



Home Office

The Neighbourhood and Home Watch Fund

Making communities safer

Guidance Notes

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T R I B A L

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Welcome to the Neighbourhood and Home Watch Fund

The Neighbourhood and Home Watch Fund is a £500,000 fund available for new and existing Neighbourhood and Home Watch groups to receive grants of between £1,000 and £50,000. The aim of this fund is to support Neighbourhood and Home Watch schemes to reach more people in helping them to secure their homes, warn them about crime in their area and take action to prevent it, and know how to prevent distraction burglary. They will work closely with Neighbourhood Policing teams to distribute the government's crime prevention advice and use local meetings and engagement opportunities to provide crime prevention information to the public.

Alongside this fund, there is also the Safer Homes Fund. This is a £6million programme for voluntary and community sector organisations. It offers a package of support to improve home security for people who live in areas disproportionately affected by crime and who are known to have lower rates of home security. For the Safer Homes Fund, grants of between £10,000 and £100,000 are available to fund activity including fitting window locks, repairing windows and doors, advising people on using security effectively, and signposting people to further support. There is separate guidance for the Safer Homes Fund, and established Neighbourhood and Home Watch groups are eligible to apply for both opportunities.

The funding for both the Neighbourhood and Home Watch fund and the Safer Homes fund is available in the priority areas specified on page 6.

For more information about both the Neighbourhood and Home Watch Fund and the Safer Homes Fund, please visit www.grantsadmin.co.uk

We wish you every success with your application and project.

Safer Homes Fund Programme Overview

Improving the security of homes, particularly among older people, people on low incomes, students and young adults is a key priority for the government and the following documents outline the cross-government strategy, which you may find a useful resource in developing your project proposal.

Securing Homes: Action Against Burglary

<http://www.crimereduction.homeoffice.gov.uk/burglary/burglary086.htm>

Let's Keep Crime Down

<http://press.homeoffice.gov.uk/press-releases/Lets-keep-crime-down>

Official Neighbourhood and Home Watch Site

<http://www.mynhw.co.uk/>

Programme Strands

In total, there is £500,000 available for new and existing Neighbourhood and Home Watch programmes to receive grants of between £1,000 and £50,000.

There is an additional £6 million available in the Safer Homes Fund for third sector organisations to receive grants of between £10,000 and £100,000. There is a separate guidance document and application form for the Safer Homes Fund.

Priority Activities for the Neighbourhood and Home Watch Strand

All successful applications under the Neighbourhood and Home Watch Fund will be from new or existing Neighbourhood and Home Watch groups to support the following activities:

- to reach more people in helping them to secure their homes,
- warn them about crime in their area and take action to prevent it,
- share information and take action to prevent distraction burglary.
- issue and help to fit security locks, bolts, peepholes, door chains and similar devices (see page 7 for information about insurance)
- work with Neighbourhood Policing teams to distribute the government's crime prevention advice
- use local meetings and engagement opportunities to provide crime prevention information to the public.

Successful projects will include:

- Measurable actions that make a difference
- Work which makes as many homes as possible more secure
- Activities to reduce distraction burglary
- Activities which share information and good practice between the voluntary sector and the police
- Case study learning

You should review the information on the Neighbourhood and Home Watch site:

<http://www.mynhw.co.uk/>

Priority Areas and Groups

Applicants can apply for grants for activity in the specified priority areas. We expect that many applicants will prioritise work with older people, people on low incomes, students and vulnerable young adults. You can also work with other groups if they reside in the priority areas and the support is justified.

Project duration

We would like projects to commence their projects as soon as possible, however we would expect all projects to have started by Autumn 2009.

All planned activity must be completed by the end of March 2010.

Eligibility Criteria

Location

The Neighbourhood and Home Watch fund is open to schemes that will deliver support to homes in the priority areas listed below. These areas have been selected based on crime rates, household demographics and level of deprivation.

East Midlands

Derby
Leicester
Northampton
Ashfield
Nottingham

North East

Middlesbrough
Durham UA
Newcastle upon Tyne
Sunderland

Wales

Cardiff
Rhondda Cynon Taff
Swansea
Newport

Eastern

Luton
Central Bedford UA
Cambridge
Peterborough UA
Southend

London

Barking & Dagenham
Barnet
Bexley
Brent
Bromley
Camden
City of Westminster
Croydon
Ealing
Enfield
Greenwich
Hackney
Hammersmith & Fulham
Haringey
Harrow
Havering
Hillingdon
Hounslow
Islington
Kensington & Chelsea
Lambeth
Lewisham
Newham
Redbridge
Southwark
Waltham Forest
Wandsworth

North West

Bolton
Bury
Manchester
Oldham
Rochdale
Salford
Stockport
Tameside
Trafford
Wigan
Preston
Knowsley
Liverpool
Sefton
Wirral
Halton
Burnley

South East

Portsmouth
Reading UA
Slough UA
Windsor & Maidenhead UA
Wycombe

South West

City of Bristol UA
Torbay
Plymouth
Bournemouth
Gloucester

West Midlands

Stoke on Trent
South Worcestershire
Birmingham
Coventry
Sandwell
Solihull
Walsall
Wolverhampton
Redditch

Yorkshire & the Humber

Kingston upon Hull
North East Lincolnshire
North Lincolnshire
York
Doncaster
Rotherham
Sheffield
Bradford
Calderdale
Kirklees
Leeds
Wakefield

On the application form, you need to specify which areas you are working in e.g. Leeds, Wakefield.

Organisation

You are eligible to apply for funding if your organisation is a new or existing Neighbourhood and Home Watch scheme located in one of the areas listed on page 6.

6. Neighbourhood and Home Watch schemes are:

- community initiatives
- supported by the police (we also recommend registering with the police – see below)
- owned and run by their members

You are ineligible to apply for funding if you are:

- A statutory organisation, such as local authorities, school, police force
- A commercial or profit making organisation
- An individual

Organisations can submit multiple applications providing they cover different areas.

Successful applicants must have:

- 1) An active management of at least three people (who are not related)
- 2) Support, by means of two letters of endorsement, from:
 - i. The County Neighbourhood and Home Watch Association
 - ii. The local safer neighbourhood policing team

These letters should recognise the impact of the scheme and support the proposal. There is further guidance on the content of the letters at the end of this document.

We will also require organisations who secure funding to set up the following if they do not already have them:

- 1) Appropriate policy/processes for safeguarding Children and Vulnerable Adults
- 2) A governing document (e.g. a constitution or set of rules)
- 3) A bank account in the name of the group, with at least two unrelated signatories.

We will be able to offer applicants guidance in setting these up if they are not already in place.

Registering with the police and insurance

All neighbourhood and home watch schemes need the support of their local police. If you also register with the police you will be eligible for free Public Liability Insurance. From May 2009 this is being extended to include security locks, bolts, door chains and similar devices as well as community based meetings, police liaison and advice. Further details of the insurance is here: <http://www.mynhw.co.uk/insurance.php>

Management and Timescales of the Neighbourhood and Home Watch Fund

Next steps

Once we have received the hard copy of your application you will receive an acknowledgement. Your application will then be assessed and moderated and reports will be produced for a decision making panel.

There are a number of Safer Homes committee panel meetings scheduled, these will make decisions on the Safer Homes Fund and the Neighbourhood and Home Watch Fund. **You can submit an application to us at any time before the deadline.** It is strongly recommended that you submit your application as soon as possible giving sufficient time before the scheduled panel meeting date. Your application may be deferred to the subsequent meeting if all information is not provided in time or if we receive a high volume of applications.

The final closing date for receipt of applications is **12pm Friday 31st July 2009.**

All applications received before this date will be considered. However your chances of success will be greatly increased if you apply well in advance of the earlier committee panel meetings, as funding will be awarded to suitable applications at the earliest opportunity.

The Safer Homes committee panel will meet on several occasions and the timescales for consideration at earlier panel meetings are as follows:

Cut off date for applications	Applicants informed of outcomes by
10 th May 09	End May 09
15 th May 09	Early June 09
1 st June 09	End June 09
15 th June 09	End July 09
15 th July 09	End Aug 09
31 st July 09 (final deadline)	End Sept 09

Both successful and unsuccessful applicants will be advised of the outcome.

If you are successful, we will ask to see some of the supplementary information referred to in the application form e.g. accounts where available. Subject to satisfactory checks, we will send you a grant agreement to sign. Please note that we reserve the right to withdraw an invitation for funding if the checks that we undertake as part of the due diligence process return an unsatisfactory result.

Scoring criteria

All applicants will be assessed against the same criteria.

The table below sets out which questions on the application form will be formally scored and the apportioned weightings. Please be advised that minimum standards must be met across all three assessment areas before it can be recommended for funding.

Assessment Area (with associated weighting in percentage)	Application Section/Question
Proposal (60%)	
Project concept	2.3
Project timeline	2.4
Contribution to programme priorities	Section 2
Identified need for project	2.6
Impact of project	2.7
Delivery (20%)	
Track record	2.5
Project management	2.8
Capacity to deliver	Section 1
Budget (20%)	Section 3

Project monitoring

Once you have been awarded a contract you will be required to submit quarterly monitoring reports. These reports will be brief, but will require you to collate information on project activity and expenditure, together with some evaluation material. Full guidance will be provided to all successful applicants.

We will also ask for you to send us a monthly email to confirm the number of outputs your project has delivered e.g. number of homes you have made more secure.

Please be advised that we reserve the right to increase the frequency of monitoring reports and/or withhold any grant payment if we are dissatisfied about project progress.

Projects can start as soon as possible, but must be completed by the end of March 2010.

Payment process

We understand that your project may have initial start up costs to fund and for this reason we will fund 50% of the annual grant amount at the start of the project. The remaining grant will be split into two payments, subject to satisfactory monitoring information - 25% paid in October 2009 and 25% January 2010.

For example if you are awarded £10,000 to deliver your project, you will receive £5,000 in June 2009, £2,500 in October 2009 and £2,500 in January 2010.

All payments are made by BACS and we are unable to make payment by cheque.

Complaints

A full complaints procedure can be found at:
www.grantsadmin.co.uk/saferhomes

General Guidance for Preparing your Application

The application form is available from www.grantsadmin.co.uk/neighbourhoodwatch.

If you are unable to download the application form please contact us on 0845 543 0329 and we will forward you a copy by post.

When completing your application form, your answers can be word-processed or handwritten. If typing please use a minimum 11pt Arial or Times New Roman typeface. If handwriting, please make sure that they are easily legible and written in black ink.

Applications will be assessed solely on the information given on this Application Form. When completing the form please ensure you adhere to the word limits as additional text will not be considered. If you amend any of the questions on this form, it will invalidate your application. Please respond appropriately to each question as only information provided in the answer box will be considered when scoring each individual question; information provided elsewhere in the application form which may be relevant will not be considered. It is important that you assume that assessors have no prior knowledge of your organisation or project.

Do not enclose any additional information unless it is requested as part of the process.

It is your responsibility to ensure that your activities and costs are realistic before submitting your application form. Your application will be assessed on the information included within your application form and therefore you will be unable to make changes if your project is awarded a grant.

If, after having read the Guidance you still have questions, we recommend that you visit the website at www.grantsadmin.co.uk/neighbourhoodwatch and review the Frequently Asked Questions and Answers. This section will be updated at regular intervals.

You must submit one signed hard copy of your application by the deadline. We would very much appreciate it if you would also send us a copy of your application, in electronic format, to saferhomes@grantsadmin.co.uk. Please make sure you include the name of your organisation in the file title.

It is important we receive a signed hard copy of your application, and applicants submitting electronic copies only will not progress to the next stage.

Applications and letters of support must be original documents and must be signed.

Please note that the deadline for receipt of completed forms is:
12.00 noon 31st July 2009

Applications must be sent to:

Grants Administration - Safer Homes Fund
2nd Floor, 154 Great Charles Street
Queensway
Birmingham
B3 3HN

Please note applications received after this date will not be considered.

There is no facility to submit applications by fax and there is no facility for applications to be delivered outside of working hours (Monday to Friday 9am to 5pm).

For any help or guidance about completing the application form please contact us on:

Telephone: 0845 543 0329

Email: saferhomes@grantsadmin.co.uk

Tips for successful applications

- Demonstrate how your project fits in with other activities in the local community
- Give a clear breakdown of the timescale and cost of the project
- Show what will be delivered and when
- Be realistic about what you can achieve
- Apply as early in the process as you can

Completing the Application Form

Front Sheet

On the covering sheet of the application please provide:

- a) the name of your organisation
- b) the name of your project

Please give a short (no more than 10 words) relevant name for your project. If you are awarded a grant we will use this information in any press releases that we make about your project.

You do not need to provide a grant reference number.

Section 1 – Organisation details

1.1 Main contact details

This should be the key person involved in your application. They should be able to talk about your project in detail. It is very important that you provide the correct postcode, phone number, e-mail address and if applicable fax number, textphone and website address.

Please let us know if the main contact has any particular communication needs. This might include textphone, sign language, large print, audiotape, or Braille but please add to this if necessary.

1.2 Governing document

We want to know about your organisation and the way it works. The following questions are designed to gather this information. We are committed to working with organisations that are at different stages of development and recognise that you may not be able to answer yes to all of the following questions. When we assess your application we will consider many factors so please do answer the following questions as honestly as possible.

Please select the box relevant to your application. To put an 'X' in the box you wish to select, double-click the box for the 'Check Box Form Field Options' and select 'checked' as the default value.

A governing document means any formal document setting out an organisation's purpose(s) and how this will be administered. This can be in the form of a constitution, memorandum of understanding or other formal documentation.

1.3 Type of organisation

Complete the table to indicate the category your organisation falls into, as stated in your governing document.

Please enter your organisation's charity number in the relevant box. If your organisation has any other registration number, please specify the details in the appropriate section.

You may fall into more than one category, in which case you should include them all.

1.4. When was your organisation founded?

Please declare when your organisation was initially established as an organisation in its own right. Include both the month and year.

1.5 About your organisation

This is your opportunity to tell the assessor reviewing your application more information about what your organisations does and who you work with.

Please provide a brief overview which should, as a minimum, include information on your organisation's aims, target audience and current projects.

1.6 Management

We need to know whether your organisation currently has an active management team with three or more representatives, all of whom have to be unrelated.

Cross [x] the appropriate box.

1.7 Bank account

All organisations that receive a grant from this fund must have a bank account in the name of the organisation as given in their governing document. Any cheques must be signed by at least two people from the organisation who are not related.

Cross [x] the appropriate box.

If you do not currently hold a bank account you must confirm that your organisation is able to meet this requirement and that you are in a position to set up an account if your application is successful.

Cross [x] the appropriate box.

1.8 Signed accounts

Please advise whether your organisation is able to supply a copy of your recent approved accounts. These should be signed and dated by your chair, secretary or treasurer and by your auditor or independent examiner where appropriate.

Cross [x] the appropriate box.

1.9 Financial controls

Please state if your organisation has a current policy on financial controls and management and that you are able to produce this if required.

Cross [x] the appropriate box.

1.10 Safeguarding policy

If you are applying for a grant to work with vulnerable adults we need to be sure that they will be safe. You must have appropriate policies/processes in place that explain how you will ensure that vulnerable people are safe and detail how you implement the policy. All staff and volunteers working with vulnerable people must have Criminal Record Bureau clearance. You must be able to produce these if and when

required. If your group is starting up we can provide guidance on setting up safeguarding policies and procedures.
Cross [x] the appropriate box.

1.11 Police Registration

Please indicate whether you have registered your scheme with your local police. Registering entitles schemes to free public liability insurance (see page 7).

1.12 Income and Expenditure

Please complete the table to detail your annual income (turnover) and expenditure for the financial years 2006-2007 and 2007-2008, if applicable.

If you use a different reporting timeframe to compile your accounts/income and expenditure please make a note of this in the second column.

1.13 Partners involved in project delivery

We need to know whether you are planning on delivering this project with other organisations. If so, please detail who your partners will be and what role they will take in the project, together with any other relevant information.

Please only include partners where they have already agreed to be involved.

Section 2 – Neighbourhood and Home Watch proposal

2.1 Project location

The Neighbourhood and Home Watch fund is open to voluntary and community organisations that are able to deliver their activity in any of the priority areas (see page 6). These areas have been selected based on their crime rates, household demographics and level of deprivation.

Remember all households benefitting from the grant must be based in one of these areas.

Complete the table to tell us where your project will be delivered. Please state the Local Authority area. You can work in more than one area.

2.2 Priority activities

Organisations are expected to be applying to deliver one or more of the priority activities. Please tell us which of the priority activities your project is for. You can select more than one activity.

For more information on the priority activities please see page 4 of the guidance.

2.3 Project overview

This is an important question that will give the assessors an opportunity to understand what your project is about and what it is trying to achieve.

Briefly describe your project, telling us the main purpose and what it will achieve. Make sure you include details of the project activities and identify the target group.

2.4 Project timeline

In your response to this question, we are looking to see that you have thought through the timing, activities and milestones for the project.

Please be clear about when you expect the project to be implemented and when you expect work with households to start.

If you are seeking a grant to support a new project, please include the time it will take to start the project, this may include recruitment of key people, etc.

The project plan should include details and time-scales of key project activities and milestones.

2.5 Track record

In your response to this question, we are keen to find out what previous success your organisation has had in its working with the target group and delivering similar projects.

Please state details of any relevant projects your organisation has delivered and their respective achievements.

2.6 Identifying the need for the project

Here we are asking you to explain how you have responded to a local need and developed your project accordingly. Please include evidence explaining how you have identified the need for your project. Please be advised that the quality and relevance of the evidence given for this question is more important than the quantity of research evidenced. Where relevant, please provide details of published sources referred to.

2.6 a How have you identified the need for this project?

If the need for this project has been identified through consultation or research, please give details of this process and the groups involved. Similarly if you have used existing research please explain this.

2.6 b How does this project relate to other relevant initiatives?

This may include (but is not limited to) reference to local and national programmes, consultations or research. Please detail any other initiatives which have been launched that your project will work with or add value to and explain how your project links in with these initiatives.

2.6 c What needs and demands have you identified?

Please outline what specific needs you have identified, as established in 2.6 a and b.

2.6 d How does this project address these needs and demands?

In the light of the need and demand identified in 2.6 a, b and c, please explain how the specific activities outlined in your project will help to address needs or meet demand.

2.7 Impact

In your response to this question, we aim to get an understanding of the impact this project will have. Your answer should be relevant to the priorities of the fund and should show possible long-term impact.

2.7a How many homes will you make more secure through your project?

The aim of this programme is to support people to make their homes more secure. Here we are looking for the number of homes in each of the priority areas that you will be making more secure.

2.7 b What will be the impact on beneficiaries?

Here we want to know what you expect the impact of your project to be on individuals/households who will benefit from the grant.

2.7c What will be the impact on the local community?

If you expect there to be any additional impacts on the wider community as a result of your project, please tell us here.

2.7d How will you measure how successful you are at achieving impact?

Please tell us how you will measure the impact of your project.

2.8 Project delivery and management

We are looking to assess your organisation's ability to effectively manage this project.

If you haven't run a project of this size, we will discuss with you what support and resources you may need, should your application be successful.

Please identify who will be responsible for delivering this project, including the position of the member of staff or volunteer, and a name if this person is currently in post.

Please identify who is ultimately accountable for the project. Where possible, also include details of the reporting structure.

Please include information about how success of the project will be measured, how quality assurance for the project will take place, how progress of the project will be controlled and how the project will be evaluated.

2.9 Project beneficiaries

We need to understand the types of people who will benefit from your project. Please tick as appropriate (you can work with more than one group). If you plan to work with any other groups please detail them. We do not expect applicants to work with all target groups.

Section 3 - Financial information

3.1 Grant amount

Grants of between £1,000 and £50,000 are available for each project until March 2010. Organisations may submit more than one application. Please insert the total grant amount requested.

3.2 Project budget

Please provide a budget breakdown. In order for us to assess value for money for the project, you must provide details of the total project cost.

Please ensure that you give sufficient detail when providing a breakdown of costs to enable us to assess your application for good value for money and to identify how you plan to make best use of the available funds.

Please give a breakdown of the project costs for each annum in the relevant columns of the table.

Sessional staffing and volunteer costs

These may be sessional staff costs or costs relating to volunteers directly involved in delivering the project. These costs may include training and expenses.

Equipment Costs

If you will need to purchase any equipment to deliver your project please provide details here.

Operational/activity costs

This includes any costs specific to the proposed project activities.

Publicity costs

This includes any marketing costs specific to the project. These costs should be in line with any communication activities you have detailed.

Monitoring and evaluation costs

This involves costs associated with evaluating the project and measuring the impact of your work.

Management and overheads

The Home Office subscribes to the principle of Full Cost Recovery and therefore sees recovery of costs associated with management and other overheads (e.g. a contribution to premises costs) as legitimate. For help with calculating full costs recovery, see Full Cost Recovery: A guide and toolkit on cost allocation, by ACEVO and New Philanthropy Capital, 2004 or go to www.grantsadmin.co.uk/tools for a link to this resource.

Total Costs

This is the total cost of the project and should equal the sum of the grant requested and any income from other sources used for this project.

3.3 Justification of costs

We have supplied a box to give you the opportunity to justify any costs which you feel are extraordinary.

3.4 Match funding

If, in question 3.2, the total cost of your project is more than the amount requested in the grant, please list in the table provided where the remainder of the money will come from.

If partners are contributing to the costs of the project, please also provide details in this section.

Match funding may be in the form of a direct cash payment or they may involve in-kind support.

For each additional income source, please supply the following information in the table:

- The source of funding (e.g. name of organisation/grant funder)
- The contribution towards the total costs of the project
- The period over which the match funding covers
- Whether confirmation of match funding can be supplied i.e. is it secured and if requested can you provide evidence of this?

Section 4 – Finishing your application

4.1 Source of referral

We have supplied a table for you to inform us of where you heard about the programme.

Please complete the relevant field/s; there may be more than one response to this question so add in all that are applicable.

4.2 Checklist

After completing your application, please ensure you work through the checklist to make certain that you have answered all questions correctly, signed the application form and supplied only the information that is requested.

4.3 Declaration

This needs to be signed by an authorised person on behalf of the organisation.

Letter(s) of Support

A requirement of the application process is to send us two letters of endorsement that recognise the value of your proposed project in the local community. The letters must be from the following organisations:

1. The County Neighbourhood and Home Watch Association
2. The local safer neighbourhood policing team

The letters should be brief and be an original document on headed paper

Please make sure the letters also:

- Clearly states the name and job title of the author of the letter
- Clearly states the name and address of your organisation
- Clearly states how long they have known your organisation and the nature of your relationship
- includes a recommendation of your work, for example:

“I represent the county Neighbourhood and Home Watch association/ the police safer neighbourhoods team. I know and support the work of [*name of organisation*] and I have read their application to the Neighbourhood and Home Watch Fund. I believe this project will benefit the local community and will help improve home security for the local community.”

Please note that it is your responsibility to provide us with the letter. Please do not ask the person writing the letter of support to send it directly to us.

Please be advised we will **not** be able to offer you a contract without both letters of support.

Any questions?

If you have any queries about the application process, please contact us at:

Email: saferhomes@grantsadmin.co.uk
Phone: 0845 543 0329
Post: 2nd Floor
154 Great Charles Street
Queensway
Birmingham
B3 3HN

We aim to respond as quickly as possible to all queries and have a commitment to respond to your query within three working days. There may be occasions when we are unable to respond within this time period and if this is the case we will make contact with you and discuss the response date.

A signed copy of this application form must reach the fund administrators by **12pm 31st July**

The application should be sent to:

Grants Programme Administrator
2nd Floor
154 Gt. Charles Street
Queensway
Birmingham
B3 3HN