

FOI Ref

8358

Response sent

08 Jan 2021

(CCC) Trumpington Meadows expenditure

- 1) what money has been given by Cambridge City Council to Trumpington Meadows Community in each of the last five years
- 2) what restrictions, if any, were placed on the purposes for which that money could be spent
- 3) what efforts the Council has made to ensure that the money was spent for approved purposes and properly accounted for
- 4) what measures the Council has to ensure that recipient residents associations are genuinely independent of developers and managing agents
- 5) copies of any correspondence between the Council and Trumpington Meadows Community relating to its finances

Response:

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2019/20 £200 Agenda item 10 p 35
<https://democracy.cambridge.gov.uk/documents/g3508/Public%20reports%20pack%2008th-Apr-2019%2019.00%20South%20Area%20Committee.pdf?T=10>
2018/19 £700 Agenda item 8 p 29
<https://democracy.cambridge.gov.uk/documents/g3347/Public%20reports%20pack%2023rd-Apr-2018%2019.00%20South%20Area%20Committee.pdf?T=10>
2017/18 £500 Agenda item 12 p 43
<https://democracy.cambridge.gov.uk/documents/g3116/Public%20reports%20pack%2024th-Apr-2017%2019.00%20South%20Area%20Committee.pdf?T=10>
Community Grants
Neighbourhood Grants – Community Chest
2019 £250 Towards event at Trumpington Meadows in partnership with Community Team at City Council
2017/18 £200 Towards festive celebration
2. What restrictions, if any, were placed on the purposes for which that money could be spent
Community Grants - Our grant process includes standard Grant Agreements which detail the purpose of the award. I have attached a copy for your information. Community Chest- Restrictions on funding are made clear upon application and awarding the funding.
I attach the application document
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approved purposes and properly accounted for
Community Grants- The grant process includes standard monitoring procedures for all awards. I have attached our standard monitoring form. We have a Community Accounting Officer who checks relevant finances for the lifetime of the award and checks awards has been spent and accounted for appropriately.
Community Chest - Standard monitoring process. Council Officer attended the event in December 2019.

4. What measures the Council has to ensure that recipient residents associations are genuinely independent of developers and managing agents

Community Grants - The grant process includes that applicant organisation have to meet standard eligibility criteria as published in our guidelines. I have attached a copy for your information.

We undertake appropriate due diligence for every applicant organisation.

Community chest - The community chest kick-starter fund distributes funding provided from developers for the purpose of community development. It has also provided funding to help establish a local football team, mental health support groups, projects at the allotments, toddler groups and lockdown craft activity packs.

Trumpington's community chest has £5k remaining to kick-start new community activity, in awards of up to £250. The application process asks in advance for information regarding other funders, including funding received from developers/businesses and sponsors. Projects are encouraged to not rely on 100% council funds. Advice is given on being transparent on this, displaying funders logos on any publications and recognising funders in press releases or write-ups post-project. Awards are made in consultation with local partners determine the outcome of an application. This includes two other partners as a minimum (eg, residents association, children centre, other local professionals). Developers are not involved in assessing awards for this fund.

5. Copies of any correspondence between the Council and Trumpington Meadows Community relating to its finances

The council holds financial information relating to the finances of the Trumpington Meadows Community in line with its obligations to monitor the community grants awarded by the Council. We are withholding this information from disclosure under section 41 of the Freedom of Information as we consider the information provided to the council is provided under a duty of confidence. We consider that disclosure of this information under Freedom of Information would be a breach of this confidence. In considering this exemption the council has considered the wider public interest in relation to the transparency of our processes for awarding and monitoring grant funding. We are satisfied that our processes offer transparency over the awarding of grant funding that the opportunity for the disclosure of the accounts of the organisation in question is possible under their AGM processes. We have therefore decided to uphold the decision to apply the exemption from disclosure under section 41 of the Freedom of Information Act.

Area Committee Community Grants 2018-19

Can and how do you apply?

Area Committee Community Grants focus on activities which reduce social and 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, South, East or West Central) by either:

- reducing social or economic inequality or
 - tackling crime, the fear of crime or anti-social behaviour
- and they MUST meet one of our funding priorities listed below.

Funding priorities that could be considered are:

1. sporting activities
2. arts and cultural activities
3. community development activities
4. legal and/or financial advice
(Organisations applying to give legal advice and support must have The Advice Quality Standard (AQS) or equivalent)
5. employment support
6. capacity building of the voluntary sector to achieve the above
7. community projects aiming to tackle crime, the fear of crime or anti-social behaviour

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 ASAP)
- 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 equal opportunities 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 2018-19 from the Community Grants budget (subject to the confirmation of the Council's budget in February 2018) and this has been allocated as follows:

Area Committee	£
North	23,324
East	20,858
South	17,435
West Central	8,383
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 or tackle crime, the fear of crime or anti-social behaviour
- 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.

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 2018-19. 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 2018-19 – eg 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 or social exclusion (unless your project relates to priority 7, tackling crime, the fear of crime or anti-social behaviour)

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 2018
North	29 th January	1 st March
West Central	6 th February	8 th March
East	28 th February	5 th April
South	12 th March	23 rd 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 funding 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 2018, so please make sure you apply within the timescales for committee.

Help and Support

We are holding a **free workshop** to go through the application form, eligibility criteria and funding priorities in more detail. If you would like to attend this, 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 date is: Tuesday 16th January 2018 6.45 – 8.15 pm

Room 2, 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 Elaine Shortt, Senior Grants Officer on 01223 457968 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:

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 eg: through low income, disability, gender, cultural need

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

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

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 eg 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 rewarding employment

Legal & Financial Advice

Organisations applying to give legal advice and support must have The Advice Quality Standard (AQS) or equivalent (eg Age Concern's Quality Mark).

- 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
- outreach work on legal advice for those who cannot access mainstream services
- helping those in debt, or at the risk of becoming in debt, manage their finances

Capacity Building of the Voluntary Sector relating to the above activities

Activities which help strengthen the capacity of voluntary organisations, 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.

Safer Neighbourhoods

For projects that help tackle one or more of the following (to be confirmed when 18-19 priorities are agreed):

- safeguarding vulnerable people against violent crime
- antisocial behaviour within vulnerable groups
- domestic abuse including violence against women and girls

Examples of what we will not fund:

- **Activities and support that are the remit of another statutory organisation** such as the County Council, Health Authority, another service in Cambridge City Council or another District Council. eg: children's centres, toddler and playgroups, school curriculum activities, breakfast and afterschool clubs, general youth clubs, homelessness, personal care, childcare, carer's groups, day centres, older people's lunch clubs, victims of domestic violence, young offenders, clinical health or issues groups, immigration advice
- **Worship or the promotion of religion or religious activities.** Religious groups may apply for non-religious activities but will need to clearly demonstrate that the activity does not promote a religious view in any way
- **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**
- **Activities**
 - in retrospect – ie activities that have already happened or have already been paid for
 - with food and refreshments that are not integral to the outcome and are not low cost and proportionate. This will be assessed on a case by case situation and in general we will only consider light refreshments
 - where there is a private, personal or commercial gain or are for fundraising purposes, or charity shops
 - for those who can afford to pay
 - which are competitive or held outside Cambridge, unless there is no other provider in the city
 - that include trips, projects or excursions outside the United Kingdom. Entrance fees and 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 lessons and cultural classes**
- **Staff, self-employed, or contracted costs** which exceed those agreed for City Council workers

We actively encourage organisations that employ people to pay, or work towards paying, the living wage

The Council's Anti Poverty Strategy is on this link: <https://www.cambridge.gov.uk/antipoverty-strategy>. Please ring 01223 457875 if you wish to be posted a copy of the summary

Community Chest Criteria and Guidance

Small grants of up to £250 are available to support the following:

- To kick start new community projects / events in North West Cambridge
- To help fund groups that are new and not yet constituted
- To add value to projects and events, providing items which may not be eligible for grant aid from other sources
- To purchase equipment which will be of benefit to the community
- To fund events / projects that bring together the community

Community Chest Criteria	
Who can be funded	<ul style="list-style-type: none"> • New groups who do not yet have a constitution, bank account or formal recognition as a community group. • One off projects and events organised by more than one community champion • Existing groups or projects that wish to promote activity or projects within the new community
Here are some examples of what the fund can be used for: <ul style="list-style-type: none"> • Equipment / orders • Publicity / Promotion • Refreshments • Venue Hire / Trips / Activities • Hire of entertainment • Licenses required for an event • Project research 	Here are some examples of what the fund cannot be used for: <ul style="list-style-type: none"> • Payment to individuals for their time • Alcohol / bar fees for events • Paying staff wages <p style="text-align: center;"><i>*This list is not exhaustive</i></p>
Who will benefit?	The Community Chest has been set up to fund projects that benefit the local community. In order to assess who will benefit, the application should show an estimate for how many individuals will benefit and what the community impact will be.
Maximum Funding	The Community Chest will normally fund one off items or a series of items/orders up the value of £250 per application.
Funding Timescale	If an application is successful, the funds allocated should be spent within 1 year of the application.

Please send your application to: Community Chest fund, Storeys Field Centre, Eddington Avenue, Cambridge CB3 1AA or send via email to: trumpington@cambridge.gov.uk

Application form

Name of Group/Organisation:	
Tell us more about your group:	
Does your group have the following: <input type="checkbox"/> A constitution or set of rules <input type="checkbox"/> A set of officials (chair, treasurer, secretary, welfare officer) <input type="checkbox"/> A safeguarding policy <input type="checkbox"/> A bank account	
Name:	Phone:
Address:	Email:
Event/Project name:	Date of event:
Please tell us more about the event or project you are planning.	
How much funding do you need:	Is this your first application: YES / NO

Are you applying for funding elsewhere?	YES / NO – please provide details
<p>Tell us what this funding be spent on:</p> <p><i>(Publicity, printing, hire of hall, etc)</i></p>	
<p>Please tell us how the local community will benefit from this event / project:</p>	
Estimated number of people to benefit:	
Please highlight most appropriate location that describes where your event will be held:	<p>Trumpington Meadows</p> <p>Clay Farm</p> <p>Glebe Farm (Novo)</p> <p>Other.....</p>
How will you know if your project / event was a success?	

Privacy Notice

The Council is required under the General Data Protection Regulation (GDPR) to provide data subjects with key information about how their personal information will be used by the Council.

1. Why do we need your personal data?

The Community Services Team collect 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.

2. Lawful processing & your rights

Legitimate interests of the data controller relates to Activities 1 - 5 above

It is in the Council's legitimate interest to process your personal information for the purposes stated above. We have to be accountable for the work we do and public funds we allocate to voluntary sector organisations. All funds must be spent for the purpose allocated and we need to ensure applications, agreements and monitoring relating to such funding is done fairly, in the public interest, and as the public would expect.

You hold the following rights with regard to the personal data you provide us:

- **Right to Access** – You have the right to access (receive a copy) of your personal data and supplementary information.
- **Right to Rectification** – You have the right to have any inaccurate or incomplete personal data rectified.
- **Right to Erasure** – You have the right to request the erasure of your personal data so long as it's processing is no longer necessary for the purposes for which it was obtained
- **Right to object** - You have the right to object to us processing your personal data
- **Right to Restriction** – You have the right to request a restriction of the processing of your personal data in situations where it is inaccurate, unlawful, and no longer needed for the purposes for which it was originally collected.

Personal data of individuals representing an organisation may also be collected on documents relating to the processing of an application such as bank account details and monitoring of awards.

3. Sharing your information

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 may share non personal information on some applications with others, for example, Arts Council England

If any of the information we have about you is incorrect, please tell us, we are reliant on you assisting us to keep the information we hold on you accurate and up to date.

4. Retention of your personal information

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

5. Transfer of personal data

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.

6. Data Controller & ICO reference

Cambridge City Council is a registered Data Controller with the Information Commissioners Office.

You can find out more about how we handle your data by visiting the Council's Privacy Notice page on the web site.

If you have a query regarding your rights please contact the Data Protection Officer who can be contacted by emailing infogov@3csharingservices.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)

1. What money has been given by Cambridge City Council to Trumpington Meadows Community in each of the last five years

Community Grants

2019/20	£200	Agenda item 10 p 35 https://democracy.cambridge.gov.uk/documents/g3508/Public%20reports%20pack%2008th-Apr-2019%2019.00%20South%20Area%20Committee.pdf?T=10
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Neighbourhood Grants – Community Chest

2019	£250	Towards event at Trumpington Meadows in partnership with Community Team at City Council
2017/18	£200	Towards festive celebration

2. What restrictions, if any, were placed on the purposes for which that money could be spent

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5. Copies of any correspondence between the Council and Trumpington Meadows Community relating to its finances

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exemption the council has considered the wider public interest in relation to the transparency of our processes for awarding and monitoring grant funding. We are satisfied that our processes offer transparency over the awarding of grant funding that the opportunity for the disclosure of the accounts of the organisation in question is possible under their AGM processes. We have therefore decided to uphold the decision to apply the exemption from disclosure under section 41 of the Freedom of Information Act.

Funding Agreement 2017-18

This agreement sets out the terms and conditions applicable to the grant awarded to the above organisation for the purpose detailed in this agreement and your application form.

DEADLINE: This funding agreement must be signed and returned to the Grants Team by 30th April 2017. If we have not received the signed agreement by the deadline the award will be withdrawn.

Award Amount and Purpose

has been awarded to the above organisation to be spent on the following:

This funding **MUST** be used for activities which are targeted at Cambridge City residents with social and or economic disadvantage for the purpose detailed above. We expect appropriate monitoring of your activity to evidence this.

Special Conditions & Contacts

Special conditions:

All expenditure relating to our grant must be authorized by two people and documented accordingly. This includes cheques, purchase orders, invoices, receipts and electronic transactions. These must be signed by two authorized bank signatories. For on-line transactions or payments by debit card please ensure you record such transactions appropriately, e.g. a written note of what the transaction was for, date and how much plus the authorisations. We may ask to check these records. This is good practice and we suggest implementation for all of the organisations expenditure.

Cambridge City Council is an accredited Living Wage employer. We actively encourage organisations we fund to pay, or work towards paying, the living wage to their employees. We will be asking for feedback regarding this on your 2017-18 monitoring form. If you need more information, please contact livingwage@cambridge.gov.uk for more details 01223 457046

Contacts:

For further advice and support on organisation and policy development or alternate funding sources please contact Cambridge Council for Voluntary Service – Tel: 01223 464696 enquiries@cambridgecvs.org.uk

Our contact details: Grants Team on grants@cambridge.gov.uk 01223 457875

Terms & Conditions of this City Council Funding

The following terms and conditions must be adhered to otherwise we may request the funding to be returned in full:

- This funding is restricted and each award must be reported separately, and identifiable, in budgets and accounts as restricted funding for the purpose allocated.
- This funding can only be used for the purpose stated.
- This funding must be used by 31st March 2018. Any unspent funds or funds not spend on the purpose awarded as stated in the application form must be returned.

- The grant criteria and policy priorities must be adhered to as detailed in the application documents.
- Monitoring information must be submitted on time and as detailed in this agreement.
- This grant must be acknowledged in your annual report and accounts covering the period of the funding.
- You must acknowledge the City Council funding in press articles and by including the City Council logo on appropriate publicity (please use logo above or contact us for further details).
- You must inform the Grants Team of any issues regarding the funding as soon as possible, and obtain permission in writing for any change to the activity the funding has been awarded for (purpose, outcomes, duration, costings etc.)

Monitoring Requirements

You must provide the following monitoring information and send to grants@cambridge.gov.uk

Annual Report of activities, invitation to AGM and activities, annual accounts, and any newsletters, publicity and other information relating to this award

Return the Monitoring Report attached within one month of the end of your activity and by 30th April 2018 at the latest detailing:

- how the funding was spent - what services/activities were provided with this funding.
- actual numbers of beneficiaries, including numbers of Cambridge City residents. You will need to update the estimates from your application form and evidence how you collected the information.
- how your activity specifically reduced social and/or economic inequality? (Not applicable for projects tackling crime and anti-social behaviour) – what evidence you have on this
- if the funding has been spent appropriately and in full. You will be asked to update the budget figures in your application form with the actual income and expenditure for the activity/service funded.

Review Meetings - A Grants Officer may arrange a meeting with you during 2017-18 and may request to attend trustee meetings, the Annual General Meeting or arrange visits as required.

Financial documents - We may request to see these giving 2 weeks notice of any visit.

Please collect appropriate data and photos to enable full details to be submitted to us as requested.

Payment

The payment will be made by BACS into the organisation's bank account unless there are exceptional circumstances. No payment can be released until any special conditions have been satisfactorily met and we are in receipt of a signed funding agreement and any previous monitoring requirements. Payments will then be made as follows:

DEADLINE: All monitoring for 2016-17 awards must be sent in by 30th April 2017.

Failure to respond to our monitoring requests and meet this deadline may result in your 2017-18 funding being withdrawn.

Declaration

- I acknowledge that this funding is to be used only for the costs of the services detailed in this document which will form part of the general funding agreement between the organisation named overleaf in the top box and Cambridge City Council, alongside all application documents.

- I undertake personally and on behalf of the organisation that any grant money made available by the Council shall be repaid if:
 - the organisation is found to be in breach of the conditions that apply to the grant or if the grant is not used for the purpose for which it was given.
 - we receive duplicate funding from any other source for the same or any part of the activity
 - any of the material information provided on the application documents is found to be misleading, inaccurate or fraudulent - whether deliberately or accidentally.

- I understand that this grant will not be used in any way to promote a political or religious organisation or to generate private gain. The organisation will also take care to avoid giving the impression that it supports any political party or candidate in an election and will not give publicity to political parties or to individual politicians or candidates in the six week period leading to an election.

- I understand that if we have not met all the terms of the funding agreement, including the need to send additional information/documents, payment may be postponed or withdrawn. Activities carried out during this postponement period may not be funded as we do not fund activities retrospectively.

- I will ensure that Cambridge City Council grant and related expenditure is shown as a restricted fund under the description "Cambridge City Council" in our organisation's annual accounts. If we have more than one restricted fund, we will include as a note to the accounts identifying income & expenditure for each restricted fund separately.

- I confirm all appropriate insurance, employment, safeguarding, equal opportunities, environmental and health and safety policies are in place, implemented, monitored and reviewed annually.

- I acknowledge that the Council has increased demand on decreasing resources and may not be able to continue funding in the future and that the organisation needs to secure alternative funding sources.

- The council reserves the right to have access to all documentation relating to the activity and therefore you must keep clear records of the project, organisation and financial records for us to access.

- I undertake that the bank account held in the name of the group requires at least two authorised signatures by unrelated people for every withdrawal, whether by cheque or by internet banking.

- I undertake that we will maintain all financial records including personal and payroll for staff funded by us for seven years after the grant has ended.

- I declare that I am authorised to sign this declaration on behalf of the organisation detailed above and agree to the terms and conditions set out in this document and in the funding application documents.

Signature Code		Organisation	
Name		Phone number	
Position		Address	
Email			
Date			

Grant Agreement 2018-19

between

Cambridge City Council (Funder)
of The Guildhall, Market Square, Cambridge CB2 3QJ

and

Centre 33 (Recipient)
Charity/Company Registration Number:
Registered office or local address:



This grant agreement sets out the terms and conditions on which the grant is made by Cambridge City Council (the Funder) to the above organisation (the Recipient). These terms and conditions are intended to ensure that the grant is used for the purpose for which it is awarded (the Project).

1. Grant Purpose and Amount

- 1.1 The Recipient must use the grant only for the delivery of the Project (or services) confirmed below and as detailed in the Grant Application Form.
- 1.2 **£4999 max to be paid for xxx**

2. Use of Grant

- 2.1 The grant must be targeted at Cambridge City residents with social and / or economic disadvantage for the purpose detailed in Section 1.
 - 2.2 The Recipient must spend the grant during the grant period 1st April 2018 – 31st March 2019 on the purpose detailed in Section 1. The Recipient cannot spend any part of the grant before or after the grant period.
 - 2.3 The Recipient must not change the Project, or use the grant for any other purpose without the Funder's prior written agreement. The Recipient must inform the Funder of any issues with delivering the Project or potential underspends regarding the funding as soon as possible.
 - 2.4 The grant criteria and policy priorities must be adhered to as detailed in the application guideline documents.
 - 2.5 Should any part of the grant remain unspent at the end of the grant period, the Recipient must ensure that any unspent monies are returned to the Funder.
 - 2.6 The grant must not be used in any way to promote a political or religious organisation or activity or to generate private gain. The Recipient will ensure it avoids giving the impression it supports any political party or candidate in an election and will not give publicity to political parties or to individual politicians or candidates in the six week period leading to an election.
-

3. Payment of Grant

- 3.1 The payment will be made by BACS directly into the Recipient's bank account. No payment can be released until the Funder has received this signed grant agreement. Payments will then be made as follows:

Award Total	First Payment	Subsequent Payments
Less than £10,000	50% April 2018 (100% if no monitoring outstanding)	50% on receipt of satisfactory outstanding monitoring required

DEADLINE: All monitoring for 2017-18 grants must be sent in by 30th April 2018.

Failure to adhere to the monitoring requirements may result in the 2018-19 grant being withdrawn.

- 3.2 The Funder may withhold, suspend or request a repayment of the grant if:
- the Recipient uses the grant for purposes other than those for which they have been awarded
 - the delivery of the Project is delayed without reasonable explanation or unsatisfactory progress with the delivery of the Project has been made
 - the Recipient is, in the reasonable opinion of the Funder, delivering the Project in a negligent manner
 - the Recipient obtains duplicate funding from a third party for the Project
 - the Recipient commits or committed a Prohibited Act, or undertakes activities that are likely to bring the reputation of the Project or the Funder into disrepute
 - the Recipient provides the Funder with any materially misleading or inaccurate information
 - the Recipient ceases to operate for any reason, becomes insolvent, or it is declared bankrupt
 - the Recipient fails to comply with any of the terms and conditions set out in this Agreement

4. Accounts and Records

- 4.1 The grant is restricted and must be reported separately, and identifiable, in budgets and statutory Annual Accounts as restricted funding for the purpose allocated, detailed in Section 1.
- 4.2 The Recipient must keep separate, accurate and up-to-date accounts and records of the receipt and expenditure relating to the grant. All expenditure relating to the grant must be approved by two authorised bank signatories and documented accordingly. This includes cheques, purchase orders, invoices, receipts and electronic transactions. For online transactions or payments by debit card please ensure that there is a written, authorised record evidencing the transaction.
- 4.3 The Recipient must keep all invoices, receipts, and accounts and any other relevant documents relating to the expenditure of the grant for a period of at least six years following receipt of any grant monies to which they relate. The Funder shall have the right to review, with two weeks' notice, the Recipient's accounting records that relate to the expenditure of the grant and shall have the right to take copies of such accounting records.
- 4.4 The Recipient shall provide the Funder with a copy of its annual accounts within nine months (or such lesser period as the Funder may reasonably require) of the end of the relevant financial year in respect of each year in which the grant is paid.
- 4.5 The Recipient shall comply and facilitate the Funder's compliance with all statutory requirements as regards accounts, audit or examination of accounts, annual reports and annual returns and Freedom of Information requests, applicable to itself and the Funder
- 4.6 The Recipient shall comply with the new General Data Protection Regulation (GDPR) May 2018 and ensure personal records are stored securely and managed in line with the regulations.

5. Monitoring and Reporting

- 5.1 The Recipient must closely monitor the delivery and success of the Project throughout the grant period to ensure that the aims and objectives of the Project are being met and that this agreement is being adhered to.
- 5.2 The recipient must send the Funder the following monitoring information on time:
- a. Minutes of meetings, reports submitted to trustees, newsletters and publicity (when produced)
 - b. Annual report of activities, invitation to AGM, annual accounts, statistics of usage, business / development plan, and evaluation reports, trustee meeting dates (when available)
 - c. The 2018-19 Monitoring Report supplied by the Funder (within one month of the end of the Project and by 30 April 2019 at the latest) detailing:
 - the services/activities provided by the grant
 - actual numbers of beneficiaries, including numbers of Cambridge City residents, and how this information was collected and compares to the application undertaking
 - what outcomes were achieved, the evidence to support this, and how this compares to the application undertaking
 - the actual income and expenditure relating to the Project, updating the budget figures from the application form and confirming whether the grant has been spent appropriately and in full
- 5.3 The Recipient will collect photos and case studies to support the monitoring information, to be available on request and have the necessary permissions for use in reports and publicity by the Funder.
- 5.4 The Recipient shall permit any person authorised by the Funder to visit the Recipient to monitor the delivery of the Project which may include: a meeting, attendance at trustee meetings or the AGM, visits to the Project activity.
- 5.5 Cambridge City Council is an accredited Living Wage employer and actively encourages funded organisations to pay, or work towards paying, the real living wage to employees. The Recipient shall submit information regarding their organisation position on this as requested.

6. Acknowledgement and Publicity

- 6.1 The Recipient shall acknowledge the grant in its annual report and accounts, including an acknowledgement of the Funder as the source of the grant.
- 6.2 The Recipient shall acknowledge the support of the Funder in any materials that refer to the Project and in any written or spoken public presentations about the Project. Such acknowledgements shall include the Funder's name and the new Community Grants logo which is attached to the email with this Grant Agreement. This logo must be displayed prominently on the Recipient's website, publicity materials, Annual Report, banners, social media, and other relevant documents. The Funder will provide plaques and/or window stickers for display in buildings as appropriate.

7. Guarantees and Liabilities

- 7.1 The Funder accepts no liability for any consequences, whether direct or indirect, that may come about from the Recipient running the Project, the use of the Grant or from withdrawal of the Grant. The Recipient shall indemnify the Funder, its employees, agents, officers or sub-contractors with respect to all claims, demands, actions, costs, expenses, losses, damages and all other liabilities arising from or incurred by reason of the actions and/or omissions of the Recipient in relation to the Project.

- 7.2 The Recipient shall effect and maintain, with a reputable insurance company, a policy in respect of all risks which may be incurred by the Recipient, arising out of the Recipient's performance of the Agreement, including death or personal injury, loss of or damage to property or any other loss.
- 7.3 The Recipient warrants, undertakes and agrees that:
- a. it has all necessary resources and expertise to deliver the Project (assuming due receipt of the Grant)
 - b. it has not committed, nor shall it commit, any Prohibited Act
 - c. it shall at all times comply with all relevant legislation and all applicable codes of practice and other similar codes or recommendations
 - d. it shall comply with the requirements of the Health and Safety at Work etc. Act 1974 and any other acts, orders, regulations and codes of practice relating to health and safety, which may apply to employees and other persons working on the Project
 - e. it has and shall keep in place systems to deal with the prevention of fraud and/or administrative malfunction
 - f. all financial and other information concerning the Recipient which has been disclosed to the Funder is to the best of its knowledge and belief, true and accurate and there has been no material change in its financial position
 - g. all appropriate insurance, employment, safeguarding, equal opportunities, environmental and health and safety policies are in place, implemented, monitored and reviewed annually
 - h. the Council has increased demand on decreasing resources and may not be able to continue funding in the future and the Recipient Organisation needs to secure alternative funding sources

Declaration

I declare that:

1. This Grant Agreement has been shared with the Recipient Organisation's management committee/board
2. The Recipient Organisation agrees to the terms and conditions in this Grant Agreement
3. I am authorised to sign this Grant Agreement for and on behalf of the Recipient Organisation

Signature Code		Organisation	
Name		Phone number	
Position		Contact Address	
Email			
Date			

Cambridge City Council - Community Grants



Area Committee Monitoring Report 2018-19

This monitoring report must be returned one month after the completion of your activity/service and by 30th April 2019 at the very latest to: grants@cambridge.gov.uk

1. Project/activity

You undertook to provide the above project/activity. Please give details of exactly what was provided with this funding. Please report separately on each different activity that is funded by this grant.

Please ensure you state where the activity was held, when, how many sessions over how many weeks etc. e.g. meetings x 42 held at xxx community centre 10-12 am with coffee & biscuits, with a monthly speaker on topics such as xx.

If there were any differences in the activity which you received an award for, from what you actually did, please provide details:

2. Beneficiaries

Who benefited from the activity? (e.g. older people, children, people with disabilities etc)? Who did you target?

-

How many people benefited in total?

-

Where do those people live? Put how many against each ward in the table below. If you are not sure, please make a best guess.

Area	Wards			
North	Arbury ▪	West Chesterton ▪	East Chesterton ▪	Kings Hedges ▪
East	Petersfield ▪	Romsey ▪	Abbey ▪	Coleridge ▪
South	Trumpington ▪	Queen Edith's ▪	Cherry Hinton ▪	
West/ Central	Market ▪	Castle ▪	Newnham ▪	
Other - not Cambridge City residents				

3. Benefits/outcomes

How did your activity reduce social and/or economic inequality for city residents? How do you know that this was achieved? *(Not applicable for projects tackling crime and anti-social behaviour)*

What other benefits were there from this activity?

How did you target beneficiaries and new members?

Please attach any other information to evidence the success / outcomes of this funding such as a photograph, publicity, case study, report, etc that the City Council can use in reports and publicity.

4. Finances

Budget: Your application detailed the following budget for the activity/service.
Please complete the last column with the actual income and expenditure.

Expenditure		
Expense or Cost	Estimate – do not change this column	Actual
Total expenditure		Box A:
Income		
Funding Source	Estimate – do not change this column	Actual
Eligible reserves carried forward from your organisation		
Cambridge City Council Grant –Area Committee		Box B:
Total income		

Full cost of the activity/service	Box A: £
City Council Area Committee funding	Box B: £
% funded by Cambridge City Council	Box B ÷ Box A x 100: %

I confirm that all of the money awarded has been spent on the purpose it was allocated for only:
(please mark with 'x')

YES	
NO	

If NO, why not?

How much money is there unspent?

If you have an underspend, please contact grants@cambridge.gov.uk or on (01223) 457874 as soon as possible to discuss.

I enclose a copy of the accounts which details the actual expenditure (please mark with 'x')

 YES NO

If NO, please give a date by which you will send a copy of the accounts.

For organisations who pay staff:

Cambridge City Council is an accredited Foundation/UK? Living Wage employer. We actively encourage organisations we fund to pay, or to work towards paying the living wage to their employees.

Does your organisation pay the Living Wage?

If not please tell us your organisations position regarding the Living Wage:

Has your organisation undertaken any progress in working towards paying the Living Wage during 2018-19?

Declaration

I confirm the details on this form are correct to the best of my knowledge.

I confirm that Cambridge City Council can use all information and photographs supplied.

Signature Code		Organisation	
Name		Tel No	
Position		Address	
Email			
Date			

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