

Crime Reduction & Community Safety Group

Tilley Awards 2008 Application form

Please ensure that you have read the guidance before completing this form. **By making an** *application to the awards, entrants are agreeing to abide by the conditions laid out in the guidance.* Please complete the following form in full, within the stated word limit and ensuring the file size is no more than 1MB. Failure to do so will result in your entry being rejected from the competition.

Completed application forms should be e-mailed to tilleyawards08@homeoffice.gsi.gov.uk.

All entries must be received by noon on **Friday 25th April 2008**. No entries will be accepted after this time/date. Any queries on the application process should be directed to Alex Blackwell on 0207 035 4811.

Section A: Application basics

- 1. Title of the project: Discovering Distington's Distinction
- 2. Key issue that the project is addressing e.g. Alcohol related violence: Youth anti-social behaviour

Author contact details

- 3. Name of application author: Sgt Richard Farnworth
- 4. Organisation submitting the application: Cumbria Constabulary

5. Full postal address: Police Community Safety Department, Cumbria Constabulary Office, The Minto Centre, Westfield, Workington, Cumbria, CA14 5BD

- 6. Email address: richard.farnworth@cumbria.police.uk
- 7. Telephone number: 0845 33 00 247 or direct number: 01900 604531

Secondary project contact details

- 8. Name of secondary contact involved in the project: PC Adrian Braniff
- 9. Secondary contact email address: adrian.braniff@cumbria.police.uk
- 10. Secondary contact telephone number: 0845 33 00 247

Endorsing representative contact details

11. Name of endorsing senior representative from lead organisation:

Chief Superintendent Kevin McGilloway

12. Endorsing representative's email address:

kevin.mcgilloway@cumbria.police.uk

13. For all entries from England & Wales please state which Government Office or Welsh Assembly Government your organisation is covered by e.g. GO East Midlands: G O North West

14. Please mark this box with an X to indicate that all organisations involved in the project have been notified of this entry (this is to prevent duplicate entries of the same project):



Section B: Summary of application - *In no more than 400 words use this space to provide a summary of your project under the stated headings (see guidance for more information).*

Scanning:

The problem causing concern for residents of Distington, a village in West Cumbria, was Anti Social Behaviour by youths, highlighted by Police Logs, crime reports and newspaper articles. A problem solving 'Rural Safety Group' was established. Membership included representation from the Police, Fire and Rescue, Parish Council, Doctors Surgery, School, Social Services, Youth Club, Church, Community Centre, Home/Copeland Housing, Cumbria County Council and 'Connexions'. Every household in the village was consulted and the overwhelming issue of concern was youths causing Anti Social behaviour, in particular, on Main Street.

Analysis:

The Group received problem solving training by Police, using the SARA and PAT methods and A1 laminated maps to plot the issues. ACORN data showed that a high percentage of the population were hard pressed and struggling families. Future facilities needed to be affordable or free of charge. Main Street was the worst location and, in particular, near the Co-op. The victims were residents who were afraid to visit the store at night because of the large groups of youths in the vicinity. Other victims were those who had suffered damage such as a gentleman whose car had been repeatedly damaged on Main Street. The offenders were youths of all ages, some had been prosecuted, others had acceptable Behaviour Contracts or Anti-Social Behaviour Orders but the group felt that these were addressing the symptoms and not the causes of the problems.

Response:

The Group was able to provide many responses. Several of these are illustrated as follows:

- Local youths were requested to design the Rural Safety Group logo in a competition.
- Detached Youth Workers met the youths and, in return for a free Karting trip, a group became involved in several funding applications.
- A Multi Use Games Area was built which was available free of charge.
- The struggling Youth Club was completely refurbished and now caters for a much larger age range.
- The Co-op dismissed the idea of a 'Mosquito' device but plays classical music instead!
- A shared CCTV system was installed in the village and youths were involved in village 'clean-ups' and other community work in 'Give and Take' initiatives.

Assessment:

Results have been dramatic! Anti-Social Behaviour by the youths of Distington dramatically reduced. The Rural Safety Group has received local and national recognition for its excellent problem solving partnership work. The group has been an inspiration to others facing similar problems.

State number of words: 400

Section C: Description of project - *Describe the project in no more than 4,000 words. Please refer to the full guidance for more information on what the description should cover, in particular section 11.*

Scanning:

Prior to 2006 Distington in West Cumbria was a hot spot for youth disorder. This was evidenced by a large number of Police Logs where residents were complaining of youths causing nuisance. Examples were complaints of youths drinking alcohol in many parts of the village but, in particular, youths playing football and causing a disturbance outside the village shop on Main Street. Other evidence was in the form of crime reports and this included repeated damage to a car outside the village shop and damage to the roof of a Cumbria County Council building on Main Street and also some wheelie bins had been set on fire in the village. Of equal, if not more, concern were the many negative newspaper reports at that time showing Distington in a very poor light.

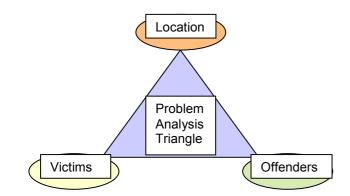
The Policing of the village, at that time, was by many officers responding to, recording and then investigating individual incidents. The reality was that Neighbourhood Policing had not reached this particular village in West Cumbria. It is fair to say that Distington had a very poor reputation and, as well as the negative press reports; this was evidenced by the fact that houses lay empty. People did not want to live in the village and preferred to wait for houses elsewhere. One newspaper report described Distington as the "Beirut of the North"!

The Scanning and Analysis parts of the Problem Solving Process were also greatly enhanced by the first response in the problem solving cycle as a Problem Solving Group was set up. This will be explained further later in the document but one of the actions of the Group was to deliver a letter with reply slips to all residents in the village. This resulted in more information coming in regarding the concerns by residents. It was very clear that the main concern of the residents of Distington remained youth disorder in the village particularly on Main Street.

Analysis:

Although Neighbourhood Policing had not yet reached Distington, fortunately a Neighbourhood Policing Project did exist as the way forward for Policing in Cumbria. The work being carried out to make this happen gave a good amount of information which had not been available to Police officers previously. ACORN data is a classification of residential households provided by CACI Ltd.

The Data broke down neighbourhoods into 5 groups and 17 sub- groups. The table for the Distington Ward showed that by far the largest group in the ward were 'hard pressed' (47%) and the largest sub-group were 'struggling families' (42%). The data also showed that the largest housing type percentage in Distington was 'rented social housing'. This was significant as it highlighted that many in the village were struggling financially and many youths would not be able to access the facilities on offer in the adjacent towns of Workington and Whitehaven. This and other corroborating information led the group to ensure that any facilities it aimed to provide needed to be affordable and, if possible, available at no cost.



Location:

Most of the calls for service regarding anti-social behaviour were for incidents on Main Street or nearby. Main Street is a long road running the full length of the village. The main focal point for the youths to congregate was outside the village shop, a Co-operative store, which opened late into the evening. The youths gathered in large numbers outside the shop and this was very intimidating for people going to and from this facility in the evenings, especially the elderly.

This is quite a common problem in many towns and villages but it was exacerbated in Distington by the design of the shop-front which included a covered area providing shelter from the rain. There was no CCTV on Main Street and, in fact, none anywhere else in the village. The other place where the offenders congregated was a Cumbria County Council building on Main Street which had a very large car park at the rear and also a low roof which the youths climbed on. Again, this building did not benefit from CCTV or other crime prevention initiatives. Damage was caused at both the above locations. Footballs repeatedly hit a car which was parked every night near the shop, causing damage and the roof of the Cumbria County Council building was repeatedly damaged. Other damage included a broken window at the Doctors Surgery just off Main Street.

Main Street is the route into the village from both North and South and this meant that anyone driving into or through the village would travel along this main thoroughfare. This meant that most residents and visitors were aware of the large groups of youths congregating there. This added to the 'fear of crime' and the poor reputation of the village. These factors meant that the Group knew they had to concentrate their early efforts on reducing the nuisance and disorder on Main Street and in particular the Co-operative shop and the Cumbria County Council building.

Victims:

The victims of the anti social behaviour were the residents of Distington. 'Fear of crime' had become a real issue in the village and many residents had a low opinion of the village in which they lived. There were many specific victims who had suffered criminal damage but many more victims who were no longer able to go to the shop at night as they were intimidated and afraid to walk past the large group of loitering youths.

Offenders:

Many offenders were brought to justice for their acts of vandalism and the ages ranged from 11 to 25yrs. Depending on their level and history of offending, youths were given reprimands, final warnings or brought before the court. However, these measures had not in any way reduced the problem and youth disorder in the village, according to residents was at an all time high. The youths who congregated outside the Co-operative Store were also of all ages; from children as young as 10 to young adults aged up to 25 yrs. Some offenders were also being dealt with in other ways including Acceptable Behaviour Contracts and Anti-Social Behaviour Orders. However it was felt that, in some ways, these were like 'sticking plasters' on a wound rather than dealing with the cause of the injury instead of preventing it happening in the first place.

Response:

The first response was to set up a Problem Solving Group in the village; a 'Rural Safety Group'. This was easier said than done as, when first approached, the Parish Council members showed no interest in being involved in such a group. However persistence paid off and, with assistance of the Youth Club Leaders, a group was formed and then many stakeholders, including the Parish Council became involved. These included representatives from Police, Fire and Rescue, Parish Council, Doctors Surgery, School, Social Services, Youth Club, Church, Community Centre, Home/Copeland Housing, Cumbria County Council and 'Connexions'. The aims of the group as detailed in the Constitution are:

'Through a partnership approach to gather information from the community both individual and collective to identify local problems, issues and concerns; and adopt a local solution policy to alleviate the areas of concern'.

Youths were involved from the very beginning! Children from the village school took part in a competition to design the best logo. The winner received a small prize from the Mayor of Copeland at a ceremony at the school. Instantly the Group had already achieved a very positive story about Distington in the local newspapers.



A newsletter and report card was delivered to every household in the village (615 houses) informing them about the Group and inviting them to complete a report card for any ongoing issues that concerned them. If they so wished residents could do this anonymously by leaving the contact details on the card blank. This option was highlighted on the card.

To enable the residents to reply easily, secure wooden collection boxes were obtained and placed in strategic places around the village. They were made free of charge by the Rathbones Centre which provides "Entry to Employment Training" for adults from across West Cumbria and which is situated at the south end of Distington. The boxes, fitted with locks, were placed at the Co-operative, the Post Office, The Community Centre, The Royal British Legion Club, the Doctors Surgery and the Youth Club. Further supplies of the reporting cards were left with each box.

Boxing clever for the commu

THE WHITEHAVEN NEWS

THE police have teamed up p with Rathbone Training to provide a service for the Distington community.

The police, is part of the Distington Rural Safety Group, teamed up with the training centre, who made public information collection boxes, to be distributed throughout the Distington parish.

The boxes form part of the ongoing public consultation in the area, aimed at assessing which problems are of most concern to local residents. Each box will show the logo

of the group, which was designed by a pupil at Distington community school. After the boxes have been

After the boxes have been distributed, the Distington Rural Safety Group will then collate replies and look at possible options to reduce the problems. All local people are encouraged to use the collection boxes to highlight issues that concern them.

Issues can be of any nature including anti-social behaviour, traffic management or improving the environment.

The Distington Rural Safety Group is a multi-agency partnership including the Police, Distington Club for Young People, local councillors, community centre, church, school, local businesses. Copeland Homes, Cumbria Fire and Rescue service as well as other agencies working in the village.

The aim of the group is to make Distington a safer place to live by identifying local problems and then working together to solve these issues.



TO SOUND OUT OPINION: Rathbone Training have produced public consultation boxes for the Distington Rural Safety Group. Here representatives of staff and trainees from Rathbone hand them over to PC Adrian Braniff the Distington police officer.

The Rural Safety Group initially met once per month and the group received problem solving training by officers from the Police Community Safety Department. This included S.A.R.A. and P.A.T. Large laminated maps of the village (A1 size) were obtained and incidents and issues raised were plotted on the map by the group members. This highlighted very well the problem of youth disorder and proved, beyond any doubt, that Main Street was by far the main focal point for the disorder and damage. The Rural Safety Group was set up to be an "action group" as concern had been raised that it would be "just another talking shop". However, at that time, the group had no budget other than a £500.00 grant for administration costs awarded by the West Cumbria Crime and Disorder Reduction Partnership.

As previously outlined, one of the primary concerns was the large number of youths who congregated outside the Co-operative store on Main Street. This was discussed within the Group meetings and a suggestion put forward was to install a 'Mosquito' device. This emits a high frequency sound which can only be heard by young people. The noise is unpleasant and prevents youths from congregating. This was suggested to the Co-operative manager as being a possible solution but the Co-operative Headquarters had a policy preventing the use of the 'Mosquito' device. Further ideas were discussed and a solution, more agreeable to the Co-operative, was found.

Speakers were fitted outside the front of the shop, at the Co-operative's expense, and classical music was played constantly! This had a dramatic effect! As a youth, it is not "cool" to be seen listening to Brahms, Chopin or Beethoven and the result was that the youths no longer gathered at the front of the Co-operative store!

Classical turn-off works

CLASSICAL music played outuide Distington's Co-op to stop youngsters hanging around has already been successful, the shop said.

The music has been played for about a week-and-a-half outside the Main Street store and staff are pleased with the results.

It is turned on and off by

staff, who also control the volume. The music is turned off at 10pm when the store closes.

Colin Jackson, North Eastern and Cumbrian Co op area loss prevention manager, said, "The Distington Co op store was identified as one which had problems with youths congregating outside.

"While they may not be

emising trouble, it can still be infinidating for customers and staff.

"We have started playing classical music at the entrance of the store to deter youths from lingering. This has had the desired effect at Co-opstores throughout the country and is beginning to work at Distington.



It should be stressed at this point, however, that this dispersal tactic was part of a much greater plan of the group. The Group were aware that the youths in the village needed local 'entertainment' facilities if the youth nuisance and disorder problem was going to be rectified in the long term. There was a Youth club in the village but the funding for its continuance was very much in doubt and it needed refurbishment. The youths also needed somewhere to play football etc. One of the main causes of nuisance was football and rugby being played on the Main Street near the Co-operative store.

There was an area of hard standing beside the Youth Club which needed resurfacing and the Group felt that this should be their first major project. If this could be turned into a modern 'Multi Use Games Area' the youths would have the area they needed and it would serve as a high profile project which would be good for the reputation of the village. The services provided by the Youth Club were re-aligned to better tackle the issue of the youth disorder and 'Detached Youth Work' was introduced. This gave an opportunity for the youths who had been classed as 'offenders' to be involved in the project.

Policing in the village also changed and a new Community Officer, who was very much part of the Rural Safety Group, managed to get funding from a personal contact to pay for a Karting trip to Maryport. The funder also provided the transport. A group of youths were selected and a deal was struck! In return for a free Karting trip the young people would be involved in completing funding applications to progress the Multi Use Games Area project. This proved to be far more successful than could have ever been envisaged and the group managed to secure a grant of £18,000.00 from the Youth Work in Cumbria Youth Opportunities Fund. This enabled the group to resurface the hard standing area and fit all-in-one heavy duty goal posts and basket ball nets' at each end. There was also enough in the budget for lighting.



Success definitely led to success and the next break through was funding for CCTV in the village and, by the Parish Council working with Cumbria County Council, a shared system was introduced which covered the Cumbria County Council building which had been the subject of vandalism plus the main areas of concern in the village. This meant that the whole of Main Street was now covered by CCTV! It was a wireless system with the central recording unit situated within the Cumbria County Council building.



Another factor in the recovery of Distington was the generous offer, by the Co-operative store, of an office for the Community Police Officer within the store. This meant that the Officer was able to remain in the village for longer periods as he had somewhere to take refreshments etc. It also allowed for people to arrange meeting him in the village without the need for a visit to Whitehaven or Workington. Some villagers wanted to speak to the Officer but did not want him to visit their homes for fear of reprisals. The office in the Co-operative store was a real breakthrough in this regard.

In the fight against youth disorder one cannot over state the importance of the improvements of the Youth Club. The Group were further boosted by another grant; £23,000 from Youth Work in Cumbria Capital Fund to completely refurbish the Youth Club. Again the youths were involved in the application process.

The lead Youth Worker had been in post for many years but funding had always been of great concern. The Youth Club developed three age groups, 4-10yrs, 11-16 yrs and 17 -25 years. This meant that the club appealed to all ages, resulting in increased membership; beyond all expectations! There are now over 100 members.



However, many other actions were instrumental in the recovery of Distington. The policing of the village increased with the presence of the new Community Police Officer. A Radio Link System was introduced for all businesses. The village also benefited from the introduction of Police Community Support Officers. A Police Community Support Officer spent time on patrol in Distington but, of equal benefit, was that the Community Police Officer was now not being called as often to other areas in Whitehaven now covered by Police Community Support Officers. This enabled the Police Officer to spend time doing the Community Officer role to which he is very well suited.

Community teamwork to cut crime in village

TRADERS and landlords in Distington are teaming up with police to prevent crime in the village.

Police have set up a radio link between themselves and several premises in the area to curb bad behaviour.

Durid Jenkinson, the village's Co-op manager, said: "We want to support the local community and give customers a better shopping experience. Whenever the police are in the area they will have their radio on.

"We have contact with other businesses in the area so if there is a problem customer we can let others know." Richard Farnworth, com-

Rechard Farnworth, community safety sergeant, said "The radio link scheme is an excellent partnership approach to tackling anti-social and criminal behaviour and is about the members linking in with each other to pass information.

"The radios are also a link with the local community police officer Adrian Brasilf, who is working hard with our other agencies to tackle the problems of youth naisance in Distington.

"He has already made good progress and we are working towards setting up a tural safety group in the very near fa-



Checking their radios as part of the new radio link scheme for shops and pubs are, from left: Distington policeman P.C.Adrian Branpoliceman P.C.Adrian Branpan Branchi Branpoliceman P.C.Adrian Branpoliceman P.C.Adrian Branpoliceman P.C.Adrian Branpoliceman P.C.Adrian Branpan Branchi Branchi Branchi Branchi Branpan Branchi Branchi

ture. "This will be a partnership hetween representatives from many agencies including the police, youth club, parish council, housing providers, the school and other volunheers."

The Fire and Rescue Service offered a 'Young Fire-Fighter scheme' and the group felt that the youths, who were involved in setting fires, should take part in the scheme. The youths spend several hours at the Fire Station, receive a lot of information about fire safety and learn of the tragic consequences of fires. The scheme also involves fun activities to keep their interest. This was arranged for several Distington youths and the result was that no more wheelie bins have been set on fire. The Fire and Rescue representative reported to the group that there had been a significant reduction in calls for service to Distington.

The youths also became involved in village 'clean-ups' such as the "Fairy Path" which joined two parts of the village. By getting them involved in these 'clean-ups' it was hoped that they would learn to respect the village in which they lived The enabler for this was a 'Give and Take' project, introduced by the Youth Club, where the youths received rewards for community work.

Also the main housing provider in the village, Home Group, introduced a 'Neighbourhood Assistant' which helped the village 'tidy up'. A good example of this was the area used for a village bonfire which was cleaned up immediately afterwards. This had never happened before! The local Authority was also involved and an offender who repeatedly allowed his dog to foul a playing area was prosecuted.

More success led to more success and, with the village being so much tidier, the "Distington in Bloom' Group were also successful.

The older teenagers were also involved in planning a residential trip away and the Youth Club accessed funding to enable this to happen. Again, the residential trip was used as a reward and, in order to attend, they had to do community work with the Rural Safety Group. They worked in partnership with Rathbones and worked in the areas which had been identified by the Scanning and Analysis work of the Rural Safety Group.

Assessment:

According to the latest Police statistics available, reports of Anti -Social Behaviour in Distington in the last 12 months have reduced by 24%. (Comparing year to date figures January 07/08 with same period 06/07) Distington is on the border of Allerdale and Copeland so it is worth comparing this figure with the figures for all Copeland and all Allerdale. Anti-Social Behaviour in Copeland for the same period has reduced by 14% and the equivalent figure for Allerdale is a reduction of 12%. However these figures are for all Anti-Social Behaviour types and there have been even greater reductions in Distington in the more relevant categories. For example the category for 'Inappropriate Use of Public Space' the reduction is by an incredible 100% (18 down to 0) and the 'Rowdy and Inconsiderate Behaviour' category has seen a reduction of 29% (253 down to 180).

The Rural Safety Group however wished to assess the real measure of success. What did the people of Distington think now? When residents were asked previously they were very much concerned about youth Anti-Social Behaviour in the village and, in particular on Main Street. The Group, therefore, decided to carry out a 'Streetsafe' initiative in Distington. This is a new Police led scheme whereby a number of partners arrange to meet in an area. Then, in large numbers, they visit all households in an area and ask a series of questions aimed at identifying the resident's concerns. One of the questions asks for 'the number one issue that the Police should be tackling'. The surprising result was that Anti Social Behaviour was no longer the concern and in fact the new main concern was identified as speeding traffic along Main Street. This led to further problem solving and one of the actions has been for the Group to obtain funding for a 'Speed Indication Device' and this has very recently been put into use.

The Rural Safety Group received recognition at the end of 2007 at the West Cumbria Crime and Disorder Reduction Partnership Awards. The Award was a 'Partnership Excellence Award' in the category of 'Problem Solving' and the Award read "For consistently demonstrating an effective and structured problem solving approach to tackling Anti Social Behaviour". Group members were proud to receive this Award at a high profile ceremony at the Whitehaven Civic Hall.



The Fire Service saw the problems of youths lighting fires in wheelie bins eradicated completely. Cumbria County Council has had no further damage done to their property since the CCTV was introduced. The representative on the group from Cumbria County Council said at the last meeting "If effort is put in it just shows what can be achieved".

The area outside the Co-operative store has ceased to be an area where large groups of youths congregate and it is no longer the pitch of choice for football and rugby. These problems have been completely eradicated. The Co-operative store has seen a rise in profits as residents feel more able to make use of the shop in the evening.

Home Housing, the main provider in the village, now has a waiting list for properties in Distington which is an impressive turn around for them.

Quality of life has increased for residents (including the young people) and Distington is now a popular village in which to live!

Our Ref : GS Enf Your Ref :

Private & Confidential

6 February 2008

PC Adrian Branniff Whitehaven Police Station Scotch Street Whitehaven Cumbria CA28 7NN

Dear Adrian

With reference to our telephone conversation earlier today regarding housing demand for Distington. I am pleased to inform you that demand for Distington is now quite high. In fact we now have over one hundred applicants on the list for Distington including existing tenants who wish to transfer there. The current situation is a massive change to a few years ago when demand for housing in Distington was low and this resulted in Home embarking on several demolition schemes. There are various factors for the increased demand for Distington but I feel one major reason for this is because Distington now has a reputation where people feel safe and crime and anti social behaviour are relatively low. I also feel this is down to pro active police work and the benefits and reassurance for the local residents of having a local community police officer for the village.

Phoenix Court Earl Stroot Cleator Moor Cumbria CA25 5AU

T: 01946 811 761 F: 01946 814 073 www.homegroup.org.uk

61Rt VAT No: 686 4920 89

Yours sincerely

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Grahame Spedding Housing Officer Tenancy Enforcement

Discovering Distington's Distinction

The greatest success of all has been the Youth Club and its surrounding area. The Club has now undergone a complete transformation both internally and externally and the Multi Use Games Area can only be described as fantastic. It is available for use, free of charge, at any time and has lighting to enable it to be used on dark evenings until 10 p.m. when a timer turns the lights off.



Discovering Distington's Distinction

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Another huge success has been the Group's ability to persuade the local newspapers to publish the many good news stories Distington has had to offer over the last 18 months. This has been a major contribution to the turn around of the village. One such success story was a recent visit by Vernon Coaker MP with local MP Jamie Reed to the village to meet the Rural Safety Group and to hear how the village had been so dramatically transformed. Another occasion saw many villagers getting together, again with Jamie Reed and the Mayor of Copeland, to celebrate the achievements of the Partnership working in the village.

Distington Rural Safety Group has also been an inspiration to people in other areas who are experiencing the same problems faced by Distington before the group took action. There are now similar groups in the process of being launched in Maryport and Cockermouth.



State number of words used: 3558

Section D: Endorsement by Senior Representative - *Please insert letter from endorsing representative, this will not count towards your word or 1MB size limit restrictions.*

I am delighted to offer my full support for this application in respect of the excellent problem solving that has gone on in Distington and which I consider as a model of excellence for dealing with similar situations.

West Cumbria has an excellent reputation for effective problem solving and this is another example of a community working together to turn things around. "Distington twinned with Beruit" was a standing joke in West Cumbria – you do not hear that anymore and indeed there is evidence in the application of how Distington is now a sought after place to secure a home.

A lot of hardwork, sweat & tears have gone into making that difference and the work is certainly worthy of recognition by the panel.

I commend the application to you.

Regards

Kevin McGilloway Chief Superintendent West Cumbria BCU Commander 17.4.08

Checklist for Applicants:

- 1. Have you read the process and application form guidance?
- 2. Have you completed all four sections of the application form in full including the endorsement from a senior representative?
- 3. Have you checked that your entry addresses all aspects of the judging criteria?
- 4. Have you advised all partner agencies that you are submitting an entry for your project?
- 5. Have you adhered to the formatting requirements within the guidance?
- 6. Have you checked whether there are any reasons why your project should **not** be publicised to other police forces, partner agencies and the general public e.g. civil or criminal proceedings pending in relation to your project?
- 7. Have you inserted your project name as a footer note on the application form? Go to View-Header and Footer to add it.
- 8. Have you saved you application form as a word document and entitled your message 'Tilley 08 entry (followed by project name in brackets)' before emailing it?

Once you are satisfied that you have completed your application form in full please email it to <u>Tilleyawards08@homeoffice.gsi.gov.uk</u>. One hard copy must also be posted to Alex Blackwell at Home Office, Effective Practice & Communication Team, 4th Floor, Fry Building (SE Quarter), 2 Marsham Street, London, SW1P 4DF and be received by 25th April 2008.