



# Area Committee Community Grants 2023-24

## Application Information

Area Committee Community Grants of up to **£5,000** are available to voluntary and community groups for activities meeting our funding priorities and outcomes that benefit people living in one of the four areas of Cambridge City:

- North**                      **Arbury, East Chesterton, King’s Hedges & West Chesterton Wards**
- South**                     **Cherry Hinton, Queen Edith’s & Trumpington Wards**
- East**                        **Abbey, Coleridge, Petersfield & Romsey Wards**
- West Central**            **Castle, Market & Newnham Wards**

Following a boundary review the ward boundaries changed on 6th May 2021. Use the ward map to check the area where the beneficiaries for your activity live: [www.cambridge.gov.uk/ward-map](http://www.cambridge.gov.uk/ward-map)  
Groups can apply for up to £5,000 for individual projects in each area.

### Funding available

**£70,000** funding is available in 2023-24 (subject to the confirmation of the Council’s budget in February 2023) allocated to each area as follows:

Area Committee	2023-24
<b>North</b>	£23,751
<b>South</b>	£17,297
<b>East</b>	£22,211
<b>West Central</b>	£6,741
Total	£70,000

### Application Deadlines 2023

Committee	Application closing date 12 noon	Committee date
<b>North*</b>	25 <sup>th</sup> January	27 <sup>th</sup> February
<b>South</b>	1 <sup>st</sup> February	6 <sup>th</sup> March
<b>East*</b>	1 <sup>st</sup> February	13 <sup>th</sup> March
<b>West Central</b>	10 <sup>th</sup> February	16 <sup>th</sup> March

\*Please note: the application and committee meeting dates have changed for the North and East Area

## What will we fund?

We will consider funding for priority projects and activities that will be undertaken between 1<sup>st</sup> April 2023 – 31<sup>st</sup> March 2024, which make a difference to people in one of the areas (North, South, East & West Central) by

### **reducing social and/or economic inequality**

and that are one of the following priorities:

1. promoting active lifestyles
2. arts and cultural activities
3. community development activities
4. reducing poverty activities
5. legal and/or financial advice (*groups must have the Advice Quality Standard or equivalent*)
6. employment support
7. capacity building of the voluntary sector to achieve the above

See **Appendices 1 and 2** for examples of what we will and will not consider for funding.

## Who will we fund?

1. community groups and voluntary organisations
2. groupings of local residents able to meet basic accountability requirements
3. partnerships of constituted group(s) and local residents

### **Groups need to meet, or to be actively working towards meeting, these conditions:**

- be independently set up for charitable or philanthropic purposes
- have a constitution or set of rules defining aims and procedures and decide policy and overall management practice through a committee of at least 3 unrelated, elected, unpaid volunteers (*by 'unrelated' we mean people who aren't family members, such as siblings, parents and children; married couples or civil partners; or people living at the same address*)
- meet the needs of Cambridge residents in the local area and are open to all eligible users
- have structures in place to manage affairs efficiently, hold regular meetings to plan and monitor activities, keep minutes and circulate information to group members
- meet the legal responsibilities of an employer and recruit and support volunteers as appropriate
- adopt appropriate health and safety policies and practices including: risk assessments for activities, child and vulnerable adult safeguarding measures, if appropriate
- adopt appropriate data protection, environmental and equality / diversity practices
- keep proper financial records and show that financial help is needed
- have a bank account or a 'hosting' organisation who has agreed to be accountable for the funds

### **Groups are not eligible if they:**

- are set up and/or managed wholly or partly by a statutory organisation
- seek a grant for religious instruction or worship
- operate for private gain
- are connected with any political party, involved in party politics or promote any political party or view

## How to apply

All applicants must complete the Area Committee Community Grants application form in full and send it to the Grants Team at [grants@cambridge.gov.uk](mailto:grants@cambridge.gov.uk) before the deadline for each area detailed on page 1.

Before completing your application please ensure:

### 1. Your Group

- meets our eligibility criteria (page 2)
- does not have surplus funds that could be used for the activity (page 2)

### 2. Your Activity

- is for Cambridge city residents who live in **one** of the four areas; North, East, South or West Central (page 1)
- will reduce social and or economic inequality for those with the highest needs
- meets one of our funding activities (page 2, Appendices 1 & 2)
- will be undertaken between 1<sup>st</sup> April 2023 – 31<sup>st</sup> March 2024

### Please note:

- our Privacy Notice (Appendix 3)
- grants cannot be made retrospectively
- groups receiving a grant will need to sign a grant agreement and provide feedback and evidence on how the money has been spent and the impact it has made
- that you should not have any outstanding monitoring or actions from all previous years' funding
- you must 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>)

## Help and Support

**Contact the Grants Team** on 01223 457875 or email [grants@cambridge.gov.uk](mailto:grants@cambridge.gov.uk) to discuss:

- whether your activity and organisation is eligible
- appropriate documents to submit with your application

### Attend the Webinar

We are holding a webinar to go through the application form, eligibility criteria and funding priorities in more detail on **Tuesday 10<sup>th</sup> January 2023, 7pm – 8.30pm**. If you would like to attend, you can book a place by emailing [grants@cambridge.gov.uk](mailto:grants@cambridge.gov.uk) or by phoning 01223 457875. We need the names of people wishing to attend, the organisation they are representing and a contact email and telephone number. We will send the link to join the webinar nearer the time. The webinar will be available to watch on our website until the 10<sup>th</sup> February on this link: <https://www.cambridge.gov.uk/area-committee-funding>

**Cambridge Council for Voluntary Service (CCVS)** can help you complete your application form or with policies, financial information, good practice and procedures: [enquiries@cambridgecv.org.uk](mailto:enquiries@cambridgecv.org.uk) or 07935 649805

## What happens next?

1. Applications will be considered at the relevant Area Committee - see page 1
2. Applicants will be notified of the outcome within five working days of the committee date

3. Successful applicants will be required to sign grant agreements and provide any outstanding information before the funding is released
4. There is no right to appeal against grant award decisions.

## Appendix 1: Examples of what we will consider for funding

### All activities must reduce social and/or economic inequality for City residents

Promoting Active Lifestyles
<ul style="list-style-type: none"> <li>▪ Activities focusing on improving physical activity levels for those currently inactive (tackling sedentary behaviour)</li> <li>▪ Swimming for children and adults who cannot swim more than 25m unaided</li> <li>▪ Informal sport and recreation</li> <li>▪ Approaches to tackling obesity</li> <li>▪ Reducing inequality in opportunity to be physically active e.g. through low income, disability, gender, cultural need</li> </ul> <p><i>NB - Equipment will only be considered as part of a fully costed activity meeting our funding requirements</i></p>
Arts & Cultural Activities
<p>We have a broad and open definition of arts and culture including music, drama, visual art, film, and other creative activity.</p> <ul style="list-style-type: none"> <li>▪ activities for groups of people who face barriers to accessing art, enabling participation</li> <li>▪ inclusion activities which bring people together to improve mental and physical wellbeing</li> <li>▪ targeted projects to improve access to the arts including activities for minority ethnic groups, people with disabilities, and those on low income</li> </ul>
Community Development Activities
<p>Activities which bring people together:</p> <ul style="list-style-type: none"> <li>▪ to improve wellbeing (<i>not clinical health activities</i>) and reduce social isolation</li> <li>▪ from different communities to improve and develop cohesion and integration</li> <li>▪ to reduce inequality, particularly through low income</li> <li>▪ to have a voice and influence services which affect them</li> </ul>
Reducing Poverty Activities
<ul style="list-style-type: none"> <li>▪ Activities to support people on low income to maximise their income and minimise their costs, such as: debt, financial and benefits advice and support to reduce energy and water costs</li> <li>▪ Activities that promote and signpost sources of affordable finance and can demonstrate the accessible, affordable offer available</li> <li>▪ Activities focusing on raising skills and employability for people on low incomes which are not the remit of others and have clearly defined and measurable outcomes</li> <li>▪ Activities to help people on low incomes get online and develop digital skills to access services and benefits, communicate with friends and family, or to develop basic and higher level digital skills needed in the workplace</li> <li>▪ Activities to support people experiencing food poverty</li> <li>▪ Activities to promote volunteering by low income residents</li> <li>▪ Activities to improve physical and mental health outcomes for people on low income such as those that focus on promoting physical activity, healthy diets and healthy lifestyles; and outreach advice services for residents experiencing mental health issues associated with living in poverty or on a low income</li> </ul> <p><i>(We will not fund clinical activities for residents with physical or mental health needs)</i></p>

- Activities to address specific barriers experienced by groups of people more likely to experience poverty and social isolation, including: older people, children and young people, low income families, disabled people, BAME residents, women, and LGBTQ+ residents

#### **Legal &/or Financial Advice**

Organisations applying to give legal advice and support must have The Advice Quality Standard (AQS) or equivalent.

- General advice on welfare benefits, debt, housing and employment
- General advice for those who face barriers of illiteracy or language
- Helping people access advice who cannot use the internet
- Home visiting /outreach work on legal advice for those who cannot access the main premises
- Helping those in debt, or at the risk of becoming in debt, manage their finances

#### **Employment Support**

- Activities for those who face particular barriers participating in the City's economy e.g. mental and physical disability
- Activities for those who have lost confidence
- Activities which directly relate to pre-employment
- Support, advice and guidance for unemployed people to gain motivation, skills and confidence to engage in employment

#### **Voluntary Sector capacity building - relating to the above activities**

Activities which help strengthen the capacity of voluntary organisations (who run activities relating to the priorities listed above), including:

- start up support
- developing organisational sustainability
- developing strong governance, management, policies and procedures
- financial support, e.g. funding applications, income generation, shared services, financial management, identifying and seeking different sources of income, partnership development, business plans
- improving skills, knowledge, sharing expertise and good working practice
- stimulating volunteering opportunities and supporting good volunteering practice

## Appendix 2: Examples of what we will not consider for funding

1. **Activities and support that are the remit of another statutory organisation** such as:
  - **County Council:** children's centres, childcare, school curriculum activities, breakfast and afterschool clubs, general youth clubs, education for young people aged 18 and under, young offenders, personal care, carer's groups, day centres, older people's lunch clubs, literacy and library, community education
  - **Health Authority:** clinical health or issues groups/projects, medical support groups, counselling or therapy, activities for those in recovery from alcohol or drug addiction
  - **Other and authority/partnerships:** homelessness, Community Safety (victims of domestic violence, reducing crime and anti-social behaviour), immigration advice, uniformed groups, toddler and playgroups
2. **Worship or the promotion of religion or religious activities.** Religious groups may apply for non-religious activities but will need to demonstrate that the activity does not promote a religious view in any way and is inclusive to all faiths and religions. We will not fund trips to religious places of worship
3. **The promotion of a political party** or publicity that appears to be designed to affect public support for a political party
4. **Personal care services or funding for individuals**  
There are some sports grants for individuals here: [www.cambridge.gov.uk/sports-grants-and-funding](http://www.cambridge.gov.uk/sports-grants-and-funding)
5. **Activities that:**
  - have already happened (retrospective) or for any spending commitments made before the date of the grant agreement being signed or outside the grant award year period
  - have food and refreshments which are not integral to activity outcome/s and are high cost and disproportionate. This will be assessed on a case by case basis but generally we will only consider light refreshments
  - have high/disproportionate administrative management costs and/or publicity costs and are not good value for money
  - include the hire of a bar or the purchase of alcohol
  - make a private, personal or commercial gain/profit
  - are for fundraising purposes, including charity shops
  - are for those who can afford to pay
  - are competitive
  - are held outside Cambridge, unless there is no other provider in the city
  - include trips, projects or excursions outside the United Kingdom or other unreasonable locations. Entrance fees and the use of cars will only be considered in exceptional circumstances.
6. **Running costs of organisations** – we will fund the direct costs of running the activity and will consider a realistic and proportionate share of your organisation's overheads.
7. **Publicity** that is not related to an eligible activity and is not reasonably costed
8. **Apprenticeship schemes**
9. **Language and cultural classes**
10. **Staff, self-employed, or contracted costs** which exceed those agreed for City Council workers  
However, we actively encourage organisations that employ people to pay or to work towards paying, **the Real Living Wage** see <https://www.cambridge.gov.uk/living-wage>

## Appendix 3: Privacy Notice



### Cambridge City Council Community Funding and Development Service

## Privacy Notice

The Community Funding and Development Service (which includes the Grants Team) collects personal data for the following activities:

1. To respond to grant enquiries
2. To process grant applications
3. To process awards, payments and grant agreements
4. To monitor grant awards and ensure public money has been spent for the purpose allocated
5. To provide information about Council grants and voluntary sector support and activities

We collect names, addresses, email addresses, telephone numbers (mobile, landline and work numbers), and photographs (relating to funded projects) via online, phone, face to face, or other written interactions.

We process your data with a view to entering into a contract with the organisation you represent.

Information on your rights regarding your personal data you provide us is available at [www.cambridge.gov.uk](http://www.cambridge.gov.uk) (search for Privacy Notice).

We will not share your personal data with external agencies or individuals. However, we may process the information you provide to prevent and detect fraud in any of our systems and may supply information to government agencies, law enforcement agencies, internal audit, regulators or other external bodies for such purposes. We do not routinely process any information about you outside the European Economic Area (EEA), except in rare cases, where we use all appropriate safeguards.

We only keep your personal information as long as necessary. Please refer to our Retention Policy for more information.

We will review mailing lists annually. You can contact us at any point if you no longer want to be informed about grant opportunities.

We will delete enquiry information which did not result in an application after one year.

If you have a query regarding your rights please contact the Data Protection Officer who can be contacted by emailing [infogov@3csharedservices.org](mailto:infogov@3csharedservices.org) or you can write to the Council and mark your letter for the attention of the Data Protection Officer. Alternatively you can call 01223 457000.

You have the right to lodge a complaint with the Information Commissioner's Office (ICO).