



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 or alex.blackwell@homeoffice.gsi.gov.uk.

Section A: Application basics

1. Title of the project: **Salford CDRP Vehicle Crime Public Awareness Campaign**
2. Key issue that the project is addressing e.g. Alcohol related violence: **Vehicle crime (Theft from, Theft of and Criminal Damage)**

Author contact details

3. Name of application author: **Stephen Kearney**
4. Organisation submitting the application: **Salford Community Safety Unit, Salford City Council**
5. Full postal address: **Salford City Council, Elmstead House, 143 Partington Lane, Swinton, Salford, M27 0SS**
6. Email address: **stephen.kearney@salford.gov.uk**
7. Telephone number: **0161 793 3587**

Secondary project contact details

8. Name of secondary contact involved in the project: **Nigel Preston**

9. Secondary contact email address: **nigel.preston@salford.gov.uk**

10. Secondary contact telephone number: **0161 793 3576**

Endorsing representative contact details

11. Name of endorsing senior representative from lead organisation: **Don Brown**

12. Endorsing representative's email address: **don.brown@salford.gov.uk**

13. For all entries from England & Wales please state which Government Office or Welsh Assembly Government covers your area e.g. GO East Midlands: **GO 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:

Using data from the Greater Manchester Against Crime partnership data hub, vehicle crime was identified as the most significant Public Service Agreement vulnerability within Salford, with 4,621 recorded theft from motor vehicle incidents and 2,646 recorded theft of motor vehicle incidents over the twelve month period 01/01/06 to 31/12/06. This crime type had a detrimental effect on citizens and featured in community action plans. A cross border multi agency project team was set up to address the problem, focussing upon an identified hotspot in Irwell Riverside, an area bordering Manchester and Old Trafford.

Analysis:

We critically reviewed two years crime data held within our partnership data hub, supplementing it with survey data obtained from Environment Directorate staff who swept away broken glass, and parking wardens who patrolled the city, etc. Using all available data and the categories of Victim, Offender and Location, we drilled down into the problem using the 5 WH's (who, why, when, where, how). We found the biggest driver to be CRAVED (concealable, removable, available, valuable, enjoyable, desirable) items, held by the victim and desired by the criminal. Previous responses, which focussed upon high visibility policing and environmental improvements, were beneficial but resource intensive and lacking in sustainability.

Response:

Under the direction of the Community Safety Unit and working with constrained resources, we explored sustainable and innovative activities that would provide the biggest bang for the buck. In depth analysis with specific focus upon the CRAVED target and vehicle owner highlighted complimentary opportunities. For instance a motor vehicle requires purchase (car dealers), fuel (petrol stations), servicing (motor vehicle service repair centres) and road tax (Post Office), each providing a suitable communication conduit. After identification of new partners, we negotiated, designed and implemented an impactful public awareness campaign that would remove criminal

opportunities and be delivered with minimal effort. The campaign was a cohesive and complimentary one, using conduits, which promoted longevity of the message and prevented against hard copy information overload.

Assessment:

Our campaign is ongoing and subject to continuing evaluation. Interim evaluation, which includes press & media interest, crime analysis, public and partner surveys and the number of partners who have accepted our invitation to work together are encouraging, e.g. 13% reduction in recorded TFMV offences over the course of our project compared to previous year. Our service delivery is phased giving us the flexibility to make service delivery improvements where identified, a benefit reaped on two project components.

State number of words: 400

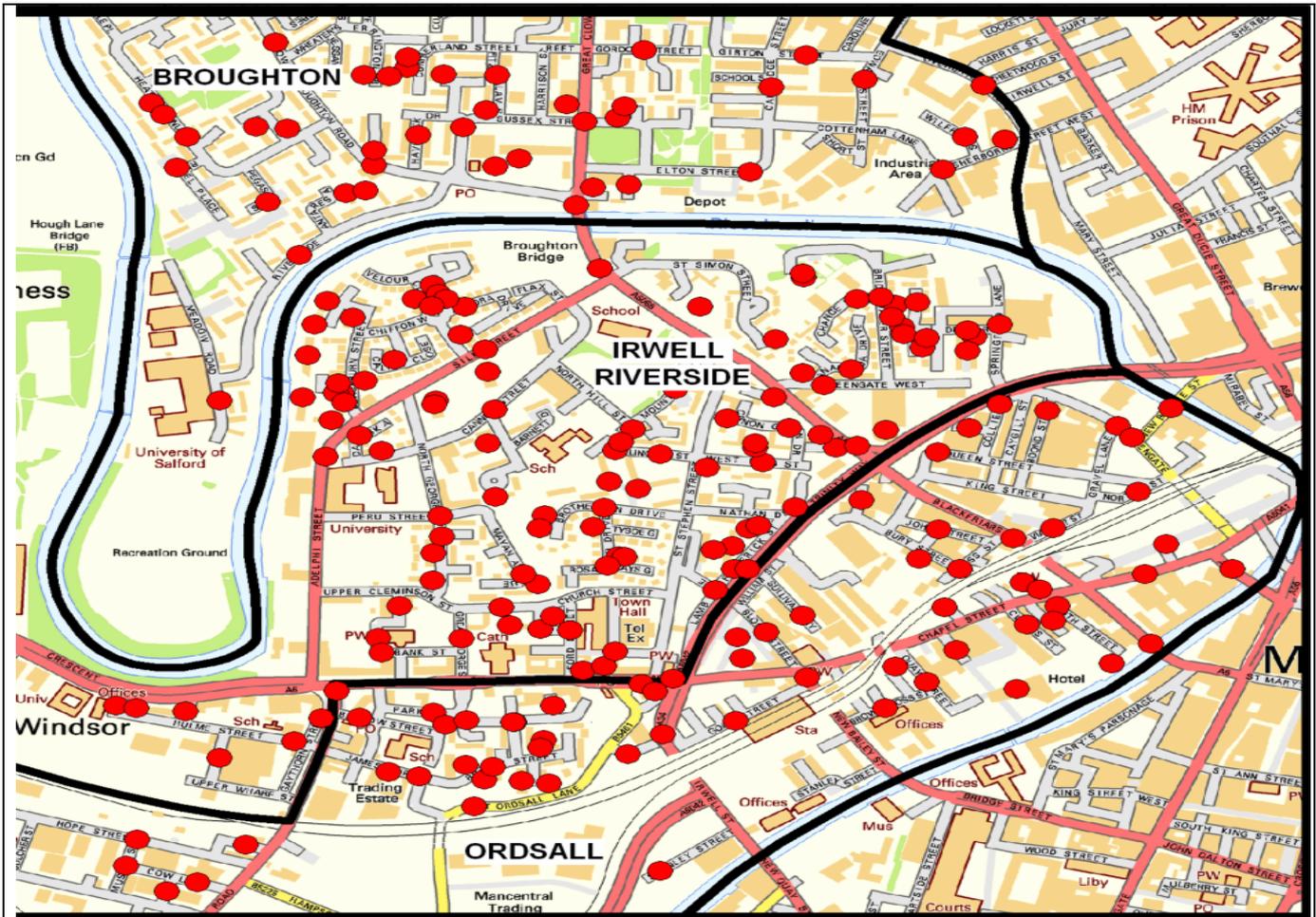
Section C: Description of project - *Describe the project in no more than 4,000 words. Please refer to the full guidance for more information on what the description should cover, in particular section 12.*

Scanning:

Scanning of crime within Salford using police recorded crime data revealed that vehicle crime was the most significant Public Service Agreement (PSA) vulnerability. Over the twelve month time period of 01/01/06 to 31/12/06 there were 4,621 recorded theft from motor vehicle (TFMV) incidents and 2,646 recorded theft of motor vehicle (TOMV) incidents, with 41% of recorded criminal damage incidents also relating to a vehicle.

Within Salford this crime was long standing and envisaged to continue with the adoption of national planning policy guidance to restrict parking provision on new developments, increased home security possibly resulting in crime displacement to vehicle crime, constrained police resources and widespread availability of valuable possessions. This crime type featured heavily in community action plans, received regular press attention and had a detrimental effect on citizens, acting as a signal crime in raising the fear of local communities. This fear was outwardly visible with residents installing their own CCTV cameras and mounting pavements to park on grassed areas closer to their homes. This crime type also had wider impact, with some stolen motor vehicles used in subsequent crime and vehicle arson, the latter affecting targets imposed upon Greater Manchester Fire Service.

One of our primary objectives in undertaking the scanning phase was to establish the spread of this crime type. This revealed that vehicle crime was Salford wide but with noticeable hotspots, with the most prevalent and long standing being Irwell Riverside (vehicle crime hotspot map shown over the page), an area of high deprivation located in the ward of East Salford (one of eight neighbourhood areas). This identified crime hotspot measuring approximately 1 mile square accounted for 29% of all theft of motor vehicles and 30% of all theft from motor vehicles recorded within Salford, with crime incidents being widespread and difficult to tackle using traditional policing methods.



The hotspot area included some areas of special interest including Salford Magistrates Court, Youth Offending Service, the University of Salford, Salford Central Railway Station and adjoined Manchester and Trafford Local Authorities. We decided to use this identified crime hotspot as a focus for our attention, with transferable responses rolled out Salford wide. For this reason a cross border multi agency problem solving team chaired by Salford Community Safety Unit was set up, with a scoping exercise undertaken for the purposes of identifying all involved stakeholders. Primary stakeholders, for whom attendance at every meeting was deemed essential, included departments from three Local Authorities (Trading Standards, Community Safety Unit, Housing Providers & Neighbourhood Managers), Greater Manchester Police, Greater Manchester Fire Service, Environment Agency, National Car Parks (who undertook the role of civil parking enforcement) and the University of Salford. The primary group was responsible for sharing best practice and undertaking problem solving using the Scan, Analyse, Response, Assessment and problem analysis triangle.

Secondary members who received minutes of the meeting and were tasked when required, included voluntary, community and business groups, Vehicle Security Installation Board, Government Office North West, Drug & Alcohol Action Team, Environment Directorate, urban regeneration companies and event organisers.

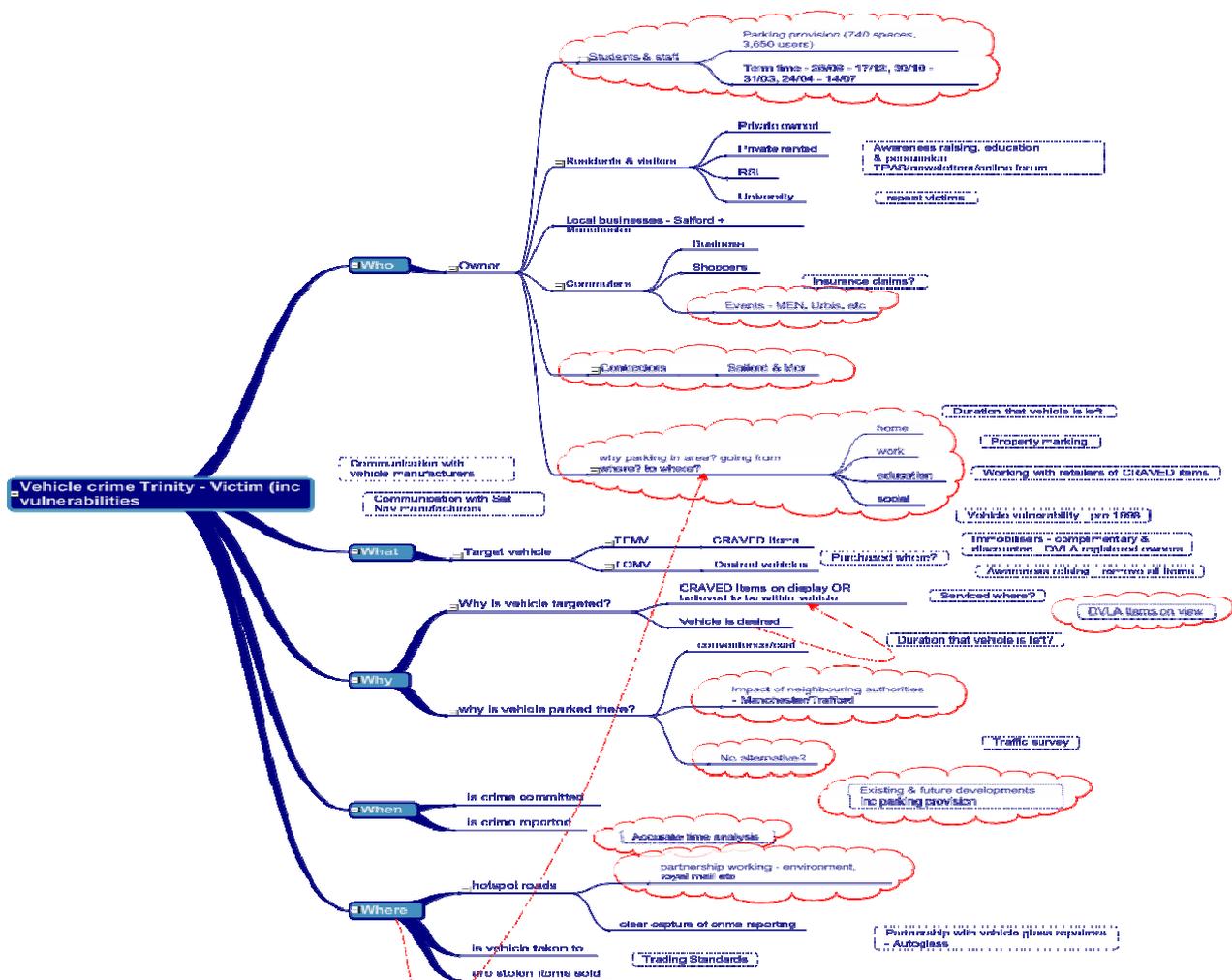
Analysis:

Additional analysis was undertaken using two years partnership data held within the Greater Manchester Against Crime data hub, supplementing it with additional data requested and obtained from secondary members. Additional data included surveys undertaken on:

- Environment Directorate staff who swept away broken glass.
- Parking wardens who patrolled across the city.
- Housing providers who held stock within the hotspot area.
- Motor vehicle service repair centres and auto glass repairers who had regular involvement with the motoring public.
- Greater Manchester Fire Service who responded to vehicle arsons.
- Event organisers who created parking demand within the hotspot area.

Accurate compilation of this data was important to address the underreporting of crime, which according to the British Crime Survey 2006 was estimated to be only 41% of vehicle crime offences. It was also important to overcome the inaccuracy of offence location resulting from crime incidents being recorded under map info.

Using all available data and the categories of Victim, Offender and Location, the partnership drilled down into the problem using the 5 WH's (who, why, when, where, how). This in depth process was undertaken using mind mapping software, with an example included beneath.



This mind mapping exercise focussed partnership attention on existing intelligence and future intelligence needs. Some of the existing intelligence included:

- Peak days were Mondays and Tuesdays, with peak times being between 14:00 and 16:00

HRS.

- Only 16% of recorded victims were resident in the area, with a further 14% resident in other Salford areas, i.e. 70% of victims were non resident in Salford/commuters.
- Offender details, although limited referenced groups of white males, aged between early tens through to early twenties travelling on pedal cycles.
- The most common modus operandii was via smashing the front passenger window.
- Eight streets were identified as repeat offence locations.

Future intelligence needs included what were the precise drivers that attracted victims to the area. Where did offenders reside, what was their motivation and where offenders selling their stolen goods and if so where. Under location, we did not know what made this hotspot attractive to criminals and why our hotspot days were Mondays and Tuesdays.

This lack of knowledge resulted in a number of additional information requests being assigned to partners, for instance an action was assigned to drug and alcohol action teams to plot the location of drug treatment centres, an action for Salford Magistrates Courts to report back on which court days were used for vehicle crime hearings, an action for GMP analysts to identify targeted vehicle manufacturer and models.

After examining partnership data returns, we found that one of the biggest drivers of theft from motor vehicles and a significant contributor to criminal damage motor vehicle was CRAVED (concealable, removable, available, valuable, enjoyable and desirable) items, held by the victim and desired by the criminal. The advancement of technology had resulted in widespread availability of CRAVED items, owned by large proportions of the population. One such example, which featured in over five hundred and eighty three recorded theft from motor vehicle incidents (01/01/06 to 31/12/06), was Satellite Navigation Units. In depth analysis with specific focus upon the CRAVED target, identified that despite leaving no valuables on display, vehicles were still being targeted, with partners including victim support and Greater Manchester Police advising us that aggrieved persons were reporting glove boxes and boots had been rifled. A causal factor was believed to be previous marketing campaigns, which whilst commendable in their intentions had inadvertently suggested that it was alright to hide valuables within the vehicle.

Additional analysis which was identified and used to form the basis of our response included:

- Hotspot months overlaid with university term times, which revealed that September and the start of term represented our peak month. Students represented the second highest victim category, with the University advising us they had 18,400 students and only 3,000 car parking spaces.
- Youth court days were held on a Tuesday and Thursday.
- Ford vehicles were the most targeted, representing 20% of TFMV offences.

Previous vehicle crime responses, which focussed upon high visibility policing, leaflet campaigns, investigations of second hand outlets and environmental improvements were beneficial but resource intensive and lacking in sustainability. For instance, a parking restriction scheme had recently been carried out within our hotspot area, taking two years to implement and over fifteen thousand pounds. This resulted in the loss of thirty parking spaces with no guarantee that the potential victims would be displaced to more suitable/secure locations.

Response:

Under the direction of Salford Community Safety Unit and working with a capital resource of fifty two thousand pounds, including contributory funds volunteered by involved partners (Greater

Manchester Fire Service and Central Salford Urban Regeneration Company), we explored sustainable activities that would provide the biggest bang for the buck.

CDRP input was managed using formalised partnership meetings with agendas and actions agreed and scrutiny provided via the partnership delivery group. Meetings were structured to facilitate the hallmarks of effective partnership working, engaging communities, empowering and leading, operating visible and constructive accountability, adopting intelligence led business processes with effective and responsive delivery structures and ensuring appropriate skills and knowledge.

Using the problem analysis triangle, best practice and careful examination of the victim, offender and location, we identified twenty eight plausible prevention, intelligence and enforcement activities. Using the SMART (specific, measurable, achievable, realistic & time bound) assessment tool, these activities and potential benefits were evaluated (please see extract beneath).

OPTION FOR ACTION	SPECIFIC	MEASURABLE	ACCOUNTABLE	RELEVANT & REALISTIC	TIME TABLE
<p>Public awareness campaign</p> <p>The design & production of creative impactful items to include:</p> <ul style="list-style-type: none"> * Bespoke car security kits comprising of vehicle stereo grub screws, precision screwdriver and crime prevention two fold. * Tamper proof tax disc holders with awareness raising message both sides. * Bespoke car air fresheners with messages printed on air freshener and header card. * Indoor framed A3 signage for prominent display at hotel & fitness centre receptions, magistrate's courts, housing offices. <p>PREVENTION INTELLIGENCE</p>	<p>TFMV, TOMV, CD</p>	<p>Increased public awareness - promoting removal of all valuables. Provision of target hardening items, e.g. UV marker pens and stereo grub screws and availability of discounted mechanical immobilisers. Particular focus upon CRAVED items to include Sat Navs.</p> <p>Monitoring via. Community & partnership agency feedback. Requests for supplies. No of website hits. Pre and post 12 month crime figures.</p>	<p>Stephen Kearney, supported by Post Office Counters Ltd, vehicle dealers, handyman service, hotels, fitness centres, service repair centres, TPAS community groups and open days.</p>	<p>Multiple designs using imagery obtained from GMP wicker. Sustainable distribution via partnership agencies from September 2007. Optional distribution using DVLA registered owners list.</p>	<p>Predominantly short term deployment; some items are medium to long-term retention.</p>

Our use of the SMART evaluation tool highlighted the importance of prevention activities and the benefits of adopting an impactful public awareness campaign, which we were confident, could be used in a sustainable way, targeting all potential victims and removing the opportunity for criminals.

Prior to inclusion within our multi agency action plan, plausible activities were further evaluated and prioritised using a SWOT (strength, weaknesses, opportunities & threats) analysis, adapting activities where necessary to address weaknesses and foreseen threats. The end result was the adoption of an agreed cohesive multi agency action plan, which focussed upon the formation of new partnerships with the business, community and voluntary sector.

Suitable distribution channels were identified by analysing the fundamental requirements of any vehicle and driver. For instance, a motor vehicle requires a licensed driver (driving instructors), purchase (car dealers), fuel (petrol stations), servicing (motor vehicle service repair centres), road tax (tax renewal Post Offices), possessions (point of sale), parking (car park operators) and cleaning (car valet).

The most common threat identified within our action plan was resources, both initial capital outlay and distribution. In respect of capital outlay and being bound by the terms of compulsory competitive tendering, we decided to explore the international sourcing of goods, which has resulted in significant financial savings. We also decided to establish the transferability of our activities to other Crime & Disorder Reduction Partnership (CDRP) areas, with one such example being a partnership formed with Wigan CDRP to jointly distribute car security kits and property marking labels, which resulted in a joint purchase order and significant financial savings.

PREVENTION

The aim of our vehicle crime public awareness campaign, believed to be the largest single campaign ever launched by a Crime & Disorder Reduction Partnership, was to empower local communities and reduce criminal opportunities. Specific emphasis was upon the use of innovative products and distribution channels, which would overcome difficulties associated with hard copy information overload. We were confident that this approach with manageable CDRP input would be a cohesive and complimentary one, providing effective distribution and maximum public retention of the message. In this respect our delivery plan was designed on the news reading principal, a principal that promotes dissemination of information on three occasions.

Sustainable and resource minimal distribution was key and in that aim we used established links with the Chamber of Commerce, in house economic development teams and online directory search engines, making initial contact with intended distribution channels via letter with a follow up phone call. Specialist publications to include Driving Instructor October 2007 were also utilised. Confirmed distribution lists were then provided to PCSO's who undertook local deliveries, using this opportunity to build links with the community.

The result was eighteen innovative items and a host of newly formed partnerships, many believed to be used for the first time in the field of community safety. Our items included:

- Four hundred thousand bespoke serviettes distributed to ninety seven eateries across Salford, an activity receiving national press interest in the Times Newspaper of December 7, 2007. The napkins featured two Christmas crime prevention carols, one designed by Greater Manchester Police Salford and one designed as part of a vehicle crime prevention design competition run in pupil referral units.
- Impactive counter top display boxes containing UV marker pens and Sat Nav cleaning

wipes with the message 'Don't leave tracks that thieves can follow...', specifically targeting the theft of Sat Nav units, which accounted for the majority of high value items stolen.

- New car driver handbooks designed for the purposes of raising awareness of new drivers and were distributed to driving instructors and second hand car dealers.
- Partnerships formed with local stadiums including the Manchester Evening News Arena who agreed to include an impactful car crime prevention DL flyer with all ticket sales.
- Car security kits consisting of A4 crime prevention twofold, precision screwdriver, window warning stickers and vehicle stereo grub screws, designed and distributed to all motor vehicle service repair centres across Salford.
- Petrol pump a-frames designed, manufactured and installed using the services of Greater Manchester Fire Service at all thirty petrol stations within Salford.
- A publicly accessible online vehicle crime discussion forum was set up for the purposes of encouraging two way communication with the public.

For the purposes of adopting an effective and ongoing review mechanism, our approach was to include a partner evaluation form and stamped addressed return envelope with every delivery. In response to feedback returned from vehicle main dealers, car security kits were revised, omitting the stereo grub screws, stickers and screwdrivers and including a bespoke car air freshener. The bespoke car air freshener featured the Salford concept car designed by Salford pupils, as part of a youth engagement project to raise awareness of the consequences and actions of vehicle crime.

Other prevention activities included:

- An assessment of Local Authority property and land lease agreements with inclusion of conditions relating to crime and disorder prevention, for instance restricting the use of loose stones to car park areas.
- Local Authority training courses were scoped and amended where appropriate to include crime prevention opportunities, for instance a creativity course that used a fish bone exercise was amended to include the title 'How to reduce vehicle crime'.
- Access was obtained to the Driver Vehicle Licensing Authority registered vehicle owner database and used to identify vulnerable vehicles within Salford, (typically pre 1998 manufacture & resident within certain postcode areas) with a free approved mechanical immobiliser offered to the registered owner.
- A partnership was formed with the University of Salford whose student car park with capacity for three hundred vehicles was opened up for public use during non term times.
- A protocol was agreed with the Environment Directorate for the fast track removal of loose items that could be used to commit crime, with a central contact telephone number promoted.

INTELLIGENCE

Our intelligence activities focussed upon community empowerment and included the delivery of community vehicle crime reduction workshops in conjunction with the Tenant Participatory Advisory Service (TPAS) and promoting the CrimeStoppers service in all our literature. In addition we:

- Utilised new tracking technology to identify stolen goods handlers and agreed a protocol between Greater Manchester Police and Trading Standards for the weekly circulation of a stolen goods list.
- In response to inaccurate offender descriptions, we have also widely circulated body mapping forms to petrol stations and building site security staff as a means of encouraging accurate offender descriptions.

- Most recently our partnership with National Car Parks has resulted in the adoption of a protocol whereby civil enforcement officers patrolling the streets have a radio link through to our CCTV control rooms enabling them to raise prompt alarm in respect of suspicious or violent circumstances.

ENFORCEMENT

A scoping exercise was undertaken to identify all opportunities for enforcement action, with a number of partnership protocols agreed. These included:

- An agreed tenancy enforcement protocol whereby Greater Manchester Police refer details of persons arrested within the locality of their residence to Salford City Council Anti Social Behaviour team.
- The use of Greater Manchester Police Force Intelligence Officers in all second hand dealer inspections.
- The undertaking of joint visits to car salvage operators by Environment Agency, Greater Manchester Fire Service, and Trading Standards and Greater Manchester police with joint days of action agreed to address cross border premises.
- The use of unpaid work teams to fulfil car security kits, thus involving offenders in community payback schemes.
- The compilation and submission of crime impact statements at court hearings to ensure suitable sentences were imposed upon arrested persons.

Assessment:

Our campaign is sustainable and therefore ongoing and subject to continuing evaluation. Interim evaluation includes press & media interest, crime analysis pre and post implementation, public and partner surveys and number of partners who have accepted our invitation to work together. Our service delivery is phased giving us the flexibility to make service delivery improvements where identified, a benefit reaped on two of our activities – for instance the redesign of our bespoke car air freshener to feature an impactful statement from a recent victim.

Analysis undertaken to date reveals:

- 1st September 2007 (date on which our public awareness campaign was launched) to 11th February 2008 a **decrease of 13%** in recorded Salford wide TFMV compared to the same period 06/07 (2,088 crimes versus 2,404).
- 1st September 2007 (date on which our public awareness campaign was launched) to 11th February 2008 a **decrease of 26%** in recorded Salford wide TFMV involving the theft of high value items (laptop, mobile phone, sat nav) (603 crimes versus 813) compared to the same period 06/07. This is particularly worthy of note in that the increased availability of Sat Navs may have resulted in wider criminal availability.
- 1st September 2007 (date on which our public awareness campaign was launched) to 11th February 2008 a **reduction of 20%** in the number of recorded Salford wide high value items stolen from vehicles (805 crimes versus 1,001) compared to the same period 06/07.
- 1st September 2007 (date on which our public awareness campaign was launched) to 1st February 2008, a reduction of 26% in the number of recorded vehicle crime related offences (TFMV, TOMV, aggravated vehicle taking), in our vehicle crime hotspot area (417 crimes versus 565 crimes).
- An 18% reduction in recorded vehicle crime related offences following our installation of bespoke street signage along eight hotspot roads (01/11/06 to 31/01/07 51 crimes versus 01/11/07 to 31/01/08 42 crimes).
- News article in the Sunday Times of the 7th December reference Salford's reinvention of the Christmas carol, news article on Channel M news, article in Driving Instructor monthly

and article in Partners Against Crime, April 2008.

- Acceptance by two national retailers – Argos & Sainsbury’s Home base to affix property marking & registration stickers at point of sale. Acceptance by two event stadiums to distribute DL flyers with all ticket sales.
- Feedback from schools involved in our vehicle crime design “we were able to engage and interest students who would otherwise not have had an opportunity to work on a project to do with cars. They didn’t believe they had the capacity to achieve something like this and are excited about the prospect of having money to spend’.
- 157 garages, 13 driving instructors, 187 cafes and restaurants, thirty petrol stations participating in the scheme.
- Sixty four feedback forms received from recipients of free steering wheel locks with thirty nine recipients (61%) expressing a reduction in their fear of vehicle crime following receipt. Recipient of an immobiliser ‘ I would just like to say a huge thanks for lock as its eased my mind and constantly worry and checking that my car was still on my drive’.
- Fifteen feedback forms received from participating garages with all returns advising that the message had been well received by their customers and expressing a desire to work with us on future schemes. Comments from one distributor ‘That is exactly what we need to raise public awareness’ ‘you see a lot of them take more care now’.
- Seventy six feedback forms received from participating eateries with seventy five recipients advising that the message had been well received by their customers and expressing a desire to work with us on future schemes. Comments from one distributor “with just popping in for food customers left cars unlocked, after reading napkins, did not leave unlocked again’..’It feels good to know we all can work together as a partnership’

Areas identified for improvement include limited take up of discounted mechanical immobilisers, with only 6 diskloks and 10 autoloks purchased by the public since September 2007. Based upon partner communication and customer feedback, we believe that this relates to a reluctance by vehicle owners to outlay financial resources, limited payment options and the inconvenience of collecting locks from our offices. We are proposing to address this with the introduction of an online payment option inc credit cards and optional delivery by PCSO’s.

Other future amendments will include the early involvement of PCSO’s and CBO’s with a contact list compiled to facilitate local delivery and involvement. Also the delivery of problem solving training to all involved partners at the earliest opportunity and the compilation of interim updates to distribution channels as a means of ensuring their continued support and energy.

In conclusion, we are confident that our action plan represents innovative and transferable good practice, providing an exciting and rewarding means of engaging and developing sustainable partnerships with the business, community and voluntary sector.

State number of words used: 3,714

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

As Head of Community Safety for Salford with over thirty years experience in crime reduction, I would like to endorse the Tilley application entitled **Salford CDRP Vehicle Crime Public Awareness Campaign.**

This project has been fully supported by partnership agencies from the public, private and voluntary sector. There is little doubt that this tangible support to achieve sustainable reductions in vehicle crime was due to the inclusive, innovative and creative nature of the project itself.

The benefits of this project are multiple and include positive media opportunities, the establishment and maintenance of new and rewarding partnerships with the business, community and voluntary sector and statistically valid reductions in the risk and fear of crime.

Salford Crime & Disorder Reduction Partnership embraces over thirty agencies and has a positive impact on our residential, business and visiting community, which equates to approximately three quarters of a million people. The feedback from these agencies and the public regarding the project has been so positive, I have no hesitation to unreservedly endorse this approach as suitable for national recognition by receiving the highly acclaimed Tilley Award.

Yours sincerely

Don Brown
Head of Community Safety

Checklist for Applicants:

Have you read the process and application form guidance?

Have you completed all four sections of the application form in full including the endorsement from a senior representative?

Have you checked that your entry addresses all aspects of the judging criteria?

Have you advised all partner agencies that you are submitting an entry for your project?

Have you adhered to the formatting requirements within the guidance?

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?

Have you inserted your project name as a footer note on the application form?

Go to View-Header and Footer to add it.

Have you saved your 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.