



## **Aberdeenshire Community Safety Partnership**

### **Local Community Safety Group**

#### **Bid Application Guidance**

##### **Local Initiative Funding from Your Local Community Safety Group**

The Aberdeenshire Community Safety Partnership supports each Local Community Safety Group to provide support for local initiatives. In particular applications that aim to further the strategic priorities of the partnership, which are to:



- Reduce problems arising from Substance/Alcohol misuse
- Reduce Vandalism in Aberdeenshire
- Road Safety for Young Drivers in Aberdeenshire
- Initiatives to tackle Antisocial Behaviour in Aberdeenshire specifically linked to the priorities set out in the ASB Strategy

##### **Eligibility Criteria**

The projects that we currently help fund fall into these general areas:

- Production or purchase of educational resources
- Educational workshops and training including peer-led education
- Public education campaigns
- Theatre in Education projects

**Local Community Safety Groups accept applications from:**

- Local Groups or organisations
- Registered charities
- Other voluntary organisations

We do **not** accept applications from profit-making organisations or from individuals.

**Funds are available for any part of specific Local Community Safety Group Area in Aberdeenshire and for any age or population group.**

**The Local Community Safety Group is unlikely to support:**

- Campaigns that do not have impact evaluation built in from the planning stage and which cannot demonstrate how they will make a difference.
- Individual research projects or studentships, scholarships;
- An organisation's core running costs (e.g. wages, rent, etc);
- Leaflets that simply advertise services that an organisation provides;
- Sponsorships, self-publishing and advertising;

**The minimum grant that we award is £50 and the normal maximum is £1000.**

We will not normally consider grants for above this amount. We always look for evidence that you have sought other avenues of funding if this is required to make up a shortfall.

## **How to Apply**

This is a rolling programme with no application deadlines. However you should apply at least two months before your project is due to start.

All applications for funding should be made using our application form which is available to download from our website at [www.aberdeenshirecommunitysafety.org.uk](http://www.aberdeenshirecommunitysafety.org.uk)

Where you are planning a public education campaign or design of a resource, we normally ask that you send us **draft artwork** or at least the kind of message that you want to promote, with your application.

Please send printed applications by e-mail or in the post to the designated secretary of the Local Community Safety Group in the area that your project will be having the most impact.

Details of the respective secretaries can be found at [www.aberdeenshirecommunitysafety.org.uk](http://www.aberdeenshirecommunitysafety.org.uk)

## **What happens next?**

When we receive your application you will receive an acknowledgement receipt of it by email or in the post, as soon as possible. Applications then receive an initial evaluation to determine whether they are eligible for funding.

**Applications are then evaluated against the following general criteria:**

- Does the proposal contribute to our strategic priorities?

- Is it efficient, offering good value for money?
- Is it able to demonstrate that it will make a tangible difference to its beneficiaries (evaluation component built in)?
- Does the project engage intensively with beneficiaries?
- Is it innovative in its approach, offering learning potential?
- Is it unable to take place or would its impact be significantly reduced without our support?

We often need to ask you questions about your project and we will normally do this by email or by phone or by inviting you in person to present the proposal at a Local Community Safety Group meeting.

You will normally receive a reply with our final decision between *five and ten weeks* after receiving your initial application, depending on how complex the application is.

### **If we agree to fund your project**

We will send you a letter to confirm this. You will then need to invoice the specific Local Community Safety Group for the sum agreed. You should allow *30 days* for us to process the invoice and send your cheque

We will normally publish a short description of your project on our website under project profiles.

### **We ask that all projects that we fund:**

- acknowledge the specific Local Community Safety Groups contribution in associated literature and publicity;
- use the Aberdeenshire Community Safety logo where appropriate;
- complete our Evaluation Form or your own version of project evaluation;
- send us hard copies of any materials (e.g. videos, posters, etc) that are produced as part of your project.

Funds are given for the specific purposes agreed in your application. Where for any reason a project undergoes significant change after receiving funding agreement from The Aberdeenshire Community Safety Partnership you must contact us and tell us about it.

### **If we do not agree to fund your project**

We will write to you explaining why. This will not normally preclude you from applying again, unless you are ineligible to apply in the first instance. We are always happy to give advice informally over the phone on 01224 664293 or by contacting by e-mail at [keith.lawie@aberdeenshire.gov.uk](mailto:keith.lawie@aberdeenshire.gov.uk)