



GRANT AGREEMENT

between

POLICE AND CRIME COMMISSIONER FOR THAMES VALLEY

and

XXXXXXX (Council)

COMMUNITY SAFETY FUND GRANT AGREEMENT

for

2018 - 2019 FINANCIAL YEAR

**The Farmhouse
Police Headquarters South
Kidlington
Oxfordshire
OX5 2NX**

**COMMUNITY SAFETY FUND GRANT TERMS AND CONDITIONS FOR
XXXXXXX APPLYING WITH EFFECT
1ST APRIL 2018 TO 31ST MARCH 2019**

Introduction and definitions

1.1 This agreement (the “Grant Agreement”) consists of 24 Clauses, 2 Schedules and 4 Annexes. It is supplementary to the Grant Letter (as defined below) and provides the agreed grant terms and conditions for the Community Safety Fund Grant.

1.2 In this Grant Agreement:

The “**Commissioner**” means the Police and Crime Commissioner for Thames Valley.

“**CSF**” means Community Safety Fund.

The “**Funding Period**” means the financial year from 1st April 2018 to 31st March 2019.

The “**Grant**” means the grant payable by the Commissioner to the Recipient under the terms of this Grant Agreement, the amount of which (the “**Grant Amount**”) shall not be more than £693,923

The “**Grant Letter**” means the letter dated 2nd January 2018 from the Commissioner to the Recipient which sets out supplementary information in relation to the Grant.

The “**Purpose**” means to fund Community Safety services and activities proposed in the spending plan submitted to the Commissioner using Annex C at the beginning of the financial year 2018-19.

1.3 The “**Recipient**” means XXXXXX

1.4 References to any statute or sub-ordinate legislation in this Grant Agreement include references to any amendments or replacements to the statute or sub-ordinate legislation that may be enacted from time to time.

The following costs are not Eligible Expenditure: Payments that support activity intended to influence or attempt to influence Parliament, government or political parties, or attempting to influence the awarding or renewal of contracts and grants, or attempting to influence legislative or regulatory action.

CSF Grant Terms and Conditions

2. Grant Offer

- 2.1 Subject to the Recipient complying with the terms and conditions set out in this Grant Agreement and the Grant Letter, the Commissioner offers to pay the Grant to the Recipient as a contribution towards eligible expenditure.
- 2.2 The Recipient acknowledges that the Commissioner agrees to fund it only for the amount, the Funding Period and for the Purpose specified in this Grant Agreement and the Grant Letter.
- 2.3 This grant is paid to the Recipient in exercise of the power conferred by Schedule 9 of the Police Reform and Social Responsibility Act 2011 which provides Police and Crime Commissioners (PCCs) with the powers to award community safety grants to any organisations and projects they consider will help them to achieve their crime prevention and wider priorities.

3. Purpose of the Grant

- 3.1 The Recipient may not use the Grant for any activities other than those set out in Schedule 1, or as approved in writing by the Commissioner.
- 3.2 How the grant is used is a matter for the Recipient and local decision making providing that funds are only used for the Purpose of the grant awarded, **and according to the proposed spending plan submitted to the Commissioner through Annex C at the beginning of the financial year**. Schedule 1 is not prescriptive about the Purpose of the grant to allow sufficient flexibility for local decisions about what activities are undertaken provided they demonstrably support the Purpose and priorities set out in the Police and Crime Plan 2017-2021, **and have been included in the spending plan provided through Annex C at the beginning of the financial year**.
- 3.3 The Commissioner has a duty to seek efficiency and value for money, which includes consideration of options to pool funding with partners, jointly commission services and promote integrated services. The Commissioner will consult with Grant recipients on commissioning, he can review existing arrangements and will consider any recommendations arising from a review. Schedule 1 requests from recipients a commitment to cooperate with any reasonable request to consult or review existing arrangements.
- 3.4 To support this approach, the Commissioner would wish to be represented on any relevant partnerships and strategic or management boards

4. Payment Arrangements

- 4.1 The Commissioner has agreed funding of **up to** the Grant Amount, subject to compliance by the Recipient with the terms of this Grant Agreement.

- 4.2 Payments will be made in accordance with Schedule 2.
- 4.3 In order for any payment to be released, the Commissioner will require the Recipient to:
- 4.3.1 have signed and returned the Acceptance of Grant page of this Grant Agreement to the Commissioner,
 - 4.3.2 have provided the appropriate bank details, and
 - 4.3.3 be in compliance with the terms and conditions of this Grant Agreement.
- 4.4 **The Commissioner reserves the right to withhold or reduce all or any payments of the Grant if the Commissioner has reasonably requested information/documentation from the Recipient and this has not been received by the Commissioner in the timescales reasonably required or the information provided is incomplete.**

5. Performance Reporting

- 5.1 To ensure the Grant is spent on the Purpose for which it has been given, and to ensure a transparent accounting process, the Recipient is required to complete Annex A, B, C and D as required reporting for the activity funded in part, or in full, by the Grant.
- 5.2 **Annex C should be completed at the beginning of the financial year to provide the OPCC with a spending plan detailing what the CSF grant will be allocated against, thereby providing the OPCC with sufficient information and reasonable grounds to award the Community Safety Fund**
Annex D should be completed twice - at the mid and end year point to report on progress towards each initiative or project outlined in the spending plan and; for year end, on final outcomes achieved by each initiative or project.
- 5.3 **Annex C and D is required be signed by the TVP Local Policing Area (LPA) Commander (or in the case of county council grants, the relevant county CSP representative from TVP) each time it is submitted.**
- 5.4 Reporting format and reporting frequency are set out in Schedule 1 and the relevant Annex. The focus is on narrative reporting but local authorities should include relevant performance data or targets which demonstrate that the stated objectives of the project/initiative/service have been met.
- 5.5 The reporting framework will be revised following any refresh of the Plan or when a new Plan is issued.

6. Eligible expenditure

- 6.1 Eligible expenditure consists of payments by the Recipient for the Purpose. Eligible expenditure is net of VAT recoverable by the Recipient from HM Revenue & Customs and gross of irrecoverable VAT.
- 6.2 The Recipient shall account for the Grant on an accruals basis. This requires the cost of goods or services to be recognised when the goods or services are received, rather than when they are paid for.

7. Managing the Grant

- 7.1 Each party must notify the other of:
- (a) the nominated person who will act as the party's authorised representative; and
 - (b) the contact details of the authorised representative and any deputies.
- 7.2 The Commissioner requires the Recipient to submit financial monitoring reports, in the form set out in Annex A, to include detail of expenditure to date. This is to be provided in accordance with Schedule 2.
- 7.3 An end of year monitoring report (also referred to as an "outturn statement") shall be submitted by the Recipient to the Commissioner **on or before 15th April 2019** (using best estimates if actual financial information is not yet available). This report must:
- (a) be in the format set out in Annex B;
 - (b) be signed by a Treasurer, Finance Officer or equivalent; and
 - (c) contain details of expenditure for the entire Funding Period.
- 7.4 The Commissioner may, in addition, ask the Recipient to provide him with forecast outturn information for the financial year end. If so, the Recipient shall comply with any reasonable request.
- 7.5 The Recipient must notify the Commissioner as soon as reasonably practicable that an underspend is forecast. ***Any underspend of Grant funds cannot be carried over to the following financial year except with the express consent of the Commissioner.***
- 7.6 If an overpayment of the Grant has been made, the Commissioner will recover the payment.
- 7.7 The Recipient may not vire funds between this Grant and any other grants made to it.

7.8 The Recipient's Treasurer, Finance Officer, or equivalent will ensure that appropriate professional arrangements are put in place for the management of the Grant and the reporting of expenditure. The Treasurer, Finance Officer, or equivalent should take all necessary steps to ensure that the Grant is accounted for and monitored separately.

7.9 The Recipient undertakes to complete the work for which the Grant is provided. The work should be completed within agreed timescales, and the Recipient will report any significant variations to spending on work funded by the Commissioner.

8. Records to be kept

8.1 The Recipient must:

(a) maintain and operate effective monitoring and financial management systems; and

(b) keep a record of expenditure funded partly or wholly by the Grant, and retain all accounting records relating to this for a period of at least six years after the end of the Funding Period. Accounting records include: original invoices, receipts, minutes from meetings, accounts, deeds, and any other relevant documentation, whether in writing or electronic form.

8.2 Where the Recipient is working in partnership and its partner(s) wish to retain such documentation, the Recipient should obtain from the partner(s):

(a) an annual, written statement, signed by the partner's treasurer, of how the money was spent; and

(b) a signed undertaking that the partner will retain such documents for the period prescribed above.

9. Audit and inspection

9.1 The Recipient, without charge, will permit any officer or officers of the Commissioner, external auditing bodies or their nominees, to visit its premises and/or inspect any of its activities and/or to examine and take copies of the Recipient's books of account and such other documents or records as in such officers' view may relate to the use of Grant. In addition, examinations may be carried out into the economy, efficiency and effectiveness with which the Grant has been used. The Commissioner shall endeavour, but is not obliged, to provide due notice of its intent to conduct an audit.

9.2 The Recipient shall ensure that relevant expenditure falls within the scope of the recipient's audit programme.

10. Lawful conduct

- 10.1. The Recipient must ensure that all reasonable steps have been taken to ensure that it and anyone acting on its behalf complies with any applicable law for the time being in force
- 10.2. No aspect of the activity funded by the Commissioner may be party-political in intention, use, or presentation.
- 10.3 The Grant may not be used to support or promote religious activity. This will not include inter-faith activity.

11. Procurement procedures

- 11.1 The Recipient must secure the best value for money in all purchases of goods and services.
- 11.2. In procuring any goods or services using Grant monies, the Recipient shall follow its own procurement guidelines.
- 11.3. If the Recipient follows a single tender procedure it must provide and document a robust justification and maintain the relevant documentation on file. Potential justifications are that the value of a contract is very low or that there is only one supplier capable of providing the goods or services concerned.
- 11.4. The Recipient must ensure it complies with requirements of the Public Contracts Regulations 2015 (SI 2015/102) when procuring works, goods or services as appropriate using Grant monies.

12. Conflict of interest and financial or other irregularities

- 12.1 Members, trustees and employees of the Recipient shall be careful not to be subject to conflicts of interest.
- 12.2 The Recipient must set up formal procedures to require all such persons to declare any personal or financial interest in any matter concerning the Recipient's activities and to be excluded from any discussion or decision-making relating to the matter concerned.
- 12.3 If the Recipient has any grounds for suspecting financial irregularity in the use of any Grant paid under this Grant Agreement, it must notify the Commissioner immediately, explain what steps are being taken to investigate the suspicion, and keep the Commissioner informed about the progress of the investigation.
- 12.4. For the purposes of Clause 12.3, "financial irregularity" includes fraud or other impropriety, mismanagement, and the use of the Grant for purposes other than those intended by the Commissioner.

13. Breach of Grant Conditions

13.1 If the Recipient fails, without reasonable excuse, to comply with **any** of the conditions set out in this Grant Agreement, or if any of the events mentioned in Clause 13.2 occur, then the Commissioner may reduce, suspend, or withhold Grant payments, or require all or any part of the Grant to be repaid. The Recipient must repay any amount required to be repaid under this condition within 30 days of receiving the demand for repayment.

Further sanctions to be taken are as follows:

- a) **The Recipient will have payment suspended until an adequate spending plan, mid-year or end of year report is received to an appropriate standard as outlined in Clause 4, Schedule 1 and Annex C and D.**
- b) **If returns are not submitted to the Office of the PCC by the pre-determined due date, or information provided within the returns is insufficient, then the PCC reserves the right to withhold or reduce future payments of the Local Authority's Community Safety grant.**

13.2 The events referred to in Clause 13.1 are as follows:

- a) The Recipient purports to transfer or assign any rights, interests or obligations arising under this Grant Agreement without the agreement in advance of the Commissioner;
- b) Any information provided in the application for the Grant (or in a claim for payment) or in any subsequent supporting correspondence is found to be incorrect or incomplete to an extent which the Commissioner considers to be material;
- c) The Recipient takes inadequate measures to investigate and resolve any reported irregularity;
- d) The Recipient changes the nature of its operations to an extent which the Commissioner considers to be significant or prejudicial

13.3 It is hoped that most difficulties encountered by the Recipient can be overcome with the advice and support of the Commissioner. In the event that it becomes necessary to take steps to enforce the terms and conditions of this Grant Agreement, the Commissioner will write to the Recipient giving particulars of its concern or of any breach of a term or condition of the Grant.

13.4 The Recipient must act within 30 days (or earlier, depending on the severity of the problem) to address the Commissioner's concern or rectify the breach, and may consult the Commissioner or agree with it an action plan for resolving the problem. If the Commissioner is not satisfied with steps taken by the Recipient to address its concern or rectify the breach, it may take steps to withhold or suspend the further payment of Grant, or to recover Grant funds already paid.

13.5 On termination of this Grant Agreement for any reason, the Recipient as soon as reasonably practicable must return to the Commissioner any assets or property or any unused funds (unless the Commissioner gives his written consent to their retention) then in its possession in connection with this Grant Agreement.

14. Insurance coverage

14.1. The Recipient shall ensure that it has adequate insurance coverage (including but not limited to public liability insurance) in place, and shall provide evidence of such insurance to the Commissioner on request.

14.2. Where the Recipient is a public body and has in place appropriate self-insurance arrangements, the Recipient may request, and the Commissioner, acting reasonably, may agree that the provisions of Clause 14.1 above shall be waived.

15. Indemnity

15.1 The Commissioner accepts no liability to the Recipient or to any third party for any costs, claims, damage or losses, however they are incurred, except to the extent that they arise from personal injury or death which is caused by the Commissioner's negligence.

15.2. The Recipient agrees to indemnify the Commissioner for any costs, claims, damages or losses which arise as a result of negligence by the Recipient or out of any breach by the Recipient of any terms of this Grant Agreement.

16. Intellectual Property Rights

16.1 The Recipient shall grant to the Commissioner at no cost an irrevocable, royalty-free perpetual licence to use and to sub-license the use of any material created by the Recipient under the terms of this Grant Agreement for such purposes as the Commissioner shall deem appropriate.

17 Acknowledging grant funding

17.1 By funding and/or part funding a project/programme, the Commissioner should have this acknowledged in public. There are some instances where it is not appropriate for the recipient to be acknowledged as a grant recipient or for certain funding initiatives to be made public. The Police and Crime Commissioner for Thames Valley's logo should be used where funding has been allocated to a project/programme in part or full although we must maintain control over the use of its brand by Recipients. Therefore prior to using the logo,

communications must be addressed to partnerships@thamesvalley.pnn.police.uk .

17.2 Publicity and written material relating to the work funded by the Grant shall acknowledge this either in the body of the copy or with 'Funded by:' written alongside the Commissioner's logo.

17.3 The Commissioner must be informed in advance of any planned public events or media coverage intended to advertise or promote the work funded by the Grant.

18. Funding for future years

18.1. The Commissioner does not commit to renew or continue financial support to the Recipient after the Funding Period.

19. Amendments to the Grant Agreement

19.1 This Grant Agreement and the Grant Letter set out the entire agreement between the parties. They replace all previous negotiations, agreements, understandings and representations between the parties, whether oral or in writing.

19.2 Any amendments to this Grant Agreement and/or the Grant Letter shall only be valid if they are in writing and signed by an authorised representative of both parties.

20. Freedom of Information

20.1 The Recipient and the Commissioner are required to comply with the Freedom of Information Act 2000 (the "FOI Act"), any subordinate legislation made under the FOI Act and any guidance issued by the Information Commissioner.

20.2 The Recipient agrees to assist and cooperate with the Commissioner to enable the Commissioner to comply with his obligations under the FOI Act whenever a request is made for information which relates to or arises out of this Grant Agreement

21. Notices

21.1 All notices, invoices and other communications relating to this Grant Agreement shall be in writing and in English.

21.2.1 if delivered by hand, upon request.

21.2.2 if sent by pre-paid registered first class post (providing it is not returned as undelivered to the sender), two (2) working days after posting.

21.2.3 if sent by electronic mail (providing it is not returned as undelivered to the sender), on the date of delivery, unless an electronic mail is sent on a day which is not a working day or after 3:00pm on a working day, then the electronic mail is deemed to have been received on the next working day.

22. Contract (Rights of Third Parties) Act 1999

22.1 No person who is not a party to this Grant Agreement shall have the right to enforce any of its terms.

23. Governing Law

23.1 This Grant Agreement shall be subject to and construed in accordance with English Law and subject to the exclusive jurisdiction of the courts of England and Wales.

ACCEPTANCE OF GRANT

XXXXX Authority accepts the offer of Grant contained in this Grant Agreement and agrees to comply with the terms and conditions of the Grant on which the offer is made.

On behalf of XXXXX Authority

Project Manager/Project Contact

Signature:	
Name:	
Date:	
Position:	

Treasurer, Finance Officer or equivalent (if different to 2017/18)

Signature:	
Name:	
Date:	
Position:	

Bank details for grant payment (if different to 2017/18)

Bank name:	
Branch name:	
Sort code:	
Account name:	
Account number:	
Address:	
Post code:	

Signed on behalf of the Commissioner:

[Office of the PCC Use Only]

Signature:	
Name:	
Date:	
Position:	

SCHEDULE 1 – THE PURPOSE

Background to the grant stream

In 2013-14 Police and Crime Commissioners (PCCs) received funding from the new Home Office Community Safety Fund (CSF). With the introduction of the CSF, the vast majority of Home Office drugs, crime and community safety grants across England and Wales came to an end on 31st March 2013. These included:

- Drug Interventions Programme (DIP)
- DIP Drug Testing Grant
- Community Safety partnership Funding
- Youth Crime and Substance Misuse Prevention activities
- Positive Futures
- Communities against Gangs, Guns and Knives
- Ending Gang and Youth Violence programme
- Community Action Against crime: Innovation Fund
- Safer Future Communities

In 2013-14, the CSF was un-ringfenced and PCCs could use it to commission services that help tackle drugs and crime, reduce re-offending, and to improve community safety in their force area. PCCs are free to use the CSF to invest in existing programmes if they see a benefit in doing so. However, this is a decision for individual PCCs to take locally.

The allocations of the CSF to PCCs in 2013-14 were based on the existing distribution of drugs, crime and community safety grants across police force areas. Allocations of the CSF in 2013-14 were set out in the Written Ministerial Statement that the Policing Minister laid on 4 February 2013.

In Thames Valley, the Commissioner allocated funding in 2013-14 following an evaluation of previous levels of funding provided through 2012-13 Home Office drugs, crime and Community Safety grants. However, the 2013-14 Grant Letter set out an ambition to change the grant allocation process in 2014-15. The detail of those changes was consulted on with Local Authority leaders and partnership at length during 2013. The process followed and decisions taken as a result of the consultation were outlined in the 2014-15 funding letter, dated 11th November 2013, to Local Authority Leaders and Chief Executives.

The Commissioner has a duty to seek efficiency and value for money and will consult with partners about commissioning options. From time to time, the recipient may be required to cooperate with the Commissioner to review a service commissioned wholly, or in part, through the CSF grant.

A condition of the 2018-19 grant, therefore, is that Local Authorities consult with the PCC regarding any preparatory or commissioning activities planned or undertaken that involve victims of crime.

Outcome Measures and Outcome Reporting

The Commissioner is required to be accountable to the public on the Community Safety Fund spend and its impact on crime and disorder. The Commissioner proposes to monitor the contribution of CSF grants to partners and the PCC's priorities through a risk-based approach that focuses on outcomes rather than processes or targets. The high level aims, or goals, of the CSF grants encompass the priorities of the current Police and Crime Plan.

The purpose of CSF grants is to achieve one or more of the objectives of the Police and Crime Plan although the Commissioner is not prescriptive about the specific activities or services recipients deliver or commission in order to go about this.

The Commissioner's proposed approach to monitoring the grant spend involves:-
(a) a start of year 'spending plan' (using Annex C) with detailed budget lines for each initiative/project/post expected to receive funding support from the CSF grant during the year,
(b) mid-year and end-of-year financial reporting (Annex A and B),
(c) mid-year and end-of-year project reporting (Annex D),
(d) active participation and representation on Community Safety Partnerships; and
(e) assessment and assurance that local governance, planning and commissioning arrangements are effective and efficient.

A qualitative approach has been adopted due to the difficulty, often, in attributing a causal link from data measurements to the range of activities employed by partnerships seeking to improve community safety.

Note: Failure to provide performance reports on the due date are a breach of the grant conditions which may lead to the suspension or reduction of payments and escalation to the Community Safety Board or local authority Chief Executive.

Measurement Process and Outcomes

Process

- 1. Start of year spending plan providing cost and detail of each project, initiatives, or post (please note, it will not be acceptable to simply list a range of activities or outcomes with a single overall cost).**
2. Mid-Year and end of year report on projects or initiatives funded, outcomes achieved and, if requested, meeting with senior manager(s) to discuss performance against agreed outcomes, outstanding risks and continuation arrangements.
3. PCC attendance or representation at strategic-level Boards or Groups is required to implement the performance monitoring function.

Outcomes

Outcome measures and how they will be addressed is outlined below:

What	How	When
Financial regulation	Financial monitoring reports (Annex A and B)	Mid-year and end-year
	Local audit programme	Local arrangement
Governance	PCC representation at relevant strategic Boards/meetings	Quarterly
Quality assurance	Proposed spending plan (Annex C)	Start of year
	Mid- and End-Year reports (Annex D)	6-monthly
	PCC representation at relevant strategic Boards/meetings	Quarterly
	Review meetings with senior managers	As required
	Local scrutiny arrangements	Local arrangement

**SCHEDULE 2 – PAYMENT TIMING AND MONITORING INFORMATION
PROVISION PROFILE**

Period	Payment date*	Amount £
Period 1:	1 st June 2018	X
Period 2:	1 st September 2018	X
Period 3:	1 st December 2018	X
Period 4:	1 st February 2019	X
Total:		XX

***Subject to:**

This payment request will be actioned once the Commissioner is satisfied that the payment accords with the terms and conditions of the Grant Agreement.

ANNEX A

MID YEAR FINANCIAL MONITORING REPORT – April 2018 to September 2018

Please complete this in year monitoring report for the Community Safety Fund Grant, with your expenditure for the period. This report is to be returned to the Commissioner in accordance with clause 7 by 31st October 2018.

	CSF Grant Value for the funding period April 2018 to September 2018
(1) Prior period variance (if applicable) (under)/over	
(2) Total grant funding received for the funding period	
(3) Actual expenditure for the funding period *	
(4) Forecast expenditure for the funding period *	
(5) Total expenditure for the funding period (3+4)	
(6) Variance for the funding period (2-5)	
(7) Total variance for the financial year (1+6)	
(8) Forecast expenditure for future funding periods	
(9) Total forecast grant funding requirement (8-7)	

If a variance is reported in line 7, what assurances are in place to confirm that such variance will not occur at the end of the financial year?	
Any additional issues which were not anticipated at the start of the project?	

*Depending on timing of the monitoring report, information may contain an element of actual and forecast expenditure for the period and should be separated above.

CONFIRMATION BY GRANT RECIPIENT:

I confirm that on the basis of the information provided in this report, progress and costs are accurate and in compliance with the terms and conditions of the Grant Agreement:

Signature:			
Name (printed):		Date:	
Position:			
Local Authority Area:			

ANNEX C - COMMUNITY SAFETY FUND SPEND PLAN 2018/19

To be returned by end 29th June 2018 to: partnerships@thamesvalley.pnn.police.uk

Local Authority Area:		CSF Grant Allocation:	e.g. £100,000
Name of nominated Local Authority contact for CSF grant:		Name of LPA Commander (or relevant county TVP lead)	
Signature:		Signature:	
Date:		Date:	

Expenditure Title (please choose a "Title" that you can use again in the mid- and end-year returns)	Proposed Outcomes and measures (What are the aims and desired outcomes of the proposed spend line?)	Cost to CSF 2018-19	% of 2018-19 CSF grant	If part-funded by CSF, other funding source(s) and amount(s)
e.g. 1. Three IDVA posts based within xxx organisation; 2. Prevent (radicalisation) project in schools 3. Cybercrime awareness campaign.	e.g. 1. Reduction in client risk of repeat DV, measured by risk assessment form quarterly 2. To reach half of the secondary schools in the area with awareness raising face-to-face input, measured by feedback from teachers, parents and students before and after the events 3. Development of a video package and presentation at 4 events across the area, aimed at small businesses	e.g. £68,800 £2,300 £16,000	e.g. 69% 2% 16%	e.g. 1. There are six IDVA posts in total, costing £137,600, the remaining £68,800 is funded by xxx organisation 2. No additional costs, schools providing venues free of charge 3. Costs are for the video package and venue costs are not yet known but will be covered by separate funding or will be no cost.
Unallocated Amount (this amount should appear in the mid-year return advising of allocation since Spend Plan or a date when allocation is expected)	e.g. The CSP is retaining this amount for local organisations to bid Or The CSP has decided to retain this amount for any emerging areas of need	£12,900	13%	
Totals (should be 100%)		£100,000	100%	

ANNEX D - COMMUNITY SAFETY FUND SUBMISSIONS 2018/19 (mid and end of year)

To be returned by 31st October 2018 and 15th April 2019 to: partnerships@thamesvalley.pnn.police.uk

Local Authority Area:		CSF Grant Allocation:	e.g. £100,000
Name of nominated Local Authority contact for CSF grant:		Name of LPA Commander (or relevant county TVP lead)	
Signature:		Signature:	
Date:		Date:	

Expenditure Title (please use the same "Title" that was provided in the Spend Plan)	Reportable outcomes and measures (What are the aims and desired outcomes of the proposed spend line?)	Spend as at end Sept 2018	Additional Information
e.g. 1. Three IDVA posts based within xxx organisation; 2. Prevent (radicalisation) project in schools 3. Cybercrime awareness campaign.	e.g. 1. 342 clients worked with in Q1 and Q2 with 64% of them reporting a reduction in risk 2. Events taken place at 14 primary schools, reaching 386 students, 453 parents and 7 teachers. Feedback surveys completed by 89% of attendees with positive outcomes reported (including 3 referrals for further support). 9 more schools scheduled and an evaluation report will be completed by Jan 2019 3. Video package has been developed and signed off by CSP. It will be made available for the 4 planned events and will also be a future asset to the CSP.	e.g. £34,400 £1,900 £16,000	e.g. 1. The IDVA service is on track with 50% of allocation spent at mid-year. 2. xxx organisation is funding £750 for an independent evaluation report. More schools were interested than originally anticipated so fund allocation for this project will be £3k (was £2,300). 3. Full £16k planned has been spent as project costs are front loaded on development of the video.
New Expenditure Allocations (i.e. those that weren't in the spend plan)	Proposed / Reportable outcomes and measures	Cost / Spend	Additional Information
e.g. 4. Contribution towards Youth Summer targeted xxx project	e.g. 4. xxx organisation launched a new initiative for young people not in education / training / employment to engage with a summer project that xxx. The project engaged with 30 boys aged 13-17	£4,500	4. The project total costs are £20,000 and is being funded by a number of contributors including the Youth Service, YOT and Parish council. The CSF allocation is approx. 25% of the total project cost.

5. FGM Training	<p>over a 6 week period and saw the following reductions in crime & ASB: [insert data]</p> <p>5. An expert speaker is being arranged to provide 4 FGM training sessions for front line workers. This is planned for November 2018 and January 2019. It aims to train 80 staff who will be upskilled in identifying and reporting FGM. It is hoped that this will result in an increase in reports and cases and better engagement with targeted sections of the community.</p>	£2,000	5. Training venues are free and hospitality costs are being borne by the host locations (e.g. tea. coffee etc). If successful, this could be replicated in other local areas.
<p>Unallocated Amount (this amount should appear in the mid-year return advising of allocation since Spend Plan or a date when allocation is expected)</p>	<p>e.g. The CSP still has a small amount of unallocated CSF which it plans to use in the area of Reducing Re-offending. The decisions on this funding will be made at the Dec CSP meeting.</p>	£5,700	