



**Home Office**

**The Neighbourhood and Home Watch  
Fund**

**Making communities safer**

# Application Form

<b>Organisation Name</b>	Leicestershire Neighbourhood Watch Association
<b>Project Name</b>	Distraction Burglary Calendar Campaign
<b>Grant Reference Number (for internal use only)</b>	

## **Welcome to the Neighbourhood and Home Watch Fund**

This application form is for voluntary and community organisations that wish to apply for a Neighbourhood and Home Watch Fund grant. These are grants of between £1,000 and £50,000 to support new and existing Neighbourhood and Home Watch groups to make homes safer. The fund sits alongside the Safer Homes Fund, and a separate form is available for these grants at [www.grantsadmin.co.uk](http://www.grantsadmin.co.uk)

**Before completing your application, please make sure you have read the guidance.**

Your answers can be word-processed or handwritten. If typing, please use a minimum 11pt Arial or Times New Roman typeface. If handwriting, please make sure that they are easily legible and written in black ink. Further copies of this form and the associated Guidance are available in electronic or hard copy format from the funding team at [saferhomes@grantsadmin.co.uk](mailto:saferhomes@grantsadmin.co.uk).

Applications will be assessed solely on the information given on this Application Form. When completing the form please ensure you adhere to the word limit as additional text will not be considered. If you amend any of the questions on this form, it will invalidate your application. Do not enclose any additional information unless it is requested as part of the process.

If, having read the Guidance, you still have questions, you may want to visit the website at [www.grantsadmin.co.uk/neighbourhoodwatch](http://www.grantsadmin.co.uk/neighbourhoodwatch) and review the Frequently Asked Questions and Answers. This will be updated at regular intervals.

**You must submit one signed, original hard copy of your application before the deadline. We would very much appreciate it if you would also send us a copy of your application, in electronic format, to [saferhomes@grantsadmin.co.uk](mailto:saferhomes@grantsadmin.co.uk)**

Please note that the final deadline for receipt of completed forms is:

**12pm Friday 31<sup>st</sup> July 2009**

Applications need to be sent to:

Grants Programme Administrator  
2<sup>nd</sup> Floor  
154 Great Charles Street  
Queensway  
Birmingham  
B3 3HN

**Please note applications received after this deadline will not be considered.**

It is recommended that applicants obtain proof of delivery.

We will acknowledge all applications within 5 working days. If you need further help and advice, please contact:

Telephone: 0845 543 0329

Email: [saferhomes@grantsadmin.co.uk](mailto:saferhomes@grantsadmin.co.uk)

Website: [www.grantsadmin.co.uk/neighbourhoodwatch](http://www.grantsadmin.co.uk/neighbourhoodwatch)

## Section 1 – Organisation details

### 1.1 Main contact details

Please fill in the following details about the person in your organisation who will be the main contact for your application. We will contact this person to discuss the application in more detail should we need any further clarification.

Name of main contact

Title	Mrs	Forenames (in full)	Marion Ann	Surname	Lewis
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Position or job title
Police Community Volunteer – County NHW Association Treasurer

Address for correspondence including postcode	
Harborough Police Station, Fairfield Road, Market Harborough Leicestershire	
Postcode	LE16 9QJ

Phone number 1 (or textphone)	Email address
0116 2483871	nhwn.1@btinternet.com
Phone number 2 (or textphone) if applicable	Fax number (if applicable)
077131 53596	01858 440470

Please tell us if we should be aware of any particular communication needs your main contact has. This might include textphone, sign language, large print, audiotape, or Braille.

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### 1.2 Governing document

Does your organisation have a set of rules, memorandum of understanding, or constitution?

Yes    x                      No

### 1.3 Type of organisation

Please confirm the type of organisation as stated in the governing document, giving the registration number where appropriate (please complete all those that apply).

Type of Organisation	Registration Number
Registered charity	1122598
Not-for-profit company	
Social enterprise	
Unincorporated and not registered as a charity (please put a cross [x] in the box if applicable)	<input type="checkbox"/>
Other (please specify)	

### 1.4 When was your organisation founded?

Please state the month and year in which your organisation was established.

March 2006

### 1.5 About your organisation

Please tell us about your organisation and what it does (maximum of 150 words).

Constituted in partnership with Leicestershire Constabulary, we represent ALL Neighbourhood Watch members registered with the Police within the Leicestershire Constabulary area. The Association provides services FREE OF CHARGE for and on behalf of ALL Watch schemes and groups of schemes/associations in the Leicestershire policing area that are registered with the police.

**1.6 Management**

Does your organisation have an **active** management team of at least three people (who are unrelated)?

Yes  No

**1.7 Bank account**

Does your organisation have a bank account in the name of the group, with at least two unrelated signatories?

Yes  No

If no, do you understand the requirement to set one up should you be granted funding?

Yes  No

**1.8 Signed accounts**

Does your organisation have recent signed accounts?

Yes  No

**1.9 Financial controls**

Does your organisation have a policy on financial controls and management?

Yes  No

**1.10 Safeguarding policy**

Does your organisation have appropriate policy/processes for safeguarding Children and Vulnerable Adults?

Yes  No

### 1.11 Police Registration

Has your organisation registered with the local police?

Yes x

No

### 1.12 Income and Expenditure

What has been your annual income and expenditure in the past two years?

Financial year	Or state your own financial year	Annual income £	Annual expenditure £
2007 – 2008 please estimate if accounts not yet prepared	January - December	255.40	57.90
2006 – 2007	January - December	467.35	132.65

### 1.13 Partners involved in project delivery

If you are intending to deliver this project in partnership with other organisations, please advise who they are and give a brief description of their role.

Please only include partners if they have agreed to be involved in the project.  
(Max. 50 words per partner)

Name of Partner	Role
Leicestershire Trading Standards	Assisting in compilation and design of relevant distraction burglary and bogus caller warning messages
Leicestershire Fire & Rescue Services	Assisting in the design of relevant fire safety messages including smoke detector advice and fire safety checks
Leicestershire Adult Social Care Services	Distribution of calendars to vulnerable adults at luncheon clubs, via meals on wheels services and mobile libraries
Leicestershire Constabulary	Providing in kind support of all office facilities. Identifying elderly and vulnerable victims of crime and distribution by Safer Neighbourhood Team staff in hard to reach areas.
Safer Leicester Partnership	Identification of vulnerable adults through residents & tenants associations, assisting with setting up of NHW schemes in areas of hard to reach groups.

## Section 2 – Your Safer Homes proposal

### 2.1 Project location

Which geographical location(s) will you be working in? Please tick each one.

#### East Midlands

Derby   
 Leicester   
 Northampton   
 Ashfield   
 Nottingham

#### North East

Middlesbrough   
 Durham UA   
 Newcastle upon Tyne   
 Sunderland

#### Wales

Cardiff   
 Rhondda Cynon Taff   
 Swansea   
 Newport

#### Eastern

Luton   
 Central Bedford UA   
 Cambridge   
 Peterborough UA   
 Southend

#### North West

Bolton   
 Bury   
 Manchester   
 Oldham   
 Rochdale   
 Salford   
 Stockport   
 Tameside   
 Trafford   
 Wigan   
 Preston   
 Knowsley   
 Liverpool   
 Sefton   
 Wirral

#### West Midlands

Stoke on Trent   
 South Worcestershire   
 Birmingham   
 Coventry   
 Sandwell   
 Solihull   
 Walsall   
 Wolverhampton   
 Redditch

#### London

Barking & Dagenham   
 Barnet   
 Bexley   
 Brent   
 Bromley   
 Camden   
 City of Westminster   
 Croydon   
 Ealing   
 Enfield   
 Greenwich   
 Hackney   
 Hammersmith & Fulham   
 Haringey   
 Harrow   
 Havering   
 Hillingdon   
 Hounslow   
 Islington   
 Kensington & Chelsea   
 Lambeth   
 Lewisham   
 Newham   
 Redbridge   
 Southwark   
 Waltham Forest   
 Wandsworth

#### South East

Portsmouth   
 Reading UA   
 Slough UA   
 Windsor & Maidenhead UA   
 Wycombe

#### Yorkshire & the Humber

Kingston upon Hull   
 North East Lincolnshire   
 North Lincolnshire   
 York   
 Doncaster   
 Rotherham   
 Sheffield   
 Bradford   
 Calderdale   
 Kirklees   
 Leeds   
 Wakefield

#### South West

City of Bristol UA   
 Plymouth   
 Bournemouth   
 Gloucester   
 Torbay

## 2.2 Priority activities

Which priority activity/activities are you applying for?

Your proposal must include making homes more secure and can also be related to the activities listed below. Please cross [X] the box of all that apply.

Helping people to secure homes	
Warning people about crime in their area and giving prevention advice	x
Information and action to prevent distraction burglary	x
Supplying/fitting locks, chains, peepholes, bolts and similar devices	
Distributing the crime prevention advice (e.g. burglary packs)	x
Using local meetings and engagement opportunities to provide crime prevention info to the public	x

## 2.3 Project overview

Please describe your proposal; we might use this information in publicity material (maximum of 350 words).

To produce and distribute a Distraction Burglary calendar for 2010 to the 28,000+ homes in the Leicester City area identified as having residents over 60, and to distribute 2000 calendars to residents identified as being vulnerable.

Partnership agencies will provide free of charge 'doorstep caller stickers and 'lock, stop, chain check' stickers and SNT beat team information in a pack with the calendar to reinforce the message of not opening the door to unexpected callers.

Through the networks of relevant agencies, volunteer agencies and advertising we intend to distribute these by post and by hand using the existing network of agencies including the 'Handy Van' schemes, meals on wheels, adult social care services and others who regularly visit the homes of those most at risk.

Where such homes are identified as not being in a Neighbourhood Watch area Leicestershire NHW Association will endeavour to work with residents groups and local beat officers to encourage new schemes to be established.



## 2.4 Project timeline

Please provide an indicative project timeline, showing the stages and dates by which you will implement your proposals (maximum of 250 words). This will be used to help us monitor your project. Please add more rows if you need to.

Start Date	Finish Date	Activity/Milestone	Expected Outputs
June 2009	1 <sup>st</sup> July	Design Calendars and agree crime prevention messages – place order	
1 <sup>st</sup> July	9 <sup>th</sup> July	Submit design and agree proof	
10 <sup>th</sup> July	24 <sup>th</sup> July	Final proof to be agreed- printing commences	Arrange delivery routes.
1 <sup>st</sup> October	December 2009	Delivery and distribution of calendars	Calendars distributed
October 2009	March 2010	Arrange meetings with residents associations and tenants groups and seek to establish new NHW networks. . Attend regular Police Beat surgeries to monitor progress. Set up 'virtual' NHW schemes in high crime areas.	30 + new NHW schemes

## 2.5 Track record

Please outline your organisation's track record in delivering similar projects and working with the target group (maximum of 250 words).

In 2006 a calendar was originally produced for 2007 by Marion Lewis on behalf of the Harborough Be Safe scheme for the Harborough district, it was so successful that with match funding from other partners the initial order of 5000 was tripled and 15,000 were produced and distributed by Neighbourhood Watch, Meals on Wheels, mobile libraries, older persons roadshows, care workers, Police and Fire & Rescue Services across the Leicestershire County area. The supply far out stripped the demand and elderly residents have been requesting further copies every year.

The Leicestershire NHW Association have already secured and received further funding from Parish Councils, Leicestershire County Trading Standards, Leicestershire Fire & Rescue and Adult Social Care Services totalling over £8000 to produce a calendar for 2010 to be distributed to the county area of Leicestershire. This funding would ensure that elderly and vulnerable and hard to reach residents of Leicester City would also benefit.

## 2.6 Identifying the need for the project

2.6a How have you identified the need for this project? (max 100 words)

Each month of the calendar features photographs of local places of interest from the past, which invokes memories. Warning those most at risk from becoming a victim of a distraction burglary can sometimes lead to an increase in the fear of crime amongst the elderly and vulnerable as they feel that they are being targeted. By being visible each day the calendar not only provides them photos from the past, it also uses simple crime prevention and personal safety reminders each day

Included in each calendar produced in 2007 was a simple questionnaire which ascertained the relevance to the resident of the information and also signposted them towards receiving free of charge smoke detectors and simple enhanced security devices from relevant agencies. The feed back from the forms which were returned in 2007/08 showed an overwhelmingly positive result in the usefulness of the calendar. Requests for the fitting of free security devices resulted in over 300 homes being fitted with door bars, smoke detectors and other anti burglary devices, a proven reduction in the number of successful distraction burglaries recorded and no repeat victims recorded in the Harborough District during 2008. There was also a rise in the number of "attempt" distractions being reported, where home owners had refused entry and reported details to the Police.

2.6b How does this project relate to other relevant initiatives? (max 100 words)

There is a recognised 'Handy Van' scheme which will be used to further target harden those most vulnerable and victims of crime, these will also distribute the calendars

The distraction burglary calendar campaign will also be promoted amongst the 'Community Crimefighters' who have registered to assist in their local communities within the city of Leicester.

Members of the County NHW Association have access to the Police owned VC Relay community messaging system. It will be used to provide timely advice to new Neighbourhood Watch groups and residents associations in hard to reach areas who will be encouraged to link up to the system. Being disseminated electronically, via voice mail or via text newly established Watch groups within the city can be kept informed by receiving alerts and information on all crime related issues within their beat area as well as receiving free copies of the County NHW Association newsletter.

2.6c What needs and demands have you identified? (max 100 words)

- Amongst those most at risk of becoming victims of distraction burglary there is a need to ensure that the level and intensity of warning messages are appropriate to the risk of becoming a victim.
- There is a perceived fear of crime which needs to be addressed with accurate timely advice and support
- Open membership of a Neighbourhood Watch scheme is not always welcomed within inner city high crime areas
- Further promotion and understanding of the relevance of setting up No Cold calling zones in high risk areas.

2.6d How does this project address these needs and demands? (max 100 words)

- Using appropriately worded advice in the messages on each monthly page will act as a gentle reminder to help raise awareness and educate.
- Encouraging the use of Crimestoppers for reporting crime, thus providing anonymity.
- Covert and 'virtual' Neighbourhood Watch schemes can be established.
- Use of trusted local people involved in tenants and residents associations to distribute information.
- Promotion of No Cold Calling Zones and distribution of the national Doorstoppers stickers to all homes.

## 2.7 Impact on the local community

2.7a How many homes will you make more secure through your project? Please enter a number for each priority area you are working in.

Distribution to 27000 + homes

2.7b What will the impact be on beneficiaries? (max 75 words)

The nostalgic photographs have a powerful direct appeal to the majority of our target audience and emphasise the important messages that are present in the calendar. Each calendar seeks to enforce the crime prevention message with advice and assistance on how individuals can help themselves to be safe and secure. The calendar also provides helpful information about local organisations and emergency services who are there to help.

2.7c what will the impact be on the local community? (max 75 words)

- It is hoped that if the whole community can be encouraged to join a NHW scheme we could see an increase in the reporting of suspicious callers to the Police.
- A decrease in the number of unwanted callers to the area.
- Increased community cohesion and sharing of information via the community messaging system.
- Raised awareness of simple crime prevention measures which can be taken.
- Increased awareness and use of smoke detectors
- A neighbourhood watch scheme linked to each Safer Neighbourhood team

2.7d How will you measure how successful you are at achieving impact? (max 100 words)

- Return and content of feedback forms and the demand for further services offered
- Reducing the fear of crime amongst those who perceive themselves as being potential victims.
- Increase in the number of referrals for the fitting of simple crime prevention items and ensuring they are used correctly.
- Monitoring the reporting of suspicious unwanted callers to the Police.
- Increase in the number of hard to reach groups seeking NHW membership.
- Increase in the number of No Cold Calling zones set up.
- Increase in the requests for smoke detectors
- Increase in the number of Neighbourhood Watch schemes.

## 2.8 Project delivery and management

How will you ensure the project is delivered effectively and well managed?  
(maximum of 250 words)

Effective delivery will undertaken by targeted distribution. Reliable data will be used from statutory organisations as well as from the voluntary agencies involved in the care of the elderly and vulnerable.

The Leicestershire County NHW Committee are all vetted Police Community Volunteers who work within local policing units which will help to ensure that victims of crime when visited by Safer Neighbourhood Teams and other Police staff are made fully aware of the service we are offering.

The targeted responses on the feedback forms will also be linked into the 'First Pass the Treshold' initiative which involves all agencies who visit the target group who will ensure that any requests for assistance will be undertaken by the appropriate agency.

## 2.9 Project beneficiaries

Please tick which groups you will be working with.

Older people	<input checked="" type="checkbox"/>
Students	<input type="checkbox"/>
Vulnerable young adults	<input checked="" type="checkbox"/>
Other groups (please state)	<input type="checkbox"/>

## Section 3 - Financial information

### 3.1 Grant amount

How much money are you applying for? Please put a total in the box. The maximum you can apply for each project is £50,000 for project activity to March 2010.

Period	Amount Requested
June 2009 – March 2010	£23672.50

### 3.2 Project budget

Please provide a budget for the project you are applying for. Please remember that the maximum size of the grant is £50,000 and that we need sufficient detail to assess your application for good value for money and to identify how you plan to make best use of the available funds. **Please refer to the guidance notes for further information.**

**We will not assess any supplementary information submitted. All budget information needs to be detailed in this section.**

Budget Heading	Breakdown	£ Total cost
<b>Staff and volunteer costs</b> (please provide a breakdown of costs)	Delivery and travel costs @40p per mile for volunteers to distribute calendars £700 Extra 100 hours admin support @ £9.80 NHW - £980.00  Administration staff to process postal applications £490.00	£1750.00
<b>Operational / activity costs</b> (please provide a breakdown of costs)	Costs of calendars plus feedback insert 49p +vat x 30,000 including delivery to one base. Postage for 5000 calendars @ 0.69p	£20355.0
<b>Equipment costs</b> (please provide a breakdown of costs)	Purchase of 50 Neighbourhood Watch Signs £15.00 + vat	£862.50
<b>Publicity costs</b> (please provide a breakdown of costs)	Advertising in local press £300 +vat	£345.00
<b>Monitoring and evaluation costs</b> (please provide a breakdown of costs)	This will be undertaken by Community Safety staff  Cost of freepost for returned questionnaires will be met by Safer Leicestershire Partnership	£0.00
<b>Management and overheads</b>	Fitting of Neighbourhood Watch signs 30 visits@ 0.40p per mile x 30 miles	£360.00
<b>TOTALS</b>	Price per calendar 0.79p	£23672.5

### 3.3 Justification of costs

Please use this space to justify any costs which you feel may appear high (maximum of 150 words).

Administration support will be provided by current administrative support staff, but will be additional hours to their part time post of 20 hours per week.

### 3.4 Match funding

If, in question 3.2, the total cost of your project is more than the amount requested in the grant, please use the table below to explain where the remainder of the money will come from. If partners are contributing to the finances of the project please also provide these details here.

Source of funding	Total amount contributing to project costs	Period of time that match funding covers	Can you supply confirmation of match funding?
In kind time from NHW volunteers to fit NHW signs @ 9.80 per hour	£ 588.00	60 hours	yes
In kind time by NHW volunteers to distribute calendars	£ 2940.00	300 hours	yes
In kind time by NHW Volunteer to compile and design calendar	£313.60	32.00 hours	yes
	£		

## Section 4 - Finishing your application

### 4.1 Source of referral

We are interested to know how you heard about the programme. Please indicate all that apply

Press article (Please state publication)	
Public Sector organisation (e.g. Home Office, Office of the Third Sector, Local Authority, Government office, police etc) (Please state)	Home Office
Funding website (Please state which one)	NHWN website - www.mynhw.co.uk
Umbrella organisation which I am a member of (please state)	Neighbourhood Watch
From another local Community Organisation (please put cross [X] in box)	<input type="checkbox"/>
From a partner organisation (please put cross [X] in box)	<input type="checkbox"/>
Other (please state)	

#### 4.2 Checklist

Please cross [x] the following boxes to confirm that:

You have answered all of the questions in this application form	x
You have signed the application form	x
You have only sent us the information we have asked for and not included any additional documents	x
You have e-mailed an electronic copy of this application form (and any letters of support if an electronic copy is available) to <a href="mailto:saferhomes@grantsadmin.co.uk">saferhomes@grantsadmin.co.uk</a>	x



You have printed and signed a hard copy of this application form	x
You have included a letter of support from your county Neighbourhood and Home Watch association	
You have included a letter of support from your local safer neighbourhood policing team	x

### 4.3 Declaration

I confirm that I am authorised to sign on the behalf of the organisation and that all the information given or referred to in this application form are true and accurate and that all relevant information has been submitted.

Name	Marion Lewis
Position in organisation	Treasurer
Signed	
Date	3 <sup>rd</sup> June 2009

A signed copy of this application form must be received by the fund administrators by 12 noon on **31 July 2009**

The application should be sent to:

Grants Programme Administrator  
 2nd Floor  
 154 Gt. Charles Street  
 Queensway  
 Birmingham  
 B3 3HN