

Community Grants 2023-24

Application Form Help

Notes

Read this document carefully before you start work on your application for funding and ensure:

- your organisation is eligible to apply
- your activity meets our grant funding outcomes and priorities
- you understand what is required from each question
- you send in all of the required documents with your application

Please

- ensure your answers are concise, focussed, specific, relevant and in sufficient detail but not containing so much that we lose the key points you wish to make
- do not cut and paste from previous applications
- do not assume we know things about your organisation – please answer each question in full
- Save the form via “Save as” and then reopen before you complete it, otherwise it might get lost

Front Page/Page 1

Organisation Name

Type the name of your group/organisation in the box.

Application Information Summary

Complete this table after you have completed the application form by using the information or figures you have entered into the corresponding sections of the application form.

Closing date: 12 noon Monday 3rd October 2022

Late and/or incomplete applications will not be considered

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Priorities

Q1 - Tick one or more of the priorities appropriate to your activity. Copy and paste the ✓ provided into the relevant boxes. It will **not** increase your chances of funding if you tick more than one.

What do we mean by these priorities? See the **Application Guide** for further information about the priorities and examples of what we will and will not fund in relation to these.

Activity

If you wish to make more than one application, (i.e. apply for more than one activity) please use the **Additional Activity Form** emailed with the application form. You must complete a separate Additional Activity Form for each additional activity you want to apply for.

You should only group a number of activities on the main application form if they can be adequately described and evidenced in one form i.e. we will need separate information on each question for each activity, including separate costings. Ensure the information you provide is comprehensive enough to enable us to assess your application. Unclear applications may not be considered.

Q2 - Please give details of the activity you want funding for. Tell us concisely and specifically what activity you want us to fund. Include details as appropriate including: what is the activity, number of sessions, dates, times, days, duration, locations, content of the sessions etc. It is important we know exactly what you want to do with the funding you are applying for. What will be done and how and when will it be done. Use words such as to provide, run, organise or produce. This detail also gives us an indication of how well planned and thought through your activity is. Do not include “why you are running this activity” in this box as question 11 covers this. If you have a business or project plan please send with your application.

Please ensure you have permission from the landowner if your activity is taking place on land you do not own. For City Council owned land you will need to complete a ‘Notice of Intent’ and should allow 4 weeks for a decision to be made.

<https://www.cambridge.gov.uk/hire-a-park-or-open-space-for-your-event>

Q3 - We want to understand how you have involved beneficiaries /service users in planning the activity to know what they want and that it will meet their needs.

Q4 - We want to know if anyone else is helping you to deliver the activities and what their involvement is. We welcome help and support from others. We accept applications from partnership projects but one organisation needs to be the lead organisation and take responsibility and be accountable for the funding. The

All applications MUST demonstrate how the funding will reduce social and/or economic inequality, by removing barriers for City residents with the most need, to enable them to access one or more of the funding priorities.

partners must be voluntary organisations and not statutory or private organisations.

Q5 - We want to know how you will ensure the activity will be delivered to a high standard. Include evidence such as: qualified coaches will be used, providers of food will have appropriate food hygiene certificates, use of an appropriate volunteer policy, volunteers will be appropriately trained and supervised, suitable risk assessments will be undertaken and control measures implemented, insurance is in place if needed. etc. Tell us about any quality accreditations your organisation has (Advice Quality Standard or equivalent, Trusted Charity Mark, Museum Accreditation, etc.). Also list any governance toolkits the organisation uses such as the Club Matters Health Check. For groups applying to provide access to Legal Advice Services (legal, welfare benefits, money/debt advice) for disadvantaged residents – we will only fund organisations who have the Advice Quality Standard or its equivalent and have appropriate referral systems. We will not fund activities for people to give advice who are not appropriately trained and supervised.

Q6 - We want to know how people will get to know about your activity and how you will target those that your activity is aiming to help. We will not fund expensive publicity and are looking for realistic, free or cost effective promotion of your activity. State your main social media and digital platforms.

Beneficiaries

What do we mean by beneficiary? A beneficiary is the person your activity is for – the person who benefits from your activity. You may also think of them as customers, participants, visitors, members, clients, service users, etc.

Our funding is only for people who live within the Cambridge City boundary. These are the 14 wards of: Arbury, Abbey, Castle, Cherry Hinton, Coleridge, East Chesterton, Kings Hedges, Market, Newnham, Petersfield, Queen Edith's, Romsey, Trumpington, and West Chesterton.

We will not fund activities for people who live in South Cambridgeshire, (e.g. Orchard Park, Milton, Histon, Waterbeach, Girton, Haslingfield, Cambourne) or in other parts of Cambridgeshire.

Your activity can include people who live beyond the City boundary but we will only consider funding a proportionate amount for the percentage of beneficiaries who are City residents. Please ensure you calculate this accurately.

Organisations supporting other organisations will have a different chart appropriate to their beneficiary type.

Q7 - We want to know who your activity is for.

a. For individuals we want to know: how many, where they live, and their age range. Complete the table with

estimated figures and calculate the percentage of the total residents for each geographical area by:

100 divided by Total B x by the estimated number of beneficiaries for a location, gives the percentage for that location.

Targeting: who are the City residents that will specifically benefit from this activity - who are your target group for the activity for example, people with disabilities, LGBTQ+ and minority ethnic communities, young/older people, low income families and individuals etc.

b. For organisation support we want to know who the support is for, how many and what for.

Q8 - If you are holding sessions, we want to know what you expect the average attendance at each session to be.

Q9 - We want to know how you have estimated beneficiary figures stated in Q7 and Q8 above. This could be based on previous attendance at similar activities, the capacity of a room, the number of seats in a coach, surveys, a sports coach limit per club etc.

Q10 - Tell us how you will monitor the actual beneficiaries of your activity (number, age range and where they live)? e.g. log attendance at meetings, events, annual member survey, beneficiary feedback forms or interviews.

If you receive any funding from us we will expect this monitoring to be undertaken and a comparison of estimated and actual beneficiaries to be made.

Outcomes

Q11 - Explain both why this activity is needed and what evidence you have to support this need.

What do we mean by need? Say succinctly what the issue is to be addressed and give an analysis of it, what would happen if it was not addressed and how the issue will be resolved. Describe any gaps and challenges. Please provide evidence that there is a need and details of any research you may have carried out. This could include brief/succinct local/national statistics, case studies, surveys, consultations, etc.

Q12 - Explain **how** your activity will reduce social and/or economic inequality for City residents with the most need. Include: how you are going to do this and what will be reduced.

What do we mean by social and economic inequality?

We want our funding to reach those who need it the most, those who are excluded from ordinary living patterns and activities. Activities need to address disadvantage through unemployment, low income, and barriers to social, art, culture, sport and recreation activities.

Explain what specific barrier/s will be removed to enable City residents to access the activity. Not all activities will remove a barrier. They may meet a specific need in a different way such as fill a gap.

What do we mean by barrier? A barrier is something that prevents, stops or blocks people from being able to access activities and services. Funding can be used to overcome this barrier, for example: poverty, low income, low literacy levels, or a particular equalities issue.

Q13 & 14 - Your activity must achieve our primary outcome and one or more of our strategic outcomes. You need to tell us the outcomes of your activity and how they link to **our** primary and strategic outcomes. It will not necessarily increase your chances if you meet more than one. If you are a small group and the answer to both Q13 and 14 is the same, please state on Q13 “see below”.

What do we mean by outcome? An outcome is the difference the activity has made to the beneficiary. (This could be different for each beneficiary or there could be a set of consistent outcomes for a group of people). Outcomes are the **changes** that actually occur when you carry out activities, they are **not** the activity itself. Describe the particular benefits by using words that denote change for example, better, increased, reduced, less, greater and improved. Useful information: <https://knowhow.ncvo.org.uk/organisation/impact> https://www.tnlcommunityfund.org.uk/funding/programmes/people-and-places-medium-grants/guidance-on-tracking-progress_or <https://www.inspiringimpact.org/resource-library/measuring-up/>

Explain **how you will monitor** your activity and be able to evidence that the difference has been made, e.g. surveys of beneficiaries, before and after comparisons, feedback, case studies etc.

Finances – Your Budget for this Activity

This section is to enable you to give us a broad picture of the finances for the activity being applied for. It is not a substitute for the more detailed whole organisation budget, which you must also submit as a supporting document with your application.

Q15 - Expenditure – we want to know the main costs of the activity being applied for, making sure they match the figures in the whole organisation budget you submit with your application. Please get quotations and ensure these figures are as accurate as possible. Do not include “in kind” support/contributions on the budget e.g. volunteer time, free use of room etc.

Q16 - Income - Please list all expected sources of income for this activity, with amounts. Include applications to other funders and put donations, sponsorship, ticket sales on separate lines. We do not expect to be the sole funder of activities and will only fund a proportion related to City beneficiaries. Please do not include ‘in kind’ support/contributions as we want actual estimated income only.

Q17 - Use the figures in Q15 & Q16 to show us how much you are requesting from Cambridge City Council and

what percentage this is of the total cost of the activity. $17C = \text{Box B divided by Box A} \times 100$.

Ensure you are not requesting funding which is disproportionate to the percentage of City resident beneficiaries.

Please note that as the grant comes from public funds, you must let us know about any surplus you make from the activity and we reserve the right to require you to pay back all or part of the grant.

Q18 - Please state any evidence of value for money or added value e.g. detail of any “in kind” support/ contributions, use of volunteers, sharing of functions/ services, partnership work etc.

Impact

We expect to receive requests for more funding than is available. It is important that we understand the impact on your activity and organisation if we are not able to make your organisation an award or we award you less than requested.

Q19 - We want to know the impact on your activity if we are only able to make a contribution towards the amount applied for. Tell us what could be done for different amounts of funding. We want to know amounts and what changes would be made, for example: fewer beneficiaries, fewer sessions, shorter timescale, some elements of the activity would not happen. This information will help us understand if we are unable to fund the whole amount, if a contribution will be useful. Please include details of any property relationships your organisation has with Cambridge City Council, for example: lease, rent, hire with amounts, length of lease etc.

Q20 - Will you plan to get other or additional funding for your organisation and the activity you are applying for? If the activity is time limited, how will you signpost your beneficiaries? What is your exit strategy? Please do not rely on applying for a Community Grant in the future.

Q21 - We want to know if funding from us helps lever in funding from other sources. Tell us how much and where from. Include if other funders require ‘match funding’ for your organisation or activity. Does our funding add value?

Q22 Please include any future issues you anticipate will impact on your organisation in 23-24 such as reduction in funding from other funders, property issues (please state if you have a property relationship with the City Council), staffing issues (e.g. reduction in staff), potential redundancies, COVID-19 etc.

Your Organisation

Q23 - We want to know what your organisation does in general and not just the activities you want funding for. We can see your aims from your constitution / governing document so we are looking for a brief description (max 100 words)

Q24 - It is essential that financial need for this grant can be evidenced. Please insert relevant figures from your latest annual accounts so we can assess whether your organisation needs funding from us.

Q25 - You are required to send us a copy of your reserves policy with your application form. We need to have a clear understanding of your policy and that it explains and justifies the reserves held.

What do we mean by reserves? Reserves are the part of the unrestricted funds that are freely available to spend on any of the organisation's objectives/purposes.

Q26 - Please complete the information requested in the table relating to your organisation. Living Wage: we actively encourage organisations that employ to pay, or work towards paying, the Real Living Wage <https://www.cambridge.gov.uk/living-wage>

See Appendix A for further information on our financial expectations of organisations that we fund.

Organisation Eligibility Check

You must confirm your organisation meets our eligibility criteria by completing the table in full.

If you cannot tick every box in the checklist (or put N/A if not applicable e.g. if you do not employ people you would not require employment procedures), then your organisation does not meet our criteria.

Application Documents

Your application will be regarded as incomplete if any of the documents are missing. Incomplete applications cannot be considered for funding.

The documents listed in the table on the application form must be submitted, along with the application form.

If you do not have all of the policies and procedures in place see page 8 in the Application Guide for help and support.

If you are a new group contact us as soon as possible to discuss the implications for your application: grants@cambridge.gov.uk

Reminder – Discretionary Rate Relief (DRR)

You need to complete a separate form if you want to apply for Discretionary Rate Relief on premises you pay rates for, which provide activities that meet our funding criteria detailed in the Application Guide.

Documents required to be submitted with your Application Form:

- Latest set of annual accounts (if not complete by our application deadline, attach draft accounts or latest set of management accounts)
- Budget for your current financial year (for the whole organisation, updated to show actual figures to date and include opening and closing balances)
- Budget for your next financial year (including all income and spending plans for the whole organisation, opening and closing balances and the activities you are applying for)
- Copy of bank statement covering the period of your accounting year end. (If this page does not have the name of the organisation, please also include a page that does have the name of your organisation)
- Reserves Policy – see Page 6
- Latest report of activities (e.g. your annual report; chair and treasurer's report from your AGM etc.)
- Governing Document / Constitution or Rules
- Insurance document – photocopy/scan/screenshot
- Health & Safety Policy
- Safeguarding - child and/or child protection
- Safeguarding - adult and/or adult protection
- Equality & Diversity Policy
- Environmental Policy
- Confidentiality / Data Protection (GDPR) Policy
- Complaints Policy
- A list of your current Committee / Board Members or Trustees (include position held: Chair, Treasurer, etc.)

Declaration

It is important that your organisation's management committee members/trustees read and understand the statements in the declaration as this forms part of any grant agreement if awards are made.

The person signing the application form should be authorised by your organisation's committee to do so and this may need to be evidenced if an award is made.

Submitting your application – Important Information

Please check that you have:

- answered all the questions on the application form/s
- completed the summary table on the front page
- completed and attached any **Additional Activity Forms**
- attached all the supporting documents required
- signed all the forms

Email the application form/s and supporting documents required to: grants@cambridge.gov.uk

The deadline for completed applications is 12 noon Monday 3rd October 2022
Applications will not be accepted after this date

Appendix A

Our Financial Expectations

Responsibilities of committee members/trustees of organisations we fund

General responsibilities

Ensure that all money and assets are used:

- efficiently and effectively
- wholly to meet the objects of the organisation as set out in its governing document
- only for the purposes for which they were given
- on expenditure authorised specifically or approved as part of an overall annual budget

Ensure that the organisation:

- prepares, implements and revises its own financial regulation and control systems and safeguards all assets and money
- keeps all records for the same 12-month period as its agreed financial year
- prepares all necessary documentation
- stores all financial records securely for at least 7 years (6 years and the current year)
- meets all legal and other obligations under charitable law, the Companies Act, HM Revenue & Customs, employment law, and common law
- circulates information to all members, trustees and funders as required
- establishes adequate cover for financial duties and responsibilities and is not dependant on one person ensuring that no single individual has sole responsibility for any single transaction from authorisation to completion and review

Exercise reasonable care and ensure that the organisation:

- does not enter into financial commitments without having sufficient funds to cover them
- pays all statutory deductions and taxes and claims all due relief
- has appropriate and adequate insurance

Establish, implement, monitor and revise financial management systems and procedures.

Charity Commission guidance on internal financial controls <http://www.charitycommission.gov.uk/detailed-guidance/money-and-accounts/internal-financial-controls-for-charities-cc8/>

NCVO have some detailed guidance on Financial Procedures:

<https://knowhow.ncvo.org.uk/tools-resources/financial-procedures-manual/writing-the-financial-procedures-manual>

Budgeting

Prepare annual budgets (for the whole organisation) for the following financial year, based on past experience and reasonable estimates of the costs of an approved work programme.

Trustees should start working on this in enough time for it to be ready by the start of the financial year that it covers.

Annual budgets should contain:

- an opening balance
- all estimated receipts/income, analysed under activity/service headings and listing separately all sources including statutory sector grants
- all estimated expenditure, analysed under activity/service headings
- a closing balance

Overheads and full cost recovery

Full cost recovery is the system by which organisations secure funding for the full cost of a project/activity by including both the direct costs of the project and a relevant portion of overhead costs within funding applications.

Further help can be obtained by visiting:

<https://www.tnlcommunityfund.org.uk/funding/funding-guidance/full-cost-recovery>

<https://knowhow.ncvo.org.uk/organisation/financial-management/planning-and-budgeting/project-budgeting-and-full-cost-recovery>

Monitor the budget regularly (quarterly, termly or half yearly as appropriate):

- review their current year's budget in line with actual income and expenditure
- decide on appropriate action to deal with overspends and underspends
- Revise the budget accordingly

Record keeping

There should be some paperwork for each financial transaction e.g. invoice, receipt, petty cash voucher, letter from funder etc.

- record all financial transactions in a book keeping analysis system that allows the identification of restricted receipts and payments
- reconcile accounts with bank statements monthly
- check and reconcile petty cash systems weekly
- receipts and invoices must be on official headed paper and must have been prepared by the payee

Accounts & Annual Reports

Accounts: All charities must prepare accounts and make them available on request.

Prepare accounts for every year, always using the same agreed 12-month period, and take the full set of accounts to the Annual General Meeting for consideration and approval.

They must contain brought forward and carried forward figures, information about income and expenditure and a balance sheet/statement of assets and liabilities; reporting separately on Restricted Funds.

Prepare accounts and have them checked in accordance with your organisation's status, income and governing document. (Refer to chart below relating to charities' statutory obligations and an example of good practice for other organisations).

Interactive guide:

<http://www.charitycommission.gov.uk/running-a-charity/money-and-accounts/accounts-how-to-prepare-them/>

Deposit copies with Charity Commission, Companies House, and funders as required. Charities full accounts must be made available to any member of the public who requests a copy.

Trustees' Annual Reports: All registered charities must also prepare a trustees' annual report and make it available on request.

What to put in your annual report depends on your charity's income and value of assets.

Detailed guidance see link:

www.gov.uk/guidance/prepare-a-charity-annual-return

Reserves

Prepare, agree and review a reserves policy which meets Charity Commission guidelines

<http://www.charitycommission.gov.uk/detailed-guidance/money-and-accounts/charities-and-reserves-cc19/>

- decide what eventualities need to be covered by money kept in reserve and how much is needed
- re-calculate annually the amount of money needed by the items in the reserves policy
- report the reserves policy and the current situation as part of the annual accounts

We need to have a clear understanding of your policy and that it explains and justifies the reserves held.

A statement in your annual accounts should detail how much should be kept in reserves according to your policy,

how much you actually have in reserves and an explanation of how any significant difference between the two will be dealt with.

Unrestricted Funds

- **Unrestricted Designated Funds** are part of the unrestricted funds that trustees have earmarked for a particular purpose without restricting or committing the funds legally. The notes in the accounts should explain the purpose of designated funds.

For our consideration they must be realistic, supported by a structured plan and indicate the time they are likely to be spent.

- **Unrestricted General Funds** are unrestricted funds that have not been earmarked for a particular purpose and can be spent at the discretion of the trustees in accordance with the organisation's objectives.

Accounting and audit requirements for accounts for charities

Please read carefully

For accounting years beginning on or after 1 January 2016

- For financial years beginning on or after 1 January 2016, only SORP FRS 102 applies
- Charities preparing Accruals Accounts - only SORP (FRS 102) applies – there is no longer the option to prepare accounts following the FRSE SORP. To learn more about these [changes](http://www.charitycorp.org/choose-sorp-modules/charities-sorp-frs102/) <http://www.charitycorp.org/choose-sorp-modules/charities-sorp-frs102/> It is recommended that charities speak with their auditor, independent examiner or advising accountant for advice.

<https://www.gov.uk/government/publications/charity-reporting-and-accounting-the-essentials-november-2016-cc15d>

To understand what you need to do for your charity, first check:

- whether or not your charity is also a company or charitable incorporated organisation
- its income for the current financial year
- the value of its assets
- whether or not it is required to be registered as a charity

You should then establish:

- what type of accounts must be prepared
- what information is needed in your trustees' annual report
- whether your accounts need an independent examination or audit
- what information must be sent to the Charity Commission

If you have to send your charity's annual report and accounts to the commission, you must do so within 10 months of the end of your charity's financial year.

Charitable Companies must also file their accounts with Companies House within 9 months of year-end.

Unincorporated Charities – Charities that are not companies, industrial & provident societies or CIOs

Gross Income	Accounts	External Scrutiny
Charities which have either charitable or non-charitable subsidiaries must prepare group accounts where income of the group, after eliminating intra group transactions and consolidation adjustments, exceeds £1 million	Accruals in accordance with the 2008 Regulations & the applicable SORP**	Statutory audit by registered auditor
Gross income exceeding £1 million in the relevant financial year, or gross income exceeds £250,000 and gross assets exceed £3.26 million	Accruals in accordance with the 2008 Regulations & the applicable SORP**	Statutory audit by registered auditor
Gross income of over £250,000 but not exceeding £1 million in the relevant financial year and total assets not exceeding £3.26 million	Accruals in accordance with the 2008 Regulations & the applicable SORP**	Independent examination - examiner must be a member of a body specified under the Charities Act. OR Audit by registered auditor *
Gross income of over £25,000 but not exceeding £250,000 in the relevant financial year	Receipts and Payments OR Accruals in accordance with the 2008 Regulations & the applicable SORP**	Independent examination by an independent person OR Audit by a registered auditor *
Gross income does not exceed £25,000 in the relevant financial year	Receipts and Payments OR Accruals in accordance with the 2008 Regulations & the applicable SORP**	No external scrutiny required by statute *

Incorporated Charities – Charitable Companies		
Gross Income	Accounts	External Scrutiny
Charitable companies which have either charitable or non-charitable subsidiaries must prepare group accounts under the Charities Act where aggregate income of the group, after the elimination of all group transactions from income for the year exceeds £1 million	Accruals in accordance with the 2008 Regulations & the applicable SORP**	Statutory audit under the Companies Act by registered auditor
Gross income exceeding £1 million in the relevant financial year, or gross income exceeds £250,000 and gross assets exceed £3.26 million	Accruals in accordance with the 2008 Regulations & the applicable SORP**	Statutory audit under the Companies Act by registered auditor
Gross income of over £250,000 but not exceeding £1 million in the relevant financial year and total assets not exceeding £3.26 million	Accruals in accordance with the 2008 Regulations & the applicable SORP**	Independent examination - examiner must be a member of a body specified under the Charities Act. OR Audit by registered auditor *
Gross income of over £25,000 but not exceeding £250,000 in the relevant financial year	Accruals in accordance with the 2008 Regulations & the applicable SORP**	Independent examination by an independent person OR Audit by a registered auditor *
Gross income does not exceed £25,000 in the relevant financial year	Accruals in accordance with the 2008 Regulations & the applicable SORP**	No external scrutiny required by statute *
CIOs - Charitable Incorporated Organisations		
CIOs which have either charitable or non-charitable subsidiaries must prepare group accounts under the Charities Act where aggregate income of the group, after the elimination of all group transactions from income for the year exceeds £1 million	Accruals in accordance with the 2008 Regulations & the applicable SORP**	Statutory audit by registered auditor
Gross income exceeding £1 million in the relevant financial year, or gross income exceeds £250,000 and gross assets exceed £3.26 million	Accruals in accordance with the 2008 Regulations & the applicable SORP**	Statutory audit by registered auditor
Gross income of over £250,000 but not exceeding £1 million in the relevant financial year and total assets not exceeding £3.26 million	Accruals in accordance with the 2008 Regulations & the applicable SORP**	Independent examination - examiner must be a member of a body specified under the Charities Act. OR Audit by registered auditor *
Gross income of over £25,000 but not exceeding £250,000 in the relevant financial year	Receipts and Payments OR Accruals in accordance with the 2008 Regulations & the applicable SORP**	Independent examination by an independent person OR Audit by a registered auditor *
Gross income does not exceed £25,000 in the relevant financial year	Receipts and Payments OR Accruals in accordance with the 2008 Regulations & the applicable SORP**	No external scrutiny required by statute *
All CIOs must prepare and file their annual report and accounts and an annual return to the Charity Commission within 10 months of the end of their financial year, regardless of their level of income.		
* A charity's governing document may require an audit even if the regulations give the charity the option of an independent examination. In such cases the trustees may wish to amend their governing document to bring the requirements for external scrutiny in line with statutory requirements. The Charity Commission, in exceptional circumstances has the power to require an audit.		
**Applicable SORP is the term used to describe the SORP to be used by the charity to prepare its accounts on an accruals basis which is in effect for the financial year for which the accounts are being prepared. <ul style="list-style-type: none"> • For financial years beginning on or after 1 January 2016, only SORP FRS 102 now applies • It is recommended that charities speak with their auditor, independent examiner or advising accountant for advice relating to any queries relating to SORP 		
The Charities Act 2011 consolidates nearly all of the Charities Acts 1993 and 2006 into one new piece of legislation. From 14 March 2012, annual accounts, reports and other formal documents, which would contain references to the repealed acts, should refer to the Charities Act 2011, and where a specific section is referred to, it should be changed to the 2011 section number		