**Community Action against Crime Innovation Fund- Guidance Notes for Small Grants (applying for grants of £1,000-£15,000 per year)**

**What is the Community Action against Crime Innovation Fund?**

The Home Office is launching the Innovation Fund to encourage fresh ways to tackling crime and community safety problems. Funds will only be allocated to groups who adopt new approaches to existing community safety problems or who adapt existing approaches that have not been carried out previously.

You can apply initially between 5th September and 1st December 2011.

**Eligibility Criteria**

The fund is open to all eligible organisations based in **Wales**. Applications must be focussed on delivering projects in a specific **locality**, not nationwide. Only not-for-profit organisations, social and community enterprises and informal groups with a social purpose can apply for funding. New groups are particularly encouraged to apply.

You, together with members of your community must decide how to tackle a **local** crime issue in a **new and innovative way**, using an approach that **has not been used before**, or **changing the way** crime has been tackled previously.

For example, a group may use CCTV cameras as part of their project, but this should not be the main feature or focus of the project as this does not demonstrate an innovative approach to tackling crime.

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| **Example of an innovative approach**  Graffiti is a problem in City X. More specifically, graffiti located on some estates and businesses in neighbourhood Z are an issue. Project volunteers examined the nature, extent, and location of graffiti in the community. The suspects were young males aged 15-22. The project members formed a partnership with a youth art organisation and the local community safety partnership. Offenders were identified, monitored by the police, and took part in painting the walls covered in graffiti. Volunteers were assigned to keep blocks graffiti free. Mentoring programmes were developed and youth art volunteers painted murals on the most heavily tagged walls and helped police by reporting graffiti. Graffiti decreased and young people became more involved in the community.  The approach is innovative because it’s the first time a partnership of three organisations was formed locally to combat graffiti, and involved young people in a creative way. |

You should work with the local community to identify **local** crime problems and solutions to them. You will be asked as part of the application how you have done this.

Your application **must** focus on one of the following areas:

* Anti-social behaviour
* Crime in local neighbourhoods
* Drugs and alcohol
* Re-offending
* Violence against women and girls
* Youth crime.

Within the area selected you should focus on a very **specific** problem you have identified with your community members.

You should think about how you will carry on working when the funding has stopped. Applications are more likely to be successful if they can demonstrate long term sustainability. You should try to involve other groups such as the local police, or private companies.

**How to go about setting up your project**

We recommend you set up your project following a 4 steps approach:

**1.Looking** for problems that are a priority for the local community. You may already have a very clear idea of the problem you want to work on:- what are the problems locally according to local people? Since when and how frequently, have they taken place? Which one is a priority?

**2. Try to look for supporting facts**, such as crime data from crime maps and local intelligence obtained from the police: what are the events and conditions that cause the problem? How is that type of problem currently addressed? Why do you think the problem is occurring?

A successful project needs a **clear focus.** It will be easier to achieve success if you focus on particular types of crime (for example, theft of cars in road Z at weekends by a group of 4 males aged 30-40) rather than crime in general (for example, ‘fear of crime in the area’). Projects that try to tackle too much at one time will struggle.

Example:

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| **Good identification of problem**   * Problem - criminal damage, throwing of stones; most commonly occurring between 3pm and 10pm during the week and 4pm and 10pm at weekends. * Victim(s) - five main victims, known * Offender(s) - Hard core of 8 named persistent offenders, aged 23-27, with previous convictions for criminal damage, public order, theft, robbery, burglary and assault | **Bad identification of problem**   * Problem – youths gathering in groups, seen to be threatening, abusive and noisy; perceived lack of local facilities for young people. * Victim(s) – ‘young to elderly, both male and female and from a range of ethnic backgrounds’ * Offender(s) – ‘male and female youth from a range of ethnic backgrounds’ |

Adapted from: Tuffin et al, 2006, p83/84

**3.** Developing the best **Response** to address the problem: **what new or original approach** can you take to solve the problem? What have other communities done with a similar problem, and how will your approach differ? What is your plan of action and who is going to do what?

**4. Assessing** the impact of that response: Did you complete your plan of action? How will you know if you are successful? Have you achieved your main goals? Do you need to change your plans during the project? How will you measure success during the project?

(for more details go to: <http://www.popcenter.org/about/?p=sara>)

If you follow this approach, your project will also be able to enter a prize winning competition, the Tilley awards 2012. Prize money of up to £2,000 can be won. You will need to enter the competition yourself under <http://www.homeoffice.gov.uk/crime/partnerships/tilley-awards/>

The 2012 competition will be open around May 2012 (keep checking the website).

The insurance company Zurich has created a resource called the [Community Toolkit](http://www.communitytoolkit.co.uk/). It is a guide to help people get involved in organising small, straightforward community activities

**What can the money be spent on?**

The money can be spent on costs associated with running the project, such as:

* wages ,National Insurance, insurances, pension
* rent, telephone, heat and light, materials, office equipment
* events, venue, travel, stationery

An application cannot be mostly for capital purchases. Generally this means that a purchase results in owning a lasting asset such as computers, photocopiers, digital projectors or to buy and repair buildings and vehicles. If essential, these costs may be included, but must be a proportionate amount of the grant you are applying for.

**What can’t the money be spent on?**

The money cannot be spent on:

* activities promoting a religious faith or belief,; acquisition of religious objects; the cost of supporting religious personnel
* any party political activity
* activities that are taking place outside Wales
* any activity that is not consistent with your charitable objectives if you are a charity, or your social or environmental mission if you are a social enterprise
* organisations that are for the sole benefit of animals or plants
* funding cannot be used for the provision of services to asylum seekers when those services are inconsistent with immigration laws or Home Office policy, for example providing paid employment to asylum seekers
* marketing and advertising, or any promotional activity. This includes payment for advertising and marketing activity, professional printing of publications, paid for conferences and exhibitions and professional web design
* Public money will not be provided to organisations that do not support the values of democracy, human rights equality before the law and participation in society, this includes extremists groups.  There will be tight controls over funding, including over the groups that can receive the money, and a focus on following up to ensure projects deliver the right results.
* Activity which is already supported by Government funding

This list is not exhaustive.

**The Grant Amounts**

For a small grant, the minimum funding that can be applied for is £1,000 and the maximum is £15,000 per year. Year 1 runs from 31st August 2011 to 31st March 2012, and Year 2 runs from 1st April 2012 to March 31st 2013. Funding in year one is subject to approval by a local panel. Funding in year two is subject to satisfactory performance and ministerial approval.

Any unspent money will need to be returned.

If you wish to apply for funding over £15,000 per year, please use the large grant guidance and application form

**Who makes the final decision on grant awards?**

Recommendations about who gets the grants will be made by local funder grant panels. These panels are managed and set up by local charitable organisations working in partnership with local people. They are more likely to know what local issues are and whether applications can address them. Organisations will be assessed on their ability to meet the eligibility criteria. The Home Office will give final approval for funding.

**What do you need in order to receive funding?**

In order to receive funding, your organisation will need to have a bank or building society account in your organisation’s name, with the signatures of at least two members of the organisation needed for each cheque or payment (please note: it is good financial practice to make sure that these people are not related). If you do not have a bank account, you will need to open one in your organisation’s name, or nominate an organisation to hold the grant on your behalf. You will be asked to provide details of the organisation if you are successful.

We will also expect you to have appropriate policies and procedures in place, where these are needed, for example on equal opportunities, child/vulnerable adult protection, Criminal Records Bureau (CRB) checks for staff and volunteers, and financial procedures.

Where necessary, you will also have to have in place appropriate insurance policies for the activities you are carrying out.

Successful applicants will be asked to provide financial and activity monitoring reports for each year by March 2012 and March 2013 respectively.

Organisations can only make one application to the Fund. Multiple applications from one organisation will not be accepted.

**What documents do you need to apply?**

To apply for the funding, you will need the following documents

* the completed online application
* A copy of the Constitution or Terms of Reference or Memorandum and Articles of Association or Deed of Trust or other similar document for the organisation that completed section 1 of the application form (*Mandatory*)
* A letter of support from the local Community Safety Partnership. You will need to send them the letter of support form by e-mail and attach it electronically, once completed, to your application. Communit*y safety* partnerships (CSPs) are made up of representatives from the police and police authority, the local council, and the fire, health and probation. To find your Community safety partnership, go to: <http://www.homeoffice.gov.uk/crime/partnerships/contacts/>
* if applicable, evidence of joint project working from the local private sector or community group

A letter of support from the local Community Safety Partnership (CSP) is not essential but it would help your application. The letter can be from any organisation that forms part of the CSP such as the police, fire service, local authority, health authority or probation service. The letter can also be from the Police Community Support Officers (PCSOs) working in the affected area.

The letter of support should make it clear why CSP’s support is relevant to your project. You can use this template to help you draft your letter of support.

If you do not send us all the information requested above, we will not be able to process your application. If you do reapply and provide the missing information, your application will be assessed based on the second submission date. We will only consider the information we ask you for. Please do not send us anything else as we will not consider these or return them to you.

**Submitting your application**

All applications must be submitted to the following email address [caacfunding@homeoffice.gsi.gov.uk](mailto:caacfunding@homeoffice.gsi.gov.uk)

**Letting you know the outcome of your application**

We will tell you by e-mail whether you have been successful or not. We cannot give you an exact date by which you will hear the outcome of your application, because it depends on how many applications we receive and when we receive your application. We will do our best to assess applications within eight weeks of receipt. We will keep you up to date on the progress of your application via email.

**Contacting the Home Office**

If you have any questions please call 020 70350340/6393 or email [caacfunding@homeoffice.gsi.gov.uk](mailto:caacfunding@homeoffice.gsi.gov.uk)

**What happens if you are successful in being offered a grant?**

The Home Office will write to you offering you a grant setting out the detailed terms and conditions.

You will need to send us copies your audited annul accounts for the last two years and your public and employers liability insurance.

**Equalities and diversity legislation**

Applicants must comply with all legislative duties relating to equality and diversity. You must not discriminate in any way on the grounds of age, disability, ethnicity, gender or gender identity, race, religion and/or sexual orientation; for information and guidance please [click here](http://www.equalityhumanrights.com/) to go to the Equality and Human Rights Commission website.

**The Data Protection Act 1998**

Your contact details will be shared with the Home Office, but will not be shared with other third parties. A list of successful organisations will be made available on the Home Office website. We may contact you with information which may be of interest to you.

**The Freedom of Information Act 2000**

The Freedom of Information Act 2000 gives members of the public the right to request any information that the Home Office holds relating to this fund. This includes information received from third parties, such as, although not limited to, grant applicants, grant holders, panels of judges, contractors, complainants, suppliers and trustees. Grant applicants are protected under the Data Protection Act 1998 and no personal details are given out, except as required within these Guidance Notes.

**What is the timeline for the fund?**

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| **Action** | **Dates** |
| Fund opens for applications | 5th September 2011 |
| Deadline for applications | 1st December |
| Projects delivered | Sep – March 2012 |
| Projects completed | 31st March 2012 |
| Self evaluation reports submitted | 15th April 2012 |
| Assessment of self evaluation reports to identify those eligible for more funding between 1st April 2012 and 31st March 2013 | 15th - 27th April 2012 |
| Approval of year 2 (2012-13) grants | 27th April 2012 |
| Release of year 2 (2012-13) funding | 30th April 2012 |
| Projects completed | 31st March 2013 |
| Organisations send back year 2 reports and return unspent money | 30th April |