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| C:\Users\l_whi003\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\RCBK6GQ5\JCPCC colour.jpg  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 will only be provided for policing and crime initiatives to support the objectives outlined in the PCC’s Police and Crime Plan.
5. There is no upper or lower limit to an application.
6. Local Superintendents can approve applications under £3000 without OPCC sign off, however all applications will still need to be forwarded to the OPCC grants mailbox for tracking funding expenditure.
7. Applications over £3000 will need to be submitted to the OPCC grants mailbox for review and approval by the OPCC Commissioning Panel, held fortnightly. \*This end to end process may take up to 3 weeks so please consider that timeframe in application\*
8. Following Superintendent and/or OPCC sign off, WMP hold responsibility for procurement, processing, payments, monitoring and undertaking any follow on activities relative to the funding.
9. The OPCC will require financial monthly updates on individual initiatives and annual budget spend.
10. There will be no commitment to renew, increase or continue funding beyond the approved terms.
11. Applicants should demonstrate how they will directly support the PCC’s Police and Crime Plan, under one or more of the four components; in addition to the Force control strategy and priorities:

Putting victims and survivors first,

‘Building a more secure West Mercia,

‘Reforming West Mercia’

Reassuring West Mercia’s Communities

1. All applications will be headlined to the OPCC Communication and Engagement Team, and the PCC should be considered in any branding, publicity, or events.
2. Applicants must demonstrate value for money and should not duplicate existing funding streams, including those from other agencies or already funded through OPCC and any other project already funded by the UK taxpayer.
3. If the funded activity involves direct intervention or delivery of services to communities/cohorts, it is the responsibility of the applicant to ensure that all proportionate due diligence checks have been undertaken on any selected provider, to ensure the activity is safe, suitable and not likely to adversely impact on the reputation of the OPCC or WMP. If multiple people will be involved in delivery, it is the responsibility of WMP to ensure appropriate and adequate safeguarding policies and procedures are in place.
4. The release and management of the funds will be subject to the terms and conditions.
5. All funding must be dispersed/spent and projects completed by 31 March and any underspends will be returned to the OPCC.
6. 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](mailto:grants@westmercia.pnn.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](mailto: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*

Include quick checklist for Super’s

You must ENSURE all CCF funded activity aligns to the SMWP