

CRIME PREVENTION FUND PROCEDURE

| Stage | Action | Timescale | Responsible Owner |
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| REQUEST RECEIVED | <ol style="list-style-type: none"> 1. Access form via HCC website 2. Applicant provided with an Application Pack, including Application Form, Guidance to Applicants | | Community Manager |



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| APPLICATION RECEIVED | <ol style="list-style-type: none"> 1. Log and allocate the application a Crime Prevention Fund (CPF) reference number on to the CPF Reference Sheet including all details. 2. Send an acknowledgement letter/email to the applicant. 3. Set up a CPF file for ALL project information on Sharepoint | TBC | Community Manager |
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| APPLICATION VERIFICATION | <ol style="list-style-type: none"> 1. Community Manager (CM) checks the Application Form, Checklist for all applications and, if necessary, writes/e-mails for additional information. 2. Project costs are established including Officer comments, recommendations of any Ward Budget contribution. 3. Community Manager notify Neighbourhood Co-ordinator of Ward Budget contribution. 4. Community Manager make Neighbourhood Admin Team aware of application. 5. Neighbourhood Admin Team, check Oracle to see if applicant is set up. | TBC | Community Manager Neighbourhood Admin Team |
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| WARD BUDGET CONTRIBUTION (IF APPLICABLE) | Ward Budget Approved/Rejected and signed by Elected Members prior to CM approval in line with agreed ward budget delegations. | TBC | Neighbourhood Co-ordinator |
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| REPORT PREPARATION | On receipt of applications, officer comments prepared for the sub-committee consideration using the summary of applications table, which is appended to the standard template report. | TBC | Head of Neighbourhoods and Housing and Head of Community Safety |
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| SUBMISSION OF REPORT | Report and Appendices (summary table with recommendations and reasons and exempt applications) uploaded to CMIS Neighbourhood Admin Team assisting with upload – process agreed. | 6 clear working days prior to the meeting | Community Manager Neighbourhood Admin Team |
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| CONFIRMATION OF AGENDA/REPORTS | Report and Appendices are checked for completion and compliance | 5 clear working days before meeting | Democratic Services |
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| PUBLICATION | Agenda and Reports are published and circulated | 5 clear working days before meeting | Democratic Services |
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| APPLICATION APPROVED | | |
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| 1. Notify applicants of approval, enclosing 2 copies of the Funding Agreement, one to be returned before payment can be made, project details and any Special Conditions to be included in the funding agreement. | 2 working days following call-in period | 1. Neighbourhood Admin Teams 2. Neighbourhood Admin Team |
| 2. Obtain creditor details and check if approved supplier (on Oracle). If not action accordingly | | |

| APPLICATION NOT APPROVED | | |
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| Notify applicant by letter of the decision providing feedback on the reasons why the application was not approved | 2 working days following call-in period | Neighbourhood Admin Team |

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| ACCEPTANCE | 1. Organisation returns grant acceptance 2. Acceptance added to sharepoint/Shared Drive (142) 3. Media team notified | 5 working days | Neighbourhood Co-ordinator (Action & Decision record to be updated for panel) |
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| MEDIA | Media team contacts applicant to prepare and issue media release | 5 working days from receipt of grant acceptance | Media Team |
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| FINANCE TRANSFER | Grant to be raised with project codes. Finance Tables to be updated to show payment dates, approval amounts, summary project details | TBC | Neighbourhood Admin Team |
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| MONITORING | Monitoring if applicable to be undertaken at the end of the project | | TBC | Neighbourhood Co-ordinator (Action & Decision record to be updated for panel) Neighbourhood Admin Team, follow up at Budget meeting with NC and log/action. |
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