**Police Property Act Fund – Application & Guidance Form**

The Police Property Act Fund aims to support charities and voluntary and community organisations via donations towards local projects in Sussex. In particular those that are working in areas that reinforce our Force Priorities of keeping communities safe and feeling safe, identifying and protecting vulnerable people and preventing and responding to harm.

Please fill in every field of the application BEFORE submission. This will speed the process considerably and will aide us to progress grants much more quickly.

**Instructions for Form:**

1. **Applicant Details:**

The **full name**, **address, email address** and **charity number** (if applicable) of the organisation must be provided. If it is a subsidiary, please also supply information relating to parent company / charity.

Please supply at least one individuals name, email address and telephone number as a lead contact.

**General organisation email preferred** (e.g. Finance@organisation.com not JohnSmith@organisation.com).

If your application is successful a BACS Remittance Form will be sent to this email. The given email address will be tied to this organisation and any future applications that are successful will be sent the relevant BACS form.

If you are unable to provide an email please fill in ‘LPST.NeighbourhoodPolicingCentralTeam@sussex.police.uk’ and we will forward you the relevant documents.

1. **Fund Request**

Within this section you need to detail the exact amount you are requesting, why the funds are required / how it will be spent, and how this benefits the relevant communities. The criteria used to asses application fall into the following categories:

* **Number of people benefitting**
* **Deprived locations**
* **Vulnerable people**
* **Crime prevention/reduction**
* **Rehabilitating offenders**
* **Victim support**
* **Improving community cohesion**
* **Hard to reach/underrepresented groups**
* **Preventing Anti-Social Behaviour**

A maximum of £500 can be donated to an organisation within a three year period. Exceptional circumstances will be considered if a larger grant is requested. Please contact the LPST if you would like to discuss an application prior to applying. Include quotes if available, alternatively calculations of spend.

**Note:** PPAF is not designed for ongoing/reoccurring payments (Rent, Wages or general bills) but in fact to support applicants through projects.

1. **Payment Information**

Funds are paid directly to the organisation’s bank account via BACS.

**BANK DETAILS MUST BE SENT ON THE ORGANISATIONS LETTER HEADED PAPER.**

**Sussex Police Finance Team will not accept the BACS request without this**.

**To speed up your application, bank details should be sent in the correct format at the time of the original submission.**

Banking information should comprise Bank Name, Sort Code, Account Number and Account Name; please ensure accuracy as these details may not be re-verified.

1. **Sussex Police Sponsor Details**

All applications must be sponsored by a member of Sussex Police (Officers, Staff, Special Constabulary and Volunteers are all suitable sponsors) with knowledge of the applying organisation. The form should be completed by the sponsor and authorised by your line manager prior to submission (unless sponsor is of supervisory level).

1. **Submission, Review and Presentation**

The fully completed form should be submitted by the Sponsor to the Local Policing Support Team at LPST.NeighbourhoodPolicingCentralTeam@sussex.police.uk. We aim to respond to each request within 21 days of receipt.

Should your application be successful, large presentation cheques are available for publicity purposes. We actively encourage media on donations to raise awareness and encourage further applications.

If you have any questions or would like to arrange a presentation cheque, please contact **Jonny Brown 40089** in the Local Policing Support Team.

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**Police Property Act Fund - Application Form**

1. Please read the guidelines (above) before completing this form.
2. Completed applications should be submitted to the Local Policing Support Team, via email to LPST.NeighbourhoodPolicingCentralTeam@sussex.police.uk.

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| 1. **Applicant Details**
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| **Full name of organisation** | Henfield Parish Council |
| **Address of organisation**  | Henfield Hall, Coopers Way, Henfield, West Sussex |
| **Post Code:** | BN5 9EQ |
| **Applicant Name** | Rebecca Grantham- Operations Manager |
| **Contact Number** | 01273 492507 |
| **Organisation Email\*** | office@henfield.gov.uk |
| **Charity number (if registered)** |  |

**\***General organisational emailed preferred (e.g. Finance@organisation.com not SallySmith@organisation.com). If your application is successful a BACS Remittance Form will be sent to this email. The given email address will be tied to this organisation and any future applications that are successful will be sent the relevant BACS form. If you are unable to provide an email please fill in ‘LPST.NeighbourhoodPolicingCentralTeam@sussex.police.uk’ and we will forward you the relevant documents.

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| **2. Fund Request** |
| **Donation sought** (Maximum £500 in 3 year period – see guidelines for ‘exceptional circumstances’ requests in excess of this amount) | £600 |
| **Organisation’s Background**Please provide some insight into the type of work that your organisation does. This will help us to gather a better understanding about your organisation and may help to strengthen your application. | Henfield Parish Council have a newly formed Children and Young Peoples Committee. We have worked hard to engage with young people and have been out to consultation via the local secondary school and sixth form college to ask them what facilities they would like to see in the village. Like a lot of villages, Henfield has its issues with anti social behaviour, in particularly with young people having nowhere safe to gather and spend time together outside of home and school. One of their favourite locations is the skate park but occasionally we have problems with graffiti on the concrete surface, and having spoken to the users, they would love a graffiti wall. Henfield Youth Club are also involved and have a local young artist that would like to contribute some art. We are hoping to launch the graffiti wall at our first Skate Jam event on July 15th.  |
| **How will this money be spent?** Provide quotes or calculations on a separate sheet if necessary**Note:** PPAF is not designed for ongoing/reoccurring payments (Rent, Wages or general bills) but in fact to support applicants through projects. | The money will be spent on materials. See quote attached. Our committee voted to go ahead with the standard ply option just on the back section of the current fencing, therefore £600 depending on the current cost of materials. Henfield Parish Council works officers will construct and install the wall.  |
| **Who or what will benefit?** **Please include approximate number of people** The fund is specifically for Sussex based charities and organisations. The following is considered when assessing an application –**Amount of people benefiting.****Demographics of area e.g. deprived/low income****Crime Prevention/Reduction****Rehabilitating Offenders****Victim Support****Improving Community Cohesion****Long Lasting Effect****Hard to reach/Underrepresented groups****Preventing anti-social behaviour**The above is guidance only. The list is not exhaustive. If you are in any doubt, please submit an application for assessment.  | The young people of the village will benefit as well as users of the skate park and our works team, as they currently spend a lot of time cleaning graffiti from the skate park surface. We hope this will give these young people a sense of pride and responsibility. It also demonstrates that we are listening and prepared to try and help provide what they are asking for. We hope it will lead to a reduction in anti social behaviour in particular. Young People in the village have been hard to reach and a lot of them feel under represented. Its Henfield’s Year of Young People and we are working hard to engage with them and help them to feel part of our community.  |

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| **3. Payment Information** |
| **BANK DETAILS MUST BE SENT ON THE ORGANISATIONS LETTER HEADED PAPER.** **Sussex Police Finance Team will not accept the BACS request without this.** **(If the organisation does not have letter headed paper, email** **LPST.NeighbourhoodPolicingCentralTeam@sussex.police.uk** **for further advice.)**Banking information should comprise Bank Name, Account Name, Sort Code and Account Number; please ensure accuracy as these details may not be re-verified. **Please supply bank details in the correct format at time of application. (If your application is successful, this will speed the process considerably)** |

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| **4. Sussex Police Sponsor Details** |
| **Sponsors Name (**Including Warrant / SAP Number**)** |  |
| **Department / Station** |  |
| **Telephone number** |  |
| ***Please provide details of your knowledge, link or connection to the organisation:*** |
| **Sponsor Signature: Date:** |
| **Line Manager Name (**Including Warrant / SAP Number**)** |  |
| **Line Manager Signature: Date:**  |