



# 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](mailto:tilleyawards08@homeoffice.gsi.gov.uk).

All entries must be received by noon on **Friday 25<sup>th</sup> 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**

##### **Author contact details**

3. Name of application author – Inspector Bob Cross
4. Organisation submitting the application:
5. Full postal address: Intelligence & Security Bureau, ISB Ports Unit Docks L24 2XQ.
6. Email address: Robert.Cross@merseyside.pnn.police.uk
7. Telephone number: 0151 777 2376

##### **Secondary project contact details**

8. Name of secondary contact involved in the project: Supt John Myles
9. Secondary contact email address John.Myles@merseyside.pnn.police.uk

10. Secondary contact telephone number:

##### **Endorsing representative contact details**

11. Name of endorsing senior representative from lead organisation: ACC Simon Byrne
12. Endorsing representative's email address simon.byrne@merseyside.pnn.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:  
Government Office 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:**

Police and Partner data identified that the Parks and Open Spaces experienced a rise in anti social behaviour and crime during the summer months. Offences varied from robbery to graffiti damage to equipment within the parks. This criminal activity affected legitimate use by the local communities. Incidents were not confined to isolated parks and open spaces but to well establish areas. Temporal information and surveys suggested a major fear of using such places at night.

**Analysis:**

Visibility: Many of the parks had large areas that provided cover for would be offenders and also the construction of 'dens' that provide a makeshift shelter, particularly associated with underage drinking. Social Interaction: It was evident, particularly from environmental visual audits that the playing of games and organised leisure in these areas had been subject to destruction through arson attacks and the smashing of glass. In addition a number of 'rope swings' were observed that on first sight appeared to be traditional child swings. Post interview with park users it transpired the 'swings' were jaw training structures for dog fighting. Spatial Hierarchy: Previously defined areas such as tennis courts, football pitches and bowls greens had been subject to damage, which had negated their constructed use. Landscaping: This included lighting, fixtures, planting and signage. All subject to damage, destruction or obliterated by graffiti, particularly by the use of territorial 'tagging' Natural / Passive surveillance: Many of the parks and open spaces lacked passive surveillance and both police and local authority patrolling was intermittent.

**Response:**

The central tenet of our response to the 23 gold areas was the implementation of situational crime prevention. Fundamentally partnership based resourced by a number of agencies, the Intelligence led, targeted, policing response to the Gold Parks was the responsibility of the BCU and CDRP's to manage.

**Assessment:**

Wavertree playground saw a 100% reduction in robberies with no offences being recorded this year. Birkrnhead Park saw the biggest reduction in theft from motor vehicle offences with a drop of 85.7%, Sefton park by 83% and Princess Park by 78%. Haresfinch Park saw a reduction of 55.2 % in offences of anti social behaviour( excluding neighbourhood incidents) Victoria Park in the Sefton area showed a reduction of 21.7% in anti social behaviour compared to 2006. Criminal damage within all 4 of Liverpool North Gold Parks reduced with Newsham park decreasing by 48.3%. Violence showed some significant decreases including a 31.7% in Newsham Park.  
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:



Throughout 2006 and early 2007 it was identified, through police and partner agency data that the Parks and Open Spaces experienced a rise in anti social behaviour and crime during the summer months across Merseyside. Offences varied from robbery to graffiti damage to equipment within the parks. This criminal activity affected the legitimate use of our Parks and Open spaces by the local communities. Incidents were not confined to isolated parks and open spaces but to well establish areas. Temporal information and surveys suggested a major fear of using such places at night.

The presence of quantities of rubbish, dog dirt, graffiti, broken fences and equipment, non-functioning lighting and other signs of ASB indicated to local communities that no one was doing anything to address the damage and abuse. This in turn gave a message to the perpetrators that in this space the ASB is tolerated, or at the very least, no one is likely to do much to stop it.

In response to community concerns a meeting of representatives from the local authorities, Crime and Disorder reduction Partnership chairs, the regional crime reduction director, Merseyside Basic Command Unit commanders, the Assistant Chief Constable operations and the Chief Constable took place. The outcome of that meeting was to prioritise the issue of ASB in parks and open spaces throughout Merseyside.

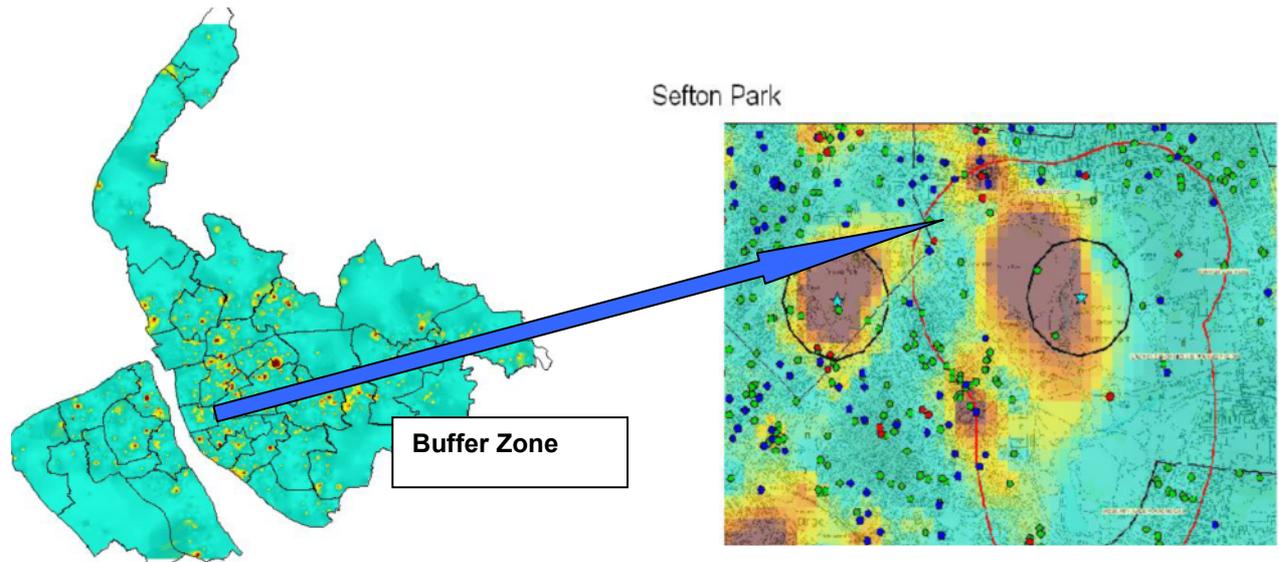
Analysis:

### Data Analysis

It was established that a number of different methods for capturing ASB data within a chosen list of parks would need to be undertaken in order to identify all the problems.

### Mapping

Location data needed to be recorded as regions with boundaries. This was achieved by using 'buffer zones' on the respective maps.



Merseyside Parks and open spaces 'Hotspot' map

'Hotspot' analysis – Victim, Offender, Location

### Multi – Agency Profiling

The Problem Profiles included data from different sources, Police Intelligence and Information, Environmental visual audits conducted by KIN members, Local Authorities, Fire Service, Community Intelligence, Health Service, JAGS, Community Intelligence, Key Individual Network (KINs) Neighbourhood Action Groups NAGs etc.



In company with KIN members and friends of the park an environmental visual audit was completed in Central Park Wallasey. Concerns expressed by the groups included evidence of 'gang control' from the graffiti displayed

## Methodology

### Location Name Search

Using this method, the location field of every incident was searched for the precise name of the open area e.g. "Birkenhead Park".

### Street Search

In this method, data was retrieved where its location matched a street either running through the open space or immediately adjacent to it.

It was essential to consider the architecture and character of the parks. Many had strong historic links with Merseyside an example being Birkenhead Park, which, aside from being the world's first public park, provided the blueprint for the modelling of New York's Central Park. Community Patrol / City Warden / Merseyside Fire Service etc. incident data was used to gain a fuller understanding of the problem. The volume of recorded incidents was proportional to the degree of surveillance opportunity afforded a location. More remote locations may have had greater numbers of incidents, but they were unreported. Incidents were also proportional to the size of the park. Bigger parks are likely to have more incidents. A valuable alternative measure was to formulate incident rate based on incidents divided by surface area.

The profiles concluded that Merseyside wide seasonality had a strong influence on incidents (not unexpected) and that predominantly lone male offenders committed robbery. Offences of criminal damage were associated with groups of young people, predominantly male. Offences were not confined to isolated parkland but were evident in well-used areas. The parks had little or limited supervision through either warden or police patrols. Compelling evidence of alcohol consumption was visible through discarded containers, many in purpose built 'dens'. Demand on all response services was high at many locations, the Merseyside Fire and Rescue service had to deal with many secondary (minor) fires.

### Analysis Outcomes

Visibility – Many of the parks were constructed in a bye-gone era that encouraged the planting of many shrubs and trees. As a consequence many of the parks had large areas that provided cover for would be offenders and also the construction of 'dens' that provide a makeshift shelter, particularly associated with underage drinking. In addition disregarded debris inclusive of alcohol containers and drug usage such as tin foil and needles.

Social interaction - It was evident, particularly from environmental visual audits that the parks and open spaces afforded opportunity for playing of games and organised leisure but these areas had been subject to destruction through arson attacks and the smashing of glass. In addition a number of 'rope swings' were observed that on first sight appeared to be traditional, self constructed, child swings. They consisted of a rope with a branch tied through. Post interview with park users it transpired that these 'swings' were in fact jaw training structures for fighting breed dogs.

Spatial hierarchy - Previously defined areas such as tennis courts, football pitches and bowls greens had been subject to damage which had negated there constructed use.

Landscaping - This included lighting, fixtures, planting and signage. All subject to damage, destruction or obliterated by graffiti, particularly by the use of territorial 'tagging'

Natural / Passive surveillance – many of the parks and open spaces lacked passive surveillance and both police and local authority patrolling was intermittent. In addition many of the parks did not have a housing periphery to provide additional guardianship.

Housing adjoining the Marine park in Crosby. It is notable that the wall graffiti is below a 'home watch' sign calling into question a requirement to refresh extended guardianship of the park



Security and patrols- Many of the Merseyside Local Authorities have developed special patrols and security organisations to operate in parks and green spaces but were subject to limited resources.

Analysis conclusions were threefold.

- The extent of recorded crime offences
- The level of anti social behaviour
- 'Gold' Locations

Crime. Recordable offences ranged from criminal damage to robbery. Victims included many young people who were subject to robbery of personal property inclusive of mobile phones and stereos. In relation to criminal damage many offences occurred involving properties located in the parks. Pavilions, bowling club premises and boundary fences for tennis courts etc. and the costs to local authorities were considerable. The circumstances of the victimisation were attributed to the isolation of some open spaces thus creating an environment to offend both in terms of victims and property. The level of anti social behaviour. There was clear evidence of an alcohol drinking culture, particularly in discrete areas of many parks. Shelters constructed with park shrubbery were a common feature. Graffiti evidenced an 'assumed' ownership' of the parks by local gangs. A common feature in the games and leisure areas of the parks was broken glass. Many of the young children's play areas were affected. These conditions had prevailed in many parks and open spaces throughout Merseyside.

The analysis had identified 23 Gold zone Parks

Gold Parks

Wirral - Birkenhead Park, Central Park, Arrowe Park, Mersey Park, Victoria Park

Sefton - Alexandra Park, Victoria Park, Coronation Park, Rainbow Park, Marine Drive

Knowsley- Stadt Moers

St Helens - Parr Stocks, Clinkham Wood, Haresfinch Park, Queens Park

Liverpool North - Walton Hall Park, Croxteth Park, Newsham Park, Loop Line

Liverpool South - Wavertree Playground, Princes Park, Sefton Park, Otterspool Promenade

Response:

The success of the operation relied on three clear aspects of work:

- Enforcement / intervention
- Community engagement and empowerment
- Diversionary activities and youth engagement

A central tenet of our response to the 23 identified priority areas was the implementation of situational crime prevention. As the SafeSpace Operation was fundamentally partnership based it required resource deployment from a number of agencies. The Intelligence led, targeted, policing response to the Gold Parks was the responsibility of the BCU and CDRP's to plan and deliver how they would address the individual problems that had been identified for each location. This activity was coordinated through the ASB Task Force. How did our response proposals relate to the identified police and agency profiles?

Visibility – As stated many of the parks had strong historic backgrounds and the increase in 'opening up' the areas had to be carefully considered to retain their character. Spaces were planned to foster visibility and enable people to be seen, by designing clear views and avoiding concealed spaces and traps. An extensive programme, coordinated by the local authorities, achieved this through reducing the height of many shrubberies, the removal of 'dens' and a litter; graffiti and a broken glass clean up. In addition a programme of 'defensive planting' was undertaken, particularly in walled garden areas. Plants used included black thorn and pyracantha. I

All of the police resource deployment was analysis led. In terms of high profile uniform policing this facet was acknowledged difficult to sustain. To increase the impact a number of Merseyside Police vehicles are equipped with CCTV and recorded data was used to brief other patrols and agencies. The mounted section exercised all their livestock in the Gold parks, as did the dog section. The force helicopter, when deployed, routinely returned to base via an intentional fly over the Gold parks. Local Authorities - deployed all available resources to support policing activity throughout the phased approach. Partner Agencies i.e. Park Rangers, Security, Environmental agencies, Community Support Groups, Sports facilities/clubs engaged to support policing activity. Community Groups / Friends of Parks etc supported the activities, providing intelligence and information regarding issues with the parks.



Central Park Wallasey Wirral – New Fencing



Marine Drive Crosby – Shrub height reduction

Social interaction – Increased use of the park for leisure activity was paramount to the success of SafeSpace. BCU staff and Best officers to inform and educate both the children and the parents through leaflets and information via PTA and Parent evenings visited schools in all areas.

The Merseyside Police Youth Engagement Program, PAYES, launched in June 2006 had delivered 112 projects, working with over 11,000 young people. Each project conforms to standard youth engagement and social inclusion principles, providing a range of successful activities, which have a proven track record in reducing anti social behaviour. In order to support Safe space, funding was obtained from the Local Authorities of £5000 per authority to run similar activities.

Over 40,000 young people and adults were involved with activities over the summer period. The Community Foundation assisted with the co-ordination of funding resulting in 16 Gold zone Parks staging projects directly due to funding from Operation SafeSpace.

The monies provided to the Community foundation was divided between the 6 Police areas as follows Area / No projects/ No of children engaged / Cost £ -

- Wirral / 4 / 195 / £5,500.00.
- St Helens / 3 / 525 / £3,000.00.
- Knowsley/ 2/ 55/ £2,000.00.
- Sefton/ 3 / 235 / £3,000.00.
- South Liverpool / 8 / 900/ £9,000.00.
- North Liverpool / 4 / 230 / £4,500.00.

Spatial hierarchy - The first consideration was to create defensible space to encourage the use of formal space such as tennis courts, football pitches and play areas. A large number of pitches were remarked to signify the boundaries. The erection of nets and fencing restored tennis courts. It was considered an imperative to reclaim this park space to enable delivery of activities associated with the aforementioned PAYES programme.

Activities included

- Dragon Boat racing



The St Helens Winning Team



Dragon Boat Finals



Bow of the winning boat

- Club Frenzy – 11-16 nightclub initiative
- Football initiatives including Kickz, Brazilian Soccer and mini world cup



- Summer play scheme including included arts and crafts, outdoor games and cycle proficiency course
- Park scheme creating safer environment through clean up
- Urban dayz – In park with graffiti art,
- Graffiti projects
- Hooked on fishing – Using canals and local ponds. (Including environmental elements)
- Merseyfest – park clean up and arts projects
- Party in the Park – Music, dance and drama in open spaces
- Summer play scheme – Public open spaces
- Buddy Group – Drop in centre with range of activities
- Carnival – Face painting and other various activities
- Referee and coaching courses

Landscaping - this included fixtures, planting and signage. Such elements can either provided ideal conditions for crime or in contrast, enhanced the safety and welcoming nature of public spaces. A consideration was trying to make a space attractive and welcoming when it is fundamentally unsafe. Again activity associated with the PAYES programme inclusive of clean ups and organised games reclaimed many open spaces.

Lighting/Signage - Lighting obviously contributes to visibility. An extensive local authority programme was implemented to replace damaged or fused lights. Fixtures and planting have been used to direct and channel users as opposed to hampering visibility. Signage has been restored enabling people to find their way.

Natural surveillance - Many of the parks and open spaces are bound by properties on their perimeter. Safe space set out to engender a sense of ownership by the occupants of such properties and users of the parks. All BCU PCSO's made leaflet drops and personal calls to such properties.



Leaflets and personal calls focused on:

- Explaining what we are doing and why
- Keeping people informed
- Highlighting the positive elements of SafeSpace, promoting parks and open spaces
- Encouraging community empowerment and ownership of parks and open spaces
- The positive outcomes of Operation Safespace, including messages about targeting anti-social behaviour
- Asking for community intelligence
- Enforcement – explaining what action we will take against people breaking the 'codes of conduct' of Operation SafeSpace.



## PR Activities

The Marketing Officer developed a PR plan together with the Press Officer and a PR agency to deliver a sustainable PR campaign for both regional and local media. Each activity delivered a news story for both regional media as well as tailored for local press.

### W/c 16 July – SafeSpace Launch

Launch in Birkenhead Park with Government minister support plus local photo opportunities in each of the areas.

### W/c 23 July – Voting Poll

Release to urge Merseyside to vote for its favourite park with support and quotes from local celebrities and opinion formers.

### 30 July – 6 August – Playsafe

Release to encouraging families and communities to reclaim their open spaces and promoting family fun activities across the region.

### 6-13 August – PAYES Diversionary Activities

Local release to promote diversionary activities in areas through the PAYES plus scheme.

### W/c 22 August – WildSpace

Release to promote wildlife events in open spaces and to highlight the Force's Wildlife Crime Officer.

### W/c 23 September – Results of the Voting Poll

Regional and local press releases to promote the favourites parks and any good results from the campaign.

## Media Evaluation

94% of coverage by volume was positive in tone and there were just two negative articles, representing 3% of the total; the remaining 3% was neutral. In terms of advertising value equivalent (AVE), however, the percentage derived from positive clips stood at 97% (£42,688) while negative AVE accounted for 1.8% (£818)

## Assessment

Weekly performance returns were submitted for each GOLD Park. These returns were processed and provided intelligence and information to ensure that patrols and partner agencies were being deployed to the Hotspots within the GOLD areas.

### Assessment Headlines

Wavertree Playground saw a 100% reduction in Robberies with no offences being recorded this year. Birkenhead Park saw the biggest reduction in Theft from motor vehicle offences with a drop of 85.7%, Sefton Park by 83.3%, and Princes Park 78.6%.

Haresfinch Park saw a reduction of 55.2% in offences of Anti Social Behaviour (excluding Nuisance Neighbour incidents). Victoria Park in Sefton, showed a decrease in Anti Social Behaviour, by 21.7% compared to 2006.

Criminal damage within all 4 of the Liverpool North Gold Parks reduced with Newsham Park decreasing by 48.3%. Violence showed some significant decreases including a 31.7% in Newsham Park.

## **BCU Performance**

### **Wirral**

ASB for the whole of Wirral reduced by a total of 15.9% compared to the same period 2006. Birkenhead Park had the biggest decrease in TFMV were it has reduced by 85.7% (14 offences in 2006 compared to 2 offences in 2007). ASB in Central Park reduced by 29.8% (47 offences in 2006 compared to 33 offences in 2007)

### **Sefton**

ASB for the whole of Sefton reduced by a total of 16.8% compared to the same period 2006. Victoria Park was the only Sefton Gold Park to show a significant decrease in ASB Down 21.7% compared to 2006. Overall the incident and crime figures are relatively small and tend to fluctuate by small margins when comparing 2006 to 2007. Therefore the majority of increases and decreases are no more than 2 or 3 incidents/offences either side of the 2006 figures.

### **Knowsley**

ASB for the whole of Knowsley reduced by a total of 10% compared to the same period 2006. The Gold Park for Op. SafeSpace actually accounted for a slight increase of 0.1% and therefore did not contribute to the overall reduction. Vehicle Nuisance incidents actually decreased from 6 offences in 2006 to 2 offences in 2007. TFMV decreasing from 4 offences in 2006 to 2 offences in 2007. Criminal Damage decreased from 3 offences in 2006 to 2 offences in 2007. Violence increased from 2 offences in 2006 to 4 offences in 2007. Given the small number of offences an accurate picture of impact cannot be seen.

### **St Helens**

ASB for the whole of St Helens reduced by a total of 20.6% compared to the same period 2006. Overall the combined performance of St Helens Gold Parks caused a 0.8% fall in ASB Parr Stocks and Haresfinch Park both showed a significant decrease in ASB Down 25.4% and 55.2% respectively compared to 2006.

### **Liverpool North**

ASB for the whole of Liverpool North reduced by a total of 13.4% compared to the same period 2006. Gold Parks for Op. Safe Space accounted for 12.1% of the reduction. ASB across all Liverpool North Gold Parks saw an average decrease of 10.6% compared to the same period 2006 (606 incidents in 2006 compared to 542 incidents in 2007). Newsham Park showed most significant decrease in ASB for Liverpool North. Down 32.7% compared to 2006. Criminal damage within all 4 of the Liverpool North Gold Parks reduced with Newsham Park decreasing by 48.3%. Violence showed some significant decreases including a 31.7% in Newsham Park (41 incidents in 2006 compared to 28 incidents in 2007).

### **Liverpool South**

ASB for the whole of Liverpool South reduced by a total of 9.4% compared to the same period 2006. ASB across all Liverpool North Gold Parks has seen an average decrease of 13.1% compared to the same period 2006 (237 incidents in 2006 compared to 206 incidents in 2007). Princes Park showed most significant decrease in ASB for Liverpool South. Down 22.3% compared to 2006. TFMV decreased in Princes Park by 78.6% and in Sefton Park by 83.3%. Sefton Park saw the highest decrease in TFMV across the Force. All Gold Park locations for Liverpool South saw reductions for Violence and Robbery of over 30%.

## Conclusion

In October 2007 a partnership debrief was held to determine the success, or otherwise, of operation Safe space. The below is a summary of the partnership debrief.

### Partnership/ Police De-Brief

A comprehensive series of debrief meetings were conducted with all the partners

### Areas of Excellence / Positive feedback

- Planning / Deployment
  - Scale of Operation
  - Joint Planning
- Partnership work
  - Co-operation and Relationship between Partnerships
  - Commitment of all agencies
- Deployment
  - Dedicated Patrols
  - Mounted Section A Horse to adopt a park.
  - Park Rangers involvement
- Community Groups
  - Friends of Parks including the establishment of New Friends of the Parks
  - Partnerships / Relationships with community/volunteer groups
- Diversion and Engagement
  - Excellent Diversionary Activities
  - Community Foundation / PAYES
  - Diversion events continued after operation

### Areas for Development / Negative Feedback

- Planning
  - Early Consultation with Local Authorities
  - Who should be the lead agency?
- Partnership work / Deployment
  - Improve links to Local Authority established diversion events
  - Ensure Agencies know specific roles and their part to play
- Performance Data
  - Conflicting demands / Local Authorities and Police
  - Performance data “what were we trying to achieve” (partners)
  - Performance data didn't reflect activity of all partners
- Community Groups/ Diversion and Engagement
  - Involvement of Communities and Young People at planning stages
  - Consultation of Community & YP for diversion activities

The Safe Space initiative was welcomed and supported by many partner agencies. Some closing comments:

*“Green Flag Awarded parks must be welcoming places, healthy, safe and secure, and the products of work with the local communities. These themes tie in perfectly with what Merseyside Police and its partners are striving for over the duration of SafeSpace and beyond.*

Caroline Williams, Marketing Manager, The Civic Trust

*‘My decision to back the SafeSpace initiative was not a difficult one. I am sure I speak for all my colleagues at the other Merseyside authorities when I say this is a much needed initiative that will reduce anti social behaviour in the region’s parks and encourage people to make better use of the green spaces they have on their doorsteps.’*

Sheena Ramsey, Chief Executive Knowsley Council

*The SafeSpace campaign across Merseyside couldn’t have happened at a better time, because it has coincided with the creation of the Liverpool Friends of the Parks Forum. The forum is an initiative to bring together the various Friends Groups across the city so that we can share ideas, host events and work closely to revitalise what we believe to be some of Liverpool’s finest assets.*

David Garner, Chairman, Liverpool Friends of the Parks Forum

*Hoole Road “Local” Off Licence reported to the Neighbourhood Sgt that her takings have doubled since the introduction of SAFESPACE. Due to the extra HVP, people have stated that they are “no longer scared to use the shops” after long periods of intimidation and ASB by local youths*

Inspector Brian Griffiths, Neighbourhood Inspector Wirral

*The extra patrols have had a huge effect on the amount of anti-social behaviour and in all honesty this is the quietest summer holiday I have known in 27 years of service. In the past summers we have had cars driving on the bowling greens, fires started, vast amount of public complaints smashed bottles and litter left by gangs of youths. I am therefore writing to congratulate and thank everyone on your team for doing such a fantastic job and ensuring the park is a safe and a pleasurable place to visit.*

John Shipton, Wirral Local Authority, Department of Regeneration (Arrowe Park)

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

SafeSpace was an innovative force wide scheme that engaged local communities, CDRP's as well as staff from Merseyside Police. It tested the notion of crime science on a large scale and delivered tangible positive results. The success of this operation will be repeated, following the evaluation, this summer 2008.

Simon Byrne  
Assistant Chief Constable  
17/04/08.

### **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 [Tilleyawards08@homeoffice.gsi.gov.uk](mailto: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 25<sup>th</sup> April 2008.