MOPAC | MAYOR OF LONDON
OFFICE FOR POLICING AND CRIME

SAFER NEIGHBOURHOOD BOARDS/COMMUNITY ENGAGEMENT STRUCTURE
Funding Application Guidance

INTRODUCTION

Safer Neighbourhood Boards (SNBs) and Community Engagement Structures (CES) are an accountability and engagement mechanism established by the Mayor of London to ensure police focus on the priorities of local communities. As well as receiving a ring-fenced amount of money for administrative support, each board will be able to apply to the Safer Neighbourhood Board Fund/ Community Engagement Structures to support problem solving, crime prevention, crime reduction and community engagement initiatives (hereafter *referred to as 'projects'*).

WHAT THE FUNDS SHOULD BE TARGETED TOWARDS

To promote support for smaller local grass root problem solving initiatives a maximum allocation of £5,000 per project has been set.

Notwithstanding the above, any project proposals seeking funding above this maximum that the SNB/CES wishes to support, will be considered on their merit and relevance to the SNB's/CES's priorities and core functions.

To promote the work of Neighbourhood Watch, SNBs are asked to allocate at least £3,000 to support Neighbourhood Watch-related activities.

Projects should focus on issues and concerns identified by the local community, bring greater clarity on the purpose and functions of SNBs and better focus on the things that matter most at the local level. Some SNBs/CES support projects that align with the local priorities set by the local authority in conjunction with the Borough Commander

The SNB priorities and core functions have been refined as below and are to:

- enable local engagement with the Police;
- enable local accountability of the police;
- focus on the Police and Crime Plan key principles and priorities - putting victims first and reducing inequalities; keeping children and young people safe; tackling violence against women and girls and tackling hate crime and intolerance. (details of which are can be found here: https://www.london.gov.uk/what-we-do/mayors-office-policing-and-crime-mopac/police-and-crime-plan-safer-city-all-londoners
- monitor crime performance and public perceptions (community confidence);
- inform the development of policing priorities in the borough;
- monitor MPS support for the delivery of ward panels and community contact sessions; and:

- engage with Borough Independent Advisory Groups and other local mechanisms (e.g. neighbourhood watch and stop and search community monitoring groups) to support and inform their work across the borough.

In the broadest terms this means projects should prevent crime, reduce crime or provide engagement opportunities, particularly for those communities that don't historically engage with the police.

In developing the SNB/CES Funding application the board should have regard for the public duty to eliminate unlawful discrimination, harassment and victimisation, the advancement of opportunity and the fostering of good relations between those with and without protected characteristics.

To do this effectively please consider (i) the aim of the activity, (ii) the intended outcomes, (iii) whether a person would receive a different outcome if they were from a different group, (iv) whether this outcome would be adverse and (v) if so, how you would, if possible, mitigate any adverse outcome.

FUNDING ALLOCATIONS

A maximum amount will be available to each borough. The amount available to each borough is listed on pages 7 and 8.

The total funding pot will be made available to boroughs, but they will not be obliged to apply for the full amount and MOPAC will only release funds to those who have adequately met the assessment criteria.

TIMETABLE AND PROCESS FOR SUBMISSION

As applications submitted to the SNB/CES fund for projects must be explicitly endorsed by the SNB/CES, boards should be mindful of this when considering the date for the first meeting. MOPAC also recognises that boards may not be able to agree their projects and submit their applications at their first meeting.

For applications to be assessed, decisions communicated and funds to be available promptly, it is imperative that when completing the funding application, you provide as much *relevant* information as you can. Please pay attention to ensuring the outcomes are clear and aligned to the priority areas being addressed.

MOPAC's current priorities are: tackling violence against women and girls (VAWG), reducing hate crime, intolerance and extremism, keeping children and young people safe. In addition, all boroughs have agreed a set of local priorities, which SNBs/CESs may also wish to consider.

A letter from MOPAC will confirm successful applications and will contain the terms and conditions for the use of funds.

COMPLETING THE FORM

We hope that the application form is self-explanatory. To assist you an annotated version, which provides a description of what's required in each section is attached set out on, pages 9 to 17.

If you have any difficulties in completing the form, please contact the community engagement team using the generic mailbox: SNBfund@mopac.london.gov.uk

SECTION 1: Core details

This identifies the borough and who will act as the 'Responsible Body' for the SNB/CES funds. The Responsible Body is the legally constituted body that will receive the funds on behalf of the SNB. It may be the Local Authority, a local Voluntary Services organisation or a Company Limited by Guarantee.

Bank account details will be required and MOPAC Finance will allocate a 'Vendor Number' for any organisations not already listed as MOPAC or MPS vendors. A Bankers Automated Clearing Services (BACS) form will be provided and should be attached to the completed application form.

You will only need to submit this information once unless the responsible body, admin provider or account details are changed during the financial year.

SECTION 2: The ring-fenced administrative funds

This identifies how the SNB/CES administration will be provided. It may be supported by a Service Level Agreement which can be attached or referenced. The Responsible Body for the SNB/CES funds may or may not be the organisation providing the SNB administration.

SECTION 3: Project details

This is the main section on which your application for funding will be assessed. Details of all the projects you wish to be funded from your borough's allocated SNB/CES Fund should be provided. Payments are made on the basis that they will only be used for the project(s) detailed in the form. As previously mentioned projects should be either crime prevention or community engagement projects (or both) and should address issues and concerns identified by the local community and where possible align with the priority areas of tackling violence against women and girls (VAWG), reducing hate crime, intolerance and extremism, and keeping children and young people safe.

As set out in the form the application should include the following;
- A brief overview of each project identifying which kind of project the funding will support
- Solve problems or tackle issues that the board has identified as being of concern to the community or
- Enable the participation of local communities who are not involved with the policing and crime agenda and support them in making their communities safer
- Clear outcomes of each project and how these will be monitored
- who will deliver it and details of the parties involved
- an outline of the major cost elements.

Projects likely to be supported will:

- provide crime prevention advice and/or materials in areas where there is evidence they are targeted for specific types of crime;
- enable specific pieces of engagement or development work to be conducted by organisations connected to the SNB functions, such as stop and search groups,

neighbourhood watches, youth Independent Advisory Groups etc., The fund should not be used to underwrite the ongoing costs of those groups;

- deliver police and public engagement events, either larger, borough-wide events, or targeted at specific audiences or around specific crime types;
- offer diversion opportunities to identified groups who may be at risk of committing crime.

Examples of successful project applications are available from the Community Engagement Team if required.

Projects will not be supported if they:

- Deliver projects or functions that are the responsibility of a statutory agency such as the police, local authority, Community Safety Partnership or Offender Management services;
- Duplicate work already undertaken by other statutory agencies or community organisations;
- Fund posts – whatever the post-holder is expected to deliver;
- Are used to support the core administration of the SNB/CES;
- Conduct surveys, unless part of a wider project that describes how the information gathered will be used to prevent crime, reduce crime or engage with communities;
- replicate core functions of the SNB/CES such as meetings to hold the Borough Commander to account or address ward or neighbourhood priorities and promises;
- poster, leaflet and newsletter campaigns that simply raise awareness of issues or organisations.

SNBs/CESs will be given the support they need to complete their applications by the deadline. Throughout the process the community engagement team will continue to be available to provide advice and guidance. Many worthy ideas are put forward by SNB members. It is best to talk to the community engagement team at the earliest opportunity to find out whether an idea is likely to form a project application that meets the criteria.

Provision for supporting additional project costs
We recognise that boroughs face different challenges. There may be specific needs within the SNB's/CESs main functions and/or key community engagement activities that attract additional costs that cannot be delivered out of the ring-fenced funding for SNB administration.

Such overheads can be included in the application. They should be clearly identified, and a clear rationale provided, enabling MOPAC to understand local need.

SNB FUND ASSESSMENT PANEL

The panel assesses the applications purely on the information contained within the application form against the criteria of problem solving, crime prevention, crime reduction and community engagement.

If an application is supported by the panel, the SNB/CES will be informed as soon as possible, and invited to submit an invoice for 100% of the approved funding allocation including the £5200 administration funding,

If an application, or part of, is not supported by the panel, arrangements will be made to provide feedback to the SNB/CES to support re-submission.

On this basis, the support MOPAC provides before submission is aimed at ensuring that all parties are confident the application will secure the support of the panel.

PAYMENT RELEASE AND MONITORING

MOPAC will require the completion of a short monitoring return at the end of the financial year.

Subject to receipt of an end of year monitoring form, funding will be released to SNBs/CESs in a single payment   Provided that MOPAC has signed off an SNB/CESs proposal, the total grant inclusive of the £5200 administrative funding will be released to the board within 28 days of a funding application being received and approved SNBs/CESs will have the opportunity to review and re allocate funding. Any such reviews or redirections must be submitted to MOPAC for approval before 30 November 2019, the cut off point for the mid-year monitoring returns. No further reallocations will be considered after this date. There will be no mechanism for boroughs to carry over unspent funds to the following financial year

SECTION 4: Checklist of Documentation required in support of application

☑ **A copy of the SNB' s/CES's current Terms of Reference/Constitution**

☑ **A copy of the Service Level Agreement (SLA) with the administrator**

☑ **Endorsement of the SNB/CMS**
This could be the notes of the meeting where the board has discussed and agreed upon the application. The application should be signed by someone authorised by the SNB to do so. This may be the chair or someone from the Responsible Body.

☑ **BACS form**
As requested in part 1 of the form

DATES AND CONTACTS

The closing date for the submission of completed funding applications is 2 August 2019. After this date no further applications will be accepted.

Address for invoicing

Invoices are to be sent to **SSCL.MPS.AP@sscl.gse.gov.uk**

All invoices must have a valid purchase order number.

Address for all enquiries and completed applications

Please send all enquiries and draft or completed funding forms to the SNB Fund mailbox:
SNBfund@mopac.london.gov.uk

Community Engagement Team contact details

- Chris Benson, Community Engagement Officer (0207 983 5667)

- Jamie Keddy, Community Engagement Officer (0207 983 4768)

- Havana Wellings-Longmore Engagement Officer (0207 983 5687)

- Natasha Plummer, Head of Engagement (020 7983 5673)

SAFER NEIGHBOURHOOD BOARD FUND BOROUGH ALLOCATIONS

Borough	Maximum Funding Available 2017/18 including the £5200 core administrative funding (£)	Maximum Project Funds available (less the £5200 core administrative funds) (£)
Barking and Dagenham	31,933	26,733
Barnet	30,449	25,249
Bexley	27,996	22,796
Brent	34,480	29,280
Bromley	29,493	24,293
Camden	30,130	24,930
Croydon	33,073	27,873
Ealing	32,554	27,354
Enfield	32,038	26,838
Greenwich	33,325	28,125
Hackney	34,650	29,450
Hammersmith and Fulham	29,364	24,164
Haringey	34,650	29,450
Harrow	28,069	22,869
Havering	28,016	22,816
Hillingdon	28,781	23,581
Hounslow	30,838	25,638
Islington	34,650	29,450
Kensington and Chelsea	28,872	23,672
Kingston upon Thames	27,151	21,951
Lambeth	34,322	29,122
Lewisham	33,762	28,562

SAFER NEIGHBOURHOOD BOARD FUND BOROUGH ALLOCATIONS

Borough	Maximum Funding Available 2017/18 including the £5200 core administrative funding (£)	Maximum Project Funds available (less the £5200 core administrative funds) (£)
Merton	27,256	22,056
Newham	34,650	29,450
Redbridge	28,900	23,700
Richmond upon Thames	27,996	22,796
Southwark	34,001	28,801
Sutton	27,064	21,864
Tower Hamlets	34,650	29,450
Waltham Forest	34,650	29,450
Wandsworth	31,912	26,712
Westminster	30,119	24,919

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SAFER NEIGHBOURHOOD BOARD /COMMUNITY ENGAGEMENT STRUCTURE FUNDING APPLICATION FORM

Please read these notes before completing the form

1. Page 2 of the form is for SNB/CES details only. We do not deal directly with project delivery organisations and therefore do not require their details. Other than entering the name of your SNB/CES, only complete page 1 if your SNB/CES details, or the details of your Responsible Body, have changed since your last application.

2. Please restrict your application to 2-3 pages for each project. Very long applications containing details not relevant to the SNB/CES Funding Assessment may be returned with a request for resubmission in a more concise form.

3. Each project must describe explicitly how it meets the MOPAC priorities of putting victims first and reducing inequalities, keeping children and young people safe, tackling violence against women and girls and tackling hate crime and intolerance.

4. You can view (or review) guidance on SNB funding, along with important dates, on the MOPAC website at; **https://www.london.gov.uk/what-we-do/mayors-office-policing-and-crime-mopac/community-safety-0/safer-neighbourhood-boards**

5. Your application is much more likely to be successful if MOPAC has seen a draft and your SNB attends the funding surgeries and seminars

SECTION 1: Core details – *complete this part once only*		
Borough	**Financial Year …………**	
Responsible body The legally constituted body that will receive the funds on behalf of the SNB	**Name and address:** *SNB/CES or responsible body details – NOT THE PROJECT DELIVERER*	
Total Budget (£)	**Lead SNB/CES Contact**	**Telephone & email Address**
Commencement Date:	**Review Date: September** *yyyy*	**Completion Date:**
Bank account details: **A Bankers Automated Clearing Services (BACS) form must be attached to the application.** *Unless you have received no funds from MOPAC we will already have this information. We don't need it again unless your account details have changed*		

SECTION 2: The ring-fenced administrative funds *This is only relevant if you have changed your administrative arrangements*	
The organisation providing the SNB administration function	**Name and address:**

SUMMARY SHEET – *complete this part once only*	
Projects *a list of the project titles – NOT the project details*	**Costs**

SECTION 3: Project details	
Please respond to each question and <u>complete this section separately for each project.</u>	
Title and a description of the proposed projects/activities	*Project Title here*
Provide a brief overview of each project identifying which kind of project the funding will support (as stated on page 1 of the SNB/CES Funding Guidance and as set out below). • Projects should address issues and concerns identified by the local community and where possible align with the priority areas of **violence against women and girls (VAWG) hate crime, keeping children and young people safe, local priorities and community engagement.** Boards may wish to align their projects with the local priorities set by the local authority in conjunction with the Borough Commander.	*Please outline the project, its aims, and what activities will take place to achieve those aims.* *Say which of the aims (see panel to the left) the project will support.*

What are the anticipated outcomes of the project and how will the SNB monitor the progress of the project?	*By outcomes we mean what will be the anticipated impact of the activities taking place. Avoid listing aspirations such as 'a reduction in youth violence' or 'greater engagement with the police'*
Which of the listed MOPAC priorities does the project address? • Putting victims first and reducing inequalities • Keeping children and young people safe • Tackling violence against women and girls	

• Tackling hate crime and intolerance.	
What of the following categories best describes the activity • Diversion • Prevention • Advocacy/ Support • Neighbourhood Watch /Ward Panel support • Other (please specify)	*List more than one if necessary.*
Who will deliver the project? Please provide details of the parties involved	*CVs or press cuttings from project deliverers are NOT required and will not be read. The due diligence in choosing organisations rests with the SNB, not the SNB Funding Assessment Panel*

Please indicate the cost of the project	*An outline of the major cost elements may be useful, but a detailed breakdown is not required*

Signed on behalf of the Safer Neighbourhood Board/Community Engagement Structure:	
Name:	
Position:	
Date:	

If your application is more than 2-3 pages per project, it is too long. Very long applications, containing details not relevant to the Public Engagement Funding Assessment, may be returned with a request for resubmission in a more concise form.

If MOPAC has NOT seen any drafts, one or more of your projects may not be supported, or you may be asked to provide further information or clarity. This may delay commencement of your project(s)