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**CUMBRIA'S POLICE, FIRE  
AND CRIME COMMISSIONER**

# **COMMUNITY FUND**

## **GUIDANCE NOTES**



## What is the Community Fund?

The aim of the Community Fund is to enable local organisations and community groups to access grants up to the value of £2,500. These grants must have a tangible link to **reducing anti-social behaviour or anti-social driving** in the community – i.e., diversionary activities or community events that aim to reduce/tackle antisocial behaviour / antisocial driving.

For more information refer to the OPFCC website - <https://cumbria-pfcc.gov.uk/what-we-do/funding/community-fund>

## Community Fund Criteria

Local people are key in knowing what is needed within their area to reduce anti-social behaviour. Those who can apply for a grant are as follow: local community groups, watch schemes, parish councils, charities, voluntary groups, and schools.

Each funding round involves a grant application form.

(Please take the time to consider the [Frequently Asked Questions](#) document prior to completing the application form).

### **Applicants MUST meet the following:**

- Your application must be focused on Anti-social behaviour or anti-social driving.
  - In your application form, it is useful to evidence that ASB/ant-social driving is an issue in your area. Please show how your funding ask will prevent or deter this from occurring (and consider the future sustainability of your ask too).
- Your community group/organisation must be based and operate solely within Cumbria. We will consider national charities if you can demonstrate your work in our region.
- Your application must be for a specific project, not a running cost.
- Have not received a Property Fund/ Community Fund grant from us within the last 24 months.
- You must promote equality of opportunity and good relations within the community and make reasonable adjustments to any barriers that may prevent protected groups from using and/or accessing your services.
- You must work with the OPFCC Media Team and visibly promote the PFCC Community Fund. All publicity materials produced in connection with this project must acknowledge the contributions made by the Commissioner and where possible use the approved PFCC Logo.
- Your community group/organisation must have a community bank account as we will only pay the funding via BACS. Personal bank accounts will not be accepted.
- If your total project spend exceeds the amount of funding available through the Community Fund, evidence of matched funding must be included in the application (you must also cite the percentage total of each funding stream).
- You must provide a comprehensive breakdown of spend included in the application (links to where items will be purchased included).

***Please note: Your application MUST be supported by either a Police Officer, Community Support Officer, or Police Staff in your local area – to get in touch with one of the above use the link provided and follow the steps on the Process Map found in the Frequently Asked Questions Document (Home | Cumbria Police)***

## **The Community Fund will **NOT** support:**

- Applications which are not focused on anti-social behaviour or anti-social driving.
- 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 staff wages, administration costs or general running costs.
- Annual or one-off events.
- 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.
- Marketing costs for existing or planned activities (including cost for printing, refreshments, leaflets, posters etc).
- Travel costs, rents, room hire, utility bills and insurances.
- Qualification costs, such as, tutors, certificates, course books etc.
- 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.
- Duplicate funding requests for one crime incident in one particular area.

***Please note:*** Any applications which are not fully completed and do not meet the criteria above will be rejected upon receipt.

## **What should I consider before applying?**

Before applying it is important that you have thought through some of the fundamentals that make an applicant successful. These include the following:

- How does your project **reduce or prevent anti-behaviour/ anti-social driving**, it's important that you are clear in how your project will have a tangible impact which can be measured.
- How does the project or activity aim to support delivery of local and/or collaborative community safety priorities?
- What is the money for and how have you estimated the costs?
- What difference will it make to your local community and how will you know that it has worked?
- How do you know that this is what your community needs and who supports your idea?
- How long will it take to implement and is everything and everyone ready to start?
- Who will be responsible for managing the money and how will you account for it?
- Is there anything that might stop the project from being successful that you think is important for us to know?

***Please note:*** For information in relation to what the next steps are after applying, please see the *Process Map within the Frequently Asked Questions document (linked above)*.

## Payment Details

Once you have received confirmation that your application has been successful there are a few things you need to prepare for:

- Payment of the funds can take up to 10 weeks before it arrives in the applicant's account.
- A Grant Agreement and New Supplier Form will be sent to you to complete and sign (**Please note payment will not be made until both forms are returned completed to the OPFCC, please ensure that both forms are signed using a wet signature**)
- Payments of the grant will be made by electronic bank payment (BACS) which will be payable to the named organisation/applicant.
- You will need to acknowledge receipt of the money.
- You will need to keep receipts/invoices for all purchases that use the grant funding so you can account how it has been spent.
- If you think you need to spend the money differently, or for something else connected to the project, then we will need to discuss this prior to the money being spent. Funding can only be repurposed with the expressed permission of the OPFCC.

## How will the results be evaluated?

All community groups / organisations will be required to complete an Evaluation Form within 6 months of receiving the funding to explain the benefits that have been achieved and the impact it has had on the community.

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

## Contact Details

To make an enquiry or to ask a question in relation to the PFCC's Community Fund, please contact a member of your local policing team. Follow this link to find your local officer:

[Home | Cumbria Police](#)

Your local officer will support you in completing an application form which you can download from our website: <https://cumbria-pfcc.gov.uk/what-we-do/funding/community-fund>.

## Data Protection – Personal Data

Commissioner (OPFCC) and will contribute directly to the decision that is made regarding allocations of funding and for our own 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:  
<https://cumbria-pcc.gov.uk/website-policies/privacy-policy/>