

# Sustainable City Project Grants

## Who is Eligible?



### WHO CAN APPLY?

The Sustainable City Project Grants are available to locally based organisations/community groups undertaking practical projects which:

- support one or more of the priority areas identified by the Environment Strategy, and
- involve and/or bring benefits to the residents of Cambridge.

Table 1 below outlines the general conditions of eligibility for groups wishing to apply for a Sustainable City Grant. Groups that can show they are working actively towards these conditions may be considered for funding. Please feel free to contact Helen Witherington for advice and assistance.

Please note that your group will not be eligible if you:

- provide religious instruction or worship (religious organisations may be eligible for grants to provide sustainability activities),
- operate for private gain,
- are connected with any political party or are involved in party politics.

In addition, grants are not made to pay for activities that have already happened, to help raise money for appeals or for individuals.

**Table 1: Conditions of funding for Sustainable City Grants**

Please tick below if you meet each condition. If you think there is a problem please use the box below to explain, quoting the relevant number.		tick
<b>Groups must:</b>		
1	be independently set up for charitable, benevolent or philanthropic purposes.	
2	meet relevant legal responsibilities.	
3	decide policy and overall management practice through a committee of elected, unpaid volunteers.	
4	have a constitution or set of rules defining aims and procedures.	
5	meet the needs of Cambridge residents and be open to all eligible users, as defined by your constitution or rules.	
6	have systems and structures in place so that you can manage your affairs efficiently, hold regular meetings to plan and monitor activities, keep minutes and circulate information to group members.	
7	involve members and users in policy-making and in management, where appropriate.	
8	recruit and support volunteers, where appropriate.	
9	meet the legal responsibilities of an employer if appropriate; adopt, implement and monitor good employment practices and procedures.	
10	adopt and implement a policy to protect the environment.	

**Table 1: Conditions of funding for Sustainable City Grants**

Please tick below if you meet each condition. If you think there is a problem please use the box below to explain, quoting the relevant number.		
<b>Groups must:</b>		<b>tick</b>
11	establish and monitor equal opportunities policies and practices.	
12	adopt appropriate health and safety policies and practices including child protection measures if appropriate.	
13	prepare budgets, keep relevant financial records and documents, monitor income and expenditure at least quarterly and prepare proper accounts. (Grants will only be made to groups which have submitted satisfactory accounts in the previous two years unless the group is recently formed).	
14	show that you <b>NEED</b> financial help. (Accumulating unrestricted reserves and fundraising capacity will be taken into account when grant levels are decided. Groups with accumulated reserves must have an appropriate policy, based on Charity Commission guidelines – available from their website: <a href="http://www.charity-commission.gov.uk/publications">www.charity-commission.gov.uk/publications</a> )	
15	apply to <b>all</b> relevant statutory agencies for funding and undertake your own fundraising. (Groups providing services relevant to the work of another agency, e.g. the County Council, health agencies, another District Council, should apply to that agency for funding. We will not generally fund services that are the remit of other City Council Committees or meet others' statutory duties, e.g. education, health of other agencies.)	
16	charge users, if this is necessary, at a reasonable level and offer concessionary rates to low income residents.	
17	provide any information required to support your application.	

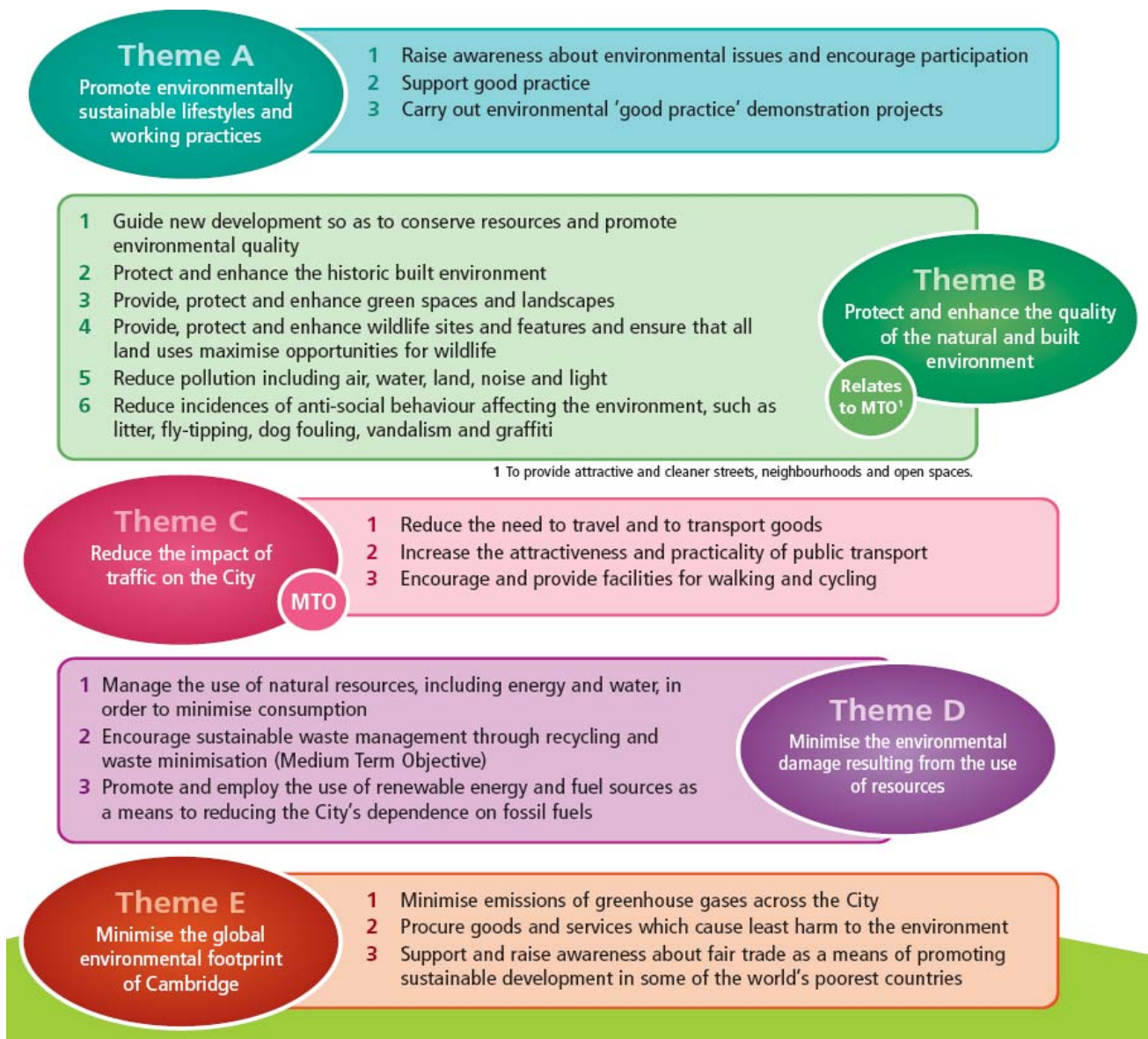
Condition Number	Issue for the Group/Project

## FUNDING PRIORITIES

In March 2005, Cambridge City Council adopted its Environment Strategy, which reiterates the Council's commitment to "working in partnership with individuals and the public and private and voluntary sector organisations", with the aim to "reduce the damage we do to the environment and support those who live, work, learn, visit and play in Cambridge to do the same".

The Environment Strategy specifies 5 main themes and 18 related objectives as the priority areas for action (see Figure 1). Collectively, these cover a broad range of environmental issues, from local (for example, reducing incidences of anti-social behaviour affecting the environment), to global (for example, minimising emissions of greenhouse gases across the City).

**Figure 1: Cambridge City Council Environmental Objectives**



## **HOW ARE APPLICATIONS ASSESSED?**

Applications are assessed by City Councillors, who refer to a range of criteria, including:

- the extent to which the project supports the objectives specified by the Environment Strategy
- the evidence of need for the project
- other sources of funding available to the project
- whether the aims of the project are clear, and achievable within the specified timescales and budget
- whether the project represents “value for money” (comparing the grant requested against the benefits specified)
- what tangible outputs will be produced by the project, and whether these can be effectively monitored.

For further information, refer to the application guidance notes, available from the Sustainable City Team Publicity & Projects Officer, Tel: (01223) 457046, email: [SustainableCity@cambridge.gov.uk](mailto:SustainableCity@cambridge.gov.uk)

## **IS THIS THE RIGHT GRANT FOR YOU?**

If your project does not fit the criteria for a Sustainable City Grant you might consider applying for one of the many other grants offered by Cambridge City Council. For example a project to create flowerbeds in a public area could benefit from an Environmental Improvement Grant, or a Safer City Grant could help fund a project aimed at reducing crime and anti-social behaviour.

For more details on the different grants available, contact Chris Freeman on (01223) 457862 or email [chris.freeman@cambridge.gov.uk](mailto:chris.freeman@cambridge.gov.uk)

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