



POLICE PROPERTY ACT FUND

Frequently Asked Questions (FAQs) and Application Guidance

Background

The Police Property Act Fund (PPAF) has been created as a separate fund where monies are paid into the fund from the proceeds of all sales of property and/or confiscated goods or by order of the court that have been recovered by the Police and which cannot be returned to their original owner. The regulations and powers fall under the Police Property Regulations 1997.

The fund must be used to support local projects undertaken by charitable/voluntary organisations that solely benefit the communities of each force area.

The Police and Crime Commissioner for Norfolk has allocated £30,000 from the Police Property Act Fund for the financial year 2025/26 to be utilised for local voluntary and community groups who are working to improve people's lives in Norfolk.

Aim of Grant

Applicants must demonstrate that their project contributes to meeting the Police and Crime Commissioners objectives as set out in the Police and Crime Plan 2025-2029.

The main aim of the fund is to deliver projects that will:

- Prevent or reduce crime
- improve people's lives
- build stronger and safer communities

It is open to charitable and voluntary organisations which can demonstrate that their project will deliver the above aims. This fund is suitable for small grass root groups/projects, by and for organisations, those with protected characteristics and children/young people.

This fund would be suitable for startups/seed funding as well as existing community projects. Applicants must demonstrate their project meets the aims and outcomes of the fund and will need to outline the benefits that will be delivered to Norfolk residents. Applications for grants up to £2,500 per application will be considered.

Please see below link for the PCCs – Police and Crime Plan:

[Police and Crime Plan 2025-29](#)

Key Dates:

ITEM	DATE
Fund Opens	1 April 2025
Questions and clarification period closes	25 April 2025
Deadline for applications	12 Noon on 23 May 2025
Governance Checks	26 May to 6 June 2025
Bids Reviewed	9 to 13 June
Decisions Announced	w/c 16 June 2025
Grant Agreements Issued	w/c 23 June 2025
Completed Grant Agreements to be returned to OPCCN	w/c 30 June 2025
Grant Agreement Period – 12 Months	1 July 2025 to 30 June 2026

Frequently Asked Questions

Who can apply?

We welcome applications from Registered Charities, Social Enterprises, Constituted Community Groups, and Community Interest Groups (CIC's).

Will you accept applications from individuals or statutory agencies?

No.

What is the value of the fund and when does the funding period run?

BREAKDOWN	AMOUNT
Total Value of Fund 2025/26	£30,000
Maximum Award - Per Application	£2,500
Funding Period	July 2025 to June 2026

Is there a minimum or maximum value for applications?

Yes, there is a maximum value of £2,500 per application.

Will it be possible to have an extension on the deadline for the submission of bids?

No.

Do we need match funding and if so, does this need to be in place before I apply?

No, we are not looking for applicants to provide match funding.

We are a newly formed organisation/start up, can we apply for funding?

Yes, however you will have to provide:

- A copy of your charity/organisation's constitution or other governing document
- Proof of bank account in the charity/organisations name with two signatories
- A budget for your project

Can we apply for retrospective funding?

No.

Will a budget be required?

Yes, applicants will have to produce and itemised budget. A template is provided within Appendix 1.

Please Note: Your grant application should include any VAT you are unable to recover in respect of your project/application. All applications will be viewed by us as exclusive of VAT, VAT that is unrecoverable and where you wish to include will need to be listed clearly within your budget. Applications cannot be increased later if VAT has not been considered.

What happens if my project is successful, and I overspend or underspend?

As per terms and conditions of the Grant Agreement:

- Overspends will be the responsibility of the applicant.
- Underspends will be required to be returned to the OPCCN.

What happens if my project is successful, and I want to change how the budget is spent from my original application?

In all cases you will be required to send a formal request to the Office of the Police and Crime Commissioner for Norfolk (OPCCN) of changes you require and an explanation why this is the case. This will be reviewed by the Chief Finance/151 Officer, whose decision will be final.

What types of items/areas are not covered under your grant?

Below are examples; however, this list is not exhaustive.

Projects/Services that:

- Existing projects/services already being funded in 2025/26 by the OPCCN, including Domestic Abuse, Sexual Abuse
- Extension of existing pilots where funding has been through partnership with the OPCCN
- Promote religion
- Medical treatment/care, research or feasibility studies
- Bursaries, sponsored places, fees or equivalent
- General appeals or endowment funds
- Help with shortfalls or debt repayments
- Retrospective funding (i.e., work that has already taken place)
- Unspecified expenditure
- Do not provide direct services to clients/service users (such as umbrella organisations or other Grant Making organisations)
- Are to replace services which are considered a statutory responsibility or statutory bodies
- Do not have charitable aims
- Housing/accommodation projects

What type of projects would suit this funding round? Below are examples and this list is not exhaustive:

- Purchase activity equipment or paying for a youth club leader to run positive activities for children and young people in an area where there is multiple deprivation or anti-social behaviour
- Purchasing equipment for a community garden in an area with multiple deprivation or anti-social behaviour
- Purchasing print/posters etc to raise awareness of how to target harden homes in an area
- Start a community group for those with protected characteristics where there is hate crime
- Provide ICT support for older people/vulnerable adults to protect themselves against online, fraud and scams

Can I speak to someone about my application, ask questions or clarify an item before I send my application?

Yes, all questions and requests for clarification on the fund should be directed through to the OPCCNGrants@norfolk.police.uk email address **by 25 April 2025**. All questions will be responded to by email.

What governance do I have to provide and how do I complete the Checklist (Appendix 2)?

When you send your application, you should tick and send proof of documents (pdf, email) of items 1-3 (inclusive) only. If your application is successful, you will then be required to adhere to all terms and conditions in the Grant Agreement.

What supporting documentation will be considered?

Applications will be considered based on the information submitted within their Application Form, Budget, and the 'Check List'.

Who should sign off the application?

All applications must be signed off by the person with the ultimate financial responsibility for your organisation – Chief Financial Officer, Treasurer or Finance Director. All documentation must be in the legal name of the charity/organisation applying.

Where do I send my application and documents?

Application Form, budget, completed Checklist (and documents 1-3 inclusive on the checklist) to be sent to: OPCCNGrants@norfolk.police.uk **Deadline is 12 Noon on 23 May 2025**

Will I receive an acknowledgement that my bid has been received?

Yes – all applications submitted by the deadline will receive an email acknowledgement. If you do not receive an acknowledgement within two working days, then it is important that you let us know immediately. Email: OPCCNGrants@norfolk.police.uk

If we are successful, how will we know?

You will be contacted by the OPCCN.

What paperwork will I have to complete?

You will be sent a Grant Agreement (a draft Grant Agreement is published with application documents) and you will need to review the terms and conditions. If in agreement with terms, then the Grant Agreement should be signed (by Chief Financial Officer, Treasurer, Finance Director) and returned to the OPCCN **week commencing 30 June 2025**.

How will we receive payment?

You will be paid by one payment once the Grant Agreement is signed by both parties. You will be paid into the charity/organisations account which was named on your Application Form.

Will I have to report on progress?

Yes, you will be required to complete a report after the completion of the Grant, which will also include budget spend.