



**POLICE AND CRIME PLAN RESERVE  
APPLICATION FORM 2013/14 FOR GRANT OF UP TO £5000**

**Name of Organisation**                      **Lowestoft Neighbourhood Watch Assoc.**

**Contact Point**                              **Brian Sivyer, Chairman    Tel No. \_\_\_\_\_**

**Project/event**                                **Assistance with printing of leaflets/envelopes**

**Date of event (if applicable)**        **N/A**

What are you seeking to achieve from undertaking this project/event?

Funding required to support printing of leaflets in relation to 'Setting up a N/W Scheme' and 'Top tips to help prevent a Burglary' plus a letter from local Policing Commander aimed at residents on Home Security.

Also provision of 1500 envelopes to be marked with logos and 'Welcome to our Neighbourhood' (500) and 'Home security advice to protect your property' (1000).

Previously there was a reliance on Constabulary resources and the cost is beyond the resources of the Association.

How does this project/event support the objectives set out in the Police & Crime Plan?

The aim is to promote crime reduction and N/W in the Lowestoft area and fits directly with Objective 3 in the Police & Crime Plan.

When do you expect to complete this project/event and what are the expected outcomes?

Once printing is complete and delivered, distribution will start via the local Cadet Unit and N/W volunteers.

Amount applied for - approximately £ 260

Please provide a breakdown of costs:

Leaflets and letter - £200

Envelopes - £47 plus £10 printing.

**In submitting the application you must have regard to the following grant conditions :**

- (i) The fund will be allocated to projects, initiatives or events in Suffolk which support the objectives set out in the Police & Crime Plan;
- (ii) These grants are one-off payments that can be used to pump-prime an ongoing project or pay for a one-off event;
- (iii) The PCC will not be responsible for funding any on-going costs associated the project/initiative;
- (iv) In normal circumstances the funding will not be made available to support staff salaries, core business activities, overheads/costs associated with business administration or capital projects of the recipient;
- (v) Projects approved under this process should be completed in the financial year 2013/14 and only in exceptional circumstances will a carry-forward be agreed;
- (vi) All under-spends must be returned to the PCC;
- (vii) By accepting the award the recipient makes a commitment to acknowledge the PCC's support publically and must acknowledge the PCC in all promotional work, as well as display the PCC's logo in all publicity associated with the initiative;
- (viii) All recipients of funding will be expected to provide information on outcomes, including a written summary on how the project supported objectives in the Police & Crime Plan (a monitoring form will be made available to help with this process). The PCC also reserves the right to hold the recipient to account at the Accountability & Performance Panel;
- (ix) The award may not be used to support or promote political or religious activity.

***Please e-mail completed forms to Ian Rands, Business Manager, Office of the Police & Crime Commissioner at [ian.rands@suffolk.pnn.police.uk](mailto:ian.rands@suffolk.pnn.police.uk). The outcome will be notified to you as soon as possible.***

**Applications for funding that exceed £5000 will be considered against the principles set out on page 24 of the Police & Crime Plan.**

**Applications approved under this process will be published on the PCC's website.**