

M O P A C

MAYOR OF LONDON
OFFICE FOR POLICING AND CRIME

SNB Bidding Form Guidance

24/25



Basics

- Please submit on a word document- please do not submit on a pdf
- Please add all your bids into one document
- Please keep your bids succinct, each project should span no more two to three pages
- Please ensure that you use spellcheck and make your formatting clear
- Please ensure that any data referenced is up to date and is accurate for London and your borough
- Please make sure your bids have a clear police and crime focus and that they promote the SNB(Safer Neighbourhood board) priorities and core functions
- Please make sure you use the most up to date form as we have recently changed them to make them shorter and easier to use

The SNB's priorities and core functions:

- To enable local engagement with the Police;
- To enable local accountability of the police;
- To focus on the PCP's (Police and Crime Plan) key principles and priorities:-
 - reducing and preventing violence
 - increasing trust and confidence
 - better support for victims
 - protecting people from exploitation and harm
- To monitor crime performance and public perceptions (community confidence);
- To inform the development of policing priorities in the borough;
- To monitor the MPS (Metropolitan Police Service) support for the delivery of ward panels and community contact sessions;
- To engage with IAG's (Borough Independent Advisory Groups) and other local mechanisms (e.g. neighbourhood watch and stop and search community monitoring groups) to support and inform their work across the borough.



Selection and Promotion

- You can find data on crime trends in your borough here: [Monthly Crime Data New Cats | Tableau Public](#)
 - Consider the platforms and stakeholders that you are promoting the funding to, and how wide reaching and diverse this is
 - Bids should be selected with the support and awareness of your Board. Where possible your bids should be signed off and discussed at your SNB, so this can be minuted to ensure transparency
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Pre-Election Period

- On the 2nd May this year, Londoners will go out to vote in the Mayoral and London Assembly elections. As a public body, MOPAC has to adhere to specific restrictions on our work in the weeks before the election – a time known as the Pre-Election Period. While for the most part our business as usual continues, we must take extra care to avoid any activities that could influence or be seen to influence the election, or favour one candidate over another. The pre-election period will run between **Tuesday 19th March – Thursday 2nd May.**
- To ensure this year's SNB funding activities are compliant with pre-election period guidance, SNBs will be able to submit their funding bids to MOPAC but MOPAC will not be confirming if the bids have been accepted until after the election results have been declared.
- We are aware that over the coming weeks you may be reaching out to members of the community to advertise the funding you have available and inviting them to apply, please ensure that you are clear about the fact the **“SNB funding allocations have been awarded every year since 2012 and the annual decision to award this year's funding was formally signed off on the 05/03/2024.”**
- If you are using any MOPAC/ Mayoral branding I would advise removing this for good measure.
- If you have concern about the communications, you are sending out, please send it over and we can double check it.
- If your application will be delayed as your Board is run by the Local Authority and they are restricting activity, such as public meetings, please let us know and agree new submission dates.

Safer Neighborhood Board Funding Application Form 2024/25

Could you confirm that you have taken reasonable steps to ensure the organisations you are awarding money to are commercially viable?

- When selecting bids, you may want to consider the below points.
- Have you checked if they are a registered charity or business?
- Have they delivered work before how did this go? What can they show as the outcomes?
- Does the organisation have any of the below in place:
 - A committee
 - A bank account
 - A statement of accounts for the last financial year
 - A governing document (e.g. constitution, trust deed, memos and articles)
 - Insurance
 - A health and safety policy and/or risk assessment
 - An equal opportunities policy
 - A child protection or safeguarding policy if you work with children or vulnerable adults
 - Equality Impact Assessment for the activities proposed



Could you confirm that the bids submitted have been chosen transparently and have been endorsed by your Safer Neighbourhood Board? Please attach any documentation that supports this separately.

- We want to ensure that all the bids submitted are done so with the full support of the board.
 - You may want to attach meetings minutes or email confirmations to further support this.
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Projects

Keep your title simple and make sure it matches the summary sheet

Project 1	
Title	
Is this project suitable for promotional activity?	
If yes, what are the key dates this project is running?	
Provide a brief	

We want to try and promote the work done through the SNB fund; we are considering filming promotional content on these projects. We envision that most projects will be suitable, however some projects will not. This is because some projects do not have a physical aspect and others may not be appropriate due to the nature of their work.

Example

Project 1	
Title	High Street Marshalls
Is this project suitable for promotional activity?	Yes
If yes, what are the key dates this project is running?	Patrols go out on Monday, Wednesday, Fridays, Saturday and Sunday.
Provide a brief	This project is aimed to provide support to retail establishments

Aware this is sometimes tricky as you don't know when all the activities will run, if this is the case put TBC and when we can follow up.



Provide a brief overview of this project

- Please outline the project, its aims, and what activities will take place to achieve those aims
 - Projects should address issues and concerns identified by the local community
 - Boards may wish to align their projects with the local priorities set by the local authority in conjunction with the Borough Commander
 - Keep it simple! The description should be limited to the project, not the entire landscape that the project is framed in e.g. with a stop and search advocacy project, you don't have to speak about every issue with stop and search, just the elements that are relevant to the project
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What are the anticipated outcomes of the project?

- By outcomes we mean what will be the anticipated impact of the activities taking place
- Avoid listing high-level aspirations such as 'a reduction in youth violence' or 'greater engagement with the police' think about the scope of the project and what level of change would be reasonably expected as a direct result from this project
- Outcomes may be that you have X number of attendees, or that there is an impact on those that attended, for instance they have increased sense of engagement or feelings of safety
- Outcomes should be measurable, when you state an outcome, please consider how you will quantify it. If this is a struggle, it may be worth considering how you make it simpler



How will the outcomes of this project be measured?

- Please do not put that a report will be made to the SNB as we need to know exactly how you will measure the success of the project.
 - Examples of measures that could be used:
 - Attendance numbers or numbers spoken to at a stall
 - Completion of a course of activity
 - Surveys
 - Case studies
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Which Police Crime and Plan priority does the project address?

- There are four key areas of the Police and Crime Plan
 - Reducing and preventing violence
 - Increasing trust and confidence
 - Better protecting victims
 - Protecting people from being exploited or harmed
 - You can read the plan here: [Building a Safer London | London City Hall](#)
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How would you best categorise, this project?

- In this section, please categorise your project, this can sometimes be tricky as one project will touch on lots of different areas or crime types but try and allocate it one main category
- E.g. youth engagement, anti-social behaviour, burglary

Who will deliver the project? Please identify the different parties involved

- In this answer we are looking for you to name the different organisations and stakeholders who will be involved in the project, we are interested in the partnership work element
- We are not looking for the credentials or a biography of the provider you have selected, we of course trust your judgement.





Please indicate the cost of the project

- An outline of the major cost elements may be useful, but a detailed breakdown is not required
 - Be clear about the amounts involved and the quantities
 - Double check all your numbers to ensure that everything adds up for each bid
 - Make sure that these numbers match the summary table
 - If your project is part funded, then please be clear about the amount of funding you need from MOPAC
 - When completing the funding breakdown please feel free to insert tables if it will make it easier for you
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