



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:
TUNNEL VISION PROJECT - DERBY

2. Key issue that the project is addressing
Reducing criminal damage and reducing fear of crime.

Author contact details

3. Name of application author:
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4. Organisation submitting the application:
Derby Community Safety Partnership

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Secondary project contact details

8. Name of secondary contact involved in the project:
Kiran Dhanda

9. Secondary contact email address:

kiran.dhanda@derby.gov.uk

10 Secondary contact telephone number:

01332 256840

Endorsing representative contact details

11. Name of endorsing senior representative from lead organisation:

Sharon Squires, Director of Derby Community Safety Partnership

12. Endorsing representative's email address:

Sharon.squires@derby.gov.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:

Government Office East Midlands

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).*

Tunnel Vision Project

The context

In 2004/05 criminal damage was a high volume crime showing a static trend against reductions in other crimes. Criminal damage was therefore a priority for us. Detailed analysis showed a diverse problem – but with potential for targeted activity. We, with our partners devised a range of projects – Tunnel Vision being one we are most proud of.

Scanning:

The subway under the A52 in Spondon, (known as The Tunnel) was highlighted by police, local residents groups/panels, landowners, schools/youth groups and the wider community as a hotspot for graffiti, rubbish and vandalism, primarily by young people.

Analysis:

Derby Community Safety Partnership brought together services and local residents:

- Derby City Council (environmental and youth services)
- Youth Offending Service
- Police
- Derby Homes
- Methodist Homes
- West Park School
- AMSCOTT (manages the subway on behalf of the Highways Agency)

Problems included the environment of the location – overgrown bushes, poor lighting and blank walls encouraging graffiti and anti social behaviour amongst young people. This has turned the subway into a 'no go area' for residents due to fear of crime.

Response:

A partnership approach was developed engaging all responsible agencies and local residents - especially young people to be part of the solution.

Work included:

- Remove graffiti
- Cut back shrubs and trees
- Upgrade street lighting
- Remove rubbish
- Install CCTV
- Involving local residents

To develop ownership and responsibility, young people from the school, youth club and restorative justice programme designed and painted a colourful mural in the subway which was then coated with anti graffiti paint.

They were helped by local residents and agency workers, including elderly residents of nearby sheltered accommodation who served regular refreshments.

Assessment:

Tunnel Vision has led to:

- reduced vandalism and anti social behaviour
- reduced maintenance costs
- no complaints at local forums
- sense of ownership and responsibility
- improved community cohesion
- reduction in fear.

Whilst this project is a success in its own right, the partnership approach, commitment to tackling criminal damage through targeted and specific interventions and the involvement of local people has been the key achievement. Since January 2007 criminal damage in the city has been steadily reducing. Between 2007 and 2008, criminal damage fell by 13.7%. Importantly, in Spondon, the neighbourhood where the Tunnel Vision project took place, saw a reduction of 17.7% during the same period.

State number of words: 399

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 12.

The Tunnel Vision project - Derby

The context

What is the problem? – a static trend in criminal damage compared with other crimes in the city

Although criminal damage in Derby had largely been below our CDRP family average since 2002, data showed it was a high volume crime, in 2003/04, criminal damage formed the largest component of BCS comparator crimes and accounted for 27.7% of all offences (5,997).

2004/05 saw reductions in most BCS comparator crimes, with burglary falling by 40.9%, vehicle crime falling by 21.8% and robberies falling by 23.4%. Criminal damage, however, saw no significant change (-1.5%) and now accounted for 31.7% of all BCS comparator crimes. It was clear that reductions in this high volume offence would need to be achieved in order to meet the overall target.

What is the problem? – public confidence

Criminal damage is known to impact negatively on public confidence and perceptions of crime and anti-social behaviour, as described in literature like Wilson and Keeling's 'broken window' (1982) theory. A representative survey of Derby residents in 2004 showed that vandalism and damage to properties was considered to be a problem by 33% of the population – in the top five biggest perceived problems in the city. Analysis of the survey also showed that those who had experienced vandalism or damage were significantly more likely to worry about crime than those who had not. This demonstrated that criminal damage was really impacting on local people.

What is the problem? – impact on wider crime and disorder

Criminal damage and low level crime is also thought to be indicative of high crime levels and increases the likelihood of other crimes. Analysis of crime data confirmed this to be the case in the city, with the highest concentrations of criminal damage tending to be in the areas of highest social and economic deprivation and highest crime.

The objective – to reduce criminal damage in Derby by a stretching 16%

Given these factors, Derby Community Safety Partnership with the support and agreement of Derbyshire Police, Derby City Council and Derbyshire Fire and Rescue Service agreed that targeting the reduction of criminal damage was a priority for the city. Demonstrating this shared commitment we agreed to a stretching round 2 local public service agreement (LPSA2) aiming to achieve a 16% reduction in criminal damage between 2004/05 and 2007/08. This was a significant commitment given the gradual increasing trend that was apparent at the time.

The solution – a partnership approach to delivering a range of specific, targeted interventions/ projects

Detailed analysis of damage types, locations, times and perpetrators showed a diversity of crime types across the city. Initially we were concerned that criminal damage was too diverse a problem to target successfully. However, further analysis found some types of criminal damage associated with particular locations, for example, environmental damage such as graffiti, damage to dwellings and vehicle damage. From the analysis we felt that targeted activity designed specifically for each 'hotspot' could potentially lead to a significant reduction in overall criminal damage. This was supported by a partnership approach to activity involving Derby Community Safety Partnership, Derbyshire Police, Derbyshire Fire and Rescue Service, Derby Homes – an arms-length organisation managing the city's council housing, education and youth services. To reduce criminal damage in the city as a whole, a range of different projects were delivered across the city, each specific to the location and problem being targeted. An example of this approach that we are particularly proud of is our 'Tunnel Vision' project in the Spondon area of Derby.

The Tunnel Vision project

Scanning

Derby's Tunnel Vision project has been hailed as a model of good practice (for example, used by the Highways

Agency in their newsletter as an example of good practice and used by the Police in their safer neighbourhoods training) for bringing together landowners, service providers and younger and older members of a local community to rectify a problem.

The subway under the A52 trunk road or Brian Clough Way as it is otherwise known, in Spondon, is known locally as 'The Tunnel', had been highlighted as a vandalism hotspot. This was identified through a range of sources. For example, The Police were receiving calls for service for problems at the Tunnel, the Highways Agency reported problems, regularly having to clean up the tunnel and repair lighting and concerns were being reported by local residents through, for example, neighbourhood forums.

The problems identified included anti social behaviour, graffiti, rubbish, overgrown bushes, poorly maintained open space, vandalism and damaged street furniture. There was a general feeling that the area was dark and considered unsafe for young and old alike. Local residents were complaining that action was needed.

Analysis

Whilst analysis of data identified damage types, hotspot locations etc. we felt it was important to more local analysis and engagement with key stakeholders to determine local perceptions of the problem(s), their causes and potential solutions. With the lead taken by Derby Community Safety Partnership, contact was made with a number of services who were all either responsible for pieces of land in the area or for providing services. There was a common goal identified to take action and ownership of the subway and instil responsibilities in both local residents and services.

Derby Community Safety Partnership brought together key service providers and local residents to clarify the issues and formulate an action plan:

- Derby City Council (environmental and youth services)
- Youth Offending Service
- Police
- Derby Homes
- Methodist Homes
- West Park School
- AMSCOTT (manages the subway on behalf of the Highways Agency)

Through the engagement of local people alongside key agencies and stakeholders in the area the essence of the problem was identified:

Offender – young people were identified as the main offenders, causing vandalism, damage and graffiti to the area.

Target/ victim – the direct target was the tunnel itself, suffering from environmental damage. However, local residents were indirect victims, as the damage caused and environment created led local people to become fearful of crime and disorder and to change their behaviour – no longer using the Tunnel.

Place - we agreed that the problems stemmed from the environment of the location – overgrown bushes, poor street lighting, blank walls encouraging graffiti and anti social behaviour amongst young people.

Response

A clear and rounded response was developed to address the problem, tackling each element of the Problem Analysis Triangle:

Offender – young people, identified as the key perpetrators of the problem had to be part of the solution. We felt that enforcement alone would not address the issue. We believed that we needed to help develop a sense of responsibility, of ownership and of belonging to a wider community.

Target/ victim – as the main target was the Tunnel and surrounding environment, we needed to address this to achieve a solution. The Highways Agency was central to the successful delivery of the project as it owns and maintains the subway. Its commitment early on was a major factor in the project.

As indirect victims of the problems of the Tunnel, improving the confidence, perceptions and feelings of ownership of

local people about the Tunnel was important. A key objective of the project was not only to reduce the damage caused to the Tunnel itself but also to reinstate its place as a neighbourhood asset, providing a thoroughfare that local residents would use.

Place – whilst the involvement of the Highways Agency was important given their ownership of the Tunnel itself, in terms of place, the surrounding environment was felt to be just as important. A key aspect of the project was to improve the appearance and environment in and around the Tunnel.

Through continued contact and engagement of the local community, it became apparent that everyone cared for the Tunnel and its environment. This commitment was seen as central to solving the Tunnel problem, therefore the plan was to involve the community throughout the project with a particular focus on engaging young people.

A partnership approach was developed to engage all those agencies responsible for local services along with local residents and especially young people to be part of the solution. The solution agreed was not just to clean up the Tunnel and surrounding environment but to involve local residents and young people in particular in creating a mural on the subway walls.

Site meetings resulted in some quick wins, most notably the engagement of local people and enabled the start of the main element in the project. The involvement of local young people was done primarily through the local school, West Park School and local Youth Club. When offered the opportunity, they relished the chance to be part of the project and recognised that it would both improve their local environment and give them a way to contribute by designing and creating a colourful mural on the walls of the subway.

The work was led and co-ordinated by a Community Safety Partnership Officer with a detailed work programme drawn up, including actions across service providers:

- Removal of graffiti and the painting of a mural on a 30 metre subway
- Cutting back and removal of shrubs and trees
- Upgrading of street lighting
- Litter pick and removal of rubbish from undergrowth
- Replacement of broken bollards and railings around the subway
- Replacement of fencing at Methodist Homes scheme base
- Installation of CCTV and mosquito at the Methodist Homes for the Aged base
- Removal of graffiti from an adjacent private property
- Cutting overgrown grass to the green areas around the subway
- Communication with local residents to keep them involved, updated and informed
- Engagement of local young people
- Engagement of local elderly residents
- Bringing young and elderly people together
- Celebration event to thank participants and showcase the work carried out

The involvement of the school was coordinated by an Art Teacher who worked with twenty young people from the school aged between 14 and 16, most of whom lived around the Tunnel area. An artist was recruited to work with the young people at the school and also fourteen young people aged 12 to 18 from the youth club and eight young people as part of the Restorative Justice programme organised by Derby City Youth Offending Service.

Each of the three groups of young people that participated in the Tunnel Vision project volunteered to work at a specific time during the eight days of painting the Tunnel. A rota was drawn up confirming times, volunteers and who would be supervising activities.

Once the base coat had been painted on to the Tunnel walls and ceiling by the Highways Agency contractors, the artist sketched the outline of the design. Over the following eight days, there were fourteen different sessions arranged for young people to show their artistic skills and put into practice what they had learnt and planned.

We identified that the Tunnel Vision project was an excellent opportunity for the young people working on the project to meet and mix with some of the local elderly residents who live near the tunnel and are part of the Methodist Homes Association 'Live at Home' Scheme to be part of the project. This was key in building bridges between different communities in the neighbourhood, developing understanding and changing perceptions. Older people in

the area worried about anti social behaviour and we saw this as an opportunity to increase their confidence whilst also helping develop a positive image of young people and give them a better understanding of older people.

Whilst the painting was in progress, the 'Live at Home' residents came out to watch and chat to the young people about their work. They also provided lunch for the young people and invited them to join them in an exercise class.

A joined up approach and shared resources and responsibility of the project were key to its success. Partners and other agencies had different roles within the project:

- AMSCOTT: cleared embankments, pruning and removing tress, removing and replacing existing and damaged concrete posts and metal fencing. Painting blank canvass on subway. Repairing lighting in subway. Providing warning signs and tape. Putting out and removing bollards each day to cordon off area during painting. Covering mural in anti-graffiti paint on completion.
- Methodist Homes: Providing location for CCTV and Mosquito (a device that uses sound to discourage groups of young people from gathering). Offering their facilities during the work (including older people serving tea to the young people involved) and hosting the opening event on Monday August 6.
- Youth Offending Service Restorative Justice team: Identifying and supervising young people to paint the mural over three days
- Derby City Council Youth Service: Identifying inspirational words for the mural. Hosting a workshop for young people with the artist Pete Barber. Identifying local young people to take part in the project and supervising while painting the mural on three days
- West Park School: Organising a competition to identify inspiration words for the mural. Hosting a workshop for students with the artist. Identifying and supervising students to paint the mural
- Derby Homes Spondon Community Panel: Printing warning signage. Delivering publicity leaflets. Providing volunteers to promote the project to spectators and passers-by during he painting sessions
- Police: Delivering leaflets. Engaging local young people. Helping supervise on painting days. Monitoring site in the events while work was done
- Derby Community Safety Partnership: Providing and installing Mosquito and CCTV. Coordinating project and risk assessments. Providing volunteers to promote the project to spectators and passers by. Producing publicity. Providing and applying for funding. Producing guidance sheets and permission slips and organising opening event.
- Derby City council: Providing lighting improvements and organising a litter pick
- Spondon Ward Councillors: Volunteering to promote the project to spectators and passers by during the sessions
- Subway food chain: providing food for the opening event
- Derbyshire Crimebeat: Providing funding towards the cost of materials and artist sessions with young people
- Celanese Acetate: Providing protective overalls for individuals who painted the mural

The importance of regular and accurate communication was also vital to the success of Tunnel Vision when so many different partners were involved. Regular meetings were arranged with actions and progress being sent to all concerned. Numerous joint site visits were made to ensure informed decisions were made. Ward councillors were involved and kept informed, enabling them to make sure local residents were aware and reassured that activities were taking place.

The local youth worker and teacher at West Park School both played key roles in keeping young people informed and engaged throughout the months of planning and delivery of the project.

Information about the project was regularly communicated throughout the course of the project to local residents through newsletters, flyers, meetings, presentations and newspaper articles as demonstrated below.

Example of a leaflet delivered to local homes:

Tunnel Vision Project



Work will start soon to improve the subway under the A52 – known as The Tunnel. The subway has been attracting graffiti and anti-social behaviour. To tackle this, a mural based on ideas and designs from local young people will be painted on the subway

walls from:

Thursday 26 July to Thursday 2 August

Local young people will be working with a professional street artist to paint an inspirational piece of art on the subway. Other improvements will include litter picking, clearing undergrowth and pruning.

If you want to know more about the project, please contact Kiran Dhanda at the Derby Community Safety Partnership on 01332 256933; minicom 01332 256900; email kiran.dhanda@derby.gov.uk



This project is supported by Spondon Community Panel, West Park Community School, the Highways Agency, Derbyshire Police, Derby City Council Youth Service, MHA—Methodist Homes for the Aged, Derby Homes and the SUBWAY® food chain.



Article about the project in the local newspaper:

visit our websites www.thisisderbyshire.co.uk and www.therams.co.uk

NEWS

DERBY EVENING TELEGRAPH, Tuesday, August 7, 2007 17

Young artists' efforts channelled into tunnel

YOUNGSTERS have brightened up a vandalised subway with a colourful mural.

The tunnel, in Spondon, was reopened by the Mayor of Derby, Councillor Pauline Latham, during a street party yesterday.

It had become an eyesore, overgrown with shrubs and strewn with rubbish and graffiti.

And the drive to make the subway safer and cleaner culminated in a celebration at its entrance, in Haddon Drive.

CCTV cameras, improved lighting and anti-vandalism paint have been added by the project, with the support

of police officers and the Highways Agency.

Pupils from West Park School worked with street artist Pete Barber and other young people to create the mural.

Kiran Dhanda, who organised the project for Derby Community Safety Partnership, said: "Lots of organisations joined together to make the subway an attraction rather than a blight."

"Young people have been responsible for the mural, encouraging them to take ownership and look after it."

Pictured is Tanya Ward, 14, of Sinton, who helped to paint the mural.

Picture: Hannah Brackenbury HB060607G-2



The completion of the project was celebrated with a party and official opening by the Mayor of Derby – attended by all those individuals, organisations and local residents who had been involved.

This combination of actions were appropriate to address this particular problem in this particular area as involving young people and the wider community was considered central to the sustainability of the work achieved. Without developing a sense of ownership, responsibility and community we thought that the same problems would soon resurface.

Other areas, where criminal damage was identified, following analysis, were tackled with differing approaches. Some of the approaches included: enforcement of tenancy agreement conditions; increased presence of 'capable guardians'; installation of CCTV; graffiti boards and distribution of security advice leaflets. Interventions were very different in different areas. We considered this the best approach to tackling criminal damage across the city, rather than a 'one-size-fits-all' approach.

Assessment

The Tunnel Vision project has led to reduced vandalism and anti social behaviour, reduced maintenance costs, a sense of ownership by young people, improved community cohesion and reduced fear of crime in relation to the Tunnel as demonstrated below:

- Six months prior to the project, Derbyshire Police received five calls for service. Since the project was completed (August 2007 to present day), there have been only two calls for service.
- AMSCOTT's repair costs were previously £400 a month. Since August there has been no graffiti and only essential maintenance has been required.
- The visual impact of the area has been enhanced and is now lighter, brighter and cleaner. The new street furniture and lighting gives the vicinity a feeling of a well cared for and maintained area that has been commented upon by local residents. Tunnel Vision has also improved perceptions of local people about the area they live in.
- Since the end of the project there have been no complaints to the local Neighbourhood Forum and Housing Tenants Panel of anti social behaviour.

- Positive feedback was given by all the organisations and individuals involved:

“Anti social behaviour problems are less around the tunnel because it’s not see as a hang out to abuse the mural,” *young person*

“The problems around the tunnel have decreased due to the tidy up of rubbish, cutting down the business and the new mural painted by us in this area reminds everyone that if they deface it, they are defacing their own hard work,” *young person*

“This has helped bring a lot of young people together from Spondon,” *young person*

“At the end of the project there was a visible difference to the area that gave those who took part a real pride in their achievements,” *Neighbourhood Manager, Derby Community Safety Partnership*

“Since the project was completed, we have not had to remove any graffiti from the subway and the street lighting has not been vandalised,” *Highways Agency*

“Local residents are happier walking through the tunnel as it is brighter and cleaner. They feel it has opened the area up more, especially now that the foliage has been cut back. They feel safer as they can see ahead easier,” *PCSO*

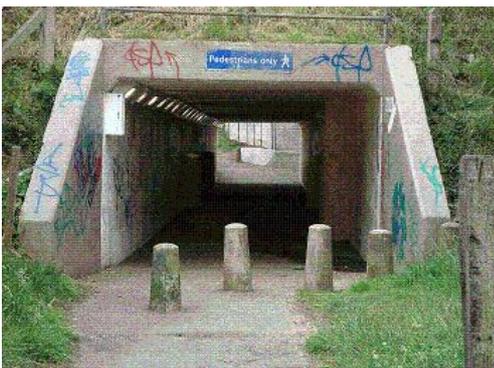
“It was great to see the youth club and school children taking part and see them taking pride in the completed mural work,” *local resident*

“The project was a success due to a large number of young people positively engaging in activity from the local community,” *local councillor*

“It’s changed quite drastically I must say – It’s cleaner, it’s brighter...it hasn’t been this straight for a long time....I don’t mind walking through it anymore. We were notified....how many school children were involved, and that it was a project not just a clean-up mission...because they’re [young people] involved, they are respecting it a lot more because I’ve never seen it last this long, have we? We’ve seen lots of coats of paint go on in here, and within hours it’s been defaced. This is the cleanest it’s ever stayed,” *local family using the subway*

Photographs of the Tunnel before and after the project:

Before (February 2007)



After (August 2007)



Difficulties along the way

Whilst we are delighted with the success of the project, some difficulties were experienced along the way.

Resources

A small amount of money was used for materials, the majority of the resources used were through mainstream delivery or in kind rather than using additional resources. An example of in-kind resources include Methodist Homes who allowed access to their facilities during the work and also provided food. This kind of resource enabled the

project to happen, developed community commitment and increases the chances of the project being sustainable and offered excellent value for money.

Demands on the lead officer were significant, particularly in the first instance. Time and effort were required to get buy-in from all parties. This commitment and co-ordination role was central to the achievement of the project and was an appropriate use of resources given the outcome achieved – particularly through the relationships developed during the project which are already being utilised to develop similar projects where similar problems exist in other parts of the city.

Problems

A couple of difficulties arose during the delivery of the project. One of the most sensitive was the death of a local youngster. Many of the young people involved in the project wanted to dedicate the mural to this young man. However, not everyone involved in the project felt this was appropriate as many of those using the Tunnel would not know the young person. Close working with the young people led to an agreed compromise and ultimately the successful delivery of the project. This included the inclusion of the word 'memories' within the mural where the young people incorporated words and phrases that linked to their memories of their friend.

A further issue that emerged was that the neighbourhood has a 'split' with residents in one area perceiving themselves not to be part of the same community. This could have potentially led to tensions in the area. To negate this, ongoing close working and communications with all communities in the neighbourhood meant that this did not become an issue.

Review and sustainability

On-going review is done through noting calls for Police service, the Highways agency and neighbourhood forums. To-date the success of the project has been sustained. We believe that this will continue to be the case. The maintenance of the work achieved should take no more than mainstream standard maintenance without additional outlay of resources. Further, the involvement in the project of local people, particularly local young people has developed a sense of ownership and pride in the Tunnel. This is demonstrated by the young people involved inspecting and cleaning the Tunnel without prompting from any agency or service.

Due to the success of the project, we are planning similar projects elsewhere in the city.

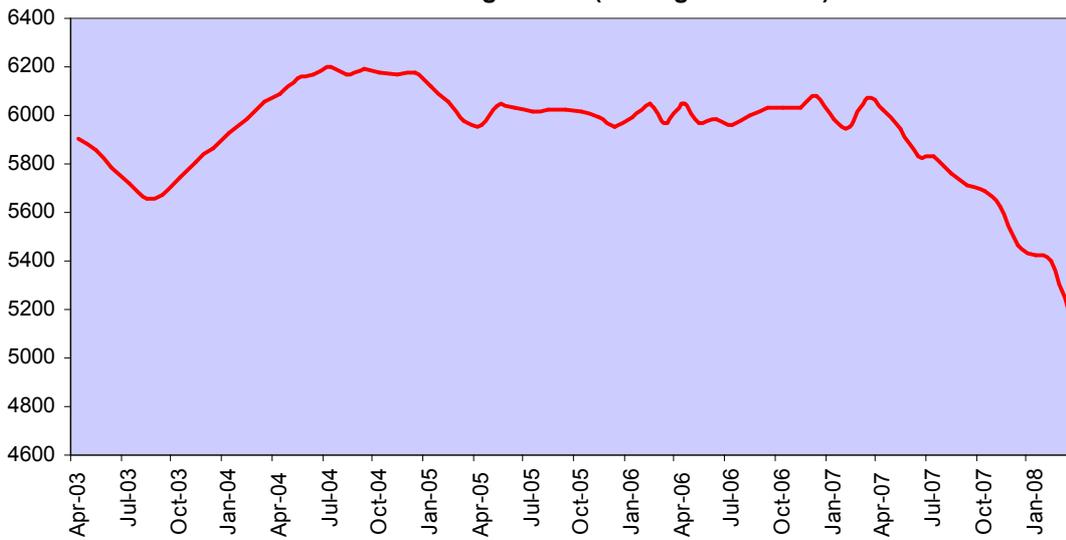
Conclusion

We have been delighted by the success of the Tunnel Vision project. We recognised that previous responses to the problem, for example, just painting over the graffiti, were not solving the problem. The success of the project lay in the analysis of the causes and consequences of the problem where previously responses simply tackled the consequences – and only the immediate consequence of graffiti and vandalism rather than tackling the intimidation and fear created in the local community. Absolutely key to the success of this project was:

- Partnership working – involving a wide range of agencies in achieving the solution
- Involving local people, especially young people
- Developing a shared ownership and responsibility for the area
- Promoting pride in the neighbourhood
- Bringing together communities and improving understanding – particularly between young and older people.

Whilst this project is a success in its own right, it has been the partnership approach and commitment to tackling criminal damage and the targeted and specific interventions – creating tailor-made solutions to problems that are now demonstrating a real success in the city. Since January 2007 criminal damage in the city has been steadily reducing. Between April 2007 and March 2008, criminal damage fell by 826 crimes – 13.7%, a figure that we are very proud of. The rate of criminal damage in Derby is currently 19.7% lower than the average compared to our most similar family grouping. Importantly, in Spondon, the Derby neighbourhood where the Tunnel Vision project took place saw a reduction of 17.7% during the same period. The table below demonstrates the criminal damage trend since April 2003.

Criminal Damage trend (Rolling 12 months)



This success has been very much a partnership approach, and we think that the Tunnel Vision project demonstrates particularly well how an informed partnership approach – most notably including local residents can achieve successful outcomes.

State number of words used: 3,912

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

Actual copy sent separately

Alex Blackwell (at Home Office)
Police & Partnership Standards Unit
4th Floor
Fry Building (SW Quarter)
2 Marsham Street
London
SW1P 4DF

24 April 2008

Dear Alex

Re: Tilley 08 entry – The Tunnel Vision project, Derby

I am writing to formally endorse the entry to the 2008 Tilley Awards of the Tunnel Vision project – Derby. I can verify that all agencies involved in delivering this project have been informed that this project is being submitted as an entry into the 2008 Tilley Awards.

Yours sincerely

Sharon Squires
Director, Derby Community Safety Partnership

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.