



Home Office

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: Attlee Terrace – Safer Estate Scheme
2. Key issue that the project is addressing e.g. Alcohol related violence: Anti Social Behaviour

Author contact details

3. Name of application author: Paul DONNELLY
4. Organisation submitting the application: MPS Waltham Forest BOCU
5. Full postal address: Walthamstow Police Station, 360 Forest Road, Walthamstow, London, E17 5JN
6. Email address: Paul.Donnelly@met.pnn.police.uk
7. Telephone number: 0208 345 3263

Secondary project contact details

8. Name of secondary contact involved in the project: Steve Colgan
9. Secondary contact email address: steve.colgan@met.police.uk
10. Secondary contact telephone number: 07900138147

Endorsing representative contact details

11. Name of endorsing senior representative from lead organisation: Andy NORFOLK Chief Inspector – Safer Neighbourhood portfolio lead, MPS.

12. Endorsing representative's email address: andy.norfolk@met.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: GO for London

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

In November 2006 Attlee Terrace, a housing estate which is situated on the Hoe Street Ward within the London Borough of Waltham Forest was nominated as one of the Borough's five most significant problem estates and was a focal point for general disorder within that ward.

Through regular engagement with local residents and partners, including the local Councilor, Registered Social Landlord and Anti Social Behaviour Coordinators, areas in need of effective intervention were identified.

- Smoking & selling drugs,
- Daubing graffiti on walls,
- Damaging property,
- Creating a noise nuisance,
- Threatening and intimidating local residents.

Analysis

For the size of the area, which measures 0.1212 sq km there have been a fairly large number of crime allegations, 164 between the 1st January 2006 and the 21st January 2006.

Apart from the high levels of Theft from Motor Vehicle crime and burglary, it seems that a fairly large number of these calls are of a disorderly behaviour type – crimes such as domestics, assaults, and criminal damage.

It was noted through temporal analysis that crime was fairly consistent during the day from about 0900hrs – 0100hrs and was only quiet during the early hours, it was also evenly spread during the week with a slight lull on Sundays.

Response

- To highlight the problem and identify known perpetrators;
- To liaise and engage with partners, local residents and youths to assess the problem and formulate agreed solutions;
- To provide regular and consistent highly visible policing and to enforce pertinent legislation;
- To improve the quality of life for the vast majority of residents who reside within the identified 'Hotspot' area.
- Conduct a full environmental audit

Local residents had made numerous complaints and representations with regards to the level and persistence of anti-social behaviour in the aforementioned area.

It was agreed through the local Safer Neighbourhood sergeant PS Stefan Milkowski that a problem solving approach to the area was needed and that it could only be resolved with full engagement with all partners who had an active interest in not only reducing crime but also the fear of crime which was impacting on the quality of life of the residents.

Assessment

21% reduction in crime

21.4% reduction in calls to Police

Improvement in quality of life for residents of Attlee Terrace (Information taken from Key Individual Network (KIN) surveys)

State number of words: 390

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.

Attlee Terrace Safer Estate scheme

On the 21st September 2006 Attlee Terrace, E17 which is situated with the Hoe Street ward was identified as being one of five problem estates on Waltham Forest Borough. This followed concerns from residents both within Attlee Terrace and on the Hoe Street ward.

The most significant problem on Hoe Street ward was anti-social behaviour by youths, many of who did not reside on the ward. Based on questionnaire surveys, crime statistics, local knowledge and regular patrols, this behaviour was localised to a specific 'Hotspot' area defined by: - Forest Road (North), The Drive & Hurst Road (West), Church Hill Road (South) and Shernhall Street (East).

This area includes the Attlee Terrace Estate, which is owned by LBWF and managed by 'Ascham Homes'.

The prevalent antisocial behaviour includes acts of

- Criminal damage,
- Threatening behaviour,
- Theft
- Drug abuse
- As well as behaviour deemed to be a persistent and on going nuisance, which does not necessarily constitute a recordable criminal offence (e.g. noise nuisance).

There have also been serious assaults and firearms incidents on the Attlee Terrace Estate.

The analysis of questionnaire results and the consensus from successive panel meetings has identified antisocial behaviour (ASB) as the main concern on Hoe Street ward, specifically within the confines of the aforementioned area. Addressing ASB in Attlee Terrace and its environs was the first priority of the Hoe Street Team as agreed by the SNT panel, based on crime statistics, CAD calls, survey results and general perceptions. (See analysis)

First Public Consultation 6th September 2006

This was attended by approximately twenty key stakeholders and the following questions were raised;

The YMCA was running a Youth club and trying to engage youths from Attlee Terrace. This targeted Youths aged 14 years and over, but was not well attended.

Youth workers walked the estate and engage with local youths in order to encourage them to use local facilities. However the youths originate from different estates and appeared indifferent. Enquiries needed to be undertaken to

- Identify their age group
- Enquire as to why youths choose to congregate specifically in Attlee Terrace.

It was also noted that it was easy to escape from Police trying to deal with ASB due to the various entrances and exits. The condition of the estate also attracted mention; the area was in a poor state of repair with rubbish

and graffiti prominent. The Better Neighbourhoods Initiative was able to fund environmental improvements to key deprived areas, including Attlee Terrace.

The ward panel meeting agreed upon the following:

- Police Intervention – enforcement of possible dispersal zone and Anti social behaviour contracts / orders
- Clean up – by ASCHAM Homes with either a Beat sweep or Operation Payback to assist
- Better community cohesion.
- Improvement of structural fabric of the playground.

Partners were identified at an early stage and included representatives from the following areas:

- Ascham Homes (RSL)
- ASB Coordinator (LBWF)
- Street Wardens (LBWF)
- Local Councilors (LBWF)
- Neighbourhood Watch Coordinators
- Better Neighbourhoods Initiative (BNI)
- The Council Legal Department (LBWF)

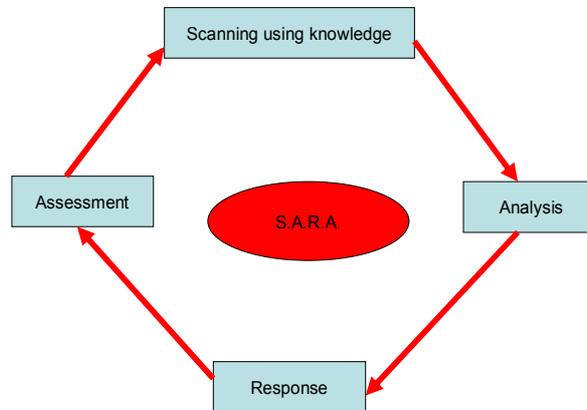
The main aim of this panel was to

- To highlight the problem and identify known perpetrators;
- To liaise and engage with partners, local residents and youths to assess the problem and formulate agreed solutions.
- To provide regular and consistent highly visible policing and to enforce pertinent legislation.
- To improve the quality of life for the vast majority of residents who reside within the identified 'Hotspot' area.
- To reduce the fear of crime

These showed the main areas of concern and gave the panel a starting point on which to focus their immediate attention.

PROBLEM SOLVING:

The problem solving process in crime reduction has four stages. The stages are:



The process we adopted is called SARA and it has been used for some time as an integral part of community policing and therefore often referred to as Problem Oriented Policing or POP. The techniques and skills involved in SARA are used by community safety practitioners in every field and are not confined to 'policing'. We have applied this process to ensure that a crime problem is effectively identified and tackled and will also help organisation in partnerships to deal with local problems.

Scanning

Scanning allows incidents to be grouped into clusters. These comprise similar, related or recurring incidents that I identified from; calls from the public, local intelligence, partner agencies or police data.

Evidence.

- Interview residents and members of the public
- Chair of the local Tenants Association
- Outward signs of criminal damage, graffiti and neglect
- Assessment of local reported crime and ASB figures. It is worth mentioning that British Crime Survey estimates that 57% of crime is unreported and this is likely to be significantly higher for 'low level' crimes such as graffiti and criminal damage.
- There is evidence of anti social-behaviour, and it is close to a street crime hotspot and there is also a high perception of crime
- The community appears apathetic, due to a perceived lack of support from RSL, local authority and Police.

Analysis

In this phase, we identified the condition that gives rise to a particular problem by examining its characteristics and impact in greater detail. The analysis provided information about offenders, victims, the time of occurrence, location and other details of the physical environment, the history of the current problem, the motivations, gains and losses of involved parties, the apparent (and hidden) causes and competing interests and the results of current responses.

We liaised with colleagues, partners, and members of the community to better understand the problem.

Response

Once we identified the problem and analysed it, the response was identified.

Response is any action taken to try to address a problem and it should be devised and implemented involving the relevant agencies, organisations and members of the community. It may vary from a simple solution to the more complex.

Work done in the analysis phase helped us to identify the element that can most easily and effectively be tackled to try to resolve the problem.

Assessment/Evaluation.

An independent evaluation will be carried out after the 6 month period taking into account, statistical information from all parties concerned, consultation with local shopkeepers, community, young people, schools etc. A number of site visits will be carried out throughout the assessment period.

The Problem Analysis Triangle. (PAT)

This tool was used to analyse the problem in the second stage of the SARA process. The PAT breaks incidents down into 3 constituent elements:

- Features of the Location of the incident.
- Features of the victim.
- Features of the offender or of the source of the incident.

Error! Objects cannot be created from editing field codes.

Having identified the incidents to be included in the analysis, it was crucial to establish what it is about the place, victim, and the offender or source of the problem that causes it to arise, and how and when it happens.

Location.

Atlee terrace is a housing estate built in the 1950's and is predominantly run by ASCHAM Homes, who are one of the main registered social landlords on the Borough. Situated on Hoe Street ward, it is subject to high pedestrian and vehicle usage due to its proximity to the High Street E17, home of the longest street market in Europe.

Victims.

Vulnerable residents of the flats nearby
Residents of the area in general
Rate Payers
Property Values
Young People
RSL 's

Offenders

Local disaffected youths loitering and engaging in ASB.
General Public dropping litter and having poor regard for area.
Youths visiting area from other areas on the Borough

Routine Activity Theory (RAT)

This is the third stage of the SARA process where we have identified a number of effective responses. For a crime to occur 3 things must happen at the same time and in the same place:

- A suitable target is available.
- Lack of capable Guardian to prevent/deter the crime.
- A likely motivated potential offender is present.

Error! Objects cannot be created from editing field codes.

Lack of Capable Guardian.

In general there is an obvious lack of a capable guardian throughout the site especially during the evening
There are two street Wardens operating in this area
There is little or no ownership of the area
Poor lighting
Lack of suitable fencing or gates
No CCTV

Targets

Commuters
User Vehicles
Car park
Alleyways / stairwells
Residents
Foyers
Visitors
Tradesmen

Likely Offenders

Residents
Youths of school age
Youth visitors to the area

Analysis

The area around Attlee Terrace has been the focal point for general disorder in the Hoe St Ward. It has since become one of the 5 nominated estates for police focus.

Situated in Hoe St Ward, the Attlee Terrace Area has been enlarged slightly to include The Drive, Prospect Hill and Shernall St. This area is 0.1212 Sq km in size.

Although the Attlee Terrace area is fairly unremarkable in itself there are a number of crime generators situated nearby, namely;

- To the southwest lie Walthamstow Central Tube station and the high street. A large number of people leaving the tube station may pass along the route of Attlee Terrace.
- To the east is Thorpe Coombe Hospital, which is again a focal point for a large number of people.
- Just to the north of Attlee Terrace is the YMCA centre, which is known to house a number of well-known PPOs.
- To the East also lies Wood Street train station.

As part of picture building for the area a CAD map and a crime allegations map covering the dates 21/07/2006 – 21/09/2006 was produced to highlight the area of concern.

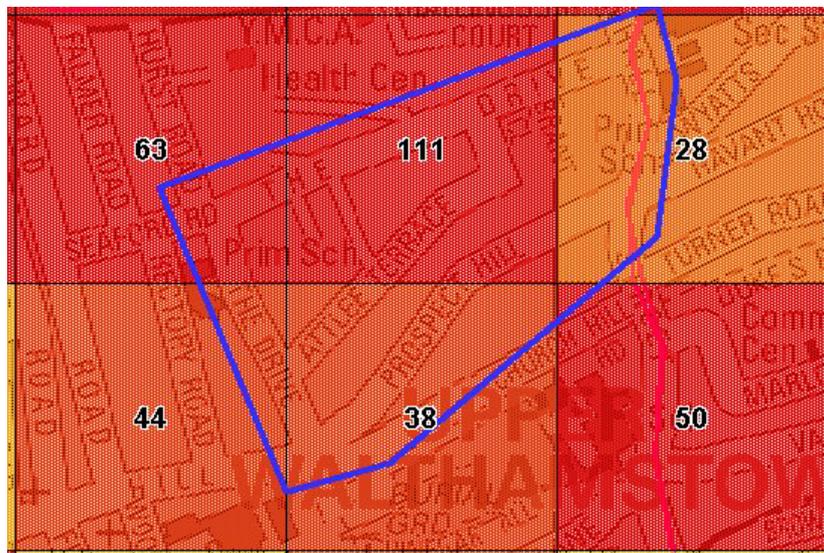
The Computer Aided Despatch (CAD) map showed that Attlee Terrace produced 44% more calls to Police per 250 metre grid square than its closest neighbouring square, with 111 calls in the last 9 months.

In a 9 month period, the following crimes were reported to Police:

- 47 assorted Motor Vehicle crimes including criminal damage
- 24 Burglaries, residential and non residential
- 23 Assaults including two assaults on Police and one murder
- 14 Robbery's

CAD Data will give us a fairly accurate idea of the ASB in the area. Once again, it must be noted that crimes are plotted to a grid of 250m Grids. The CAD colours are not necessarily indicative of the crime count – only the figures matter.

All areas showed a fall in CAD calls, except the bottom left (stayed the same) top right box (+3) and the bottom right (+7) The previous table (21/07/2006 – 21/09/2006) is shown below for comparison.



Having reviewed the options and the available analysis, it was decided as part of the Problem Solving Process that the best way to bring about the aims of this initiative was to Remove the offender.

Response

A “walkabout” was conducted with key stakeholders in Attlee terrace on Thursday the 23rd November to evaluate the problem and make recommendations, which were achievable, realistic and cost effective.

In general the 10 principles of Crime Prevention, wherever possible were considered and adopted on the Estate. These were:

- Target Harden
- Target Removal
- Remove the means to commit the crime
- Reduce the payoff
- Access Control
- Visibility/Surveillance
- Environmental Design
- Rule setting
- Increase the chance of being caught
- Deflecting offenders

Both Ascham Homes and Waltham Forest Crime Prevention Design Advisor had conducted an inspection the previous year. It was noted that since that last inspection on 10th October 2005, there had been little undertaken. The main difference was the lack of general rubbish, both trade and domestic.

The Playground area had been subject to alteration. The original static swings, slide and a bouncer had been replaced with a chicken bouncer and a butterfly bouncer. No remedial work had been carried out to the floor surface and this was a hazard.

Repairs to the concrete panels to the ballpark had been carried out. However the area needed to be better protected by a weld mesh fence and have suitable lighting fitted. This work appeared ill thought out with little or no consultation with those who would be using it.

As a result the playground was not fit for purpose.

Youth Diversion / Deflecting Offenders

A number of suggestions were made to improve the area for the residents, but youth diversion and deflecting offenders was seen as a key instrument in combating the problems currently being experienced on the estate. With that in mind attention was focused on the Play area to the rear of Attlee Terrace.

Play Area

This area was uncared for and needed renovating. It comprises of a walled football / basket ball court with six foot high gravel boards supplemented by a ten foot high chain link fence. There is no lighting to this area and sight lines are restricted due to the gravel boards. Graffiti was evident and apart from this the court appears unused.

A small children’s play area was positioned next to it and had two spring-loaded rides for the children. The flooring was dangerous and needed replacing.

It was suggested that this area be used as a play area for the older youths. 13 – 19 year olds. PC Mike Nicolaou from the Hoe Street Safer Neighbourhood team began to canvas local youths to identify what they would like.

The following was identified

- Basketball nets
- Football Goals
- Graffiti boards to be whitewashed monthly

Again Better Neighbourhood Initiative funding was available but costing for the proposed works needed to be supplied.

As a result of the work undertaken in partnership, £18k was forthcoming from the Better Neighbourhood initiative. This was utilized to relay the surfaces in the play area which provided a football / basketball court. The young children area was equipped with suitable equipment.

A community fun day

This was arranged and the following organizations attended: Groundwork East London, a Youth diversion group, voluntary action group, local councilors, Primary care trust, Ascham homes, BNI and local youths canvassing the residents as to their perceptions, life styles and changes in the community.

Stalls were erected and children's entertainers attended. The hope was to bring the community back together and help build up relations with local providers and Police.

YMCA

The original enquiry regarding the YMCA was looked into. The YMCA provided diversionary activities but lacked funding and was struggling to get the local youths to attend. Hoe Street SNT secured funding from the Borough commander and provided sound equipment, table football, and better lighting. The club was better advertised and the local SNT went into the community and spread the word by mouth to encourage youths to attend. The club which ran two nights a week was also attended by the SNT.

This has proved such a success that the BNI is now looking to provide funding to increase to every night.

Alongside this expansion an offshoot of the YMCA club has started at the "Welcome centre". A new youth worker who is funded and employed by the Church of England diocese is running this. The worker is based in Atlee Terrace and it is hoped that this will provide closer communication to develop youth engagement in the area.

High Visibility Patrols

The Hoe Street SNT began to increase the number of patrols in the area. The compliment of one Police Sergeant two Constables and three support officers targeted the stairwells and balconies in a concerted effort to reduce the number of groups of youths loitering. Changes in shift patterns were instigated to attack the problem at the most prominent times.

Bordering SNT's brigaded with the Hoe Street ward and Operation Cornflower with Wood street and William Morris ward took place. As a result uniform PCSO's patrolled the estate while at the same time plain clothes police identified and searched suspects.

This had a positive impact on the community with a reported reduction in incidents to the SNT by residents

Anti social behaviour orders

Six full Anti Social Behaviour Orders were successfully obtained from Waltham Forest Magistrates Court relating to ASB 'Ringleaders' who frequent the Estate.

Having identified the six most prolific offenders who visited the estates and were suspected of causing the majority of ASB, PS Milkowski effectively addressed the problem and the youths did not return to the area.

This numbers of ASBO's was unprecedented on WF and has attracted personal acclaim from councilors, the local press and the Borough commander.

Enforcement of dispersal zone

A Dispersal Order was applied for to reduce ASB in the Safer Estates area in conjunction with ASB Coordinator, the council legal department and Ascham Homes. This was set for ratification by December 2006. The Dispersal Order came into force on the 01/12/06 and was to run for six months until the 01/06/07 This covered the area defined by

Hurst Road, which encompasses Attlee Terrace and its environs.

This was an effective tool in removing youths from the area who were engaged in ASB including drugs taking and causing criminal damage. This dispersal zone was further extended to the 01/09/2007; during this 3-month period the number of dispersal notices served significantly reduced indicating that there are fewer youths who are congregating.

Beat Sweeps

Beat sweeps were initiated and carried by the local partners. Graffiti clearance, operation payback, executing warrants, truancy patrols, vehicle removal, licensing issues evictions and serving of Anti Social behaviour agreements by Ascham Homes were undertaken.

Truancy Patrols

Regular Truancy patrols took place targeting the area with the assistance of the Borough Safer Schools Officers and Educational Welfare Officers. Relevant legislation was in place (S16 Crime and Disorder Act) to ensure necessary action could be taken.

Residents association / Ward Panel meetings

Community engagement continues with bi monthly residents meetings with a view to increase to monthly meetings and tag on a Police surgery to address any concerns the residents may have.

Hoe Street SNT has also assigned a dedicated communication officer for Attlee terrace – He will assist in developing a neighbourhood watch with LA.

Leaflet drops are vitally important in keeping residents informed of developments in their community as well as introducing new members of the team and to invite residents to discuss pressing issues.

External Funding to address EVA concerns

Ascham homes are currently conducting a rolling programme of security improvements with additional funding from the BNI. Already new fences and gates have been installed and lighting will be addressed in the near future.

3 additional Environmental audits have taken place with Crime Prevention Design Advisors's, Ascham homes and local councilors.

Ascham Homes recently submitted an entry into the UK Housing awards for 2008 for the partnership category. Unfortunately they were "pipped at the post".

Assessment

At the beginning of this initiative, reducing the fear of crime and improving the quality of life for residents featured in the objectives that were set. The comparison between the two KIN surveys below shows that 19% of those surveyed in April 2007 felt that crime had increased compared with 48% in November 2006.

In respect of ASB, 64% in April believed an improvement had taken place compared with 24% in November.

Crime rate	More crime			About the same		Less crime	
	Base	Freq	%	Freq	%	Freq	%
November 2006	29	14	48	6	12	10	80
April 2007	27	5	19	8	43	14	32

Anti-social behaviour	Got worse			Stayed the same		Got better	
	Base	Freq	%	Freq	%	Freq	%
November 2006	29	11	38	11	38	7	24
April 2007	28	3	11	7	25	18	64

Safety	Got worse	Stayed the same	Got Better
	November 2006	33%	8%
April 2007	3%	40%	57%

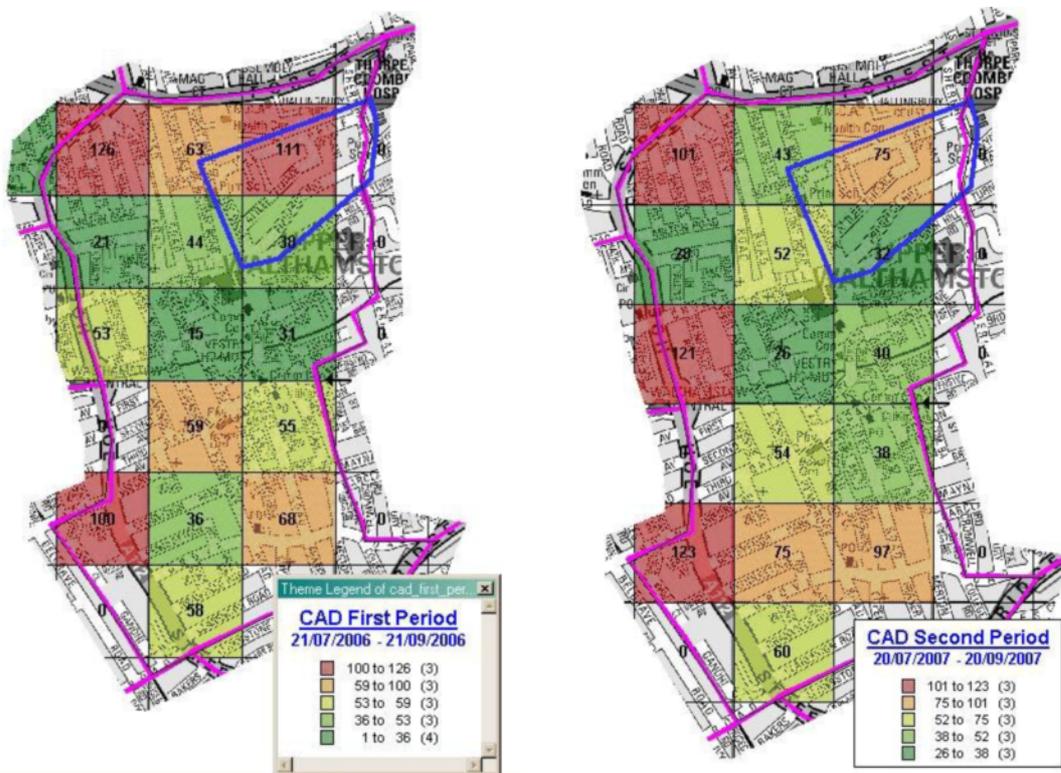
Comparison between the two periods shows a reduction in total crime numbers over the second period from a total of 19 crimes to 15 crimes over nine weeks. This equals a reduction of 21%; while this may sound impressive as a headline figure it must be stressed that this is a reduction of only four crimes within a very small defined area (0.1170 km² – less than 0.05 square miles) over a short time period.

The fact that some types of crime have seen a rise in the same period lends support to the view that this drop is not, in fact, statistically significant, but actually falls within the normal range of variation that one can expect to see between any two random periods. It also broadly reflects the difference in ASB crimes **over the Borough as a whole** between the two periods, which saw a reduction of 25% (from 2749 crimes to 2077 crimes).

- The drop in crimes is in violent crimes (ABH, assault on police, common assault)
- The rise in crimes is in car crime (theft of motor vehicle)
- The difference in dates between the two periods is in order to ensure that the same days are covered (i.e. although the dates are slightly different, both periods cover a nine week period beginning on a Friday)

At the beginning of this initiative CAD data was also used in an effort to view the frequency of calls to Police. No Home Office guidelines had at that time been set as to what was a designated ASB type crime and as such all calls to Police had to be entered into the equation.

Two CAD maps are now attached to show the impact that the safer estates campaign had on the area.



Total for the four squares encompassed by the zone in period 1 was 257; for period 2 202 - a reduction of 55 calls or 21.4%.

Conclusion

It is worth revisiting the main aims of the panel set at the start of this initiative, these were:

- *To highlight the problem and identify known perpetrators;*

This was achieved with the Six most prolific perpetrators being identified and ASBO's being issued. As a result they no longer came to the estate.

- *To liaise and engage with partners, local residents and youths to assess the problem and formulate agreed solutions.*

Regular residents associations meetings, Police surgery's and community fun days all helped to assess the perceived problem. The setting up of a Neighbourhood watch and assigning a dedicated communication officer from the Hoe Street SNT helped achieve this aim.

- *To provide regular and consistent highly visible policing and to enforce pertinent legislation.*

A local shift review of the SNT helped address the first issue that was highlighted. Youths knew the times the SNT finished work, usually around 10pm. That's the miscreants would come out and make life hell for the residents. PS Milkowski instigated an 1800 – 0200 hours shift on the most prominent days and rotated it out of sequence to catch them out. Brigading of bordering SNT in Operation Cornflower added further resilience.

- *To improve the quality of life for the vast majority of residents who reside within the identified 'Hotspot' area.*

The "Walkabout" with identified partner's features strongly within the Problem Solving process on Waltham Forest. It is both a useful tool in identifying areas, which can be improved and bridges the gap between different organisations that are generally working towards the same goal. Working more closely also allows the sharing of information to flow.

Funding for the refit of the play area benefited from this as it featured strongly in the recommendations contained within the Problem Solving report. The rolling programme of security improvements also came about as a result of the "walkabout".

These should all help to improve the environment in which the residents live.

- *To reduce the fear of crime*

I would refer you to the results of the KIN surveys contained with the report. This clearly shows that the perception of crime, ASB and general Safety has greatly improved. It is anticipated that the current KIN surveys, which will be available in November, will show a continuing belief that the good work already being done has continued to improve the area for the community.

State number of words used: 3969

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

The Hoe Street Safer Neighbourhood team on Waltham Forest Borough has worked hard over the last 12 months with their partners to address the concerns of the residents in Attlee Terrace, Walthamstow, E17.

The involvement of residents and partners from the start helped to define the course of the problem solving route at a very early stage. The aims of the partnership were defined and were achievable, realistic and cost effective. Good communication between partners and involvement in all aspects of the process ensured full cooperation.

It is evident that this process has had some winners and losers. Crime has not been reduced to the levels that was initially hoped for, however this community has taken back the estate for its residents, there is evidence of a more cohesive community, the fear of crime has dropped, and closer working ties with Police and the registered social landlord are evident.

Youth diversionary tactics were also employed with this also appears to have had a positive affect on the youths from the estate.

Key stakeholders continue to work with the residents of Attlee Terrace to provide a safer environment for all.

I therefore fully endorse the submission of this application on behalf of Waltham Forest Borough.

Andy Norfolk - Chief Inspector Citizen Focus.

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 Tilleyawards08@homeoffice.gsi.gov.uk. 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.