

Can and how do you apply? and Privacy Policy

Area Committee Community Grants focus on activities which reduce social and/or economic inequality in localised areas

Area Committee Community Grants 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** covering the wards: **Arbury, East Chesterton, King's Hedges & West Chesterton**
- East** covering the wards: **Abbey, Coleridge, Petersfield & Romsey**
- South** covering the wards: **Cherry Hinton, Queen Edith's & Trumpington**
- West Central** covering the wards: **Castle, Market & Newnham**



Funding Priorities – what will we fund?

We are looking to fund projects and activities that make a difference to people in ONE of the areas (North, East, South or West Central) by reducing social and / or economic inequality and they MUST meet one of our funding priorities listed below.

Funding priorities that could be considered are:

1. arts and cultural activities
2. community development activities
3. employment support
4. legal and/or financial advice
(Organisations applying to give legal advice and support must have The Advice Quality Standard (AQS) or equivalent)
5. sporting activities
6. reducing poverty
7. capacity building of the voluntary sector to achieve the above

See Appendix 1 for examples of what we will and will not fund

Who will we fund?

- community groups and voluntary organisations
- groupings of local residents able to meet basic accountability requirements. (Please discuss your idea with us as soon as possible)
- partnerships of constituted group(s) and local residents

Community groups and voluntary organisations 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 elected, unpaid volunteers
- 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
- involve members and users in policy-making and in management and recruit and support volunteers, where appropriate
- meet the legal responsibilities of an employer and adopt appropriate health and safety policies and practices including child and vulnerable adult protection measures, if appropriate
- adopt good environmental and equality / diversity practices
- keep proper financial records and show that financial help is needed

Organisations 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 or are connected with any political party or are involved in party politics.

Funding available

A total of £70,000 Area Committee funding is available in 2020-21 from the Community Grants budget (subject to the confirmation of the Council's budget in February 2020) and this has been allocated as follows:

Area Committee	£
North	24,220
East	21,140
South	17,780
West Central	6,860
Total	70,000

How to apply

Before applying please ensure that your planned activity:

- will reduce social and / or economic inequality for those with the highest needs
- meets one of our funding priorities
- is for Cambridge city residents who live in **ONE** of the areas - North, East, South or West Central areas only. Here is a ward map : www.cambridge.gov.uk/ward-map

We will not fund activities from the Area Committee Community Grants fund where beneficiaries/participants live in more than one area. If this is the case please call us to discuss your application before applying

Ensure you have returned relevant monitoring and other documents required from all previous years' funding – *we will not fund organisations that have outstanding documents or information*

Please note:

- There is a **£5,000 limit** on application and grant award levels for any one organisation per area (*organisations can apply for projects up to £5,000 for each area. Please discuss with us if you are planning multiple bids to different areas*)
- If your group has large surplus funds, we may not fund you during 2020-21. You can apply again in the future if the surplus has been sufficiently reduced. Please check with us if you are not sure
- Grants cannot be made retrospectively
- Groups receiving a grant will need to provide feedback and evidence on how the money has been spent and the impact it has made
- Please evidence why your activity is needed. This can be done by:
 - asking your members of the group what they need or want to do during 2020-21 – e.g. could be by a show of hands or a paper survey
 - looking at the monitoring from the previous year – comments made by members, case studies etc. can make useful evidence of how they benefitted
- You also need to evidence that your members are experiencing economic and / or social exclusion

Completing and submitting the application form

Please submit the application form as soon as possible. Contact the Grants Team to discuss if your activity and organisation is eligible - 01223 457875 or email grants@cambridge.gov.uk

All applicants must complete the Area Committee Community Grants application form and submit it to the Grants Team on grants@cambridge.gov.uk before the deadline. Please ensure you have adequately answered **ALL** questions and have submitted **ALL** documents requested.

Applications will not be accepted after the deadline detailed in the table below for each of the Area Committees:

Committee	Application closing date 12 noon	Committee date 2020
North	20 th January	27 th February
West Central	29 th January	5 th March
South	3 rd February	9 th March
East	19 th February	2 nd April

What happens next?

- Applications will be considered at the relevant area committee on the date in the above chart. *There is no right to appeal against grant award decisions.*
- Applicants will be notified of the outcome within five working days of the committee date
- Successful applicants will be required to sign grant agreements and provide any outstanding information before the funding is released

Applications may be made after the main Area Committee Community Grants round if there is still some funding available and they will be considered on an individual basis.

It is unlikely there will be funding left after April 2020, so please make sure you apply within the timescales for committee.

Help and Support

We are holding two **workshops** to go through the application form, eligibility criteria and funding priorities in more detail. If you would like to attend one of these, you **need to book a place** by contacting us at grants@cambridge.gov.uk or by phoning 01223 457875. We just need the names of people wishing to attend, the organisation they are representing and a contact email/telephone number. The dates are:

- Wednesday 8th January 2020 6.45pm – 8.15pm
- Tuesday 14th January 2020 10am – 11.30am

At the Meadows Community Centre, 1 St Catharine's Road, Cambridge CB4 3XJ. There is plenty of free parking

Cambridge Council for Voluntary Service (CCVS) can help you complete your application form or with policies, good practice and procedures.

Tel: 01223 464696 enquiries@cambridgecvs.org.uk

If you are applying on behalf of a new organisation please contact Melanie Baker, Grants Officer on 01223 457857 to discuss what is appropriate to submit with your application.

Appendix 1: What we will and will not fund

The following tables give examples of what we would consider funding with appropriate outcomes:

Arts & Cultural Activities

We have a broad and open definition of arts and culture including music, drama, visual art, film, and other creative activity.

- activities for groups of people who face barriers to accessing art enabling participation
- inclusion activities which bring people together to improve mental and physical wellbeing
- targeted projects to improve access to the arts including activities for minority ethnic groups, people with disabilities, and those on low income

See examples: www.cambridge.gov.uk/community-grants-for-arts-and-culture

Community Development Activities

Activities which bring people together:

- to improve wellbeing (*not clinical health activities*) and reduce social isolation
- from different communities to improve and develop cohesion and integration
- to reduce inequality, particularly through low income
- to have a voice and influence services which affect them

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

Legal & 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

Sporting Activities

- Activities focusing on improving physical activity levels for those currently inactive (tackling sedentary behaviour)
- Swimming for children and adults who cannot swim more than 25m unaided
- Informal sport and recreation
- Approaches to tackling obesity
- Reducing inequality in opportunity to be physically active e.g. through low income, disability, gender, cultural need

NB - Equipment will only be considered as part of a fully costed activity meeting our funding requirements

Reducing Poverty Activities

- 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
- Activities that promote and signpost sources of affordable finance and can demonstrate the accessible, affordable offer available
- 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
- 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
- Activities to promote volunteering by low income residents
- 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 (*We will not fund clinical activities for residents with physical or mental health needs*)
- 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 LGBT+ residents

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

Examples of what we will not fund:

- **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
- **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

- **The promotion of a political party** or publicity that appears to be designed to affect public support for a political party
- **Personal care services or funding for individuals**
There are some sports grants for individuals here: www.cambridge.gov.uk/sports-grants-and-funding
- **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 and/or management 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.
- **Running costs of organisations** – we only fund fully costed activities which may include a realistic and proportionate amount of organisational running costs
- **Publicity** that is not related to an eligible activity and is not reasonably costed
- **Apprenticeship schemes**
- **Language and cultural classes**
- **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**, currently £9.30. www.cambridge.gov.uk/living-wage

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.

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 (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).