



Sussex
Police & Crime
Commissioner



SAFER IN SUSSEX COMMUNITY FUND

Guidance & Criteria

Introduction

The Police and Crime Commissioner launched the Safer in Sussex Community Fund in 2013 to provide grant funding to grassroots local organisations, supporting projects that provide a positive and lasting impact within the community.

Applications are invited from community groups and registered charities for funding of up to £5,000 for projects that directly address issues relating to community safety. Projects should be well-planned and have a clearly defined aim that reflects the priorities contained within the Commissioner's [2024-2028 Police and Crime Plan](#).

Public Priority 1, Protect:
Prevent crime and support victims and witnesses.



Public Priority 2, Catch:
Investigate crime and bring offenders to justice.



Public Priority 3, Deliver:
Improve trust in policing and build public confidence.



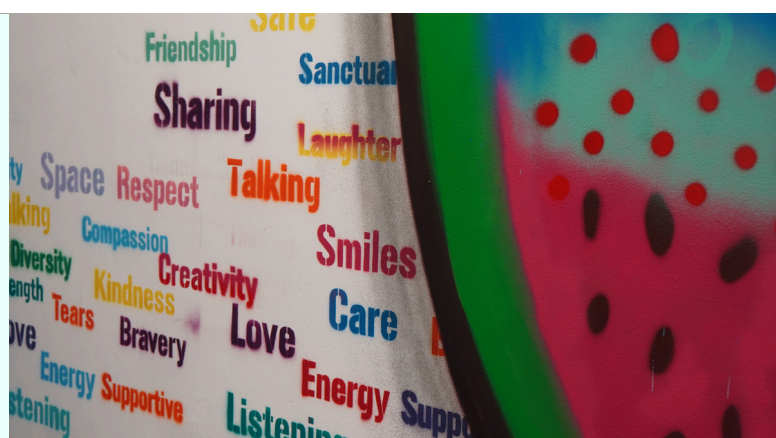
Eligibility

Organisations applying to the Safer in Sussex Community Fund must be either based in, or be delivering their project, within Sussex.

- Applications for grant funding must support the PCC's priorities set out in the Police and Crime Plan.
- Project applications must highlight a well-researched identified need and demonstrate a clear understanding of the issue(s) to be addressed.
- Applications must contain clear aims and objectives and explain how these will be achieved.
- Applications should, where appropriate, include a project plan that outlines a timetable for the proposed project giving clear milestones, deadlines and intended outcome.
- Applications must include an appropriate assessment method and timetable for evaluation.
- There must be a clear breakdown of costs and a demonstration of value for money.
- Applications must demonstrate how the proposed project will be sustained over its lifetime and beyond.
- Where match funding is obtained, applications must include which organisation is providing this and any contracts or agreements that exist with that organisation.
- Where the application is made to support research, it must include a plan for publishing any results.

The fund is unable to support the following applications:

- Made on behalf of a commercial or profit-making business.
- Political parties.
- Support general youth provision and/or social activities with no clear link to the Police and Crime Plan priorities.
- Require ongoing funding such as salaries (core costs).
- Day to day running costs such as rent, utility bills etc (core costs).
- Are a statutory duty of others, such as street lighting, road repair, or traffic calming measures.
- Are from a precept raising authority (i.e. Parish Council etc).
- Are made on behalf of third parties.
- Grants which will be used to make awards to third parties.
- Are made to individuals.
- Are of a specific religious or political nature or require participants to hold a certain religious or political view.
- Organisations that have not returned monitoring reports from previous grant awards.
- Organisations that have previously been supported by this fund within the preceding three years.
- Retrospective funding for activities or projects that have already taken place.



What do I need to include with my application?

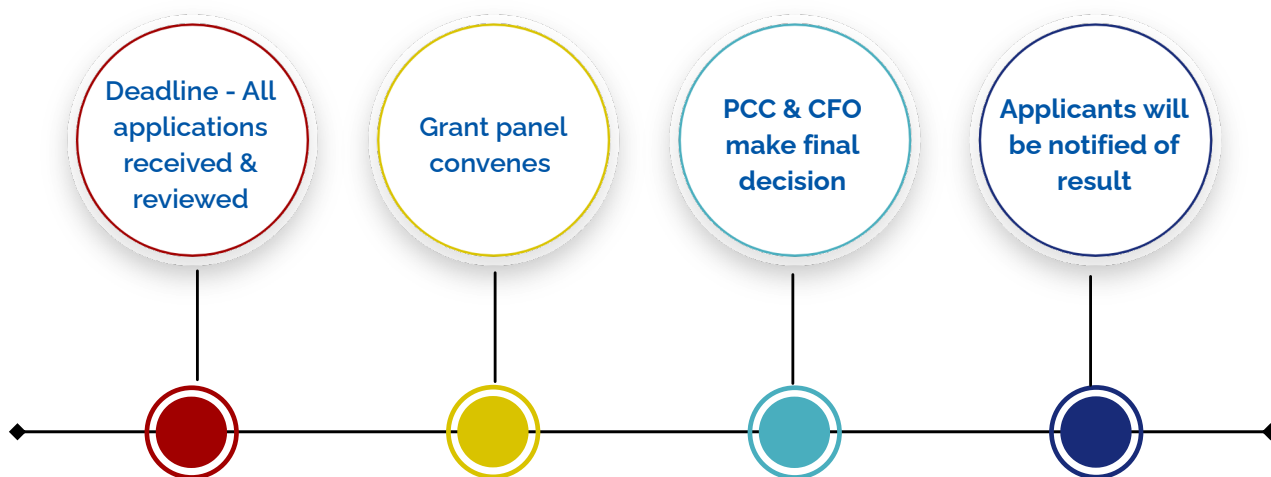
In addition to completing the online application form, all applicants are required to provide the following documents:

- | | |
|--|---|
| <input type="checkbox"/> Latest available audited accounts | <input type="checkbox"/> Safeguarding policy (if working with children, young people and vulnerable adults) |
| <input type="checkbox"/> Organisational Articles of Association/ Constitution or similar | <input type="checkbox"/> Confirmation that, where appropriate, staff or volunteers hold appropriate Disclosure and Barring Service (DBS) checks |
| <input type="checkbox"/> Risk assessments related to the project | |
| <input type="checkbox"/> Business Bank account details on organisational headed paper | |

What happens once you receive my application?

All applications to the Safer in Sussex Fund will be reviewed and those meeting the basic criteria will then be assessed by a panel who will use weighted criteria (detailed below). In coming to their decision the panel will ensure that they follow the [Ethical Policing Principles](#).

Following the panel meeting, recommendations for funding will be made to the Police and Crime Commissioner who, alongside her Chief Finance Officer, will make the final decision



The weighted criteria are as follows:

Criteria	Weighting
The project and/or the outcomes of the project clearly demonstrate how it meets the objectives contained within the Police and Crime Plan.	35%
There is strong evidence to support the need for the project in the local community (e.g. supply some local data or statistics).	20%
The project clearly evidences that it helps to prevent crime or reduce re-offending and is sustainable.	20%
The project works in partnership with other organisations or has substantial local links, including with the local Community Safety Partnership.	15%
The project has clear and measurable impacts and outcomes. (This should include SMART outcomes wherever possible).	10%



The weighting indicates the level of consideration given to those areas of the application and each of the criteria will be scored 1-4 as indicated below:

1	The application clearly meets the criteria and also shows further innovation and/or benefit relating to this priority
2	The application clearly meets the criteria required
3	The application mainly meets the criteria required
4	The application does not meet the criteria requirement and/or gives rise for concern over the ability to deliver



Successful applicants

Payment of grants to successful applicants will be made to the bank details provided during the application process and will be based upon the proposed activity contributing to the Police and Crime Plan priorities. Payments will not be made to personal bank accounts but only to business accounts registered to the organisation making the application.

Monitoring and Evaluation

All projects will be required to complete a monitoring form after six months delivery and will also be required to complete a final evaluation form after one year. Organisations that do not complete these monitoring forms will not be eligible for future funding.

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 General Terms

1.1 The Office of the Sussex Police and 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 direction agreed by the OSPCC.

1.3 If relevant, those people working with children and young people and vulnerable adults must have the appropriate Disclosure and Barring Service checks. Evidence of these checks must be provided upon request.

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. Financial Terms

2.1 The grant from the OSPCC will be spent within one year of the allocation.

2.2 Where there is a 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 must be provided upon application.

2.4 The maximum amount that can be applied for per project 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 purchased with funds provided by the OSPCC may not be sold or otherwise disposed of within three years of purchase without written consent. The OSPCC 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 from the OSPCC. 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 OSPCC funded assets without the prior approval of the OSPCC.

3. Publicity

3.1 The assistance of the OSPCC must be acknowledged in any publicity about your project. Where the opportunity exists, the Police and Crime Commissioner (PCC) (or her representative) should be invited to launch or related events.

3.2 The OSPCC logo should be displayed prominently on all literature and other assets developed for use by the project, including publicity documents.

3.3 The assistance of the OSPCC must be acknowledged in any press releases or other publicity materials.

4. Additional Information

4.1 The OSPCC reserves the right to refuse any applications.

4.2 The PCC reserves the right to make discretionary grants to organisations.

4.3 In the interests of value for money, the OSPCC may identify opportunities for joint applications and, prior to the award of funding, such applications will be returned to the relevant organisations for further consideration of collaborative working.

5. Data Protection

5.1 The Office of the Sussex Police & Crime Commissioner (OSPCC) is committed to protecting your personal information in a responsible manner.

5.2 The OSPCC is bound by the Data Protection Act and General Data Protection Regulation (GDPR) which puts a greater weight of responsibility on individuals and organisations whose work involves the collection of personal data and requires those businesses and organisations to give individuals greater visibility into, and control over, the data they provide to those businesses and organisations.

5.3 Information provided to the OSPCC during the course of any application for funding could be disclosed in response to a request made 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 FoI requests, be examined in light with the exemptions provided for in the Act.

5.4 Further information on how we hold and process data, including the relevant policies, can be found on our website [SPCC - Data Protection](#)