Guide for Completing the My Community Fund (MCF) Small Grant Application Form (2025/2026)

Section 1: Organisation Information

1. **Name of Organisation:**

   o Enter the official name of your organisation as it appears on any legal or registration documents (e.g. Charity Commission, Companies House).

2. **Type of Organisation:**

   o Select one of the following that best describes your organisation**:**

      - Unincorporated Association
      - Community Interest Company (CIC) or Social Enterprise
      - Registered Charity
      - Company Limited by Guarantee
      - Registered Society

   o If you are unsure of your organisation's type, check your legal registration documents.
   o Schools can apply if the status of the school is charitable, or they are applying through the Parent Teacher Association. Projects need to be in addition to their curriculum work.

3. **Registered Charity/Company/Society Number (if applicable):**

   o If your organisation is registered, enter your **registration number** (e.g. Charity Number, Company Number, Society Number).

   o We will verify your company number to ensure compliance with account submission requirements. Successful projects will undergo a credit check before being approved as a supplier. If the credit check is unsuccessful, your application may be declined.

4. **Full Postal Address (including postcode):**

   o Enter your **organisation's official full address** (including postcode). Make sure it is complete and up-to-date.

- o We will check this address against the bank statement you include. If the registered address is different to the bank statement address please explain why at the end of the form where it asks you to add any further comments.

5. **Name of Main Contact:**

   - o Provide the **full name** of the person who will act as the primary contact for this application.

6. **Job Title or Position within the Organisation:**

   - o Enter the main contact person's **job title** or role within your organisation (e.g., Project Manager, Director).

7. **Phone Number:**

   - o Provide the **phone number** where the main contact can be reached.

8. **Email Address:**

   - o Enter the **email address** of the main contact person. This will be used for all communications.

9. **Website Address (if applicable)**

   - o If your organisation has a website, provide the URL. If you don't have one, you can leave this blank.

10. **Does your organisation/group hold a separate bank account which has at least two signatories?**

    - o **Yes or No**: Select **Yes** if your organisation has a separate bank account with at least two signatories.
    - o You will need to upload a **redacted** bank statement.

11. **Upload Redacted Bank Statement:**

    - o If you have a separate bank account, **upload** a bank statement (ensure sensitive information like balance is hidden, but keep the account name and address visible).
    - o We will check the bank statement address the registered address. If the registered address is different to the bank statement address please explain why at the end of the form where it asks you to add any further comments.

12. **Management Committee Members:**

    - o List the **names and positions** of all members of your organisation's management committee or board. This helps demonstrate the governance structure.

Section 2: Project Details

1. **Project Name:**

   o Provide a **brief but descriptive name** for your project. It should reflect the key focus of your project.

2. **Project Description – Why is it needed?**

   o In **up to 2000 characters** (around 300 words), clearly describe your project. Answer the following:

   - **What is the project about?** Provide some context of your organisation, give a clear description of your project and the specific activities you are planning, what are the overall aims or goals of your project? When (day/time) will you deliver it and where is it in relation to the needs of the community?
   - **Why is this project needed?** Explain the gap or issue your project addresses and why it is important. Link it with aims of crime prevention or early intervention to show it links in with the aims of the overall 'My Community Fund' aims and the Police and Crime Plan. Use data and statistics to add to the evidence of why the project is needed, for example crime statistics for the area, or statistics such as educational attainment, poverty, etc. This will show the panel your project is well planned and will address need for the area.
   - What **problem or challenge** does your project aim to solve in the community and how it links to the aims of MCF? Where geographically your project might be happening and what local community issues you are trying to address?

3. **Referral Pathways and Local Partnership Working:**

   o In **up to 1500 characters** (around 250 words), describe:

   - How **people will be referred into your project** (e.g. through local agencies, schools, police, or community outreach). This means how will they find out, join and participate in the opportunity you will be delivering.
   - List any **local partners** you will work with (e.g. schools, social services, police, other community groups) and how they have been or will be involved in the project. Be as specific as you can be with names of organisations you are partnering with as it will evidence the preparation you have done for the project.

4. **Outcomes and Outputs:**

   o In **up to 1500 characters** (around 250 words), answer the following:

   - **How many people** do you expect to engage with through the project? This doesn't have to be exact, but a good estimate based on previous projects you might have done or through the preparation work you have undertaken.
   - **What impact/outcomes** will the project have on the community or target group? An outcome is a change resulting from an activity (of

any duration). This can include positive and negative changes, whether intended or unintended. For example, your project may aim to increase awareness of participants, or increase participation, or increase in diverse opportunities for local residents, or increase feelings of safety in the community.

- **How will you measure the impact/outcomes?** Outcomes should be SMART (Specific, Measurable, Achievable, Relevant and Timebound). Ways of measuring outcomes could include feedback surveys, attendance data, or other evaluation methods. It might include:
  - o **Quantitative Data**: Numbers like the number of people engaged, volunteer hours logged, or percentage of participants achieving specific goals.
  - o **Qualitative Data**: Feedback from beneficiaries through surveys, interviews, focus groups to understand experiences and perceptions of impact.

5. Alignment with Police and Crime Plan Objectives:

- o Choose **one** of the following **Police and Crime Plan objectives** that your project aligns with, using the examples for guidance. You will only be able to choose 1 option. We understand projects will address more than one, however please choose the one you think best fits the **main objective** of your project:

  - **Rebuilding Community Policing** – projects that involve communities working together with police and other partners to intervene early, prevent and address crime and anti-social behaviour
  - **Preventing and Tackling Violence** – Projects that include approaches to end male violence against women and girls (VAWG), preventing domestic abuse, projects that aim to prevent Serious youth violence and knife crime, and projects that aim to make public spaces safer.
  - **Improving Road and Travel Safety –** Projects that Increase prevention and enforcement against the fatal four (speeding, drink and drug driving, not wearing seatbelts, and using mobile devices whilst driving). Projects that encourage safer travel within communities.
  - **Preventing and Reducing Neighbourhood Crime –** Projects that aim to make residents feel safer in their neighbourhoods that might increase community awareness around online crime and fraud prevention, burglary, robbery from properties, and theft of and from motor vehicles
  - **Protecting Victims and Witnesses –** Projects that raise awareness of Victims' rights and welfare, support victims and increase the voice of victims
  - **An Equal and Fair West Midlands –** Projects that aim to prevent and tackle hate crime, projects that aim to increase diversity and inclusion, or prevent, tackle and eliminate racism, misogyny, homophobia and all forms of discrimination
  - **Prevention and Rehabilitation –** Projects that prioritise children and young people, protect the vulnerable, reduce harm from illegal drugs and alcohol, and support and challenge people to address harmful behaviours

- o In **up to 500 characters** (approx. 100 words), explain **how** your project contributes to this specific objective. Use the examples provided above to help to explain how the project will link in with the objective you have chosen.

6. **Who does your project aim to work with?**

   - o Select the appropriate target group(s):

       - Children & Young People (up to age 25)
       - Adults
       - Older People
       - Families
       - Other (if you select "Other," specify the group)

7. **Which area will your project be delivered in?**

   - o Select the **geographical area** your project will be delivered in (e.g. Birmingham, Coventry, Wolverhampton). If you are applying to do a project in more than 1 area, the application will need to be considered by each of the local panels. Please note, each area is considered by different panels so it might be approved in 1 area but not another.
   - o **Provide the full postcode** for the project's delivery area.
   - o Please note there is an additional option for '**Operation Fearless (Erdington)'**. Please only tick this box if you are applying specifically to deliver a project under the Operation Fearless Project in Erdington. Visit the website for further information Operation Fearless | West Midlands Police

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Section 3: Timescales

1. **Project Start Date:**

   - o Enter the **date** your project will start (in the format dd/mm/yyyy).

Please note the start date of your project should not be less than 10-12 weeks after the MCF deadline.

2. **Project End Date:**

   - o Enter the **date** your project will conclude (in the format dd/mm/yyyy).

Please note projects should last for a duration of maximum 12 months from the project start date.

Section 4: Project Costs

1. **Total Sum Requested from PCC (£):**

   o Enter the **total amount** you are requesting (up to £5,000). Be realistic about the amount you need to run your project.

2. **Cost Breakdown:**

   o Provide a **detailed breakdown** of how the grant money will be spent. This could include**:**

      ▪ Staff costs
      ▪ Equipment
      ▪ Venue hire
      ▪ Marketing and outreach
      ▪ Other project related expenses

Please ensure your costs only include a maximum of 10% of administration, overhead or Project Management fees.

Administration and Overhead costs refers to all the indirect costs of running your organisation, including rent for office space, utilities, insurance, general office supplies, portion of administrative salaries, HR, Finance and ICT staff salaries, telephone and postage costs. Project management costs are focused on the specific activities required to execute the project. project manager salaries, meeting costs, and specialized software licenses.

Section 5: Declaration

1. **Confirm the following:**

   o Tick the box to confirm that all information provided is correct.
   o Confirm that the grant will be used for the project as described, and that providing false information could result in legal action.
   o Confirm your organisation has appropriate **safeguarding policies** and that DBS checks are in place if required.
   o Confirm that you may be asked for a copy of your organisation's **accounts** for the most recent financial year.

2. **Upload Bank Statement:**
   o Ensure you've uploaded the **redacted bank statement** as requested earlier in the application. **Without this we cannot consider your application**.

3. **Name and Position:**

   o Provide the **name and position** of the person completing the form.

4. **Consent to Receive Information:**

- Select **Yes or No** if you would like to receive information about future funding opportunities and news from the Office of the Police and Crime Commissioner (OPCC).

5. Additional Information:

- Use this **optional space** to provide any **additional information** relevant to your application that has not been covered in the sections above (e.g. unique aspects of the project, supporting documents, any risks you are aware with regards to your policies around safeguarding or other policy development you know your organisation needs to undertake, or reasons why a bank statement address may differ to the registered organisation address).

Final Steps:

- **Review:** Carefully review all sections to ensure all information is accurate and complete.
- **Proofread:** Check for any spelling or grammatical errors.

- **Submit:** Once satisfied, submit the application.

By following this step-by-step guide, you should be able to complete the Small Grant Application Form confidently and accurately. If you have any doubts or need clarification on specific sections, feel free to contact the Commissioning Team for help at commissioning@westmidlands.police.uk

Good luck with your application!

Top Tips for Completing Your Funding Application:

1. **Be Clear and Concise:**
   - Stick to the word and character limits. Funders often have limited time to review applications, so being concise is key.
   - Avoid jargon, and write in clear, simple language.
2. **Focus on Outcomes, Not Just Activities:**

- Funders want to see the **impact** your project will have. Show them **how** your project will create meaningful change and **how you'll measure that success**.
3. **Provide Evidence:**
   - Use data, statistics, or case studies to back up your project's need. Evidence-based applications are more persuasive.
4. **Show Alignment with Funders' Goals:**
   - Directly link your project to the funder's objectives. Demonstrating that your project supports their mission increases your chances of success.
5. **Plan Realistically:**
   - Be **honest about your timelines** and **project budget**. Funders appreciate feasible plans over overly ambitious ones.
   - **Be specific about costs**. Justify each line item to show you've thought through your budget carefully.
6. **Use a Logical Structure:**
   - Follow the structure of the application form, and ensure you've answered each question clearly.
   - **Proofread** before submitting. Ask someone else to review it to catch any mistakes.
7. **Don't Forget the Details:**
   - Make sure you provide all required attachments (e.g., bank statement, safeguarding policies).
   - Double-check for completeness and accuracy.
8. **Demonstrate Governance:**
   - Funders want to know that your project will be well-managed. Include information about your team, governance structure, and any safeguards in place.

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