

## SAFER SUFFOLK FUND

### 1. Objectives

The Safer Suffolk Fund (the Fund) has been created by Suffolk's Police and Crime Commissioner to support the work of voluntary, community and social enterprise organisations (VCSE) that are delivering services that help make Suffolk a safer place to live, work, travel and invest in.

It is recognised that the VCSE plays an important role in augmenting community safety across Suffolk particularly around crime prevention and victim support, something that the Police and Crime Commissioner would like to develop further. Through the creation of a grant fund, much needed financial assistance will be made available via a grants programme designed to help support VCSE activity that is addressing community safety issues.

### 2. Areas of Benefit

The Fund will support VCSE organisations that can show clear measureable outcomes that are addressing key objectives outlined in the Police and Crime Plan for Suffolk 2013 – 2017. Although it is probable that applicants will be Suffolk based, the Fund will not exclude out-of-county organisations if they can demonstrate that they can deliver services effectively within Suffolk.

The medium term aspirations for policing Suffolk - as outlined in the Police and Crime Plan for Suffolk - has the overall aim of making Suffolk a safer place in which to live, work, travel and invest in. This overarching vision is supported by four key objectives namely;

Objective 1 – Responding to emergencies

Objective 2 – Solving crime

Objective 3 – Preventing and reducing crime and anti-social behaviour

Objective 4 – Caring for victims and vulnerable people

Looking at the Plan in detail, it has been identified that Suffolk's VCSE is playing a significant role in tackling issues associated with objectives 2, 3 and 4. In particular, the VCSE is well established in supporting the following priority areas;

- Vulnerable people
- Victims of crime
- Domestic violence and abuse
- Mental health
- Substance misuse
- Supporting families
- Creating a safer night-time economy
- Offending and reoffending
- Anti-social behaviour

However, it is also recognised that there is real scope to support a whole range of additional activity that historically hasn't been as strongly aligned with Suffolk policing policy, e.g. helping the hard to reach long term unemployed back into the workplace.

The creation of the Fund will allow such activity to be funded with the aim of supporting a wider range of interventions associated with the cause of crime.

### **3. Size of Grants**

The Fund will award grants from £1,000 to £20,000. No grant will exceed 10% of an organisations total income.

### **4. Contract Variations**

As stated in clause 2 of the agreement, the Fund's objective are aligned to Suffolk's Police and Crime Plan however, these can be varied by mutual agreement at any time in the future as long as they meet the charitable objectives of the Suffolk Community Foundation (the Foundation). Such variation must be in writing, signed by both parties and appended to the Fund Agreement.

### **5. Grant-Making Procedures**

The Fund will be managed and grants awarded in accordance with best practice developed by the Foundation and in line with a quality standards system endorsed by the Charity Commission for England and Wales.

The Foundation will undertake all aspects of the management and administration of the grant making process as follows:

- Advertising and promotion of the Fund
- Handling enquiries, sending out and processing applications (including establishing an online capability)
- Site visits and work related to building organisational capacity of the applicant
- Assessing applications in accordance with the Fund's objectives
- Recommending projects to the Fund's Grant Panel for decision on the projects they would like to support and compiling a schedule of eligible applications with detailed assessment reports for each project
- Notifying applicants and making grant awards in accordance with the funding decisions of the Fund's grant panel
- Maintaining records
- Post grant award monitoring and evaluation

The Police and Crime Commissioner's office and appointed Grant Panel members will receive from the Foundation, a schedule of eligible applications with detailed assessment reports and recommendations for each project that meets the Fund's objectives. All assessments will be provided at least one week ahead of scheduled grant panel meetings.

All grant awards will be ratified by the Foundation's Trustees.

### **6. The Safer Suffolk Grant Panel**

The Safer Suffolk Fund will convene a Grant Panel (the Panel) who will meet throughout the year to consider the grant applications. The Panel will comprise of the Chairs of the county's Community Safety Partnership to include Ipswich, West Suffolk, Suffolk Coastal and Waveney Community Safety Partnerships. In addition, the Panel will include a member of the Suffolk Police and Crime Commissioner's executive team. The Panel may also decide to co-opt up to 3 other panellists who may bring further insight to help the grant making decision process.

Following consideration of the applications the Panel will submit its recommendations for grant awards to the Police and Crime Commissioner for consideration.

The Panel will be serviced by the Foundation's Grant Officer who has overall responsibility for the Fund and may be accompanied by the Foundation's Chief Executive. Although Foundation staff will be present to provide independent and professional advice, they will have no voting rights.

It is anticipated that the Panel will formally meet four times per year. The opportunity for a 'virtual' small grant panels is an option that may be adopted in the future to help speed up small grant applications.

## **7. Monitoring and Evaluation**

The Foundation will provide the Police and Crime Commissioner with an annual financial statement for the Fund together with an evaluation of the grants awarded.

Monitoring of grant spend following an award from the Fund is carried out diligently by the Foundation with all successful grant applicants aware that this is part of their contractual duty as outlined in the award offer letter (which needs to be returned to the Foundation and signed in acceptance of the terms and conditions) before the grant is made. In addition, the Foundation's staff will monitor the grant and associated activity throughout the year and if circumstances require, this may include site visits.

On the annual anniversary of the award, a monitoring form will be completed by the applicant confirming that the grant has been used in accordance with the terms and conditions of the award and importantly, reporting delivery against the measureable outcomes anticipated in their application. The Foundation will collate this information in an annual fund evaluation report.