



# APPLICATION FORM

Police and Crime Commissioner for Lancashire  
Commissioner's Community Action Fund

## A: Details About Your Organisation

Name of Project	
Name of group which will run the project:	Date formed and the number of people in your group
Name and address of Project Organiser:	Name and address of contact (if different from organiser)
Daytime Telephone No: Home:                      Work: Email:	Daytime Telephone No: Home:                      Work: Email:
Position in organisation:	Position in organisation:

Is your organisation a formally constituted group?      Yes:                       No:

If "Yes" a copy of the constitution and latest accounts **must** be submitted with the Application

If "no" please contact LANPAC who may be able to assist with funding via their own scheme.

## B: Details about your Project

Proposed start date of project?

Proposed duration of project?

Which of the Police and Crime Commissioner's priorities will your project support?

Protect Vulnerable People

Champion the Rights of Victims

Targeted & Local Initiatives to Tackle Crime, ASB and Re-Offending

Give an outline of your project including details of the problem, issue or topic being tackled, who will benefit and the number of people involved: (maximum 500 words)

Where will the project be located?

Total cost of project?

How much are you requesting?

Please provide a full breakdown of cost:

If you do not receive the full amount of funding requested how will this impact your Project?

How will you be able to show that your project has been successful?

Is there any other partnership involvement?

Is your local Community Safety Partnership (CSP) aware of your project? Priorities for your local authority can be found at [www.saferlancashire.co.uk](http://www.saferlancashire.co.uk)

Yes:

No:

If "YES" – which of the local CSP priorities does your project support?

If "NO" – is there a specific reason why?

Please give details of any other resources or funding that you are using to support this project:

### C: Details about the Fund

The Commissioner's Community Action Fund is administered by LANPAC on behalf of the Police And Crime Commissioner

This form can be completed and submitted online at [www.lancashire-pcc.gov.uk/cafapplication](http://www.lancashire-pcc.gov.uk/cafapplication)  
Supporting documents can be emailed to [lanpac@lancashire.pnn.police.uk](mailto:lanpac@lancashire.pnn.police.uk)

Alternatively, printed forms and supporting documents may be posted to:  
LANPAC, Lancashire Constabulary Headquarters, Po Box 77, Hutton, Preston PR4 5SB

For further details about the Commissioners Fund please contact:  
Ian Groundwater: 01772 412733      Al Yusuf: 01772 412796

A member of the LANPAC team will contact you within 28 **30 working** days of submission of this application with a decision on funding.

### TERMS & CONDITIONS OF THE COMMISSIONER'S COMMUNITY ACTION FUND:

1. The maximum grant that can be applied for is £2,500, although the Commissioner will **normally** be looking for applications for less than this.
2. **The Commissioner will not consider funding towards projects with a total cost of more than £10,000.**
3. **Organisations with unrestricted reserves of more than £10,000 will not be eligible for funding.**
4. The Grant must be used for the project or scheme detailed on the Application Form and may not be used for any other projects or schemes.
5. If the full Grant is not used for the proposed project or scheme any underspend must be returned to the Commissioner's Community Action Fund.
6. **The Commissioner will normally only consider one application per year from organisations or groups**
7. **A copy of the organisation/groups Constitution and latest Accounts must be submitted with the Application Form. Failure to do so may result in the Application being rejected.**

### SUCCESSFUL APPLICATIONS

1. If your application is successful you will be expected to provide bank account details for your organisation. Funding will normally be paid into the nominated Bank Account by BACS payment. In certain circumstances LANPAC may propose making payment direct to a service / equipment provider where this would be of benefit to the local group.
2. An Expenditure & Evaluation form will be completed by the Applicant either at the end of the financial year in which the Grant is made or at the end of the project, whichever is sooner.
3. The "Commissioner's Community Action Fund" logo should be used on all literature associated with the project or scheme and this should be credited as the funding source in all media and press releases. By accepting the Grant you will be agreeing to the Police and Crime Commissioner being able to use details of your project or scheme in publicity and media releases.
4. The Police and Crime Commissioner or a member of his Team will attend project opening or launch events where possible – details of these are to be provided to LANPAC.