



Cleveland Police Property Fund Application Guidance Notes

About the Fund

The Police Property Act Fund is created from the proceeds of sale of goods recovered by the police that cannot be returned to their original owner. In accordance with the Police Property Act Regulations (1997) all awards from the fund must be for charitable purposes. Applications will be considered by the Police and Crime Commissioner and Chief Constable.

Applications are invited from local voluntary and community groups which are working to improve the lives of people in the Cleveland Police area.

Applicants must demonstrate that the project contributes to meeting the PCC's objectives, as set out in the Police and Crime Plan.

Criteria for Funding

Who can apply?

Please check that you meet the following criteria before making an application.

Your organisation should be:

- Working in the Cleveland Police Force area.
- Able to demonstrate that the application supports one or more of the Police and Crime Commissioners objectives.

What we won't fund:

- Political activities.
- National Medical research and equipment.
- Animal welfare.
- Large scale projects, where a small grant would not make a difference.

How to Apply

Please complete the Police Property Act Funding application form. This should be returned by post to:

Office of the Police and Crime Commissioner for Cleveland
Police Property Act Fund
Cleveland Police Headquarters
Ladgate Lane
Middlesbrough
TS8 9EH

Or email the completed application form to pcc@cleveland.pnn.police.uk.

If you require assistance in completing this form, please contact the Office of the Police and Crime Commissioner on Tel: 01642 301635.

Guidance on Completing the Application Form

Part 1 - About Your Organisation

Please provide details of your organisations name and address, including email address and website if applicable.

How would you best describe your organisation?

You do not need to be a registered charity to apply. We do however need to know your registration number if you are registered. If you belong to an umbrella organisation such as Scouts or Guides please include the main registration number.

The main contact person for this organisation

We need to know the contact details of the person in your organisation who will be able to answer questions about your application.

What are the stated aims and objectives of your organisation?

Please give a short description about what your group/organisations does.

Part 2 – About Your Activity/Project/Service

We need to know how any monies you receive will be spent.

When will you start and finish the project, is it something that is already happening and is ongoing? Give brief details of the project you require funding for, why you need funding and how you identified the need.

Tell us what you hope to achieve and what the outcomes will be.

Who will benefit directly from the grant? Will there be any benefits to the wider community?

Which of the following Police and Crime Plan priority areas will your project/service/activity contribute towards?

We have listed the Police and Crime Commissioners objectives for 2013-2016. Please tell us which objective your project contributes towards. This might be more than one. Please provide us with details about how your project/activity will contribute to these objectives. Please tell us which area of Cleveland your project/activity or service relates to and if there are any other organisations involved in delivering your project/activity.

Part 3 – Financial Information

Please tell us what this funding will pay for and detail the individual costs of carrying out the project or activity.

If the total cost of the project is greater than the funding requested from the PCC, please provide further details about who will also provide funding.

Please indicate if this is a one off event or whether the project will continue beyond one financial year.

If your application is successful, we will pay your organisation by BACS transfer. It is therefore very important to ensure you provide accurate bank details.

Part 4 – Other Information

Please tell us how you heard about the Police and Crime Commissioner's funding.

Declaration

Please ensure that the individual who completes the application form signs the document and agrees with the terms and conditions set out.