

**TILLEY AWARDS 2012
GUIDANCE FOR ENTRANTS**

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SECTION ONE – BACKGROUND TO AWARDS STRUCTURE, TIMING AND PRIZES

PURPOSE OF THIS GUIDANCE

1. This guidance has been written for people considering entering the 2012 Tilley Awards. The guidance has been designed to enable entrants to:
 - Decide whether a project is ready to be entered into the awards.
 - Put together the best possible application.
 - Understand the process for submitting an application form.
 - Know what to expect once your entry has been submitted.
2. Please read this guidance very carefully as **any application that does not comply with the entry requirements will be rejected from the competition.**
3. We want to provide as much help as possible. To this end, any queries about application entries, or the proper procedure to follow should be directed to Darren Kristiansen or Daniel Hesami by email via the Tilley Awards mailbox at TilleyAwards2012@homeoffice.gsi.gov.uk or by telephone on 0207 035 3228 or 0207 035 8973.
4. The Tilley Awards were set up in 1999 by the Home Office to publicise the use of problem-oriented partnership (POP) approaches to crime reduction and what can be achieved by tackling crime in a different and more strategic way. Many local partners adopt problem solving when faced with problems that has not been tackled using traditional crime fighting methods alone.
5. The Awards focus on a problem solving crime prevention model known as SARA. This involves **S**canning for problems that are a priority for the local community; **A**nalysing available evidence sources such as local crime data, local intelligence obtained from strategic and delivery partners and feedback from the local community; developing the best **R**esponse to address the problem; and **A**ssessing the impact of that response.
6. The awards emphasise the skills that can often be overlooked but have proven to have real results in terms of crime reduction and prevention. Recognised skills in these awards are good and thoughtful problem analysis, the clear identification of the causes of crime and issues of concern for local communities, implementing a response that considers whether the problem can be eliminated by targeted action aimed at offenders, victims and/or locations and robust evaluation to identify the impact a project has had on resolving the problem. Further information about the awards is available at <http://www.homeoffice.gov.uk/tilley-awards/>

AWARDS STRUCTURE AND 2012 THEMES

7. One deadline for entries is to be reintroduced for this year's awards. Themes will remain. Applications are invited from projects that can demonstrate that they have successfully tackled crime within the following themes;

- **Projects led by Non-Police Agencies**
Statutory agencies and VCSE sector are particularly invited to apply, including projects led by the Fire and Rescue Service, Local Authorities or the Ambulance service.
- **Offender Based Approaches**
This category invites applications from stakeholders/projects that have successfully cut crime, or successfully reduced re-offending rates in their areas through offender focused approaches.
- **Tackling Gang and Youth Violence**
This category invites applications from projects that have successfully tackled street gang or youth violence in their areas.
- **Violence Against Women and Girls**
Applications are invited from projects that have addressed violence against women and girls. This includes sexual violence (both male and female victims), domestic violence (both male and female victims), honour based violence, female genital mutilation, forced marriage, Prostitution, Lap Dancing and projects focussed around perpetrator engagement.
- **Alcohol and Drugs**
Applications are invited from projects that have tackled alcohol and drug related crime in their areas.
- **Acquisitive Crime**
Entries are invited from projects that have addressed acquisitive crime in their areas. Types of crimes include metal theft, burglary, robbery, vehicle crime, retail and business crime etc.
- **Anti Social Behaviour**
Applications are invited from projects that have tackled anti-social behaviour in their area.
- **Community Activism – Young People**
This category has been created to recognise the positive contribution to crime reduction/prevention made within their communities by young people. Projects submitted into this category must have young people at the heart of the project whereby they have been involved in identifying priorities or designing interventions or supporting the delivery of local interventions.
- **Vulnerable Groups**
Applications are invited from projects that have tackled crime targeted at vulnerable groups on the basis of race, religion, sexual orientation, transgender, age, disability or vulnerable families.
- **Other Crime Types**
This category invites applications from projects that have tackled crimes which do not fall under any of the above themes.

- We are keen to receive applications from organisations/partnerships tackling Serious Organised Crime under this category
- Applications are also invited under this category for projects tackling problems such as seasonal crime, design out crime or environmental crime.

8. **The deadline for submitting entries is 1:00pm on Wednesday 27th June 2012.**

Deciding the category within which to submit your application

9. Many projects entered into the Tilley Awards address a number of crime types simultaneously. For example, projects tackling anti-social behaviour also frequently address criminal damage. Projects **may only be entered once** in the 2012 competition and **may not** be entered for multiple themes. It is for project authors and their partners to decide the theme within which their project is considered.
10. The Home Office will be running a series of roadshows across the UK to support partners with developing their applications. Further information is provided below.

SERIES OF ROADSHOWS

11. Evaluation of the 2011 road shows demonstrates that delegates benefited from attending events. Representatives for many of the projects invited to attend the award ceremony had attended an event. The Home Office will therefore be running one phase of road shows¹ this year.
12. Dates and locations of road shows and details of how to register are available on the Home Office website at <http://www.homeoffice.gov.uk/tilley-awards/>
13. The road shows aim to achieve two objectives. The first is to increase understanding of what problem solving actually is and how it can be delivered effectively. The second is to support potential applicants with developing a clear understanding of the Tilley Awards process and how to strengthen application forms to meet the required criteria.

¹ Roadshows taking place are largely dependant on the number of people that wish to attend specific events. Where not enough expressions of interest are received roadshows may be cancelled. All efforts will be made to ensure that people who have expressed an interest in attending a road show that is subsequently cancelled are offered an alternative. It should be noted that places are not guaranteed.

SUBMITTING YOUR APPLICATION

14. You should submit your application using the official Tilley Awards 2012 application form which can be downloaded from <http://www.homeoffice.gov.uk/tilley-awards/>
15. Your completed application form must be sent to the Tilley Awards 2012 mailbox at TilleyAwards2012@homeoffice.gsi.gov.uk. When you submit your project the title of your email should include the word Application, set out the theme that you are submitting your project into and the name of your project.
16. You will automatically receive an email confirming that your entry has been received. All entries will be subjected to a quality assuring process to ensure that they meet the conditions of entry. You will therefore receive a subsequent email providing you with a unique reference number and confirmation that your project has been entered into the competition.

THE ASSESSMENT PROCESS

17. The Home Office wants to share an increased number of examples of effective practice demonstrated within applications submitted to the Tilley Awards. For 2012, assessors will be asked to select theme winners, nominate certificates of merit when entries received within a particular theme are consistently strong, and identify applications that demonstrate effective practice in problem solving.
18. Detailed information about the judging criteria is contained within section three of this guidance.

National finalists and top three entries received in 2011

19. Projects entered into this year's competition will be subjected to a sifting process to identify the strongest entry from each of the themes. Theme winners are automatically entered into the national finals and will be considered by a national judging panel to determine the overall top three entries submitted into the 2012 competition.

Certificates of merit winners

20. Assessors will be asked to consider whether projects not selected as the winner of the theme should be awarded certificate of merit. This approach reflects that, on occasion, more than one entry received within a theme demonstrates exemplary problem solving.
21. Certificate of merit winners will be eligible for the public vote element of the 2012 scheme but will not be considered by a final judging panel.

Effective Practice in problem solving

22. As set out at paragraph 17, assessors will be asked to identify applications that demonstrate effective practice in problem solving. Only applications that score consistently high across all criteria will be selected as examples of effective practice in problem solving.

23. This provides an opportunity for an increased number of entries to receive national recognition and have their work included on the Home Office's Effective Practice area for sharing with a wider audience.

The public vote

24. In 2011, for the first time, the Home Office sought views from members of the public and local partners on their favourite crime-fighting project. Over 5,700 votes were received with almost 40% of respondents identifying themselves as members of the public
25. For the 2012 competition the popularity vote will remain. This element of the competition aims to raise the profile of the effective practice in problem solving demonstrated by Tilley Award national finalists and certificate of merit winners.
26. The four hundred word summaries that are contained on applications will be used to provide information to stakeholders wishing to vote for their favourite entry. The entry that receives the most votes will win and receive prize money and a glass project trophy.
27. The winner of the popularity vote will not affect which projects are deemed the overall top three problem solving entries submitted into the 2012 competition. In practice this means that the winning entry could also be selected as the most popular crime fighting project entered into the 2012 awards. Alternatively a national finalist not selected as one of the top three entries or a certificate of merit winner may still be selected as the most popular entry this year.
28. Further information about the popularity vote will be made available in due course on the Tilley Awards section of the Home Office website at <http://www.homeoffice.gov.uk/tilley-awards/>.

FEEDBACK PROVIDED ON APPLICATIONS

29. Written feedback will be emailed to all entrants within three weeks of the national award ceremony at the latest. Scores are used for internal marking purposes and are not made public.

FURTHER INFORMATION

30. Please contact Darren Kristiansen on 0207 035 3228 or Daniel Hesami on 0207 035 8973. Alternatively you can email the Tilley Awards mailbox at TilleyAwards2012@homeoffice.gsi.gov.uk

KEY MILESTONES

Milestone	Action	Description
30 March 2012	Tilley Awards 2012 launched	
2 May 2012	Deadline for expressing an interest in attending road show	A series of regional roadshows will be delivered to support partners wishing to enter this year's awards. Further information is available at http://www.homeoffice.gov.uk/tilley-awards/
8 May – 1 June 2012	2012 Road shows	See http://www.homeoffice.gov.uk/tilley-awards/ for dates and locations of events.
27 June 2012	Deadline for applications	See page 3 for details of this year's themes.
July – September 2012	Assessment process	Applications assessed and quality assured. Applications meeting minimum standards prepared for sharing on Home Office's Effective Practice area.
W/C 17 September 2012	Announcement of national finalists. Public vote open (to be confirmed)	A public vote will remain as part of the 2012 competition. Partners and members of the public will be invited to vote on their favourite crime fighting project. Details will be made available on the Tilley Awards section of the Home Office website in due course.
21 September – 2 November 2012	Public Vote	
End of November 2012	Announcement of top three entries and winner of the popular vote Feedback provided to applicants	An awards ceremony will be arranged for national finalists. All feedback will be provided to applicants within two weeks of the award ceremony taking place.
December 2012 – January 2013	Prizes paid, feedback provided to unsuccessful applicants	

PRIZE STRUCTURE²

31. All **theme winners** will receive:

- £500 prize money;
- Up to four expenses paid tickets to an awards ceremony in November 2012. One of these tickets will be allocated to the author³ of the winning application. One ticket will be allocated to the lead partnership agency representative named on the application form and one ticket will be made available for the project to choose who should attend the award ceremony. The final ticket should be offered to a CSP/LCJB Chair or Local Authority Director or a senior representative (from the application author's agency);
- Four framed certificates. All certificates will be provided in the project/partnership name.

32. The **overall winner will receive £2000 prize money**, two glass project trophies and the Tilley Awards annual award (to be retained for one year). In addition, the winner of the first prize will be invited to sit on the 2013 Tilley Awards final judging panel, subject to Ministerial approval.

33. The project that finishes in **second place will receive £1500 prize money** and two glass project trophies.

34. The project that finishes **third place will receive £1000 prize money** and two glass project trophies.

35. The **winner of the popularity vote will receive £1000 prize money** and one glass project trophy.

36. Prize money will be provided as a gift. This means that there will be no conditions applied to how the money is spent. However, prize money will be allocated to the author's organisation as part of ensuring it is spent appropriately and subject to auditing conditions.

37. Prize money will be transferred to the author's organisation at the earliest opportunity⁴ following the end of year awards ceremony.

² Prizes will only be allocated if entries received meet the minimum required standard. Prize funds will be transferred to the application author's organisation

³ It is therefore important that the project is entered into the awards by the appropriate person (author)

⁴ This may take up to eight weeks and may involve setting winning projects up on Home Office finance systems.

SECTION TWO – ELIGIBILITY, AUTHORISATION AND CONDITIONS OF ENTRY

ELIGIBILITY

38. The awards are open to any crime reduction or community safety agency in England and Wales (charities must be registered). In addition UK Police Forces in Scotland, Northern Ireland and Special Police Forces e.g. British Transport Police, Ministry of Defence Police etc. are eligible to enter, as well as Local Criminal Justice Board agencies.
39. Some police forces hold their own internal force or partnership level competitions for problem oriented projects from which the best entries are then submitted to the Tilley Awards. Police officers considering submitting an application to the national competition should check with their BCU Commander before entering the national awards to prevent duplicate entries about the same project.
40. There are no restrictions on the number of applications that can be submitted by individual agencies or organisations.

AUTHORISATION REQUIREMENTS AND CONDITIONS OF ENTRY

41. It is a condition of entry that all final applications submitted to the competition are endorsed by the relevant CSP/LCJB Chair (in England and Wales) or the BCU Commander/equivalent (in other UK Forces outside England and Wales). This is to ensure that all entries are factually correct and to prevent duplicate projects from different partnership agencies being submitted.
42. Local Authority Directors can endorse applications.
43. Authors can confirm that their application has been endorsed by completing part four of the application form. A hard copy signature is not required for the purposes of the form.
44. Entries that are not endorsed will be returned to the author. Statements of endorsement are not required. However, applicants should note that a sample of entries will be checked with the relevant partnership Chair/ BCU commander/Local Authority Director named on the application.

WHAT AN ENTRY TO THE COMPETITION CAN BE ABOUT

45. Authors should describe the work undertaken to reduce specific crime and disorder problems. To comply with the problem-oriented approach they should address repeat problems or offenders and/or issues that are of key concern to local communities, demonstrating a sustainable and evaluated response. All entries must be able to clearly demonstrate they have followed the problem solving model i.e. scanning, analysis, response and assessment.
46. The final judging panel welcomes applications from projects that have adopted innovative approaches to analysing data, considered academic research on the problem(s) that they are addressing and have sought to learn lessons from previous attempts to tackle the same problem(s) that have occurred elsewhere.
47. The competition encourages entries from projects that have been developed in response to a reoccurring problem in a local area. These projects can inform

priorities and ways of working for partnerships and could sometimes be interpreted as adopting a 'bottom up' approach to delivering improved outcomes for local communities. Projects must be entered into the competition within one of the themes set out at page 3 of this guidance.

48. Entries must be able to show a sustainable reduction in the problem(s) addressed. Applications should **include approximately one year's worth of qualitative and quantitative data** for a realistic chance of being selected as a national finalist/theme winner.

FORMATTING REQUIREMENTS

49. Formatting of the application form is important and any **entries that do not comply with the following rules will be returned to the project author** and may therefore miss the deadline for the competition:

- The application form should be submitted as a Word document (Version 97 onwards).
- Font must be Arial, size 11 for the application form that must be downloaded from the Home Office website at <http://www.homeoffice.gov.uk/tilley-awards/>
- Spacing should be regular not double-spaced.
- The overall file size not to exceed 1MB. This may restrict use of graphs/photos as they use a substantial amount of memory. This is because the Home Office system frequently does not accept documents that are larger than 1MB.
- Word number restrictions are 400 maximum for the summary and a further 4000 maximum for the application.
- The 4000 words summary will be checked and any applications that exceed the maximum limits will be returned to the project author for amendment. Any amended applications must be resubmitted within the deadline.
- Evidence from previous Tilley Award entries suggests that applications should have a minimum number of words in order to robustly present a project. Entries must contain a **minimum of 2000 words**. Any entries submitted to the competition that do not meet the minimum word count will not be subjected to assessment and will be automatically rejected from the competition. Feedback will not be provided on these applications.

50. Annexes are not permitted; all evidence that supports the project must be included in the main body of the application. Footnotes are only permissible when providing cross-referencing to academic crime reduction theories or data sources.

RECORDINGS OR OTHER MEDIA

51. Whilst graphs and photos can be useful in explaining elements of the project other audio and visual materials e.g. video clips, radio adverts etc should not be included. The application will be judged on the text descriptions of the project and the learning at each of the four stages within the SARA model.
52. Scanned newspaper clippings, posters etc are also not permitted as a separate document but may be included in the body of your application.

SUBMITTING PREVIOUS ENTRIES

53. Projects that have been entered into previous Tilley competitions but have not won are eligible for re-submission. For example, this may be appropriate where further evaluation has demonstrated the true impact of the project or where more work has been carried out than at the time of the earlier submission. Projects that have been successful in previous competitions are not eligible to enter, such as national finalists, certificate of merit winners and overall winners.

SUBMITTING PROJECTS THAT ARE PART OF A NATIONAL POLICY DRIVE/INITIATIVE

54. If you have developed a project in your area as part of addressing a national policy drive or initiative you will be required to demonstrate how you have adopted the SARA problem solving model by explaining any constraints and or requirements placed upon your area when developing your project.

THE SMALL PRINT

55. The application form must be completed in full. Additional information is not permitted and will be disregarded (i.e. Annexes).
56. Projects **may only be entered into the 2012 competition once**. It is envisaged that many projects will be eligible for entry to a number of this year's themes. It is for the authors of applications to determine which category their project should be entered into. Projects found to have been entered into multiple categories or more than once will be automatically rejected from the competition
57. All information supplied on the application form will be made available to share with other partners in crime reduction (including other police forces and partner agencies), and with the general public. Information may be shared in a variety of formats and media. By making an entry, applicants are confirming their acceptance of such use of the information. Authors should **ensure that entries do not contain material that is of a sensitive nature**. Any entries submitted to the competition that transpire to contain sensitive information may be withdrawn from the competition by the Home Office at any time.
58. Entrants must ensure that any action taken by the project does not conflict with current government policy. Any entries found to do so may be withdrawn from the competition at any stage.
59. The judges' decision is final.

SECTION THREE – THE JUDGING CRITERIA

INTRODUCTION

The 400 words summary

60. As set out at paragraphs 24-28, this year the awards will see the continuation of the public vote element of the scheme, introduced in 2011. This will involve partners and members of the public voting on their favourite entry⁵ from the national finalists. This aims to enhance the profile of national finalists amongst interested parties and demonstrate that problem solving can be adopted to address a broad range of crime types.
61. The summary should therefore be treated as an important, stand-alone document that provides a succinct description of the project. Although sections of the main application are likely to form the basis of the summary, these do need to be summarised rather than simply used in full length. You can include diagrams, charts and photographs but may wish to consider how they impact on the overall size of your application, which is restricted to 1MB.

The assessment criteria

62. Entrants should have a clear understanding of the SARA problem solving model and ensure the entry covers all stages in this approach.
63. Both the sift team and final judging panel are asked to score the strengths and weaknesses of the entry based only on the evidence provided and against the criteria outlined below. It is strongly suggested that authors ensure they are familiar with the criteria before writing the application. Where possible, authors should attend one of the roadshows being arranged by the Home Office. Further information about the road shows is contained at paragraphs 11-13 of this guidance.
64. The criteria below are supplemented by prompt questions and statements. Whilst applications do not need to answer these one by one, they may assist shaping the content of the application to follow the SARA process. Comments in *italics* are quotes from the 2007 final judging panel, and are included to highlight why these issues are relevant.
65. Please note that due to their importance in the Problem Oriented Approach, scores for the analysis and the assessment are weighted, scoring double the raw score. To score highly overall in the competition, these key areas must be fully addressed in the application form.

⁵ Theme winners and certificate of merit nominations

CRITERIA

Scanning

- A. High level identification of a problem/set of problems
 - What were the initial indicators that a problem existed?
- B. Problem(s) of significant concern to the community
 - Were there further criminal consequences resulting from this problem?
- C. Appropriate involvement of people from the police and from other agencies in identifying the problem(s)
 - What sources of data and stakeholders were used to identify the problem?
 - What input from the local community was evident in identifying the problem?
 - Who were the stakeholders, beyond the victims, with an interest in its reduction?

2007 Judging panel feedback: *"It is not always obvious why a particular initiative was chosen or why the particular issue was selected from all the other potential problems to solve."*

Analysis

- A. Clear, specific and realistic objectives
 - What was the real problem(s) that this project/partnership sought to address?
 - What were the objectives of the project/partnership? (These are two separate questions but need to be answered clearly).
- B. Analysis of information is appropriate for the problem
 - How was the extent of the problem measured?
- C. Conclusions about the causes and underlying conditions that precipitated the problem that flow logically from the data
 - What caused, precipitated or enabled the problem(s)?
 - Critically assess the previous responses to the problem(s).
 - Comment on the validity of the data and the reliance that can be placed upon it. Consider data from the same period last year and in the months preceding the period under review.
- D. The analysis demonstrates knowledge about the nature and extent of the problem(s)
 - Using the Problem Analysis Triangle (PAT) describe the conditions producing the problem behaviour rather than just focusing on who was involved.
- E. Involvement of and contributions by all the agencies that have a stake in this problem identified.
- F. Gaps of information identified and taken into account.

2007 Judging panel feedback: *"I want to see some effort to gain knowledge about all three sides of the problem triangle: offender, target/victim and place. It is fine if the applicant tried to get information on a topic, but couldn't because of data problems. They must show effort. Efforts that involve talking to parties involved in*

the problem: managers, offenders, victims etc are always good. Simply analysing police data or surveys are usually weak. Mostly I look for insight from the analysis, rather than simply recounting tables and charts.”

Response

- A. Clear relationship between the analysis and the design of the response(s)
- What actions were taken to address the problem?
 - What practical methods were used to tackle the problem and how did each method work e.g. how did the approach prevent or reduce the problem(s)?
- B. Clear reasons why this particular approach/response was chosen over others
- Show working, especially about how and why particular solutions were chosen over others. Some applications may have chosen a good set of tailored solutions but unless the choice is explained it can still look like a scatter-gun approach grabbed at random from the nearest toolkit.
 - If a range of responses were put in place were they chosen to complement each other?
 - What was done to consult and engage with the local community?
- C. Clear partnership ownership of the response, as required by the problem
- D. Planning and resource allocation as required by the proposed response
- Which stakeholders were originally planned to be involved in supporting/delivering the response?
 - What were the actual demands on the lead and partnership agencies in terms of time, money, expertise etc?
 - How were the stakeholders alerted and motivated to help? Were any standards required (consider the 6 Hallmarks of Effective Partnerships)?
- E. Difficulties identified and well managed
- What difficulties did the project face in implementing the response/s and how were they overcome?
- F. Evidence of an effective ongoing review mechanism and changes made in response to this process
- Has there been any impact on the ways of working with other agencies in the future and methods of operation?
- G. Consideration of the sustainability and transferability of the response(s)/approach
- What consideration was given to the sustainability of the results i.e. exit strategy?
- H. Innovative measures or use of standard measures in new areas of work

2007 Judging panel feedback: *“In developing the response I want to see something that handles more than one side of the triangle. I also look for uses of situational crime prevention methods. I am always sceptical of offender based strategies that are not coupled with either victim/target strategies and/or place strategies.”*

“On sustainability I look for interventions that the agencies could walk away from with an expectation that the problem will not return right away. If the solution requires an ongoing commitment of resources by the police or others, then I

wonder how long it will be before things fall apart. Many offender based strategies fall victim to this concern – enforcement must be maintained or offender services provided.”

Assessment

- A. Clear use of evaluation data to both inform and improve the response(s)
 - Each project/partnership needs to establish a baseline against which to measure results/achievements.
 - Be honest: if it was not the success anticipated explain why and show how steps will be taken to improve performance – this shows a strong problem solving approach and a willingness to continuously improve performance.
- B. Evidence of whether the response(s) achieved what was intended
 - Evaluate the results - what statistical evidence is there that the response/s was effective in tackling the problem?
 - How was the impact of the project assessed?
- C. Methods of evaluation appropriate for the research question providing some evidence of impact
 - What qualitative evidence of impact is there from residents, people taking part etc.?
- D. Evidence of appropriate partnership involvement
- E. Evaluation extending the knowledge and understanding of the problem, the underlying causes and/or the potential solution
 - What evidence is there that the success was attributable to the actions?
 - Be specific – some of the entries had a lot of elements that were described as ‘transferable’ but it wasn’t clear which were vital, which were useful and which were actually redundant.
 - What are the lessons for the future? What would be done differently another time?

2007 Judging panel feedback: *“I want to see a before and after comparison as well as a control group. Multiple measures are useful. Cost benefit calculations are good, but not essential.”*

Written presentation

- A. Format of the document – The same font should be present throughout.
- B. A strong summary is provided so that the reviewer is aware of the main points before looking at the detail in the entry.
- C. A conclusion that highlights the key selling points for the entry. Information about local colour and character should be included. Many accounts of urban regeneration, youth activity schemes etc. can sound very similar to other entries, being distinctive can help make a good impression.
- D. Maps, diagrams, newspaper articles, posters and other printed material can all be useful in moderation but contribute towards the size of the application which must not exceed 1MB.

E. Any charts that are used in illustration need to be clearly labelled showing what is being measured, the time period and have a clear title stating what the chart is illustrating. Percentages and raw numbers should be used as appropriate.

2007 Judging panel feedback: *"I like maps that show where the problem is and the important features of the problem e.g. road networks and various facilities. Charts are better than tables and tables are better than having the figures mentioned in the narrative. Photos can work very well, if they are clear."*

Coherence of project

A. Acronyms or jargon that a layperson would not understand are not be used

B. The entry is kept simple and follows a logical sequence.

C. The entry is structured around the Problem Analysis Triangle and/or other environmental criminology theories to present ideas in a coherent way.

D. Signs that each stage of the project grew out of the preceding stages, for example, the response does actually address the problem highlighted by the analysis; the evaluation does measure what is important; there is some awareness of the cost-effectiveness of the project/approach adopted by the partnership

2007 Judging panel feedback: *"The best entries have a story running all the way through – if an entry doesn't have this it can be really quite hard to read."*

THE APPLICATION FORM

66. Provided below is a copy of the application form and guidance on how to complete individual sections.



TILLEY AWARDS 2012 APPLICATION FORM

Applications made to this year's Tilley Awards must be submitted electronically to the Tilley Awards mailbox at TilleyAwards2012@homeoffice.gsi.gov.uk

All sections of the application form must be completed.

Please **ensure that you have read the guidance before completing this form**. Guidance is available at <http://www.homeoffice.gov.uk/tilley-awards/>. Applicants will wish to note the assessment criteria set out at pages 5 of the guidance.

By submitting an application to the awards, entrants are agreeing to abide by the conditions set out in the guidance. Failure to adhere to the requirements set out in the 2012 Awards Guidance will result in your entry being rejected from the competition.

All entries must be received by 1:00pm on 27th June 2012. Late entries will not be accepted. Hard copies of the application form are not required.

Any queries on the application process should be directed to Darren Kristiansen who can be reached on 0207 035 3228.

Project Name:

Location and region:

Postcode(s) of areas covered:

Theme Addressed:

PART ONE – PROJECT SUMMARY

Information contained within this section is not assessed as part of identifying this year's national finalists and overall top three entries received in the 2012 Tilley Awards.

This section should be used to describe your project in **no more than 400 words**. Advice about how to complete this section is contained within the 2012 Tilley Awards guidance. This section should be used as your social marketing opportunity and provide information that summaries your project in plain English.

FOUR HUNDRED WORDS SUMMARY

Note to applicants: This section should be used as your social marketing opportunity. Your summary should include

- An explanation of what the problem was
- The response chosen to address the problem and reasons why
- What your response achieved and any evaluation outcomes

Authors can include any relevant information in this section including graphs and photographs. However, it must be noted that this section contributes to the 1 MB size limit that is permissible for applications

PART TWO - EVIDENCE

Information contained within this section of the application form is assessed for the Tilley Awards.

Describe the project in **no more than 4,000 words**. Full details on how to complete this section of the application form is contained within the 2012 Tilley Awards Guidance.

SCANNING

ANALYSIS

RESPONSE

ASSESSMENT

PART THREE – PROJECT DETAILS

Project name:

Project location:

Postcode(s) of areas covered:

Dates and location of project

Start date:

End date:

Please indicate whether the project is:

Ongoing Completed Current

CSP name:

CSP area or region⁶:

Type of area⁷:

What were the financial costs of your project?

What resources required for your project (people)?

How did you secure resources for your project? For example did you access specific funding?

⁶ Greater London, East Midlands, West Midlands, NE England, NW England, SE England, SW England, Yorkshire/Humber, Eastern England, Wales, Scotland, Northern Ireland

⁷ All, rural, urban, suburban, mixed, various

Partners actively involved in your project

Please list key partners contributing to the project:

- A.
- B.
- C.
- D.
- E.
- F.
- G.

How did you engage and work with them?

Crime type(s) addressed

You have told us about the theme within which your project should be entered. Please use this section to set out which specific crime types your project addressed (Crime types could include⁸ anti-social behaviour, burglary, domestic violence, gang activity, hate crime, knife crime, night time economy, violent crime and criminal damage, drug offences, fear of crime, fly-tipping, hate crime, fraud and forgery, traffic offences/road safety, vehicle crime, vehicle theft).

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If the crime was a hate crime what was the ethnicity of the victim?

Offender and Victim information

What was the sex of the offender(s) (male, female, both)

What was the type of offender(s)? (prolific priority offender, drug abuser, alcohol abuser, other)

⁸ The list of crime types provided is not exhaustive

What was the age of the offender(s)? (Under 10, 10-18, 19-25, 26-40, 41-55, 56-64, 65+, various ages)

What was the age of the victim(s)? (Under 10, 10-18, 19-25, 26-40, 41-55, 56-64, 65+, various ages)

What was the sex of the victim(s)? (Male, female, both)

What was the type of victim(s)? (Householders, repeat victimisation, school children, students, vulnerable people, other)

Sharing learning

Other Benefits

Were there any other benefits e.g. community outcome, from the project not directly linked to the problem as it was initially defined?

Lessons Learned

What were the three most important lessons from the project and three things you would do differently if you were to do the work again?

Has the work been formally evaluated? If so, please provide details of the methodology and outcomes (not already set out in your application)

Contact Details

Application Author's name:

Organisation:

Telephone Number:

Email address:

Website:

Alternative contact for application:

Organisation:

Telephone number:

Email address:

