



# Home Office

## Crime Reduction & Community Safety Group

### Tilley Awards 2009 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 [tilleyawards09@homeoffice.gsi.gov.uk](mailto:tilleyawards09@homeoffice.gsi.gov.uk).

All electronic entries must be received by 23:59 on **Thursday 30<sup>th</sup> April 2009**. No entries will be accepted after the 30<sup>th</sup> April. Receipt for the additional two hard copies is extended to the 5<sup>th</sup> May due to variance in postal delivery.

Any queries on the application process should be directed to Alex Birtwistle on 0207 035 4811.

### Section A: Application basics

1. Title of the project: Hull Domestic Abuse Partnership
2. Award category: Violence Against Women
3. Key problem that the project is addressing: Increasing reporting and reducing repeat victimization for women who experience Domestic Violence and Abuse.
4. Category of entry (please select which priority element the project addresses from the list on the Effective Practice Database - [www.crimereduction.homeoffice.gov.uk/effectivepracticedatabase/](http://www.crimereduction.homeoffice.gov.uk/effectivepracticedatabase/))

Domestic Violence and Abuse.

### Author contact details

5. Name of application author: Vicki Paddison
6. Name of organisation submitting the application: Hull Citysafe
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9. Telephone number: 01482 662073

**Partnership agency lead contact details**

10. Name of secondary contact from the lead partnership agency contributing to the project:  
Mark Charlton

11. Name of partnership organisation: Hull Citysafe

12. Secondary contact email address: mark.charlton@hullcc.gov.uk

13. Secondary contact telephone number: 01482 615022

**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:**

Preventing, reducing and increasing services for domestic violence are strategic priorities for Citysafe (CDRP). In Hull, an estimated 24,690 women and 18,468 children are living with domestic abuse. Around 550 calls are made to the police every month. Nationally it accounts for almost a quarter of all violent crime and has risen steadily up the Government agenda with a recognition that it necessitates an inter-agency response.

During April to September 2004 Citysafe gathered information and evidence of good practice from regional and national sources, along with conducting research locally (2004).

**Analysis:**

In acknowledgement that domestic violence is under reported; only 1/3 incidents are reported to the police, the aim of the local research was to gain a deeper and wider understanding of the prevalence of domestic violence in the city, its nature and extent and to also identify gaps in service provision and areas for service improvements. Partner agencies were consulted and 22 women took part in 1-1 interviews and focus groups. A four week snapshot captured the needs of 359 women. The information was analysed and recommendations made which gave very clear direction as to what was needed in Hull.

**Response:**

The information and research data collated locally was then used to influence the development of a new partnership project and the Hull Domestic Abuse Partnership (Hull DAP) was formally launched in September 2005. Initially it was driven and supported by the Tackling Violence Crime Partnership who funded the project and gave it the profile needed to place domestic violence on the agenda for agencies across the City. Partner agencies including Police, Housing, Health, Children and Young People Services, Victim Support and Hull Women's Aid all committed either staffing, funding, or both to the partnership and all, therefore, have a vested interest in the partnership which sits within the umbrella organisation of Citysafe.

**Assessment:**

During September to December 2005 Hull DAP received 98 referrals and during January to March 2006 398. The referrals have increased month on month thereafter and at March 2009 the team had supported 5920 women and their children. The team have implemented all the recommendations made by the 2004 local research. By April 2008 all partner agencies had committed their funding and resources on a permanent basis and late 2008 the Team won a regional award for working in partnership with Housing to provide safe dispersed accommodation to women in the community.

**State number of words: 397**

**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.**

**Scanning:**

One in four women will experience domestic violence in their lifetime, and an average of two women every week are killed by current or former partners. The issue affects women across the social and economic groups and across cultures. Accounting for almost a quarter of all recorded violent crime, domestic abuse has risen steadily up the Government agenda with a recognition that it necessitates an inter-agency response. In Hull, using national methodology, an estimated 24,690 women and 18,468 children are living with domestic abuse. Around 400 incidents (2005) and 550 incidents (2008) are reported to the police every month in Hull and according to the British Crime Survey it is estimated that only a 1/3 incidents are actually reported to the police.

National research published by Sylvia Walby in 2004 estimated that the cost to the economy due to domestic violence is around £23 Billion. Using the same methodology it has been estimated that in Hull, agencies spend £9.4 Million per year on formal contact with victims of domestic violence.

In recognition of the damaging effects domestic violence has on women, children, families and communities Citysafe (CDRP) identified domestic violence as being a strategic priority with; prevention, reducing repeat victimisation and increasing service provision being key objectives and a multi-agency steering group was established as part of the Tackling Violent Crime Partnership (TVCP) agenda. The group proposed that local research be undertaken to try to establish the prevalence, nature and true extent of domestic violence and to also consult with women and other agencies to ascertain what gaps in provision existed and most importantly to ask women what they felt women in Hull needed.

**Local Research 2004**

**Methodology**

Citysafe and Housing completed the research and used a variety of different approaches to collect information about the nature and prevalence of domestic violence in Hull.

There were 5 main strands;

- Data collection during the 4 week snapshot by agencies to identify the incidence and profile of victim, perpetrator and location; In total 359 separate records were collated by the following agencies;  
Women's Centres  
Hull Women's Aid  
Teenage Pregnancy Service  
Hull Rape Crisis  
Victim Support  
Children and Young People Services  
Health Services  
Housing Services  
Hostels
- Semi-structured interviews with people who had experienced domestic violence; including women from the Gypsy and Travelling Community and Asian Community
- Focus groups with 22 women and 7 specialist DV field workers.

Women gave their views and whilst the vast majority felt that the existing refuge accommodation had been instrumental in enabling them to rebuild their lives, this form of accommodation was not always the answer. A third stated they would have preferred to remain in their own home if action could have been taken to make them feel safer. A further third would have accessed "dispersed" refuge accommodation had this been available. They wanted a 'one stop shop' approach to accessing services and an increase in the support services available. They identified gaps in provision for women with sons over the age of 16 as boys over this age are unable to be accommodated in the refuge, nor are women with pets, or more than one woman at a time who have substance misuse needs, 80% of the women said they didn't know where to go to get help and said that they wanted to see

more publicity to raise awareness and advertising of domestic violence services. Interestingly, the agencies that women had reported to and asked for help from where Primary Health Care Service; ie, Health Visitors, Midwives and GP's.

The responses given by women and field workers also indicated that statutory provision was often disjointed, difficult to access and inflexible in meeting diverse needs.

### **Domestic Violence Problem Profile 2007**

In 2007 Citysafe completed a domestic violence problem profile. Using post code data taken from police reported incidents during 2007, the data was plotted onto the map of Hull resulting in 'hot spot' areas been identified across the city. Temporal Clocks were also created using the same incident and crime data. According to the Humberside police CIS 111 crime database 4% (1713) of recorded crimes during the year ending April 2007 were related to domestic violence.

The police data collated was used to inform two police operations to tackle domestic violence; Operation Irma (2007) and Operation Night Wing (2008) both implemented and managed by Officers in Hull DAP.

For the first time the data collected by the 2004 research and 2007 problem profile began to give a picture of the nature and extend of domestic violence. Historically agencies hadn't collected domestic violence data so the true nature and extend remained largely hidden. This data has since been used to inform media campaigns and to target areas where increased activity has been needed to try and raise awareness amongst agencies and local communities.

### **Analysis:**

#### **Local Research 2004**

The data collated from the local research showed the following;

**Victim** – 94% of the victims were female and 6% were male. 4% of the victims identified themselves as belonging to a minority group. This figure is almost double the 2001 census figure for the minority ethnic provision for Hull of 2.3%.

46% of the victims identified that they needed additional support in relation to physical disability (8%) or learning disability (4%), substance misuse (24%) or mental health (56%). 64% of cases involved the presence of children.

**Offender** – 94% were male perpetrators and 6% female. Agencies were also asked to record the victim's relationship to the perpetrator and the results revealed that 9% of all the cases involved non partner abuse. Of these, a quarter of perpetrators were fathers abusing their daughters and overall two thirds of perpetrators were male.

**Location** – The postcode data covered all areas of the city; however HU7 (17%), HU9 (16%) recorded highest levels and HU3 (11%), HU5 (12%) and HU8 (11%) the other areas were significantly lower. 43% were council tenants, 10% were owner occupiers, 22% were private rented and 7% were homeless; 39% and these individuals were repeat homeless presenters due to domestic violence.

The first part of the interviews focused on the relationship the women had with their partners and sought to establish whether there were common experiences that determined why women stayed in violent relationships. The processing of 'leaving and returning' that is so characteristic of domestic violence was borne out during this research. The length of time it took women to leave a violent relationship and the barriers they faced when trying to access support were also investigated.

Women described multiple factors had influenced their decisions to stay in a violent relationship. Over 80% cited a lack of knowledge of any sources of support as the main reason why they had not ended the relationship sooner. Other important factors were concerns about the effects of fleeing on their children, and a fear of further violence towards themselves or family members. When asked what would have made you leave the relationship, 52% of the women said that if they'd had prior information about services available it would have given them the impetus to leave the relationship sooner. Overwhelmingly, the research showed that women were most likely to seek help via health services, GP's and Midwives in the first instance, although other agencies were cited.

When asked where women had to go if they did leave, again over 80% said they didn't know. 1/3 of them said they would have been happy to stay at home with increased security and support, as this would have made them feel safe and a 1/3 said they would have stayed in a safe dispersed property in the community, if these options had been available to them. Some women said they hadn't received a supportive response from some agencies and would have preferred a 'one stop shop' service where they make one call to access the full range of services available to them.

The research recommended the following;

- A programme of domestic violence training be rolled out across the city to ensure women receive a consistent and sensitive response. (including Hull City Council Housing )
- A multi-agency team be established to act as a 'one stop shop' for women seeking support that is able to offer a range of support options. .
- Information about where to get help needs to be vastly increased and visible to all. As health services seem to be a main point of access, consideration needs to be given about sharing information with health and providing information to all women via them.
- Provision of dispersed safe accommodation and options to keep women and their children safe at home

### **Domestic Violence Problem Profile 2007**

Analysis of the crimes recorded through out 2007 where domestic violence was indicated as a causal factor confirms that 83% of the crimes were categorised as violence against the person offences (e.g. assault, wounding, harassment, murder), however 14% of offences fell into the category of criminal damage. The data also showed that domestic violence accounts for a significant proportion of certain recorded crime types, such as;

- Almost a quarter of recorded common assault and battery offences
- Just over a fifth of assault occasioning actual bodily harm
- Out of 4 false imprisonment offences, two were connected to domestic violence
- 17% of assaults on females aged 13 and over by penetration, were associated with domestic violence.

Police domestic abuse incident and crime data was plotted onto temporal clocks to show temporal characteristics and what is immediately noticeable about the two diagrams produced is their similarity in identifying hotspots in time. These are particularly conspicuous on Friday, Saturday and Sunday nights through to the early hours of the following mornings, but there is also strong evidence to suggest that domestic violence is not confined to these times and apart from during the morning seems to occur to some extent at all other times of the day as well.

**Victim** – The Incident data showed that 81% of the victims were female and 19% were male, which follows the national trend.

**Offender** – Offender details recorded, reveal that 89% of perpetrators were male and 11% were female. The data also indicated that weapons were used in only 6% of domestic violence incidents.

**Location** – The hot spot map showed that the highest level of incidence occurred in the following areas; Orchard Park, Newington and Southcoates West, with smaller hotspots highlighted for Bransholme, St Andrews and Southcoates East.

The recommendations were;

- For the police to continue to use the positive arrest policy and to give a clear message that domestic violence will not be tolerated in Hull.
- For Hull DAP to continue to provide early support and interventions to victims, the value of which to them and their families is immeasurable.
- To promote evidence collection at domestic violence incidents in an attempt to gain a positive conviction.

## **Response:**

The 2004 research findings emphasised that there was a need to develop a 'one stop shop' hub service tailored to the needs of survivors, which could only be achieved through partnership collaboration and pooling of agency resources. The evidence collated, along with Tackling Violent Crime Partnership funding, and information collated from visits to other well established services recognised for their good practice and innovation for e.g., Cardiff Women's Safety Unit and the 'Stay Put' scheme in Bradford led to the idea and development of the pilot Hull Domestic Abuse Partnership which was officially launched in September 2005. There was an expectation that the team would implement the recommendations made by the research and later the Problem Profile.

### **Hull DAP Objectives are to;**

1. Reduce repeat victimisation through MARAC
2. Increase reporting
3. Increase the numbers of offenders brought to justice
4. Ensure survivors and their children are adequately supported
5. Reduce the number of domestic violence homicides
6. Raise awareness to domestic violence across the City.

The Hull DAP team was formed of seconded workers from partner agencies including; Hull Women's Aid (1 Project Coordinator), Housing (1 Housing Officer), Children and Young People Services (1 Social Worker), Police (4 Specialist Domestic Violence Police Officers and 2 Administrative support staff), Health (1 Health Practitioner), Victim Support (1 male Victims Worker – Based in the Victim Support Office) and Citysafe (CDRP) funded and recruited 2 Domestic Violence Support Workers and 1 Data Analyst. The commitment of agencies was initially short term. In its first year, Hull DAP operated on a low budget with no permanent staff. However, by April 2007 all partner agencies had mainstreamed their posts within the partnership and Housing and Hull NHS had provided substantial mainstream funding to the project including staffing and service provision costs. In January 2009 the team now has 19 permanent staff all working from one office base and each having access to their own agency computer systems.

With a budget this financial year (2008/9) of £860,000, the Hull Domestic Abuse Partnership has established itself as the "hub" from which strategic development to tackle domestic abuse in the city is co-ordinated, the service is cost effective with all the agencies across the partnership benefiting, and ultimately women and children are receiving the services they need to keep them safe, the cost of which is immeasurable.

Hull DAP is unique as it is a true inter-agency partnership. Although it is led by Citysafe (CDRP), all agencies have a stake and responsibility in ensuring that the objectives of the partnership are achieved. Unusually, all partner agencies fund the team in recognition that domestic abuse has an impact on the users of many services, and the only way to effectively address it is to collaborate. Whilst other cities have set up services to tackle the issue, Hull's model offers both specialist knowledge of domestic violence coupled with the professional expertise of the host agencies under one roof. This approach is one of a kind.

As an inter-agency team, the benefits offered to survivors and partners are many. All partners have signed up to an information sharing protocol which facilitates the safe use of sharing information to provide a holistic response. Staff can quickly gather information and pooling knowledge enables the service to identify and respond quickly to all women, however, in particular to high risk victims.

In response to the temporal clock analysis the Domestic Violence Support workers now work late on an evening and over the weekend with their police colleagues to enable a rapid supportive response to be given to women. This change in shift pattern from the usual 9-5 has produced some positive outcomes.

In preparation for the launch of Hull DAP all D Division front line police officers and supervisors attended specialist domestic violence risk assessment training and the use of SPECS (Separation, Potential Barriers, Escalation, Culture and Suicide) risk identification tool was rolled out across the division. The risk identification tool is completed at every domestic abuse incident and then faxed through to the DAP office. If consent is given the Specialist Police Officers in the DAP Team refer the incident through to the Domestic Violence Support Workers based in the team who make contact with every women and offer support to her. This also means women are given information and informed of services available.

The Support Services also accept referrals from any agency and self referrals, however, the largest proportion of referrals they receive are made by the police.

Domestic Violence Support Services can offer the following services;

1. Access to one of Hull DAP 12 Council Dispersed Properties (also available to women with boys over the age of 16 and pets, women with substance misuse needs)\*
2. Direct access to the Hull Women's Aid Refuge.
3. Sanctuary Scheme Measures; ie support to stay in their own home with; increased home security; home fire safety check completed by Humberside Fire and Rescue Service, Lifeline panic alarm, new mobile phone / sim card, personal alarm, CCTV, critical register for address by police, regular patrols by police / Community Wardens / Police Community Support Officers, daily / weekly welfare calls. \*
4. Safety Planning
5. Emotional support, legal advice, specialist housing advice, health related advice, advice with regards to child contact. \*
6. The support workers also link in with the other disciplines in the team to ensure all the needs of woman and any children are met. \*
7. They offer support and guidance to other professionals in the city who may need advice on case management. \*

( \* Recommendation from the 2004 research all successfully implemented)

The Housing Officer in the team provides specialist knowledge around housing related matters and with the support of one of the Domestic Violence Support Workers (trained in Housing law and options) are based with the Homeless Options Team 4 days a week. They complete all homeless presentations to ensure women receive a supportive and appropriate response. They also act as a point of contact for housing services to offer advice and support.

A total of 389 cases of potential homelessness due to domestic violence were prevented between August 2007 and July 2008.

29 women and 39 children have stayed in the dispersed properties managed by Hull DAP and over 780 women and their children have been supported to remain in their own homes with Sanctuary Scheme Measures outcomes that have delivered great benefits for many hundreds of women and children in the city.

The Social Worker in the team offers advice on matters relating to child contact and offers support to Social Workers on complex domestic violence cases and completes complex assessments. The Social Worker also coordinates the section 120 Joint initiative set up by the Hull Safeguarding Children Board and Local Family Justice Council and is delivered by Hull DAP. Its function is intended to act as an early warning mechanism for the court system, that flags up potential or actual significant harm factors in respect of children and young people when an allegation of domestic abuse is applicable that warrants notification to the Local Authority. This joint working initiative is the first of its kind in the country and Since April 2007 and March 2008 66 risk identification reports have been submitted to the Courts to aid decision making and the safeguarding of children, young people and their mothers.

The Health Visitor in the team works closely with other team members to ensure the Health care needs of women and children are met and aids signposting to Primary Health Care Provision.

Oversees the sharing of police child protection notifications to Children and Young Peoples Services as these are shared with Health Visitor's, Midwife's, School Nurse's, School Child Protection Coordinator's and GP's; as appropriate, to aid the sharing of information and to inform the practitioner of the domestic abuse to able them to offer the most appropriate support to families, as recommended by the Housing research.

Hull DAP Independent Domestic Violence Advocate (IDVA) and the Domestic Violence Police Champion meet with the Crown Prosecution Service (CPS) every four weeks to share information and to offer increased support and protection to women. The aim is to share information to aid successful prosecutions and to date some positive outcomes have been highlighted. The IDVA also works closely with the Witness Care and Witness Support Service's, along with the Domestic Violence Support Workers.

The IDVA and DAP Co-ordinator also complete 'Pre Retraction' visits to see women who have requested to retract their statements previously given to the police. This has resulted in the number of retractions falling and women often take up the offer of support services, or make direct contact at a later date.

In April 2009 Hull DAP and Hull NHS will be launching a Social Marketing Campaign and subsequent Voluntary Perpetrator Programme (Strength to Change Project) which will specifically aim to challenge the attitudes of men and to safeguard women and children. This is the latest addition to enhance service's available and will hopefully in the long term challenge and change peoples attitudes and values about the violence women experience from men.

The DAP team provides training across the city. They offer multi-agency training on behalf of the Safeguarding Children Board and also deliver specific agency based training. Since 2005; 180 Housing Staff have attended Domestic Violence Training and over 500 Magistrates have also attended a morning's session, to name but a few.

The Team has produced awareness raising materials, i.e., leaflets, booklets, posters and leaflets in the top 10 languages for Hull.

During 2007 a marketing campaign was delivered across the city including; billboard advertising, Radio Adverts, articles in the local papers, interview on local Television, two conferences covering specific subjects which over 400 practitioners attended from across the city.

Hull DAP has managed and convened Multi-Agency Risk Assessment Conference's (MARAC) since January 2006. Currently 15 agencies attend the meetings which are held every 4 weeks; which aims to safeguard women, children, their families and staff.

**Assessment:**

Hull DAP has two targets for the Local Area Agreement; both have stretch targets with rewards attached. To increase referral by 10%. To reduce by 5% repeat victimisation for cases taken to Multi-Agency Risk Assessment Conference.

**Hull DAP referral figures are as follows;**

| <b>YEAR</b>                         | <b>NUMBER OF REFERRALS</b> |
|-------------------------------------|----------------------------|
| <b>September 2005 to March 2006</b> | <b>510</b>                 |
| <b>April 2006 to March 2007</b>     | <b>1670</b>                |
| <b>April 2007 to March 2008</b>     | <b>1845</b>                |
| <b>April 2008 to March 2009</b>     | <b>1895</b>                |
|                                     | <b>Total - 5920</b>        |

Hull DAP is to date on track to meet this target and the reward element.

**Repeats for cases taken to MARAC;**

| <b>YEAR</b>                                     | <b>2007/08</b> | <b>2008/09</b> |
|---|----------------|----------------|
| <b><i>Annual Reduction Figures</i></b>          | <b>25%</b>     | <b>16.92%</b>  |
| <b><i>BASELINE SEP 05/06</i></b><br><b>36 %</b> |                |                |

Hull DAP is to date on track to meet this target and the reward element.

Humberside Police 'D' Division reported incidents have increased year on year as the data below shows;

|                                  |                          |         |
|----------------------------------|--------------------------|---------|
| April 2005 to March 2006 is 5002 | (Sanction detection rate | 36 %)   |
| April 2006 to March 2007 is 5986 | (Sanction detection rate | 48.1 %) |
| April 2007 to March 2008 is 6066 | (Sanction detection rate | 54.6 %) |

Sanction detection rates have also increased highlighting the strong commitment to the positive arrest policy.

### **To conclude**

Hull DAP uses a range of data to enable the team to assess the impact of the service. There has been a steady increase in the numbers reporting incidents to the police (400 calls per month pre-DAP in 2005 to 550 a month currently). This trend indicates that women have increasing confidence in reporting incidents of domestic abuse in line with one of the primary objectives of the service. Also the referrals made to Hull DAP have increased month on month and self referrals are on the increase, which also indicates that women have confidence in the service.

An evaluation of the project undertaken during 2007 used different approaches to inform assessment. These included interviews and questionnaires with service users and agencies to assess awareness.

100% of users said that they were happy with, and benefited from, the support and advice they received. 100% said they would contact Hull DAP again. 100% felt that they were contacted by the service in good time, by an approachable Support Worker who empowered them to make their own decisions.

Some feedback received included:

*"...it has made me feel confident knowing I can get good help and advice." (survivor)*

*"I now feel safe in my home for the first time in a long time." (survivor)*

*"My children now feel a lot safer and happier in their new home." (survivor)*

Women who have attended MARAC have reported feeling really empowered and overwhelmed by the number of agencies trying to support them which has in itself made them feel safer.

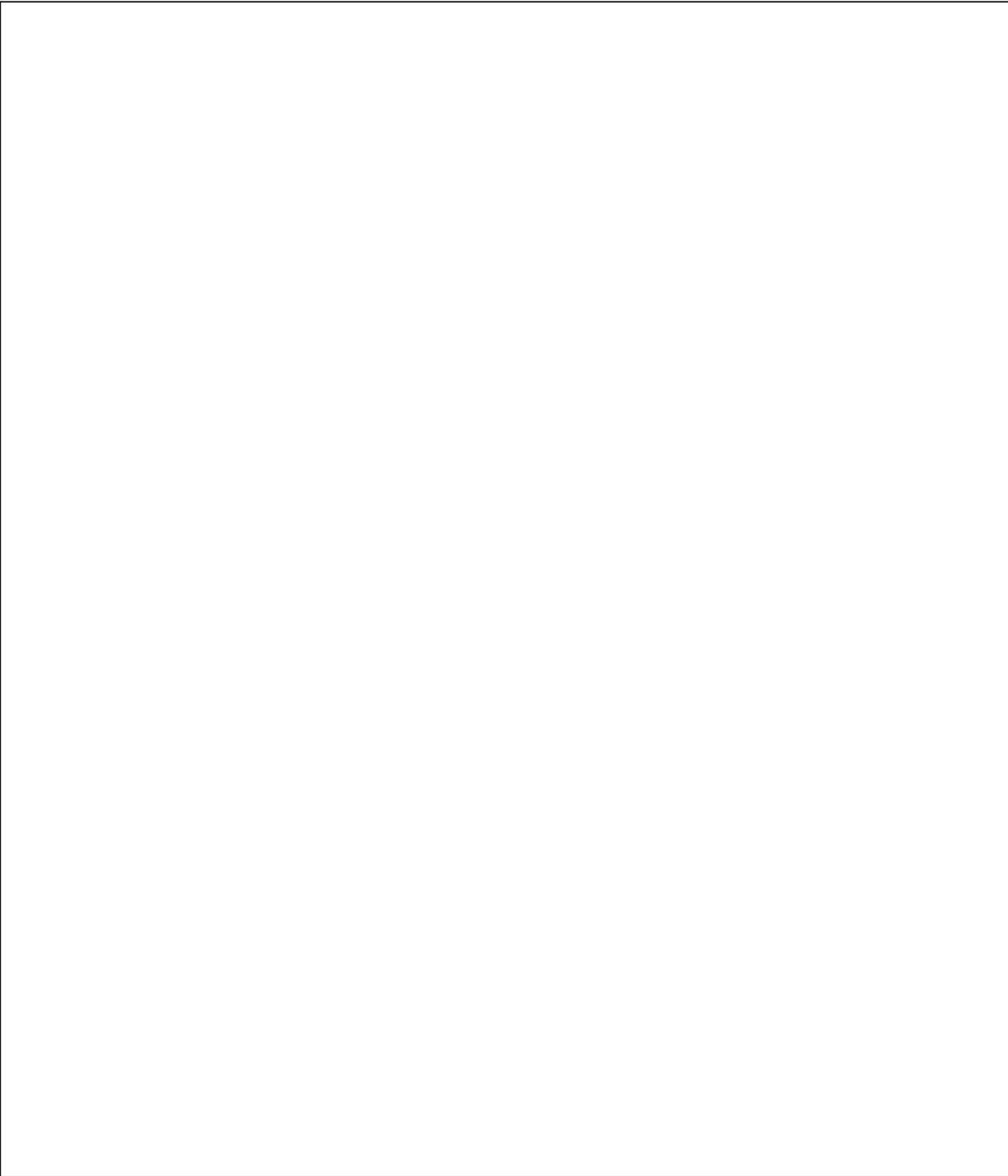
Analysis of the responses of practitioners revealed that;

93.3% felt Hull DAP had a positive or very positive impact on the way services respond to individuals experiencing domestic violence.

82% were very satisfied or satisfied with the range of services provided by DAP, with 91% indicating the same satisfaction with the overall services provided.

All agencies are able to access DAP services with no cost to the agency or client ensuring a seamless approach is delivered across the city.

**State number of words used: 3991**



**Section D: CDRP/CSP Authorisation** – Applications submitted by eligible Police forces outside England & Wales should be authorised by the BCU Commander or individual of equivalent rank.

15. Name of CDRP/CSP: Hull Citysafe

16. Name of CDRP/CSP Chairperson: Christopher Long

17. Contact email address: christopher.long@hullpct.nhs.uk

18. Government Office (entries from Wales should state Home Office Crime Team) area e.g. GO East Midlands: GOYH

19. Can you confirm that the partners listed carried out the project as stated?

**Yes** **No**

20. Can you confirm that the details stated are factually correct?

**Yes** **No**

21. Is there any reason why the contents of this application should not be made publicly available? If so please state the reason/s and refer to guidance concerning sharing Tilley application submissions.

**Yes** **No**

22. Please add any comments in support of this application:

**Section E: Pre-marking** - this page will not be provided to sift teams to prevent any bias in marking.

23. Has this project been submitted to the pre-marking service?

**Yes** **No**

24. If yes please state pre-marking reference:

**Checklist for Applicants:**

1. Have you read the process and application form guidance?
2. Have you completed all five sections of the application form in full including seeking authorisation from your CDRP/CSP Chairperson?
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 09 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 [Tilleyawards09@homeoffice.gsi.gov.uk](mailto:Tilleyawards09@homeoffice.gsi.gov.uk) by 30<sup>th</sup> April 2009.

Two hard copies (in colour if colour charts/diagrams etc have been used) must also be posted to the Tilley Awards Team at Home Office, CRCSG Communications Unit, 4th Floor, Fry Building (SE Quarter), 2 Marsham Street, London, SW1P 4DF and be received no later than the 5<sup>th</sup> May 2009.