



# APPLICATION FORM AND TERMS OF REFERENCE FOR THE SAFER IN SUSSEX COMMUNITY SAFETY FUND

“Our vision for 2021 and beyond is to create a rich voluntary service community in Sussex and effective partnerships with our statutory agencies; building their capacity and growing the market to provide effective services, responding flexibly and effectively to the needs of victims.”

**Katy Bourne**  
Sussex Police & Crime Commissioner

## INTRODUCTION

The Sussex Police & Crime Commissioner is committed to working in partnership with the local Voluntary Community and Social Enterprise (VCSE) sector and has established this competed fund as part of this work, the purpose of this fund is to

**SUPPORT PROJECTS THAT PROVIDE A POSITIVE AND LASTING IMPACT ON THE LOCAL COMMUNITY**

PLEASE READ OUR GUIDANCE DOCUMENT BEFORE FILLING OUT THIS APPLICATION FORM

## SECTION 1 - YOUR DETAILS

Name of Application Author	
Name of Project	
Name of Organisation	
Organisation Address	
	Postcode
Contact Email address	
Contact Telephone Number	
Website address (if applicable)	

## SECTION 2 - YOUR ORGANISATION

Does your organisation have a term of reference or governance document in place?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Is your organisation a member of a local voluntary support/ action organisation?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes which one		
Has your organisation previously been funded by the OSPCC? If yes what is your reference number		

## SECTION 3 - YOUR PROJECT

### Brief description of your project

(max 250 words – you will be asked to provide further detail in the following questions)

### ASSESSMENT CRITERIA 1:

**WEIGHTING: 35%**

Please demonstrate how project and / or the outcomes will increase and/or promote community safety within the local community and how it links with the Commissioners priorities (max 500 words).

### ASSESSMENT CRITERIA 2:

**WEIGHTING: 20%**

Please provide evidence that supports the need for the project in the local community (max 500 words).

**ASSESSMENT CRITERIA 3:****WEIGHTING: 20%**

Please outline how the project helps to prevent offending or reduce re-offending (max 300 words).

**ASSESSMENT CRITERIA 4:****WEIGHTING: 15%**

Please show how the project has worked in partnership with others or has local links (have you talked to your local Community Safety Partnership) and tell us of any sustainability or legacy of the project (max 300 words).

**ASSESSMENT CRITERIA 5:****WEIGHTING: 10%**

Please provide a series of clear measures or SMART (Specific, Measurable, Achievable, Relevant & Time bound) outcomes that will demonstrate positive impact and/or outcomes of the work (max 300 words).

## SECTION 6 - PROJECT DELIVERY

In what policing district will your project be delivered?

### IN WHAT POLICING DISTRICT WILL YOUR PROJECT BE DELIVERED?

- |  |                                     |                                      |
|--|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Adur & Worthing   | <input type="checkbox"/> Hastings   | <input type="checkbox"/> Rother      |
| <input type="checkbox"/> Arun              | <input type="checkbox"/> Horsham    | <input type="checkbox"/> Wealden     |
| <input type="checkbox"/> Brighton and Hove | <input type="checkbox"/> Eastbourne | <input type="checkbox"/> Sussex Wide |
| <input type="checkbox"/> Chichester        | <input type="checkbox"/> Lewes      |                                      |
| <input type="checkbox"/> Crawley           | <input type="checkbox"/> Mid Sussex |                                      |

Please specify Town/Village	
Intended start date of project	
Intended Finish date	

## SECTION 7 - FINANCING OF PROJECT

What amount of funding are you seeking from the Safer in Sussex Community Safety fund (maximum of £5000)	£
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What other funding have you received for this project?			
Amount	£	Source	
Amount	£	Source	
Amount	£	Source	

What other contributions have you received for your project e.g. volunteer time, equipment etc	

Please provide a breakdown of how the money from the Safer in Sussex Community Safety Fund will be spent	
Item Activity	Cost
	£
	£
	£
	£
	£
Total	£

## SECTION 8 – DOCUMENTS YOU NEED TO SUPPLY WITH YOUR APPLICATION

Please provide a breakdown of how the money from the Safer in Sussex Community Safety Fund will be spent

Document	Attached
If the project/service involves working with 'vulnerable' persons, please attach up to date Safeguarding Policy/s. These will be required in order to process your application.	
Terms of Reference or Governance documents of your organisation	
Risk assessment for your project	

## SECTION 9 – STATEMENT OF APPLICANT

- I confirm that the information on this application form is correct. If a grant is awarded from the Office of the Sussex Police & Crime Commissioner, it will be used as detailed in the form and according to any conditions specified.
- I confirm that I have read, understood and agree to the terms and conditions stated at the end of this form.

Name (Print)	
Signature	
Date	

## WHERE TO SEND THIS FORM

Please return completed application form by Email: [PCC.Funding@sussex-pcc.gov.uk](mailto:PCC.Funding@sussex-pcc.gov.uk)

Post: **Sackville House, Brooks Close, Lewes, East Sussex, BN7 2FZ**

## SECTION 10 – TERMS AND CONDITIONS OF A SUCCESSFUL GRANT

Grant recipients will be expected to operate in accordance with the following terms and conditions for acceptance of funding and any further conditions which may from time to time be published:

### 1.0 General Terms

- 1.1 The Office of the Sussex Police & Crime Commissioner (OSPCC) must be informed immediately if there is any prospect of significant delay or reasons why the project may not proceed as planned.
- 1.2 Should the project cease at any time, or at its completion, any equipment or property purchased with OSPCC funds, should only be disposed of in accordance with the directions agreed by the OSPCC.
- 1.3 If relevant, those people working with children and/or vulnerable adults must have the appropriate checks (i.e. Disclosure and Barring Service (DBS)). Evidence of these checks may be required prior to the funding being released.
- 1.4 In order to monitor the outcome of projects, all successful applicants will be required to provide an evaluation of the project upon completion.

### 2.0 Financial Terms

- 2.1 The grant from the OSPCC must be spent within one year of the allocation.
- 2.2 Where there is balance of funding unspent, this must be returned to the OSPCC no later than 28 days following the conclusion of the one year period.
- 2.3 A copy of the accounts (statement of income and expenditure) for the relevant financial year may be requested by the OSPCC.
- 2.4 The maximum amount that can be applied for, per project/initiative, is £5,000.
- 2.5 The OSPCC reserves the right to recover all or any part of the funding from the recipient in the event that the recipient uses the funds other than for the purpose for which they have been awarded.
- 2.6 Any capital asset costing more than £1,000 that is purchased with funds provided by the OPCC, the asset must not be sold or otherwise disposed of within 3 years of purchase without the OPCC's written consent. The OPCC may require repayment of all or part of any proceeds of any disposal or sale.
- 2.7 The recipient will maintain a register of any capital assets purchased with funds provided by the OPCC. This register will record, as a minimum, (a) the date the item was purchased; (b) the price paid; and (c) the date of disposal (in due course).

- 2.8 The recipient must not attempt to raise a mortgage or other charge on OPCC-funded assets without the prior approval of the OPCC.

### 3.0 Publicity

- 3.1 Whenever publicity is sought by or about your project, the assistance of the OSPCC is acknowledged and, where there is an opportunity for the PCC (or her representative) to attend launches or related events, that this information is communicated to the OSPCC as soon as possible.
- 3.1 That the OSPCC be given the opportunity to display its logo prominently on all literature developed for use by the project and on any publicity documents.

### 4.0 Additional Information

- 4.1 The OSPCC reserves the right to refuse any application. The PCC and the Chief Executive and Monitoring Officer will consider and assess your application and you will be notified of the outcome following the assessment process.
- 4.2 If your application is successful, you will be required to accept and sign the OSPCC's full terms and conditions, prior to funds being released.
- 4.3 Upon request, you may be required to provide evidence of the outcomes of your project/initiative.
- 4.4 The Community Safety and Victims' Services Funds do not prevent the PCC from reserving the right to make discretionary grants to organisations.
- 4.5 In the interest of value-for-money, the OSPCC may identify opportunities for joint applications and prior to an award of funding, such applications will be returned to the relevant organisations for further consideration of collaborative working.
- 4.6 Applicants should be aware that the information provided in this application form could be disclosed in response to a request under the Freedom of Information Act 2000. Should you consider that any of the information supplied is confidential in nature, this should be highlighted and the reasons for its sensitivity specified. In such cases the relevant material will, in response to Freedom of Information requests, be examined in light of the exemptions provided for in the Act.