

Grant Information Leaflet

Safer Communities Fund

Introduction

Herefordshire Council has developed this grant scheme in partnership with the Police and Crime Commissioner for West Mercia and West Mercia Police, in order to support new and existing projects that focus on early prevention, tackling the root causes of crime, vulnerability, exploitation and anti-social behaviour within the county, specifically focusing on children and young people.

The target group for the funding is children aged 5 up to 18 (up to 25 years for SEND) and their families. A total of £1 million will be invested through the grant scheme over two financial years, ending in March 2025. Activities should be free and accessible to all eligible participants.

The grant scheme is open to not for profit organisations across Herefordshire, including schools. Projects can be large or small and cover just one specific area or the whole county. Additional weighting will be added for projects delivering within Herefordshire's identified areas of [deprivation](#). The minimum grant amount is £25,000 and the maximum is £300,000.

Projects must have a clear evidence base i.e. demonstrate need and applicants must have a well-defined plan in place for the longer term sustainability of their projects.

Project outcomes

Projects must meet the following mandatory outcome and a minimum of one other outcome from the list below.

Mandatory outcome

- **Increase in level 2 early help and team around the family support / activity that does not meet the threshold for targeted early help or statutory social care services.**

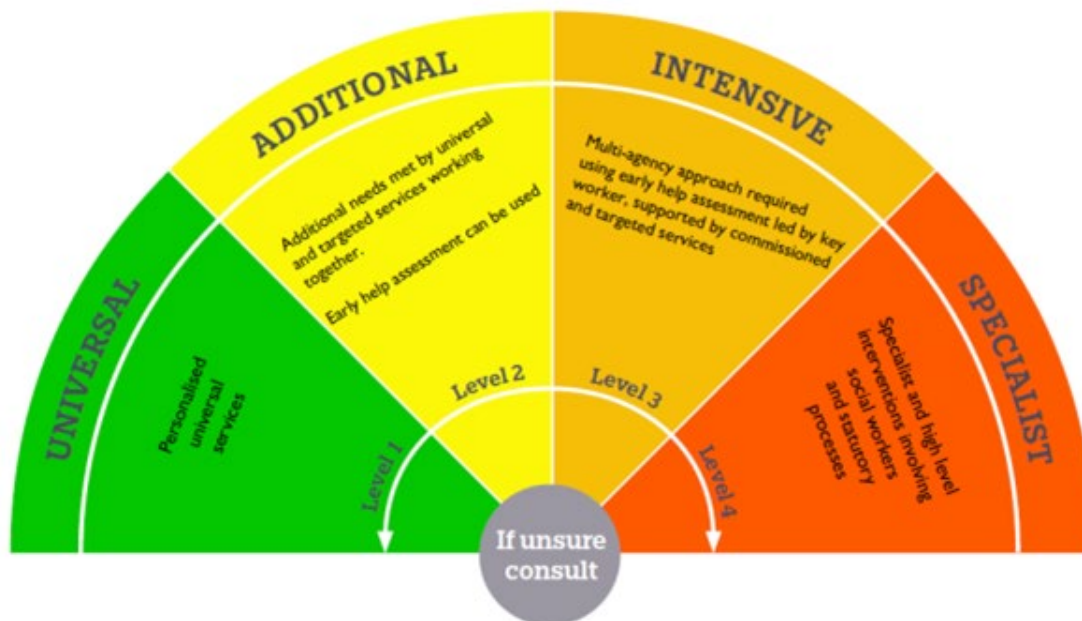
Additional outcomes that projects could achieve:

- Children and young people's needs are met at the earliest point of presentation
- Protect and improve the lives of vulnerable children and young people
- Reduce levels of crime (both recorded and perceived)
- Effective prevention of harm and exploitation to children and young people (and other vulnerable groups)
- Reduce demand for reactive police and council response to incidents
- Improve outcomes for recorded crimes
- Improve relations between police, council and local communities
- Improve sharing of information and intelligence between agencies to enable improved services

- Improve pathways and opportunities for further future collaboration and co-commissioning
- Improve public perceptions in respect of local crime, policing and local authority
- Improve school attendance levels.

What is Early Help?

The diagram below sets out the 4 levels of need that services and professionals will use to ensure the right help is provided at the right time to the right children and families.



Level 1. Universal

Children and young people making good overall progress in all areas of their development and receiving appropriate universal services such as health and education.

Level 2. Additional

Children, young people and their families are experiencing emerging problems, or have additional needs that require some targeted support. They are likely to require early help for a time limited period, to help them move back to Universal (level 1) and reduce the likelihood of needing level 3 more intensive support.

Level 3. Intensive

Children, young people and families with identified vulnerabilities who are experiencing multiple and complex needs and are likely to need intensive multi-agency co-ordinated approach. They are likely to require longer term help.

Level 4. Specialist

Children, young people and their families who are experiencing very serious or complex needs that are having a major impact on their expected outcomes or there is serious concern for their safety. Children, young people and families receiving intervention at level 4 need are supported, where possible, to reduce the seriousness and complexity of need and are then enabled to step

down to Early Help support or Universal services as appropriate.

Through this grant scheme the Council and the Police and Crime Commissioner for West Mercia are looking for projects that focus on level 2, but expect that there may also be an increase in level 3 Early Help Assessments (as a result of working with more people) and want organisations to take the lead on these Early Help assessments and the resulting support.

For more information about Early Help please see Herefordshire Councils [Early Help and Prevention Strategy](#).

What can the grant be used for?

You can apply for a grant to fund for a wide range of activities including, but not limited to:

- Events and activities
- Support, mentoring, mediation
- Educational activities
- Access to training and / or employment
- Activities that support improved mental health and wellbeing
- Advocacy projects and activities

The grant can also cover the following costs as long as they are clearly linked to your project:

- Staff salary costs linked to the project (including employer NI and pension contributions)
- Project staff training costs
- Overheads related to employing staff involved in delivering activities funded through the grant - capped at 15% of direct staff costs
- Transport costs
- Hiring of equipment / venue / rooms
- Small items of equipment linked to the project up to £1500 per item.
- Marketing and publicity costs including printing costs
- Translation and interpreting services
- Volunteer expenses
- Participant incentives up to the value of £25 per person e.g. vouchers.
- Insurance costs specifically linked to the project.

Outputs

Projects must meet the mandatory output and at least one other from the list below:

Mandatory

Increase the number of families receiving level 2 early help and team around the family support from VCS organisations and schools

Please note that level 2 is before the threshold for targeted early help support or statutory social care services.

Additional outputs that the project could achieve:

- Increase the number of Early Help Assessments and Team Around the Family Approaches completed by universal services, schools, not for profit sectors to meet need at the earliest point of presentation to prevent escalation of need to targeted and

specialist services. (Working with more children and young people in need of additional support at level 2, will mean that organisations will become aware of families that do need intensive support at level 3. In this situation we want organisations to complete an early help assessment and lead the team around the family approach to ensure that families are supported at the earliest point of presentation to prevent escalation of need to targeted and specialist services).

- Reduce the number of children requiring formal social care interventions (measured by the number of children in need).
- Increased attendance across maintained schools in Herefordshire.Reduction in the number of 16 and 17 year olds recorded as Not In Education Employment or Training.
- Reduction in the level of recorded crime in targeted area
- Reduction in anti-social behaviour
- Reduction in Neighbourhood Crime
- Improve public confidence and victim satisfaction
- Reduce levels of police demand (999 and 101)
- Reduction in children and young people entering the criminal justice system / numbers referred to the Youth Justice Service

What costs are NOT eligible?

Funding cannot be used for;

- purchases of items of equipment or assets (over £1500 per item)
- capital works, renovation or conservation projects
- purchase of alcohol
- contingency costs, loans, endowments or interest
- paying someone else to write your application for you
- profit-making or fundraising activities
- VAT you can reclaim
- activities that promote religious beliefs
- statutory activities
- overseas travel or projects that take place outside of Herefordshire
- political activities
- activities that make profits for private gain.
- gifts, or payments for gifts or donations (with the exception of incentives)
- expenses in respect of litigation, unfair dismissal or other compensation
- costs incurred by individuals in setting up and contributing towards private pension schemes

How much can I apply for?

The minimum grant request is £25,000. The maximum amount of grant that can be applied for is £300,000 per organisation. Applications can include more than one activity / project. The amount of detail provided in your application should be proportionate the amount of grant being requested.

Do I need match funding?

Match funding, including cash and non-cash contributions such as volunteer time, is not a requirement, but will be given additional weighting in the appraisal process.

Who can apply?

The following organisations can apply if the project meets their organisational aims and objects (for charities) and have the financial experience to deal with projects of this scale and nature:

- Voluntary and community organisations
- Constituted groups or clubs
- Registered charities
- Charitable incorporated organisations (CIOs)
- Not-for-profit organisations
- Community interest companies (CICs)
- Academies, State and independent schools (as long as your project benefits and involves the community and does not deliver activities that are part of the standard curriculum)
- Town and parish councils
- Community benefit societies
- Community Amateur Sports Clubs
- Religious organisations – as long as the project or activity is open to and benefits the wider community and does not include religious content.

All applications will need to be able to demonstrate their organisational status and have a bank account in the same name. The grant scheme is open to applications from partnerships, but one organisation will need to be named as the lead organisation.

How to apply

Before applying please read this leaflet thoroughly and contact the Talk Community Team to discuss your project. This will enable us to ensure that projects are joined up and linked to existing resources: TalkCommunityEnquiries@herefordshire.gov.uk

[Download the application form from our website](#)

Or contact us for a form:

Email: delegatedgrants@herefordshire.gov.uk

Telephone: 01432 260753

Please email the completed form to the address above clearly stating in the subject heading **Safer Communities Fund**.

In order to apply for the funding you will need to have completed and/or submitted the following documents:

- Application form
- Project costs spreadsheet and quotes
- Your organisation's constitution
- A recent bank statement
- Equalities policy
- Safeguarding policy

When we receive all of the above we will acknowledge receipt.

Help with your application

We are encouraging all projects to make contact with the Talk Community Team. As well as supporting projects to link to existing resources and activities, they can help you to develop your project ideas: TalkCommunityEnquiries@herefordshire.gov.uk

If you need some help with a technical issue e.g. trouble with the formatting of the application form or spreadsheet, please contact the delegated grants team: delegatedgrants@herefordshire.gov.uk

Deadline for applications

The scheme is open for applications from 3rd October 2023 until 31st January 2024. You can submit your completed application form at any time between these dates and it will be assessed at the next available board meeting.

Please note that the funding will be distributed on a first come first serve basis.

What happens next?

Once received, Herefordshire Council will acknowledge receipt of your grant application. The grant application will be assessed by a project board who will make a decision on whether to approve or reject it. Occasionally, the panel may ask for further information before a decision can be made.

Grant applications are assessed on their individual merit by an independent board against the grant funding eligibility criteria, the impact of the project and how it demonstrates value for money and the longer term sustainability of the project. All applications are subject to funding availability.

Based on your application and any further information you may have been asked to provide, we will advise you of the decision to either:

- Offer a grant; or
- Offer a grant with some specific conditions; or
- Reject the application detailing the reasons why the application was not accepted.

When Can I Start My Project?

If your application meets the eligibility criteria and you are offered a grant, you will receive an offer letter setting out how much grant has been approved and detailing any specific terms and conditions. If you are happy to accept the grant offer and associated conditions, you will need to return a signed copy within 10 working days.

You should not start your project until you have signed the acceptance of grant and returned it to the Delegated Grants Team.

What are Grant Offer Terms & Conditions?

If you are offered a grant, you will be sent terms and conditions specific to your project.

Key points to consider are:

- You should not start your project until you have signed the acceptance of grant and returned it to the Delegated Grants Team.
- You must acknowledge the grant funders (Herefordshire Council, West Mercia Police and the Police and Crime Commissioner) in your communications and publicity materials.
- You need to keep all paperwork relating to your project. i.e. all invoices, receipts, banks statements and publicity materials acknowledging the grant funders, as they will need to be submitted as evidence with your claims.
- Information relating to user feedback and progress towards the outputs of your project should also be kept.
- The grant will only be paid on invoices or receipts that have been paid, and are dated after the offer letter has been agreed by all parties.
- Other specific conditions of grant will be included within your offer letter.

What happens if my project / budget changes?

- The Council won't be able to give you more grant money if your costs increase, but will consider variations within the agreed budget as long as these are approved in advance. You need to notify the Delegated Grants Team in writing as soon as you realise that you may need to make some changes to your project or budget in order to deliver your project.

How do I submit my claim for payment?

Where there is evidence of need, the Council will make a payment of up to 20% of the total grant sum upfront in order to help you get your project up and running (depending on the scale and scope of your project). You can then draw the rest of the funding down by submitting quarterly reports and claims, with the final sum being paid upon completion of your final report and claim. Claims will need to include invoices/receipts and satisfactory evidence that you have spent the funding.

By exception the Council may agree to more regular claims, depending on the cash flow situation of the organisation.

All grant funded work must be completed and claims submitted by Friday 14th February 2025.

The claim form will be sent to you with your offer letter.

When do I need to submit my report?

Depending on the nature and length of your project, you will need to complete either an interim, or a final report within six months of claiming your grant summarising what your project has achieved. If you are successful, your offer letter will set out the information that you need to collect and provide to the Council.

Keeping in touch

We would really like to hear about your projects as they develop and love sharing your good news with the community. If you have a story you would like us to share please contact the Talk Community Engagement team on talkcommunityengagement@herefordshire.gov.uk

Useful Information

- [Herefordshire Supporting Families Outcomes Framework 2022-2025](#)
- [Herefordshire Joint Local Health and Wellbeing Strategy 2023 - 2033](#)
- Translation and interpreting services are available locally via the Herefordshire Language Network which is co-ordinated by Herefordshire Council: [Translation and interpreting services – Herefordshire Council](#)
- If you want to promote your project you can use the Talk Community Directory: [Directory Search - Talk Community Directory](#)

Help us improve

Please help us to help future applicants, by telling us if you have any queries which aren't answered in this document.



If you would like help to understand this document, or would like it in another format or language, please contact the Delegated Grants Team at Herefordshire Council on 01432 260753 or email: delegatedgrants@herefordshire.gov.uk.