



PROPERTY FUND GUIDANCE NOTES

Office of Police and Crime Commissioner

Abstract

The Police Disposal of Property Regulations 1997 allows the Police to sell property that they recover and which cannot be returned to its original owner and awards made from the Fund must be used for charitable purposes.

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Guidance Notes for Applicants

The Police & Crime Commissioner for Cumbria is committed to provide a “Property Fund”. The Property Fund is created from money recovered by the police and the proceeds from the sale of items that cannot be returned to identified owners, which includes seizures from criminals. Applications are considered four times a year.

The aim of the fund is to enable local organisations and community groups to access grants up to the value of £2,500. These grants must link in with one or more of the objectives in the Police & Crime Plan and aim to reduce crime and disorder.

Who can apply?

Local people are key in knowing what is needed within their area to reduce crime and disorder. 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. **Applicants must meet the following:**

- 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 contribution to a general fund or running cost.
- You must not have received a Property Fund grant from us within the last 12 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.
- Your community group/organisation must have a bank account as we will only pay the funding via BACS. Payment information must be included on the application form.
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The Property Fund **will not support:**

- Commercially run activities.
- Projects run for the sole benefit of one individual.
- Politically based activities.
- Events or activities for which the principle aim is to fundraise for other organisations.
- Marketing costs for existing or planned activities.
- Travel costs.
- The development or refurbishment of buildings.
- Activities which form a statutory function of an applicant.
- Speed Indication Devices and Lasers.
- CCTV.
- Staffing costs.
- Recurring expenditure.

If you are not sure if you can apply, then please contact a member of your local Community Policing Team.

What do I need to do to apply?

Please note: Only a Police Officer or Police Community Support Officer in your local area can apply – you therefore need to get in touch with one of the above in order for them to process your application.

Before applying for the funding it is important that you have thought through some of the basics. These include the following:

- How does your project support one or more of the Police and Crime Plan objectives?
- 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?

What criteria must be met for the Office of the Police & Crime Commissioner to decide to fund a project?

It is important that any project has a real impact at a local level in reducing crime and disorder and is able to demonstrate how it supports the Police and Crime Plan.

To help make our decision **the following criteria must be met**. The project must:

- Provide early intervention and prevention schemes to reduce incidents of offending and re-offending.
- Help to prevent crime and anti-social behaviour within the local community, by managing offenders and reduce offending and re-offending.
- Provide support to victims of crime to cope and recover.
- Create opportunities for children and young people to get involved in extra-curricular activities that will help keep children and young people active and safe.
- Improve the support for vulnerable people to help them feel safer such as the elderly, victims of crime (e.g. abuse or discrimination), and also antisocial behaviour.
- Bringing together parts of the community that find it difficult to talk to or access each other.

Where the total project spend exceeds the amount of funding available through the Property Fund, evidence of matched funding must be included in the application.

How will I know if I have been successful?

Once the application has been received, a member of your local Community Policing Team will receive confirmation of when a decision will be made.

The timetable for the Commissioners Property Fund decision making is detailed below:

Quarter	Quarter Time Period	Submission Deadline	Consideration and Decision	Communication to Applicants
1	Mar 18 – May 18	31 st May 2018	June 2018	July 2018
2	June 18 – Aug 18	31 st Aug 2018	September 2018	October 2018
3	Sept 18 – Nov 18	30 th Nov 2018	December 2018	January 2019
4	Dec 18 – Feb 19	28 th Feb 2019	March 2019	April 2019

Please Note: The above table is updated after each quarter. The quarterly time slots for submissions are to enable a managed approach to the funds available – they do not represent when the funds should be spent by. The timescales for delivery of your project and expenditure should be detailed on your application form; these may extend beyond the quarterly time periods.

All applications will be reviewed by a panel which includes the Police and Crime Commissioner. We will confirm in writing whether you have been successful or not. If you are unsuccessful we will also let you know the reasons for this.

Payment Details

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

- A funding agreement will be sent to you for signing.
- 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 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 over the telephone. If you want to make a major change to the project then we will need to discuss this in person to ensure we are clear the project will still be beneficial, and still link in with our Police & Crime Plan. We will need to complete a Change Management Form.

How will the results be evaluated?

The Police and Crime Commissioner has a duty to effectively administer public funds and seek best value for money. Therefore successful community groups / organisations will need to provide monitoring information within agreed timescales, this will vary depending on the amount of funding you receive. However, 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.

Based on your application, you should be able to confirm the best way to show how successful your project has been e.g. what will be the difference between now and after the money has been spent on your project. This will determine the basis on which we will evaluate your project but we may also include other ways of measuring success that we already have in place that will help with this.

Please Note: the PCC 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

If you want to make an enquiry or have any questions about the Commissioners Property Fund, then you can email us at commissioner@cumbria-pcc.gov.uk or call us on 01768 217734.