

Supporting Documents Guidance

To be eligible for funding from Northamptonshire's Office of Police, Fire and Crime Commissioner (OPFCC) you'll need the following supporting documents.

Reference form

We require a supporting reference for each application. You'll need to identify someone independent and knowledgeable about your project and your work. We may contact your referee for additional supporting information.

Constitution or a Governing Document

All groups applying to the OPFCC funds must be independently and locally constituted. Every voluntary group should have an up to date, adopted constitution (sometimes referred to as a group's governing document).

- A constitution is the document that has been agreed by the members of the group (i.e. adopted) that sets out the aims of the group, how it will be managed (or governed), who can be members and other important items.
- Even if you are **part of a national network or a branch of a national organisation** we will require you to be an **independently locally constituted group**
- Your constitution **must have a dissolution clause** that states in the case of your group winding up or dissolving a commitment to allocating any remaining funds to a group with similar aims and objectives based in Northamptonshire
- The constitution must be signed by **3 management committee members**

A bank statement in a community group name

You will need to supply us with a signed copy of a recent bank statement.

A copy of your most recent set of accounts

You will need to supply us with 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.

Child Protection Policy

If your project involves **working with children**, you must have an up to date child protection policy adopted by your management committee. If you do not have one then Voluntary Impact Northampton offer support and advice to groups, details above.

Vulnerable Adults Policy

If your project involves **working with vulnerable adults**, you must have an up to date vulnerable people's policy adopted by your management committee. If you do not have one then Voluntary Impact Northampton offer support and advice to groups, details above.

Safeguarding

If your project involves working directly with children or vulnerable adults then you will need to confirm your staff have a current **DBS check** and proof of this available upon request.

Conflict of Interest

Please ensure you complete the conflict of interest form and pay attention to what constitutes a conflict. If a conflict exists this does not necessarily preclude the bid from going ahead, it just makes us aware to allow us to assess this. If you do not declare a conflict and one exists this may affect your bid.

Quotes for work

If your bid includes equipment, building work etc. you will need to obtain **2 quotes**, and evidence of land owners permission if your project includes environmental improvements.

Further support

If you need further support creating your constitution or advice about things such as policies, Voluntary Impact Northampton offer free online support e.g. model constitutions and support/ advice to groups. You can visit their website [here](#)

Please note, if you are applying for costs associated with a section 50 licence, these will not be covered with the grant fund, but evidence of the licence being applied for is required as a part of your application.

If you have any questions then please contact:

Kate Osborne at: funding@northantspfcc.pnn.gov.uk or call us on 01604 888113.