



Building a Safer Society

BUILDING A SAFER SOCIETY (BASS) SEED-CORN FUNDING APPLICATIONS

Guidelines for BaSS Seed-Corn Funding Applications 2017-2019

Please read the guidance notes carefully before completing the application form.

The BaSS strategy 2016-2019 is available at:

<https://www.gov.je/Government/Departments/HomeAffairs/Departments/BASS/Pages/WhatsBaSS.aspx>

If you have any questions please contact Gill Hutchinson +44 (0)1534 447928 or g.hutchinson@gov.je

The following information needs to be considered / included when submitting a request for seed-corn funding from BaSS:

The main criterion for access to the fund should be that the money is used to support projects/initiatives aimed at minimising the harm caused by crime, anti-social behaviour and/or substance misuse.

Applications are eligible for consideration if they fulfil the following guidelines:

- The money will only be used to seed-corn fund projects/initiatives for a finite timescale, generally no longer than 3 years to fit in with the States of Jersey Medium term Financial Plan (MTFP) timescales. Presently the 2017- 2019 period.
- The BaSS funding should only be considered if funding is not available through other means. All avenues of possible funding need to have been explored prior to submitting an application to BaSS.
- Bidders need to know they will be expected to provide financial and other information, including on their own control environment, particularly if they are, in turn, making grants to other bodies.
- All public sector applications must be endorsed and supported by a Chief Officer. The Chief Officer supporting the funding application must ensure that they inform their Minister, where relevant, of the submission and outcome.
- All applications *must* use the application form provided. The following information should be included:

Title and Cost of project:

- Brief outline of what the project is about and who will be delivering it.
- What are the initial costs and any ongoing costs?
- Is the funding dependent upon certain milestones/requirements being met?

Background

- What is the purpose of the scheme/project?
- How will it deliver the aims and objectives of BaSS?
 - What is the timescale of the project/initiative – short-term, long-term or future indications? If long-term how will it be sustained when BaSS funding ceases?
 - Details of possible alternative sources of funding.

Evaluation

- How will the project be evaluated or measured for success?



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- Will annual data be available in order to ensure we understand that the project is doing what it is intended to do?

Application process:

- There will be a 6 week open and closing date set at 6 monthly intervals, for the applications (subject to availability of funds).
- Any application received after the closing date will not be considered.

There are two stages to the application process:

1. Initially the application will be assessed by a panel from the Department for Community and Constitutional Affairs and an independent member (Stage 1). If it is approved at this first stage you may be asked for a business case to support your application.
2. The application will then be assessed by a Stage 2 Panel:
 - Minister for Home Affairs
 - Assistant Minister for Home Affairs
 - Chief Officer for the department for Community and Constitutional Affairs (Accounting Officer)

A presentation of business cases by those responsible for delivering the project may be required.

The decision made by the Stage 2 panel will be final.

Applicants will be notified of the final decision within 4 weeks of the decision being made.

Successful Applicants

In order to meet the criteria of the States of Jersey Financial Directions, those in receipt of funding must:

- report back on the progress of their initiative in order to evaluate the impact and success on an annual basis;
- provide financial and other information, including on their own control environment, particularly if they are, in turn, making grants to other bodies.

Successful applicants will be expected to sign a partnership agreement which will set out the parameters of the relationship.