



CRIME AND DISORDER GRANT

CONDITIONS OF AWARD

1. The Crime and Disorder Grant is awarded in accordance with the following provisions:
 - 1.1 The award of Crime and Disorder Reduction Grants will be made directly by the CSP¹ to grant recipients.
 - 1.2 Funds must be utilised for the purposes of crime and disorder initiatives and activities which will deliver against the PCC's Police and Crime Objectives (as outlined in the Police and Crime Plan).
 - 1.3 The award of all grants must be based on robust business cases which clearly set out the success criteria (e.g. intended outcomes, milestones, risks, etc.) and specifically how the initiative for which funding is sought will deliver clear and measurable outcomes against the PCC's Police and Crime Plan objectives (see Appendix 1 of the Plan).
 - 1.4 Applications must be assessed by the CSP with good practice principles in mind. This includes amongst other things guidance on commissioning issued by the Association of Policing and Crime Chief Executives and Suffolk County Council, and having due regard to equality, diversity and human rights issues.
 - 1.5 Due to the current financial uncertainty grant awards will be confined to initiatives/projects that will be completed in the financial year 2013/14. Where there is a possibility that an initiative will not deliver outcomes until beyond 2013/14 or may require financial support beyond 2013/14 approval must be sought from the PCC prior to awarding any monies.

¹ The term CPS should be taken to mean the five Suffolk Community Safety Partnerships (Babergh, Ipswich, Suffolk Coastal, Waveney, West Suffolk) plus the Safer Suffolk Partnership Board (SSPB).

- 1.6 Funding will not normally be given beyond the current financial year 2013/14. If there is a possibility that an initiative will require funding beyond 2013/14 approval must be sought from the PCC prior to awarding any monies. Applicants must also be able to demonstrate how they can work towards a self-sustaining position
- 1.7 The CSP must be able to demonstrate that they are managing the grant in an efficient and effective manner, and actively seeking to minimise bureaucracy and streamline processes in order to deliver the best possible outcomes.
- 1.8 Grants should not normally be used to fund posts in order to avoid a long commitment. If, as an exception, it is proposed to fund a post, approval must be sought from the PCC prior to awarding any monies.
- 1.9 Transfer of funds from the PCC to grant recipients will generally be made on a quarterly 'in arrears' basis. The arrangements will be agreed between the CSP and the PCC.
- 1.10 Funds will not be used towards any costs associated with overheads/administration costs.
- 1.1. By accepting a grant from the PCC Community Safety Partnership make a commitment to acknowledge the PCC's support publicly and must acknowledge their funding from the PCC in all their promotional work. Recipients must display the PCC's logo in all publicity for the life of the initiative. Logo artwork can be provided upon request. Any exceptions must be agreed with the PCC.
- 1.2. Each CSP will formally report on the process for awarding grants and on outcomes and progress of projects to the PCCs public accountability meetings. It is proposed that progress is reported to the PCC's Accountability and Performance Panel on the following dates:
- 13 August 2013
 - 31 October 2013
 - 5 December 2013

Home Office Grant Conditions

2. Grant recipients will also need to comply with any relevant conditions relating to the Community Safety Fund awarded to Suffolk PCC, as specified by the Home Office in Annex B. When considering this grant agreement the following definitions will apply:

- In this context the '**Authority**' should be taken to mean the Police and Crime Commissioner for Suffolk.
 - The '**Recipient**' should be taken to mean the West Suffolk Community Safety Partnership for Suffolk, herewith referred to as the 'Recipient'.
3. While all the conditions set out in Appendix C are relevant your attention is particularly drawn to the following which are relevant:
- 3.1. The Crime and Disorder Reduction Grant will apply for one year only (2013/14). From 2014/15 community safety funds will be rolled in with the main Police Grant.
 - 3.2. Payment of the grant will be made in arrears within 21 working days of the receipt of a payment request and with the required monitoring information.
 - 3.3. In order for any payment to be released, the PCC will require the CSP to:
 - 3.4. Have signed and returned a copy of this grant letter to the PCC;
 - 3.5. Have provided appropriate bank details, and
 - 3.6. Be in compliance of the terms and conditions of this grant letter.
 - 3.7. The PCC reserves the right to withhold all or any payments of the grant if the PCC has reasonably requested information/documentation from the CSP and this has not been received by the PCC in the timescales reasonably required.
 - 3.8. The PCC cannot pay the grant in advance of need. If the PCC reasonably believes that payment is being made in advance of need, may change the timing and/or the amount of any outstanding grant payments.
 - 3.9. Eligible expenditure consists of payments by the CSP for the purpose of this grant.
 - 3.10. An end of year monitoring report, containing a detailed breakdown of expenditure for the entire grant, shall be presented to the PCC on or before 30 April 2014 (date to be agreed with the PCC).
 - 3.11. The funds provided under this grant may not be used to purchase capital items.
 - 3.12. The grant is made only on the condition that the PCC receives the grant monies from the Home Office. Should such monies not be received the Authority owes no obligation to the CSP in respect of the funding. Should the Home Office for whatever reason require the repayment of the grant funding from the PCC then the funding should be repaid to the PCC.

- 3.13. The PCC would expect reasonable access to any records and information held by the CSP as well as its reasonable assistance should it be necessary for the PCC to complete any returns to the Home Office.

ACCEPTANCE OF CRIME AND DISORDER REDUCTION GRANT

The West Suffolk Community Safety Partnership accepts the offer of Crime and Disorder Reduction 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 the **WEST SUFFOLK COMMUNITY SAFETY PARTNERSHIP:**

Signed on behalf of the West Suffolk Community Safety Partnership

Signature	
Name:	
Date:	
Position:	

Chief Finance Officer for the Community Safety Partnership

Signature	
Name:	
Date:	
Position:	

Bank details for grant payment

Bank name:	
Branch name:	
Sort Code:	
Account name:	
Account number:	
Address:	
Postcode:	

Signed on behalf of the Police and Crime Commissioner for Suffolk:

Signature	
Name:	
Date:	
Position:	