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**PROPERTY Fund Guidance Notes**

**What is the Property Fund?**

The Police, Fire and Crime Commissioner (PFCC) has power to distribute funds accumulated in the Police Property Fund as a result of the disposal of property coming into the possession of the police by the Police (Property) Act 1997 and The Powers of Criminal Courts Act 1973.

The aim of the Property Fund is to allow local organisations and community groups to access grants up to the value of **£2,500** with the tangible aim of **reducing crime or anti-social behaviour (ASB)** in the community.

Local groups know what is needed within their area to reduce crime or ASB. Groups who can apply for a grant include **local community groups, watch schemes, parish councils, charities, voluntary groups, and schools.**

The Property Fund application must be discussed with and supported by either a police officer, Police Community Support Officer (PCSO) or a member of police staff. They will work with you to complete the application form, then they will submit the form on your behalf. Please follow this link to find a member of your local policing team to discuss your project. **(Home | Cumbria Police)**

**We will consider funding:**

* **Applications that help to reduce crime and/or ASB.**
* **Applications that demonstrate strong community links.**
* **Applications based on local need and insight.**
* **Applications that are well planned, realistic and have aims which are achievable.**
* **Applications that will make a lasting difference to people within the local community.**
* **Community organisations based solely within Cumbria. We will consider national charities if you can demonstrate your work in our region.**
* **Applications for a specific project, not a running cost for your group.**

**Your group must:**

* **Have the support of Cumbria Constabulary.**
* **Have a group bank account. Personal bank accounts will not be accepted.**
* **Ensure that if your total project spend exceeds the amount of funding available, evidence of funding for the whole project is included in the application.**
* **Provide a comprehensive breakdown of spend and the benefits you expect to achieve with the funding in your application.**
* **Work with the Office of the Police, Fire and Crime Commissioner (OPFCC) Media Team to visibly promote the PFCC Property Fund.**

**We will not fund:**

* **Applications which are not focused on reducing or preventing crime/ASB.**
* **Commercially run activities or organisations that run for profit (accepting of companies which are limited by guarantee).**
* **Projects run for the sole benefit of one individual.**
* **Recurring expenditure, such as contributions to employed staff wages, or general running costs, such as contributions to heating/ electricity bills.**
* **Requests for CCTV (this includes any video recording devices e.g. Ring doorbells etc.)**
* **Politically based activities.**
* **Events or activities for which the principal aim is to fundraise for other organisations.**
* **The development, purchase, or refurbishment of buildings, including development of car parks.**
* **Activities which form a statutory function of an applicant.**
* **Speed Indication Devices and Lasers.**

Any applications which do not meet the criteria or are not fully completed will be rejected.

More information can be found on the PFCC website [Property Fund - Cumbria PFCC](https://cumbria-pfcc.gov.uk/what-we-do/funding/property-fund) or you can speak with a member of your local policing team.

**Payment**

Once you have received confirmation that your application has been successful, please be aware that:

* Payment of the funds can take up to 10 weeks.
* A Grant Agreement and New Supplier Form will be sent to you to complete and sign.
* Payment cannot be made until both forms are returned completed to the OPFCC.
* Payment of the grant will be made by electronic bank payment (BACS) payable to the named organisation.
* You must acknowledge receipt of the funding.
* You must keep receipts/invoices for all purchases made with the grant funding.

As the project progresses, if you think you need to spend the money differently, please discuss this with the OPFCC before spending. Funding can only be repurposed with the expressed permission of the OPFCC.

**How will the results be evaluated?**

All successful groups are required to complete an Evaluation Form within 6 months of receiving the funding to share the benefits that have been achieved and any impact on the community due to the PFCC’s funding.

**Please Note:** The PFCC is lawfully obliged to carry out regular audits. All receipts and/or evidence of expenditure must be recorded and presented alongside the Evaluation Report.

**Contact Details**

To enquire about the PFCC’s Property Fund, please contact a member of your local policing team. Follow this link to find your local officer: [Home | Cumbria Police](https://www.cumbria.police.uk/)

Your local officer will support you in completing an application form which can be downloaded from our website: [Property Fund - Cumbria PFCC](https://cumbria-pfcc.gov.uk/what-we-do/funding/property-fund)

More information including the Property Fund Process Map can be found in our [Frequently Asked Questions](file:///\\cumpol.net\dfsroot\Groups\HQ2\OPCC\Grants%20and%20Contract%20-%20Awards\Open%20Grant%20Funds\Property%20Fund\2025%20-%202026\Key%20documents\2.%20Property%20Fund%202025%20Frequently%20Asked%20Questions%20(with%20Decison%20Process%20Map)%20August.docx) document, or you can speak with a member of your local policing team.

**Data Protection – Personal Data**

The PFCC, Cumbria Constabulary and the OPFCC will contribute directly to the decision that is made regarding allocations of funding and for research purposes.

We will provide copies of all or some of this information to individuals and organisations we consult with when assessing applications, monitoring grants and evaluating funding processes and associated impacts. These organisations may include external auditors and other organisations involved in delivering the projects. The OPFCC is provided with Financial Services support by Cumbria Constabulary and therefore if your application is successful your data will be shared with them to enable payment of your funding.

Summary information from this application may be published on our website to assist other applicants in the future and to inform members of the public of the projects funded by the Police, Fire and Crime Commissioner (PFCC).

Full grant applications will be retained for a maximum of 6 years (plus current year). Information will be retained on a database at the Office of Police, Fire and Crime Commissioner for statistical and monitoring purposes. If you are unsuccessful in your application your data will only be retained for 6 months following the date of the decision.

Further information on how the OPFCC deals with information can be found on our website: [Data Protection Act (DPA) - Cumbria PFCC](https://cumbria-pfcc.gov.uk/finance-governance/dpa)