



Grant Funding Application Guide

The OPCC is using a new grant-management system called Sums to handle all applications for funding. Please see below full instructions for applying for funding on the new system.

1. You will be sent a link to an application form. You may need to fulfil certain criteria to be eligible to apply for funding. If this is the case, please fill out the eligibility check questions which appear in a pop-up.
2. Fill out the form with the relevant details.
3. If the form allows upload of supporting documentation (if the blue upload button appears in the bottom right hand corner of your screen), upload any supporting documentation as required.
4. When your form is complete, click submit. You can enter your email address if you would like a confirmation of submission. This will also allow you to download a copy of your submission for your future reference.
5. We highly recommend white-listing the email address updates@sums.org to ensure updates on your submission are not mistakenly treated by your email provider as spam.

FAQ

[Do I need to register an account on the system to make an application for funding?](#)

No, you do not need an account to submit an application for funding.

[Can I save progress on my form and come back to fill it in at a later date?](#)

You can save your progress on certain forms if this function is turned on by the OPCC. If a form allows you to save your progress, you will see a notice at the top confirming that this feature is available. There will also be a grey save button at the bottom right-hand side of the screen - click this to save your progress. If this button is not present, saving your progress is not permitted.

If you save your progress, you must save the URL shown to you to be able to re-access your partially-saved form. You have the option to send the URL to your email address if you choose for easy access. If you forget to do this or lose the URL, contact [the OPCC](#) who may be able to retrieve this for you.

[Can I upload supporting documentation with my submission?](#)

You can upload supporting documentation on certain forms if this function is turned on by the OPCC. When you are filling out the form, if there is a blue upload button at the bottom right hand side of the screen, click this to upload documents. If this button does not appear, supporting documentation is not permitted and cannot be uploaded.

[If I have any further questions regarding grant applications that are not answered by this guide, what should I do?](#)

Please get in contact with us by email: opccservicedelivery@thamesvalley.police.uk