

Homelessness Prevention Grants 2024-25

Application Guide & Privacy Notice



Primary Outcome

Reduce the levels of homelessness and rough sleeping in Cambridge

Closing date: 12 noon Monday 2nd October 2023

This document contains important information to help you understand the eligibility criteria and outcomes for this funding programme. Please read the information carefully.

Our **Process Timetable**, **Financial Guidance** and **Privacy Notice** are in the Appendices.

All applications MUST:

1. Achieve the fund's Primary Outcome above and one or more of the following Strategic Outcomes:

Strategic Outcomes

- A. Prevent homelessness and rough sleeping in Cambridge
- B. Relieve homelessness and rough sleeping in Cambridge

2. Evidence why this project is needed
3. Evidence how the project activities, participants and outcomes will be measured, recorded and monitored

Application Checklist

Applications will be assessed on:

- Whether the organisation and proposed project meet the eligibility criteria
- How significant the outcomes will be in relation to the amount of funding requested
- The direct, measurable reduction in levels of homelessness and rough sleeping, through either prevention or relief, in Cambridge
- The measurable number of people to be reached and activities to be delivered

Ensure applications clearly explain the following:

a. What specific activity/activities will the project involve?

- What **types** of prevention and/or relief activities will be delivered?
- **How many** will be delivered?
- **When and where** will these be delivered – timetable, frequency?

b. How will it be delivered?

- Include **links or partnerships** you intend to create/use to deliver the project
- Include links to existing homelessness prevention/relief activities, either your own or of another organisation
- **How** will the activities **engage** with and encourage participation from others, in particular service users?
- **Quantify** the number of service users to be engaged or that will benefit from the project

c. If the project has previously been delivered how does the proposed project build on the experience to increase the impact or address the funding priorities in an alternative or innovative way in order to achieve the required outcomes?

d. How will the project address the funding outcomes?

- How will people, who would otherwise have become homeless, have **been prevented** from becoming so?
- How have people who are already homeless **been assisted** into accommodation?

e. Quantify the funding outcomes the project aims to achieve.

The Council's targets for rough sleeping include:

- Fewer than 10 individuals are counted sleeping rough at each quarterly count
- Fewer than 135 individuals are verified sleeping rough in the year
- How will your project help achieve these targets?

The Council's targets for preventing and relieving homelessness include:

- A minimum of 470 households prevented or relieved from homelessness over the year
- How many successful prevention or relief outcomes will your project achieve?

f. How will you measure, record and monitor the project activities, participants and outcomes of the activity quantified above?

- If an award is made you will need to sign a grant agreement which will require you to provide monitoring information to ensure the grant has been spent for the purpose allocated and the activities and outcomes have been achieved.

Good projects are those that:

- Demonstrate a clear understanding of the local homelessness and rough sleeper problem in Cambridge
- Propose bold, imaginative, evidence-based and quantifiable solutions
- Where appropriate, build on existing schemes or partnerships in order to make the best use of resources and collective expertise and experience
- Where appropriate, work across traditional boundaries (e.g. seamlessly support people from the street to home)
- Have a clear, planned approach to getting the project started and keeping the project going at the end of the funding period

Ensure your organisation meets the eligibility criteria

We will only fund voluntary and community organisations that meet our eligibility criteria (see below).

You should be able to answer ‘yes’ to every statement or ‘not applicable’ if it is not appropriate for your organisation, for example if your organisation does not employ people you would not require employment procedures.

✓	The organisation applying for this funding acknowledges the information in the application documents and confirms the organisation:
GOVERNANCE	
	is independently set up for charitable, benevolent or philanthropic purposes and does not operate for private, commercial or personal profit/gain
	is not a statutory organisation or was not set up by a statutory organisation, or is not managed wholly or partly by a statutory organisation
	has a legal structure that is appropriate to the size and nature of the organisation, with a governing document, for example, constitution, memorandum of association or set of rules, which sets out the aims and rules governing the organisation
	decides policy and overall management practice through a committee of a minimum of 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)
	has systems and structures in place to manage the affairs of the organisation efficiently and effectively for example, holds regular, quorate meetings, plans and monitors activities, keeps minutes and circulates information to group members
	involves members and users in policy-making, service planning and in management, where appropriate
	researches and meets the needs of local people and is able to demonstrate or evidence why this activity or service is required

	complies with all statutory and legal responsibilities applicable to our organisation and its regulatory body
	meets the legal responsibilities of an employer and adopts, implements, and monitors good employment practices and procedures
	recruits and supports volunteers
	has up to date, appropriate and adequate insurance cover
	demonstrates good governance and management by having policies and procedures for the following which are adopted, implemented, monitored and reviewed and comply with legislation
	a) Health and Safety - covering staff, volunteers and users, and includes risk assessments appropriate to activities
	b) Safeguarding - child and/or adult protection
	c) Equality & Diversity
	d) Environmental - reducing carbon footprint, energy efficiency, reducing waste, and increasing recycling
	e) Confidentiality / Data Protection (GDPR)
	f) Complaints
	g) Disclosure and barring service (DBS) checks for all paid and unpaid volunteer staff working with children and vulnerable adults
FINANCES See Appendix 3	
	demonstrates good financial management and sustainability by:
	a) keeping proper and adequate financial records to explain all transactions, the organisation's financial position and audit trails of decisions made
	b) preparing statutory accounts meeting legal requirements and complying with any external scrutiny required by law or the organisation's governing document
	c) preparing budgets and monitoring them at least quarterly and preparing revised financial forecasts based on actual spend
	d) presenting regular reports on the organisation's financial position to the management committee
	e) preparing a reserves policy detailing the level of reserves held and an explanation and calculation of why they are held and updates this annually
	f) ensuring that effective financial systems and procedures have been established, are being consistently followed and are in line with best practice and legal requirements
	g) reviewing internal financial controls to ensure they are adequate and being complied with to provide a robust system for managing financial risk and all expenditure is authorised by two bank signatories
	h) not being reliant on Cambridge City Council funding alone
	can demonstrate they need financial support for the activity and do not have free reserves that could be used for this purpose
	applies to all relevant statutory agencies for funding and undertakes their own fundraising
	has used any previous City Council grants for the purpose awarded and reported these as restricted funds in accounts
GENERAL	
	does not promote any political parties, is not involved in party politics, or does not promote political views
	will provide any information required to support their application
	has returned satisfactory monitoring and evaluation, accounts or other information requested in connection with any previous funding from the Council on time

If you need help to improve your practices, policies or procedures or just want to have an organisational health check please contact Cambridge Council for Voluntary Service.

If you are applying on behalf of a new organisation please email grants@cambridge.gov.uk to confirm documents required.

Can you apply?

If you cannot answer 'YES' to all of the following you are not eligible to apply

✓	Does the project you want funding for meet the funding priorities outcomes?
✓	Will the project be located in the City?
✓	Will the project be completed by 31 st March 2025?
✓	Does your organisation meet our eligibility criteria, can it manage public funds appropriately and does not have free reserves that could fund the activity? See Appendix 3

How to apply for a Homelessness Prevention Grant 2024-25

Application documents can be:

- downloaded here [Homelessness Prevention Grant - Cambridge City Council](#) or
- requested by emailing grants@cambridge.gov.uk, making it clear which organisation you represent and which of the following documents you require:
 - Homelessness Prevention Grant Application Form
 - Additional Activity Application Form (you will need to complete this if you want to apply for more than one activity)
 - Application Form Help Notes

Completing the Application Form

1. **Application Guide** – use this document to ensure you provide the necessary information and detail to make a strong application.
2. **Application Workshops** – Cambridge City Council and Cambridge Council for Voluntary Service (CCVS) are holding a webinar for organisations to find out more about our funding, application process and forms on:

Tuesday 12th September 2023

Contact us to book a place at grants@cambridge.gov.uk and we can send you the link to join the webinar

3. **Cambridge Council for Voluntary Service (CCVS) will run bookable sessions available for 1-1 help. Please:**

Contact CCVS direct preferably by email: enquiries@cambridgecvs.org.uk Tel: 07935 649805 to book a 1-1 session

4. **Individual queries** – Contact the following for help relating to general or specialist queries:
- Homelessness Prevention projects Simon Hunt Phone: 01223 457932
Simon.hunt@cambridge.gov.uk
 - Financial information Christine Mason Phone: 01223 457874
christine.mason@cambridge.gov.uk

Submitting your application

Applicants will need to ensure that they have:

- checked their project and the organisation meets our eligibility criteria
- answered all of the questions on the form
- submitted **ALL** of the required accompanying documents

Completed forms, along with all of the application documents specified, must be returned to: grants@cambridge.gov.uk by the deadline:

12 noon on Monday 2nd October 2023

Applications will not be accepted after this date and incomplete applications will not be eligible

What happens next?

Process Timetable - the timetable in **Appendix 1** details the process for dealing with your application.

Appeal - there is no right to appeal on award recommendations. All decisions made are final.

Disclaimer - we have tried to make sure that the information we give is correct. We do not assume and hereby disclaim any liability to anyone for loss or damage caused by mistakes or omissions in the information we provide, whether these mistakes or omissions are caused by negligence, accident or any other reason. We do not endorse or recommend any of the organisations that we mention in this information.

General Data Protection Regulations (GDPR)

We need information about the applicant, activities, and how you intend to deliver and monitor them so that we can assess your grant application and monitor awards.

Please see our privacy notice attached as Appendix 2 which explains how we will process your data

Appendix 1 – Homelessness Prevention Grants 2024-25 Process Timetable

Monday 2nd October 2023 at 12 noon	<p>DEADLINE for the return of 2024-25 Homelessness Prevention Grant Applications.</p> <p>The contact person named on your application form will be sent an email acknowledging receipt.</p> <p>If you have not heard from us by 13th October 2023, please contact us as we may not have received your application.</p>
October 2023 - Mid-December 2023	<p>Council officers assess your application and prepare a report for the Housing Scrutiny Committee with recommendations to the Executive Councillor for Housing.</p> <p>These recommendations are based on the information provided in your application and previous monitoring of awards.</p>
11th January 2024	<p>Committee papers containing recommendations for funding levels are published on the City Council’s website. It is your democratic right to lobby the councillors on the committee.</p> <p>A list of the current councillors on that committee, and their contact details is here: https://democracy.cambridge.gov.uk/ieListMeetings.aspx?CId=414&Year=0</p>
23rd January 2024	<p>Housing Scrutiny Committee considers funding proposals. The Executive Councillor will then decide 2024-25 provisional grant funding levels, subject to approval of the overall Council budget in February 2024.</p> <p>Organisations that have applied for funding will be notified of decisions by email within 7 days of the meeting.</p>
Mid-February 2024	<p>The Council approves its overall 2024-25 budget, after which the Executive Councillor will confirm actual grant funding awards.</p> <p>Organisations will only be contacted if there are any changes to the provisional January decision on their grant level.</p>
March 2024	<p>Grant Agreements will be sent to organisations detailing awards and conditions. Awards will be paid by BACS (transferred directly into organisation’s bank accounts) once the Grant Agreement is signed and returned to us along with any other outstanding information (including previous monitoring reports).</p> <p>Payments are made from 1st April 2024.</p>
April 2024	<p>Full grants or first instalments will be processed. Organisations will receive notification of the grant transfer direct into the organisation’s bank account.</p>

Appendix 2 – Privacy Notice

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 (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 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).

Appendix 3

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

www.charitycommission.gov.uk/detailed-guidance/money-and-accounts/internal-financial-controls-for-charities-cc8/

NCVO have some detailed guidance on Financial Procedures:

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:

www.tnlcommunityfund.org.uk/funding/funding-guidance/full-cost-recovery

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.
See guidance links:

Interactive guide:

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

Detailed guidance:

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

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

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.