



Safer Neighbourhoods Initiative Community Fund

Guidance

The Safer Neighbourhood Initiative Community Fund has been set up by the council to help fund practical and sustainable solutions to locally identified and evidenced problems relating to crime, antisocial behaviour and community safety in neighbourhoods across Norwich.

What can the fund pay for?

The fund will make a **one-off payment** towards practical measures and activities at a local neighbourhood level to help:

- reduce or deter crime and antisocial behaviour
- increase residents feeling of safety in the neighbourhood
- support the detection of crime
- encourage and increase the appropriate reporting of crime and antisocial behaviour

A separate application process and funding criteria is in place specifically for alley gates.

Guidance for that element of the fund is available on the Norwich City Council website or by enquiry to communitysafety@norwich.gov.uk

Who can apply?

Applications are welcome from groups of people living or working in the direct community where work or activities are being proposed.

A lead applicant or lead applicants will need to be agreed by the group. The lead applicant/s will be responsible for submitting the application and responding to any requests for further information.

Applications that involve physical installations will need to be signed by all relevant property owners and any other people affected. Applicants will also need to demonstrate agreement and the means to maintain any funded installations and future liabilities.

For proposals exclusively on Norwich City Council housing land or other social housing provider land the beneficiaries means the tenants/leaseholders and landlord. Applications from residents on council housing land will be

advised at the expression of interest stage about the level of agreement required from residents and landlord.

Groups do not have to be formally constituted although that may be a requirement in some circumstances. If the group needs or wishes to become formally constituted then the council may be able to provide some support to do that.

How much will the fund contribute to a particular solution?

Successful applications will receive between 5 per cent and 95 per cent of the total cost.

The percentage offered will be determined on a sliding scale that will take into account:

- the number of beneficiaries
- any benefit to particularly vulnerable people/households/groups
- level of deprivation in the area
- impact on demand to council and other public services
- assessment of alternatives
- how far the proposal meets the fund objectives

We wouldn't expect to contribute more than £2,000 to an individual project but will review each proposal on a case-by-case basis.

Application process and timescales

All forms and evidential documentation should be sent electronically to communitysafety@norwich.gov.uk.

Alternatively, you can post everything to:

Tim Bacon
Safer Neighbourhoods coordinator
Room 44
City Hall
St Peters Street
Norwich
NR2 1NH.

STAGE 1: Complete the expression of interest form

The first step for potential applicants will be the submission of the expression of interest form which is available on the council website.

The expression of interest will need to include (but is not limited to):

- a summary of the issue
- evidence
- summary of what has already been tried to resolve the issue and why it didn't/wouldn't work
- summary of the proposed measures or activity
- name and contact details for lead applicant/s
- confirmation you have discussed the issue with your safer neighbourhood co-ordinator

STAGE 2: Receipt of expression of interest form

The council aims to acknowledge receipt of form within 5 working days.

The safer neighbourhood co-ordinator will review the details and contact the applicant to discuss the proposal.

Applicants should expect to be contacted within 10 working days from the date of acknowledgement to arrange this discussion.

STAGE 3: Outcomes

1. The applicant may be signposted to alternative sources of funding or support if appropriate.
2. The applicant will be advised that the proposal can progress and that they should advance to the next stage and complete the full application. Advice on completing that can be discussed at the stage also such as planning permission required etc.
3. The applicant will be notified that their application will not proceed and the reasons why.

STAGE 4: Full application

The applicant will be advised by the co-ordinator to complete the full application form following stage 2.

The co-ordinator will be able to offer advice on the application and process. This may include signpost applicants to sources of data to support their application.

It is ultimately the applicant's responsibility to carry out the engagement with potential beneficiaries, assessment of alternatives or obtaining quotes/permissions.

Applications will be expected (but not limited) to consider and undertake the following where appropriate:

- Identify the community safety issue and its impact on residents and community members
- Provide evidence of the scale, duration and frequency of the problem from residents and police
- Demonstrate that other possible solutions to the issue have been explored e.g. increasing police patrols, increased natural surveillance of the area by police or residents, reclaiming the space for community use
- Identify how the proposed solution is likely to be effective and how this will be measured
- Evidence support from the local police safer neighbourhood team
- Include confirmation of any match-funding requirement
- Evidence crime and/or antisocial behaviour through data obtained from the police and council
- Supply details of what alternative solutions have already been considered/tried, for what duration and the subsequent outcome of these.
- Outline the three quotes for equipment or services required

If planning permission is required, then the fund may be able to pay the cost of the planning application up front as part of any possible successful application. Advice on this will be given by Norwich City Council's planning service and/or the coordinator at the expression of interest stage.

If the proposal is for any installation that restricts access, then access for statutory and emergency services and for people with a range of disabilities needs to be considered and resolved.

Applications will be assessed by a panel of council officers and final decisions are made approximately within a month of receipt of the full application.

Before submitting your application, it might help to complete the check list below to ensure you have included everything you need:

- Read the Safer Neighbourhoods Initiative Community Fund guidance.
- Enclose a plan/Google map street image of the area in question.
- Receive support from the local police safer neighbourhood team.
- Provide the written consent from all legal owners of the properties directly affected by the proposal (if appropriate).

- To provide evidence of the issue by including residents feedback and council and/or police data.
- Agree lead resident/s who will be responsible for managing the implementation of the works and ensuring obligations for future repair and maintenance are met.
- Carry out an assessment of alternative solutions and the potential outcomes.
- Assess any requirements for planning permission and obtained planning permission where necessary.
- Obtain and provide three quotes for the equipment/work (value for money is key but Norwich City Council also seek to support local businesses).

STAGE 5: Implementation of proposals

Details of the implementation of successful proposal will be discussed at both the expression of interest and full application stages.

The expectation is that the proposal will be implemented and project managed by the applicants.

Applicants will need to prove they have the match-funding in place before the council will release any funds.

The council reserves the right to use photographs of funded projects for publicising and promoting the scheme and successful outcomes. No individuals will be identified in any promotional material without their consent.