**Guidance notes for writing funding applications**

* **Always keep your project plan in mind**. Don’t get carried away and commit yourself to an idea you won’t be able to run even if it sounds better in the application.
* **Write in plain English**. Use short sentences and **avoid acronyms** and jargon. There is no need to use formal or flowery language. Remember that you are describing your idea to someone who has never met you or seen what you do.
* **Be specific about what you plan to do.** For example, rather than saying “we will run sports activities for children”, say “we will run weekly football sessions and weekly hockey sessions for 8-11 year olds over a six month period in an area of deprivation to divert them from criminal activities. Each session will be 2 hours long and will be attended by 15 children.”
* **Focus your application on the Police and Crime Plan or Northamptonshire Safer Roads Alliance (NSRA) priorities.** For example, imagine your idea is to set up a support network for victims of burglary for local people: be clear in your application where this meets the Police and Crime Plan and in what ways the outcomes with support it. You can check the priorities on this website within the relevant funding area.
* **Provide information that your work is needed.** Explain why your initiative is needed and provide evidence if you can.
* **Include all the information we have asked for and any additional information, use the checklist.** Missing things out might mean your application gets **rejected** automatically.
* **Make your budget as specific as possible.** Get **quotes** for everything you will need to pay for, so that it is accurate. Please ensure you use the **description column** to tell us in more detail about your budget needs. Ensure you complete the **budget form** and return it with your application.
* **Do not include any non-specific items in your budget**, such as “contingency costs” or “miscellaneous”.
* **Do not ask for goods/ services that you have already received**. We cannot pay for goods/services in retrospect.
* You may only have **one active bid** with us at any one time.

**What is the application process?**

The funding is open for applications all year round on a rolling monthly programme. Bids received at the end of the month will be assessed at the following month’s panel. It should be noted however that the Police, Fire and Crime Commissioner has the right at his discretion to close the programme at any point dependent on the continued availability of funding.

All documents related to the application process can be found on this webpage within the relevant funding section.

Interested parties must complete all required documents, once they have completed the application form and completed the budget sheet and conflict of interest form, they can then submit it to the Office of the Police, Fire and Crime Commissioner by email: [funding@northantspfcc.pnn.gov.uk](mailto:funding@northantspfcc.pnn.gov.uk)

**What can the funding be used for?**

The funding can be used for projects/initiatives that meet any of the objectives in the Police and Crime Plan or NSRA Priorities. Funding can be used for new initiatives/provision or to expand existing provision. When purchasing goods/ services three quotes must be obtained in line with procurement procedures.

**Any underspend must be returned to the OPFCC.**

**Is there anything it can’t be used for?**

The Making Northamptonshire Safer Fund will not allow more than 25% capital costs. Any other restriction can be found on the website within the relevant funding area.

**Making your application**

You can access the application form by clicking on the relevant fund you would like to apply for.

Applications will go to the various panels the following month and applicants will be notified if further information is required and when the panel reach their decision.

If you need to contact us regarding your application please contact Sam Ward (Making Northamptonshire Safer) or Paul Golley (Road Safety Community Fund) at [funding@northantspfcc.pnn.gov.uk](mailto:funding@northantspfcc.pnn.gov.uk)

**Help and advice with becoming a constituted group, policies etc.**

If you need any support or advice about setting up your group or any questions regarding the questions in section 1.5 Due Diligence then Voluntary Impact Northampton offer online resources such as model constitutions and free advice and support to groups, you can visit their website [here](http://www.voluntaryimpact.org.uk/)

Please ensure you have checked that you have **all supporting documents** in place and that you have completed the **due diligence** checklist in section 1.5 as your application may not progress if you have not met this requirement.

**If your application is successful**

**Grant acknowledgement & logos**

If you are successful in applying for a grant, you’ll be required to publicly acknowledge your grant from the OPFCC.

We will publicise the award internally (on Forcenet and through other channels) and externally (on the website, on social media, in the PFCC newsletter and through the general media). We ask that you acknowledge the funding by using the PFCC’s logo on any marketing materials (leaflets, posters, banners etc.) You will be sent this when we finalise your funding arrangements. Please also acknowledge the grant if appropriate when you are speaking about the project.

*Throughout the grant documentation the term “project” is used. This has been used as a “catch all” term. We accept that this term may not fit perfectly with all applications but this should not preclude you from applying.*

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