



COMMISSIONER'S COMMUNITY FUND (CCF) POLICY & PROCEDURE

Aim

The PCC wants to ensure that Divisional Commanders have access to resources to support local initiatives contributing towards the delivery of the Safer West Mercia Plan.

Policy

1. All applications will be subject to the abbreviated CCF form.
2. Superintendents will need to demonstrate support for the proposal, which should then be sent to the Office of the Police and Crime Commissioner for formal approval.
3. Value for money should always be sought by the Superintendent.
4. Funding should only be provided for policing and crime initiatives to support the objectives as outlined in the PCC's Police & Crime plan.
5. No spend should be incurred on any initiative before PCC approval is given.
6. There is no upper or lower limit to an application, but applications over £5000 need to be discussed with a PCC commissioning Officer
7. The application form will be forwarded by the Commissioning team to the force for processing, including raising relevant orders, payments and financial monitoring.
8. The PCC will require financial monthly updates on individual initiatives and annual budget spend.
9. There will be no commitment to renew, increase or continue funding beyond the approved terms.
10. Applicants should demonstrate how they will directly support the Safer West Mercia plan, under one or more of the four components: Putting victims and survivors first, 'Building a more secure West Mercia', 'Reforming West Mercia' or 'Reassuring West Mercia's Communities', in addition to the Force control strategy and priorities.
11. Applicants must demonstrate value for money and should not duplicate existing funding streams, including those from other agencies or already funded through OPCC.
12. Any persons applying for funding and/or providing a service to the community should be carefully considered and due diligence undertaken to ensure the funding is correctly used, and that the activity is suitable and not likely to adversely impact on the reputation of OPCC or the Force.
13. The budget can only be utilised for projects which are not already funded by the UK taxpayer.

14. The release and management of the funds will be subject to the [terms and conditions](#).
15. All funding must be spent and projects completed by 31 March and any underspends will have to be returned to the OPCC.

NB: Monies may not be used for overtime or for increasing the number of posts within WMP

Procedure

All suitable requests will be subject to a CCF application and will follow this procedure:

1. The grant applicant will complete a CCF application form and submit it to their local Superintendent.
2. If approved by the Superintendent, the completed application will be sent to grants@westmercia.police.uk for processing.
3. Once approved by the PCC, the applicant, the relevant Superintendent and Force finance contact will be notified.
4. The OPCC will send the grant applicant a grant offer letter and a grant acceptance form which will need to be completed and returned to grants@westmercia.police.uk by the date specified at the end of the form.
5. Once the grant acceptance form has been returned to the OPCC this will be passed to the Force finance officer will allocate a grant reference number, will update the CCF financial year monitoring report template and will facilitate the ordering and payment process for the initiative.
6. Each initiative will be relayed to the Communications and Engagement team who, working in partnership with the Superintendent, may decide to promote the grant.

NB: There is no formal requirement to monitor the grant, but successful applicants will be contacted by the PCC's commissioning team for feedback at the end of the financial year