



### **Guidelines for Applicants**

The Commissioner's Community Action Fund (CCAF) is open to community and voluntary organisations operating in the Avon and Somerset Police Force area. It is set up to tackle issues in local communities that relate to the priorities set out in the Commissioner's Police and Crime Plan: [www.avonandsomerset-pcc.gov.uk/Your-PCC/Police-Crime-Plan-2016.aspx](http://www.avonandsomerset-pcc.gov.uk/Your-PCC/Police-Crime-Plan-2016.aspx).

The Police and Crime Commissioner (PCC) donates this fund to the Police Community Trust (PCT) for distribution by trustees. While the PCC sits on the PCT, she is not the sole decision maker.

The Board of Trustees consider the applications and their decision is final. Not every bid can be funded within the annual grant and there is an aspiration to award grants equitably across the force area.

The Trustees meet quarterly:

Application Deadline	Decision date
1 March	End of April
1 June	End of July
1 September	End of October
1 December	End of January

#### **1. Applying for CCAF**

**Step 1:** Make sure you read the application guidance on the Police Community Trust website: [www.avonandsomerset.police.uk/pct](http://www.avonandsomerset.police.uk/pct).

**Step 2:** Your project MUST address a PCC priority which can be found here: [www.avonandsomerset-pcc.gov.uk/Your-PCC/Police-Crime-Plan-2016.aspx](http://www.avonandsomerset-pcc.gov.uk/Your-PCC/Police-Crime-Plan-2016.aspx). Remember- the Trust holds other funds which may be more suitable.

**Step 3:** Once you are ready to apply, click on the green 'APPLY NOW' button. We suggest you draft your application in Word and keep a backup of your application.

**Step 4:** When you are happy that your application is complete, click 'SUBMIT'

**Step 5:** You will receive an automatically generated email confirming your application has been received.

**Step 6:** You will be notified of the Trust's decision shortly after the quarterly meeting. If you are awarded funds you will receive written confirmation along with a 'conditions of grants' form (COG). This will be sent as soon as possible following the quarterly Police Community Trust meeting. On the arrival of a signed copy of COG, a cheque will be issued. You will also be sent a monitoring form.

## 2. Common Queries

### **Can I apply for funding for a one off project?**

You can still apply for funding if you are a small group working on a one off project as long as you have a group bank account. Generally the PCT will not fund individuals.

### **Do I need to provide a statement of accounts?**

Trustees ask for a statement of accounts and some financial questions to check your operation's viability. If you are a new group without such documentation, your application will still be considered. You should make it clear in your application you are unable to provide these details.

### **Can I apply if I've received funding from CCAF before?**

Trustees welcome applications from groups who have not applied for funding before. Generally the Trust won't support the same project twice within a three year period. If your organisation has already benefitted from Trust funding but you are applying again, make clear what is new or different about the project.

### **Help! I haven't received my confirmation email!**

If once you have submitted your application you have not received an automatically generated email within 24 hours, you should submit your application again.

### **How do I contact you if I need to?**

The general email address for the Police Community Trust is: [PoliceCommunityTrust@avonandsomerset.pnn.police.uk](mailto:PoliceCommunityTrust@avonandsomerset.pnn.police.uk). You can also call their office on 01275 816240.

## 3. Funding opportunities

Should your organisation not meet the CCAF criteria, you can find out more about other Police Community Trust funds at [www.avonandsomerset.police.uk/pct](http://www.avonandsomerset.police.uk/pct).

The following groups provide assistance, training, events and funding opportunities to voluntary and community sector:

Bristol- [www.voscur.org](http://www.voscur.org)

South Gloucestershire- [www.cvs-sg.org.uk](http://www.cvs-sg.org.uk)

North Somerset- [www.voluntaryactionnorthsomerset.wordpress.com](http://www.voluntaryactionnorthsomerset.wordpress.com)

Somerset- [www.somerset-tli.org.uk](http://www.somerset-tli.org.uk)

Bath and North East Somerset- [www.connectingcapacity.co.uk](http://www.connectingcapacity.co.uk)

For thousands of national funding and finance opportunities: [www.fundingcentral.org.uk](http://www.fundingcentral.org.uk)

## Application Checklist

✓ Read the guidance at [www.avonandsomerset.police.uk/pct](http://www.avonandsomerset.police.uk/pct). Does your application support one of the PCC's priorities? It is essential there are clear outcomes relating to at least one of the PCC's priorities.

If not, there may be other suitable funds available, you can find out more here: <http://www.avonandsomerset.police.uk/pct>

✓ How will your application deliver Social Value? What are the wider benefits your application will deliver?

✓ Have you made sure you're not applying for more than £3000?

✓ Does your organisation have a business bank account? Funds will not be paid into personal accounts.

✓ Save your application as you go. Remember to save it somewhere else e.g. by copying and pasting to a word document.

✓ Answer questions around finances as honestly as possible, if you don't have this information your application may still be considered but there is a greater chance of success if this is complete. If in doubt, don't guess.

✓ Resist the temptation to copy and paste information from your website or published material. Time is precious but you must tailor your application to your project and the priority area it sits within.

✓ Applications need to be concise but contain the relevant information; you need to be clear about your project and make clear why you can achieve with the funding.

✓ Demonstrate what clear community safety outcomes will result from your application being accepted.

✓ Make sure your bids are realistic, deliverable and represent good value for money.

✓ Provide a clear breakdown of costs.

✓ Try and make contact with relevant members of your local or specialist police for support or endorsement of your initiative (Note that the independent board of trustees have the final say on decisions). Their support will strengthen your application.

If you don't know how to do this go to the Constabulary website and find your local beat team.

✓ Don't apply for funds to cover internal staff costs or to replace statutory funding.

✓ Make sure your application is not for an expedition, trip, bursary or scholarship.

✓ Generally the Trust won't support the same project twice within a three year period. If your organisation has already benefitted from Trust funding but you are applying again, make clear what is new or different about the project.