



**MAYOR'S SAFER COMMUNITIES FUND**  
**- Guidance notes for applicants**

**1. Funding Rounds**

The Mayor's Safer Communities Fund (MSCF) is a grant giving scheme which is designed to make funding easily accessible for projects that aim to make West Yorkshire safer and feel safer.

Grant rounds are allocated in line with the cross-cutting themes and priorities in the draft Police and Crime Plan. The draft Plan can be found [here](#).

Grant Round	Opens to applicants	Closes to applicants	Awards Evening
Grant Round 7	11 November 2024	13 December - Midday 12:00 Noon	17 March 2025 TBC 18:30 – 20:30 (refreshments from 18:00)

**You should not apply for funding for Grant Round 7 if you cannot commit to attending the awards evening.**

Groups can apply for funding:

- **Pot 1 - £15,000 - £20,000**
- **Pot 2 - Up to £10,000** - Please note there is no lower limit.
- **Pot 3 - Collaboration Pot** (e.g., up to 4 groups can apply for max £80,000. The application will require you to evidence collaborative working.)

**2. Who can apply?**

Voluntary and Community Groups, Charities and not-for-profit groups, West Yorkshire Local Authorities and Statutory Agencies including West Yorkshire Police employees.

**West Yorkshire Police employees must** ensure that their application has been reviewed by the Income Development Team. This ensures that local delivery is in line with West Yorkshire Police objectives. They can also sign post you to other funding opportunities. West Yorkshire Police projects must be delivered in partnership with a Voluntary, Community or Social Enterprise organisation.

**Your application will not be considered if it has not been reviewed by a member of the Income Development Team, please email:**

[incomedevelopment@westyorkshire.police.uk](mailto:incomedevelopment@westyorkshire.police.uk)



### **What the Mayor's Safer Communities Fund won't support**

Private Companies, General appeals, funding for longer than 12 months, projects taking place outside West Yorkshire, pure academic research, educational bursaries, travel projects\*, individuals, work that forms part of a statutory requirement, food for foodbanks, refreshments including food and/or beverages, the replacement of statutory funding or retrospective grants. Long term capital projects or short-term capital projects over 12 months.

\*Transport costs can be included if within West Yorkshire and as part of a wider project

\*\*Long term capital projects are defined as those which require relatively large sums of money to acquire, develop, improve, and/or maintain a capital asset (such as land or buildings). Short term projects which fit the fund limit and the provision that money must be spent within a year of allocation will be considered.

### **Repeat or multiple applications**

Applications for the same project, but which aim to cover more than one district must be submitted under one application.

You must determine which grant pot you wish to apply for, you can not apply for more than one pot.

**If you are currently delivering a Mayor's Safer Communities Fund Project worth £10k or less, you can apply to Pot 1 - £15k-£20k or Pot 3 – Collaboration Pot.**

You can only reapply to the up to £10,000 pot once you have completed and returned a satisfactory evaluation and finance form.

## **3. Working with partners**

### **Neighbourhood Policing Teams**

The Policing and Crime Team will contact your local Neighbourhood Policing Team (NPT) to ask them if they think your project will achieve its aims to make the community safer. For more information about your NPT, the area they cover and the important role they have in your community please visit <http://www.westyorkshire.police.uk/npt>

### **Partnership Working**

**We welcome applicants who are demonstrating they are working in partnership**, this includes community, statutory and non-statutory partners including Community Safety Partnerships. You can find out more about your local Community Safety Partnership by following this link <https://www.westyorks-ca.gov.uk/policing-and-crime/mayor-s-safer-communities-fund/community-safety-partnerships/>



You can find out more about the projects which have been previously or currently funded by the former PCC under the SCF by looking at the successful applicants on the website <https://www.westyorkshire-pcc.gov.uk/safer-communities-fund/successful-applications>

#### **4. Completing the online application**

[Click here](#) to be taken to our website where you can access the online application form, grant round guidance notes, terms and conditions, deadlines and grant round news.

**It is very important that you read all the information before you start your application.**

#### **TIPS TO SUPPORT YOUR APPLICATION - PLEASE READ**

- Make sure the email addresses you provide are accurate, active and working; you must provide two different addresses **OR YOUR APPLICATION WILL BE REJECTED**. NOTE: This is our main method of contact.
- After progressing past page one, your application can be saved and returned to at a later date. On saving the application you will receive an email from Smart Survey. The email contains a web link that will take you back to your part finished application (please be aware that the email may be filtered into your junk mailbox).
- You will have an option to print your form once you have completed the application, you should do this for your reference as you will be evaluated on this at the end of the project (if successful).
- Be clear and to the point; take note of words which are underlined as they are valuable prompts as to what should be included in your answer.
- Complete all required fields and stick to the word limits using them to your advantage - if you run over, the form will automatically generate an error.
- **Questions 3, 4 and 5** - We will map the location of projects to analyse the impact of the fund so you must be clear about the district(s) and ward(s) which your project will be working in.
- **Question 9, 10 and 11** - When you describe your project you should provide clear evidence of the need for your project and the impact it will have in your community. Ensure you talk about the outcomes of your project, including how you will measure and deliver them.



- **Questions 12b and 12c** - Ensure your project aligns to the cross-cutting themes and priorities/ areas of focus; **you will need to explain and evidence why this is the case in Question 13. It is much better to provide strong evidence for one theme and one area of focus, than to provide weaker evidence for more.**
- **Questions 14, 15 and 16** - Be clear and specific about who will benefit from your project, where the project referrals are made from (if any) and give an estimate of the number of people who will be impacted.
- **In Questions 18 and 19**, consider the amount you wish to apply for and the breakdown of these costs. Your project needs to demonstrate value for money. This could include staffing costs, venue hire etc. Please spend smartly as your project may be compared against other similar projects.

**PLEASE NOTE REFRESHMENTS ARE NOT COVERED BY THE FUND.**

- Make your financial information thorough, clear and easy to read - check and re-check the accuracy of any financial information and calculations before submitting your application. **If you fail to provide an accurate breakdown your application will be rejected.**

**Example question 18 – Value up to £10,000.00**

Item/resource	Quantity	Cost (per unit/resource)	Total Cost	Additional Notes (If required)
Room Hire/Rent	20hrs	£15 per hour	£300	
Staffing, Session Sports Worker	20hrs	£15 per hour	£300	
Volunteers expenses	20hrs	£5 per hour	£100	
Art Equipment	1		£300	paper, paint, brushes, pencils/crayons
Sports Equipment	1		£200	balls, cones, bibs, badminton racquets and shuttlecocks
Trip to bowling			£53	20 young people



- **In Question 24**, you must declare any other funding to your project and its status.
- The Policing and Crime Team can review your application once it has been started online. Once submitted the online system also provides data as to the length of time taken to complete the application submitted as well as the date and time submitted.

## **5. Understanding the Application Process**

On submission of an application to the Mayor's Safer Communities Fund you will be agreeing to our Terms and Conditions ([click here](#) for a copy).

You will also be agreeing to provide financial/evaluation information after completion of the project. If the information is not provided, we reserve the right to recall the funds awarded. **You must keep records showing how you have spent the grant, including receipts and or invoices for a period of at least six years after the end of the funding period. The Safer Communities Fund Team may ask you to provide proof of spend at any time during this period for auditing purposes.**

All applications will be assessed and scored by the Mayor's Safer Communities Fund Board ahead of a Board Meeting to discuss the applications.

Neighbourhood Policing Teams, appropriate West Yorkshire Police Departments and the Violence Reduction Unit will also have the opportunity to comment on applications before a final decision is made. The final decision on which applications will receive funds lies with the Mayor.

All applicants will be notified of the outcome of their application via the email address given on the form; it is your responsibility to provide an accurate email address **AND** an alternative email which we will use if we experience any difficulties.

**You will be notified of the outcome of your application w/c 17 March 2025.** We aim to ensure that all funds will be awarded up to 1 month after notification via BACS (Bankers Automated Clearing Services). You will not be asked for your BACS details until we have confirmed your application has been successful. If you fail to provide the finance information required after 30 days, the grant offer will be withdrawn.

## **6. Unsuccessful Applications**

Notification of an unsuccessful application is not feedback, if you would like feedback on an unsuccessful application, please email the team at the below address. Once requested the feedback will be provided to the named applicant prior to the next Grant Round opening.



On occasion we are approached by other funders or support organisations e.g., the VCSE Sector. You will have an opportunity to agree to your contact details being shared as part of your application process.

## **7. Contact Details**

If you have any queries about the Mayor's Safer Communities Fund or questions about making an application, please contact us.

### **Our preferred method of contact is always email.**

 **safercommunitiesfund.pc@westyorks-ca.gov.uk**

 Mayor's Safer Communities Fund Team,  
Wellington House  
40-50 Wellington Street  
Leeds  
LS1 2DE

 **0113 3481740** (Please leave a message and a member of our team will get back to you).