**Safer Streets Fund (SSF) 2020/21 Quarterly monitoring report return template**

You are required to complete financial and performance reports as detailed in the Grant Agreement and submit a completed claim request form for payment from the Authority. This form contains information both to support monitoring of delivery as well as to support the activity of our evaluator to minimise burdens on PCCs.

We have developed this return template for your completion in place of **Annex A and Annex B** from the SSF Grant Agreement.

|  |  |  |
| --- | --- | --- |
| **Bid number** | **PCC name** | **Area name** |
|  |  |  |

**Quarter: 2 (July-Sep); 3 (Oct-Dec); 4 (Jan-Mar)** *(please delete)*

**Part 1: Narrative progress report (750 words)**

1. Please describe the progress of the project, relating to this quarter activity only. Please include progress against your specific grant deliverables, and milestones from your budget toolkit.
2. Please outline your assessment of the project risk with regards to achieving your deliverables as set out in the grant (Red/Amber/Green) and an explanation as to why you have selected this rating. You may attach a risk register in addition.
3. Please provide an update on your sustainability plan.

**Part 2: Activity progress**

The grid below lists the most common crime prevention activities in its left hand column and the months that projects are funded for across the top row.

Please complete the grid by marking a cross (X) in the column under each month that you implemented any of the crime prevention activities. Please only mark the month interventions became operational (I.e. once set-up is complete).

If any of your project activities is not included in the list or you are not sure where it would sit, please include more information in the space below the grid.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar |
| Alleygating |  |  |  |  |  |  |  |  |
| CCTV |  |  |  |  |  |  |  |  |
| Improvements to street / outside lighting |  |  |  |  |  |  |  |  |
| Other target hardening activities in public and communal areas |  |  |  |  |  |  |  |  |
| Home target hardening measures (e.g. locks, video doorbells) |  |  |  |  |  |  |  |  |
| Bicycle and motor vehicle target hardening measures (e.g. bicycle locks, steering wheel locks) |  |  |  |  |  |  |  |  |
| Identifying stolen property (e.g. property marking, ANPR) |  |  |  |  |  |  |  |  |
| Community engagement (e.g. advice to community, Neighbourhood Watch) |  |  |  |  |  |  |  |  |
| Environmental improvements (e.g. cleaning area, recycling) |  |  |  |  |  |  |  |  |

**Part 3: Data return**

Police forces in England and Wales are mandated to submitted recorded crime with geo-location crime data to the Home Office Data Hub as part of the Annual Data Return. We will be using this data, which you should already be submitting, for both monitoring and evaluation. As a condition of funding, you must ensure that these returns are timely and accurate.

If this data is not submitted or incomplete, we will require you to complete a separate return. Kantar, the SSF evaluator, may also request further information for evaluation purposes.

**Part 4: Financial report**

Please provide:

* + 1. a breakdown of spending against the areas set out in the budget toolkit;
    2. a reconciliation showing actual spend against the Grant provided by the Authority (as per the Agreement in Annex D);
    3. commentary against forecast and actual expenditure to enable the Authority to understand the return; and
    4. if your spending plans for future quarters have changed, the reason for this, whether this has been discussed with your HO SPoC; and outline any predicted underspend.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Budget line** | Q2 -forecast  *(July-September*) | Q2 -actual  *(July-September*) | Q3 - forecast  *(October-December)* | Q3 - actual  *(October-December)* | Q4 -  forecast  (*January-March)* | Q4 -actual  (*January-March)* |
| **People** |  |  |  |  |  |  |
| **Equipment - capital** |  |  |  |  |  |  |
| **Equipment - expense** |  |  |  |  |  |  |
| **Subcontracting – capital** |  |  |  |  |  |  |
| **Subcontracting - expense** |  |  |  |  |  |  |
| **Other – capital** |  |  |  |  |  |  |
| **Other – expense** |  |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |  |

**FINANCE OFFICER CERTIFICATION**

I certify to the best of my knowledge and belief that:

1. The information provided is correct, and no Duplicate Funding has been received in respect of this Eligible Expenditure Statement,
2. The expenditure has been incurred only for the purposes set out in the Grant Agreement for the specified Grant stream.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:** |  | | |
| **Name (printed):** |  | **Date:** |  |
| **Position:** |  | | |

**Home Office sign off:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:** |  | | |
| **Name (printed):** |  | **Date:** |  |
| **Position:** |  | | |