

Supporting documents checklist for applications

It is important that you attach these documents at the bottom of the application form or send them in the post along with a completed version of this sheet. Failure to include all required documents may cause a delay or render your application ineligible.

Please tick the following boxes to confirm enclosure:

- ☐ **Hand signed copy of reference form completed by your independent referee**
- ☐ **A signed copy of the constitution of your organisation (or a set of rules for your group) signed by your management committee containing a dissolution clause. Also include a sheet listing the names and addresses of all members of the management committee or trustees**
- ☐ **A signed copy of your accounts for the last financial year**
If your group has been running for less than one year we would need to see a copy of your last **two** bank statements. If another group has agreed to accept the payment on your behalf we will need to see a copy of **their** latest accounts.
- ☐ **A copy of your Child Protection Policy if your project involves working with children and young people**
- ☐ **A copy of your Vulnerable People's Policy if your project involves working with vulnerable people**
- ☐ **Two quotes for equipment, building work etc. (as appropriate) and evidence of landowner's permission if your project includes environmental improvements (where applicable)**
- ☐ **A copy of your public liability and employer's liability insurance**
- ☐ **Signed copy of a recent bank statement (required in addition to accounts)**
You can alternatively photocopy or scan a page from your banking book if you only have a book and no statements.
- ☐ **Project Budget Form**

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Conflict of interest Form

This must be completed indicating whether there is a conflict or not by deleting the appropriate section. Information explaining this can be found on the conflict of interest form.

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Application Form

Lastly, don't forget to attach your completed application form with all sections completed. Where a section isn't applicable then indicate this in the relevant box rather than leaving it blank.

Return your application form and all relevant documents to us at:

funding@northantspfcc.pnn.gov.uk

Alternatively you may wish to send via secure post to:

**Funding
Office of Police, Fire and Crime Commissioner
Darby House
Darby Close
Wellingborough
NN8 6GS**

If you have any questions about any of the above documents please check the supporting documents guidance on our website at: [Road Safety Community Fund - Northamptonshire Police & Fire Commissioner \(northantspfcc.org.uk\)](http://Road Safety Community Fund - Northamptonshire Police & Fire Commissioner (northantspfcc.org.uk))

If you want to contact us directly please use above email address or contact us on 01604 888113.