing room for dynamic, innovative approaches to emerge.



Katy Bourne OBE

Police and Crime Commissioner for Sussex

2. Area of Commissioning

Since the 1 April 2015 Police and Crime Commissioners across England and Wales have held the statutory responsibility to commission support services for victims of crime. The Police and Crime Plan (PCP) sets out the strategic policing direction for our county with objectives for how policing services will be delivered in Sussex up to 2021. Within this plan the Commissioner states a priority of protecting our vulnerable and helping victims to cope and recover from crime and abuse by:

- Commissioning high-quality services which support victims;
- Prioritising access to services for vulnerable victims;
- Enhancing our understanding and meeting the needs of victims in Sussex.

To support the delivery of this objective, the PCC has launched this funding network to support the activities of the VCSE sector in delivering services to victims of crime across Sussex which help individuals to cope and recover from the impact of crime.

The Safe Space Sussex Funding Network and the quality assurance framework within it, will monitor benefits to victims, witnesses and the community across Sussex and make sure services commissioned are the best they can be, as promised in the PCP. Signing up as an approved provider is a one-time process.

The PCC receives a grant from the Ministry of Justice (MOJ) in relation to local commissioning of victims' support services. It is this funding that the PCC then grant funds down to the VCSE sector.

As per the grant conditions for the MOJ funding, funding can only be used for the following purposes:-

- Providing or commissioning support services for victims and witnesses of crime (including family members),
- Increasing the size and skill of providers of support services for victims and witnesses of crime (including family members) from the Voluntary Community and Social Enterprise (VCSE) sector.

The Commissioner will continue to support innovative projects that help develop new services or provide new ways to access existing services and the evidence from these projects will feed into the commissioning of longer-term services. Providers of services will need to be signed up to the terms and conditions within this document to receive funding.

3. Cost Envelope:

In consultation with VCSE partners, the following funding levels have been established which attract different quality assurance (QA) requirements – this has been done to allow for a proportionate approach to achieving assurance.

When registering for the funding network, please consider what is the highest amount of funding you will apply for, for a single project, should a funding tranche open. The greater the amount of funding, the greater the level of QA requirements it will attract.

Level 1- Minor grant funding = up to £10,000

Level 2- Small grant funding = £10,001 to £25,000

Level 3- Medium grant funding = £25,001 to £50,000

Level 4- Large grant funding = £50,001 and above.

The total funding available per financial year will be subject to PCC approval. Additionally, the PCC reserves the right to use existing financial benchmarks when assessing funding applications.

Should organisations wish to increase the upper-level of funding they can apply for at a later date, an updated application to meet the QA will be required.

4. Eligibility criteria:

To sign up as an approved provider you must meet the following criteria:

- Belong to a not-for-profit organisation
- Provide a free of charge and confidential service
- Provide a service that is available whether or not a crime has been reported to the Police
- Are non-discriminatory
- Focus on initiatives that help individuals to cope and recover from the impact of crime or help increase community safety
- Core provision of the service is in Sussex

The PCC reserves the right to reject any application.

5. Quality Assurance

To ensure that the services provided are to a high quality, we request all providers to abide to the following quality assurance (QA) standards, which cover:

- Governance
- Management
- Financial Management
- Safeguarding
- Monitoring and evaluating
- Information sharing
- Partnership working

The associated level of QA standard will be based on the highest funding level the organisation/provider might apply for for a single project. The 4 levels are as follows:

Level 1: Highest grant is under £10,000

Level 2: Highest grant is between £10,001 and £25,000

Level 3: Highest grant/contract is between £25,001 and £50,000

Level 4: Highest grant/contract is over £50,001

For further information on the quality assurance levels and the evidence needed, please see **Appendix A- Quality Assurance Matrix**

6. Outcome Measures:

Following any award of funding, the Commissioner shall monitor the delivery and success of the Project to ensure that the aims and objectives of the Project are being met and that the terms and conditions of the funding network and the MOJ grant to the PCC are being adhered to.

Monitored outcomes should fit into one or more of the following domains:

- Good social support and relationships
- Positive experience of the Criminal Justice System (CJS) *(if applicable)*
- Good quality of life and being healthy
- Feeling safe
- Financial
- Recovery
- Receiving effective services
- Hope for the future
- Reducing risks

Providers must also report on the outputs and demographics (if appropriate) of clients that attend/use the service under the Project.

Please see **Appendix B- Outcome and Output Monitoring Template** for further details and instructions.

7. Process

Sign up and approval:

To apply and receive funding, when available, you must be signed up to the Safe Space Sussex Funding Network – this document outlines the terms and conditions of this.

To sign up to the Safe Space Sussex Funding Network and the terms and conditions within, please complete the joining form (**Appendix C- Joining Form**) and return to micha.dawes@sussex-pcc.gov.uk along with the supporting documents to evidence the appropriate level quality assurance (as per the matrix, **Appendix A**) for the highest amount of funding you would apply for.

Funding application processes:

- Direct small grants applications (Level 1 and Level 2)

The Commissioner opens up funding tranches at particular times through the year. Projects must apply via an application form to these funding tranches and the information will be found [here](#) when each tranche opens. These funding tranches are for one off grant funding bids only. The Commissioner reserves the right to make direct small grants as well as those that apply through a funding tranche and are marked successful.

- Large grant applications (Level 3 and Level 4)

The Commissioner reserves the right to make direct large grants as well as those that apply through a funding tranche with a higher funding level and are marked successful. These grants will be subject to a business case being provided, of which a template will be found on the [funding page](#) of the PCC website when the tranche opens. Any grant fund applied for within a funding tranche must be for a one off fund only.

The Commissioner holds the remit to approve the funding of services as seen fit. Procured services will be subject to procurement rules which can be found [here](#).

Release of funding areas

The Commissioner will on occasion release funding opportunities/tranches focusing on a particular area. This will be stated clearly in the application form and on the [website](#) where you can find more information regarding the tranche. On these occasions, the weighted criteria within the application forms/business case may be altered to reflect the needs of that area.

Assessment of bids

For those that have applied for funding via an application form/business case an assessment of bids are conducted by 3 or more staff members of the OSPCC, plus other colleagues and partners as required (e.g. Sussex Police), who will mark individually. A consensus meeting will then be held between the scoring panel to agree on a score for each criteria within an assessment to then calculate an overall score. These agreed overall scores will then be presented to the Commissioner who provides final sign off on successful projects.

Contact details:

Micha Dawes, Commissioning Officer
Address: OSPCC, Sackville House, Brooks Close, Lewes, BN7 2FZ
Email: Micha.Dawes@sussex-pcc.gov.uk
Telephone: 01273 337036

Useful definitions:

Commissioning- the ordering or authorising of the production of something; the process of deciding what services or products are needed, acquiring them and ensuring that they meet requirements.

Confidential- intended to be kept secret, not for publication or circulation.

Conflict of interest- a situation in which a person or organisation is involved in multiple interests, financial or otherwise, one of which could possibly corrupt the motivation or decision-making of that individual or organisation.

Consensus- general agreement among a group of people.

Criminal Justice System (CJS)- covers England and Wales. Made up of a number of agencies that deal with crime, such as the Police, Crown Prosecution Service, National Offender Management Service, Youth Justice Board and Her Majesty Courts and Tribunal Service.

Discretionary- left to individual choice or judgement.

Domestic Abuse- any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality.

Elderly Population- those aged over 60 years old.

EVSF- Enhanced Victim Services Funding- provides funding larger amounts- provides funding to well established programmes across the county, which support victims of crime. These programmes of work are mature in delivery model, with considerable evidence of need and positive impact and attract an increased level of scrutiny from the OSPCC whilst providing stability to crucial VCSE services.

Family Members- spouse, sibling, parent, grandparent.

Governance- good governance includes ethics and integrity, managing risks and performance, demonstrating effective accountability and defining outcomes.

Hate Crime- any crimes that are targeted at a person because of hostility or prejudice towards that person's perceived disability, race or ethnicity, religion or belief, sexual orientation or transgender identity. This can be committed against a person or property.

Information Commissioner's Officer- an executive non-departmental public body who upholds information rights in the public interest, promoting openness by public bodies and data privacy for individuals.

Matrix- Appendix A. Table of the levels of quality assurance within this framework.

Ministry of Justice (MOJ)- Major government department responsible for courts, prisons, probation services and attendance centres.

Modern Slavery- covers a range of exploitation including; human trafficking, sexual exploitation, forced labour, debt bondage, domestic servitude, criminal activities, child labour, child sexual exploitation (CSE) and forced and early marriage.

Non-discriminatory- not making an unfair or prejudicial distinction between different categories of people or things showing prejudicial treatment, especially as an indication of bias related to age, colour, national origin, religion, sex.

OSPCC- Office of the Sussex Police and Crime Commissioner- The office working under the Commissioner to enable her to carry out her statutory duties. <https://www.sussex-pcc.gov.uk/the-office/our-team/>

Outcomes- a final product or end result.

Outcome Measurement Framework- A consistent framework for all providers to measure the final products/end results of that project.

Output- the amount of something that is produced by a person or thing.

PCC- Police and Crime Commissioner- Police and Crime Commissioners (PCCs) are elected representatives who oversee how crime is tackled in a police force area, they also hold the police budget and have a duty to commission victim support services.

PCP- Police and Crime Plan- the Police & Crime Plan, by the Police and Crime Commissioner, sets out the strategic policing direction for our county with objectives for how policing services will be delivered in Sussex up to 2021.

Procurement- the process of finding, agreeing terms and acquiring goods, services or works from an external source, often via a tendering or competitive bidding process.

Prospectus- this formal summary.

Provider- a company or organisation that provides a service.

Providers Pack- Appendix B. Instructions and details for abiding to the outcome measurement framework.

Quality Assurance- the maintenance of a desired level of quality in a service or product, especially by means of attention to every stage of the process of delivery or production.

Safeguarding- protecting people's health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect.

Safe Space Sussex- developed by the Police & Crime Commissioner for Sussex. An online directory of local specialist support services as well as information about different types of crime and what happens at each stage of the criminal justice system, helping to 'demystify' the process for people when they may be at their most vulnerable.

Sexual Abuse- acts ranging from inappropriate touching of sexual areas to rape.

SISCF- Safer in Sussex Community Funding- provides financial support to innovative local projects through two funds; Community Safety Fund (CSF)– initiatives that deliver a positive and lasting impact of local communities and Victims' Services Fund (VSF) – initiatives that help individuals to cope and recover from the impact of crime.

VCSE Sector- Voluntary Community and Social Enterprise Sector- organisations including small local community and voluntary groups, registered charities both large and small, foundations, trusts and the growing number of social enterprises and co-operatives who share common characteristics in the social, environmental or cultural objectives they pursue.

VCSE Funding Network- Network of providers who have all signed up to the terms and conditions within the prospectus document.

VSF- Victim Services Funding- provides financial support to initiatives that help individuals to cope and recover from the impact of crime.

Young People- under the age of 18 years old.