

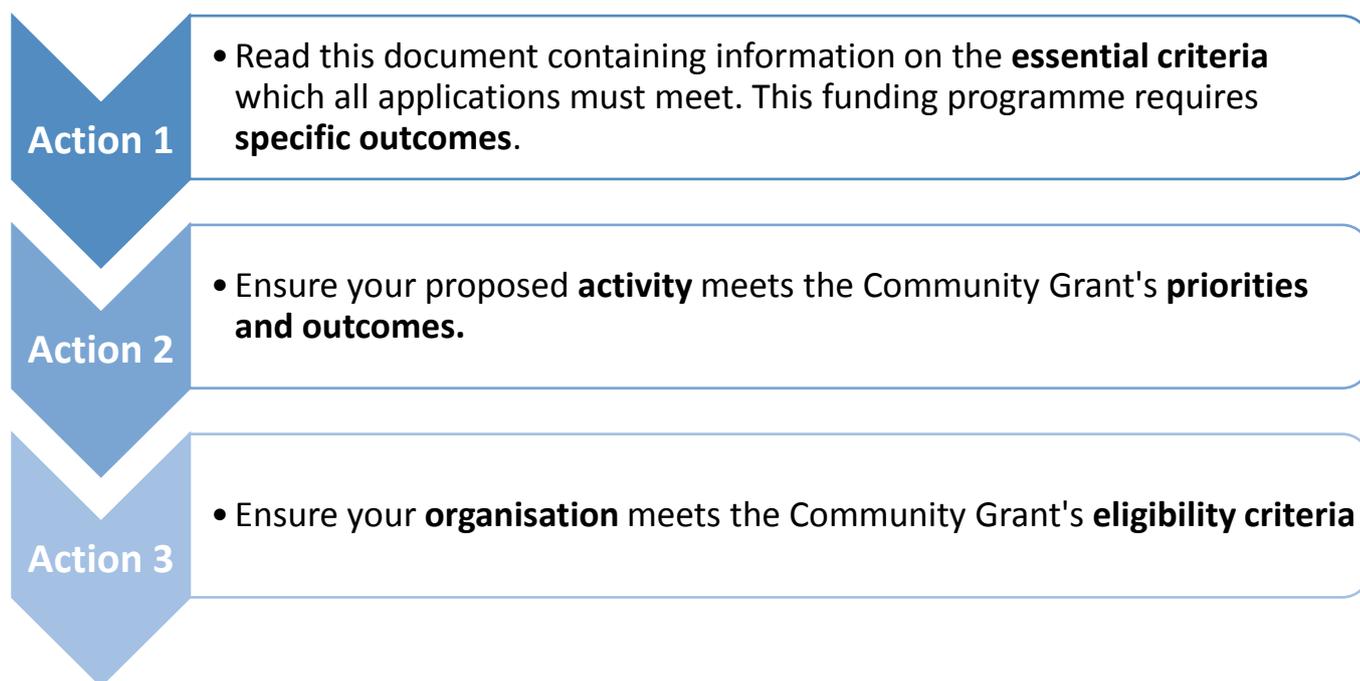
## Application Guide

**This funding is for activities relating to our Community, Arts and Sports Development strategies that reduce social and economic inequality for Cambridge City residents with the most need**



**Closing date: 12 noon Monday 2<sup>nd</sup> October 2017**

## Can you apply for a Community Grant 2018-19?



### Action 1 – Contents

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

### Action 2 – Funding Outcomes and Priorities

#### Outcomes

The Community Grants programme focusses on outcomes (ie the difference that is made as a result of the activity and not the activity itself). We want to know what the **benefits** will be for people who participate in the activity or what **positive changes** will happen as a result of the activity.

Organisations will need to:

- detail the outcome(s) that will be achieved by their activity
- demonstrate how these contribute to the funding outcomes/objectives.
- tell us how they will evidence that the specified outcomes have been achieved.

All applications must demonstrate how the funding will reduce social and/or economic inequality, by removing barriers for City residents with the most need, to enable them to access one or more of the funding priorities. The chart on page 3 details the funding priorities and essential outcomes.

**Social and economic inequality** - we want our funding to reach City residents who are disadvantaged through low income/poverty, unemployment, and other barriers to accessing community, art, culture, sport and recreational activities.

**Barrier** - something that prevents, stops or blocks people from being able to access activities and services. These barriers may be caused by low income/poverty or through inequalities caused by disability, gender, ethnicity, etc.

**Need** - we want to understand the problem/issue to be addressed.

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



### Funding Priorities

Your activity needs to be one of these:

- Sporting activities
  - Arts and cultural activities
  - Community development activities
  - Legal and/or financial advice\*
  - Employment support
- or
- Capacity building of the voluntary sector to achieve the above

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

Pages 4, 5 & 6 contain information on what we will and will not fund



### Primary Outcome

Your activity must achieve this:

**Reduce social and/or economic inequality for City residents with the most need**

Page 2 explains our focus on outcomes



As well as the primary outcome, your activity must achieve one or more of the following strategic outcomes:

### Strategic Outcomes

- Improve health and wellbeing
- Communities come together and bring about change
- More people have better opportunities to gain employment
- Stronger voluntary sector in the city

Page 2 explains our focus on outcomes



## Funding Priorities

The following tables give examples of what we would consider funding **with appropriate outcomes** (page 2/3).

### Sporting Activities

- Activities focussing 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 activities:

- 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: <https://www.cambridge.gov.uk/community-grants-for-arts-and-culture>*

### Community Development Activities

Activities which bring people together:

- to improve wellbeing (*this does not include clinical health activities*)
- 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, to manage their finances

## Capacity Building of the Voluntary Sector - 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

### Please read carefully

- **Activities and support that are the remit of another statutory organisation** such as the County Council, other District Councils, Health Authority, or another service in Cambridge City Council.  
Examples include:
  - children's centres, toddler and playgroups, school curriculum activities, breakfast and afterschool clubs, general youth clubs, uniformed groups, 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, reducing crime and anti-social behaviour, immigration advice
- **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. We would not fund trips to any 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.**
  - see [page 11](#) for further information regarding individual bursaries for sporting activities and coaching
- **Activities**
  - in retrospect – activities that have already happened or any spending commitments made before the date of grant award
  - with food and refreshments that are not integral to an activity and to the outcome and are not low cost and proportionate. This will be assessed on a case by case situation and generally we will only consider light refreshments.
  - that have high/disproportionate admin and/or management costs and are not good value for money
  - which include the hire of a bar or the purchase of alcohol
  - where there is a private, personal or commercial gain/profit
  - that are for fundraising purposes, including 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 or other unreasonable locations. Entrance fees and the use of cars will only be considered in exceptional circumstances.

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.

- **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 Living Wage, currently £8.45. <https://www.cambridge.gov.uk/living-wage>

### Action 3 – Ensure your organisation meets the eligibility criteria

We will only fund voluntary and community organisations that meet our eligibility criteria below. You should be able to answer ‘yes’ to every statement or ‘not applicable’ if it is not appropriate for your organisation, e.g. if your organisation does not employ people you would not require employment procedures.

#### Our 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, e.g. 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
	has systems and structures in place to manage the affairs of the organisation efficiently and effectively e.g. 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
	<b>demonstrates good governance and management by having policies and procedures for the following which are adopted, implemented, monitored and reviewed and comply with legislation:</b>

	<ul style="list-style-type: none"> <li>▪ health and safety - covering volunteers and users, and includes risk assessments appropriate to activities</li> </ul>
	<ul style="list-style-type: none"> <li>▪ safeguarding - child and/or adult protection</li> </ul>
	<ul style="list-style-type: none"> <li>▪ equality and diversity</li> </ul>
	<ul style="list-style-type: none"> <li>▪ protecting the environment by ensuring greater energy efficiency, reducing waste, and increasing recycling</li> </ul>
	<ul style="list-style-type: none"> <li>▪ confidentiality and data protection</li> </ul>
	<ul style="list-style-type: none"> <li>▪ complaints</li> </ul>
<b>Finances</b>	
	<p><b>demonstrates good financial management and sustainability by:</b></p> <ul style="list-style-type: none"> <li>▪ keeping proper and adequate financial records to explain all transactions, the organisation's financial position and audit trails of decisions made</li> </ul>
	<ul style="list-style-type: none"> <li>▪ preparing statutory accounts meeting legal requirements and complying with any external scrutiny required by law or the organisation's governing document</li> </ul>
	<ul style="list-style-type: none"> <li>▪ preparing budgets and monitoring them at least quarterly and preparing revised financial forecasts based on actual spend</li> </ul>
	<ul style="list-style-type: none"> <li>▪ presenting regular reports on the organisation's financial position to the management committee</li> </ul>
	<ul style="list-style-type: none"> <li>▪ preparing a reserves policy detailing the level of reserves held and an explanation and calculation of why they are held and updates this annually</li> </ul>
	<ul style="list-style-type: none"> <li>▪ ensuring that effective financial systems and procedures have been established, are being consistently followed and are in line with best practice and legal requirements</li> </ul>
	<ul style="list-style-type: none"> <li>▪ reviewing internal financial controls to ensure they are adequate and being complied with to provide a robust system for managing financial risk - including procedures in place to ensure all expenditure is authorised by two bank signatories</li> </ul>
	<ul style="list-style-type: none"> <li>▪ not being reliant on Cambridge City Council funding alone</li> </ul>
	charges users at a reasonable level and offers concessionary rates to low-income residents
	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 previous City Council grants for the purpose awarded and reported these as restricted funds in accounts
<b>General</b>	
	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.

Tel: 01223 464696 [enquiries@cambridgecvcs.org.uk](mailto:enquiries@cambridgecvcs.org.uk)

If you are applying on behalf of a new organisation please contact [grants@cambridge.gov.uk](mailto:grants@cambridge.gov.uk) or 01223 457968 to discuss documents required.

## Can you apply?

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

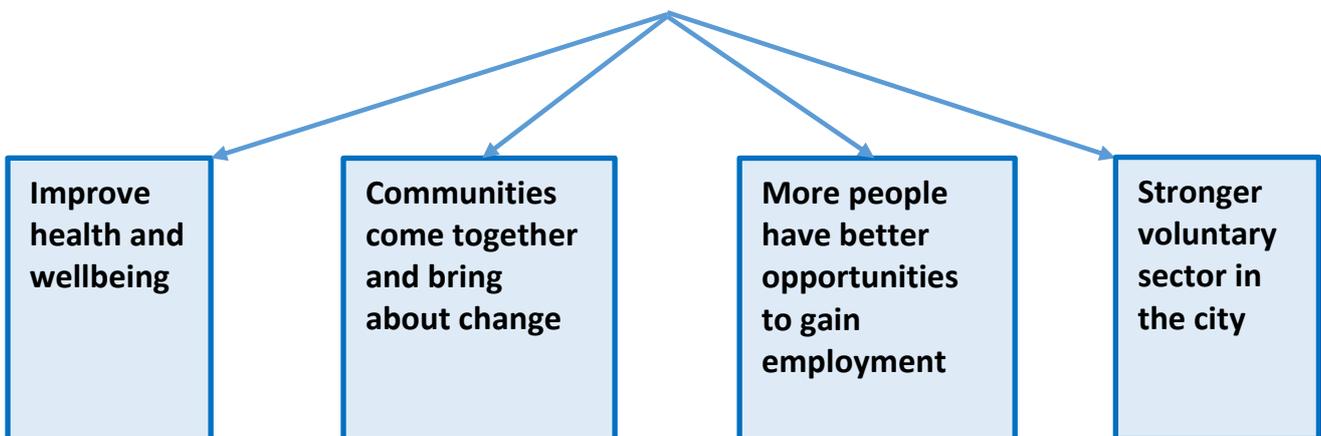
Does the activity you want funding for reduce social and / or economic inequality for Cambridge City residents with the most need?

Is the activity for Cambridge City residents (people living in the 14 wards within the city boundary) who cannot afford to pay for the activity themselves?

Can you clearly evidence and explain:

- why the activity is needed?
- what difference it will make to beneficiaries?

Do the outcomes of your activity meet one (or more) of our strategic outcomes?  
ie:



Is your activity one of those listed in our funding priorities (page 3) and does it meet the criteria of what we will and will not fund?

Does your organisation meet our eligibility checklist, can appropriately manage public funds and does not have free reserves that could fund the activity?

## How do you apply for a Community Grant 2018-19

### Action 4

- You need to request a form ASAP if you have not already been sent one
- If you want to apply for a Community Grant contact the Grants Team for an **Application Form**. Tel 01223 457875 or email [grants@cambridge.gov.uk](mailto:grants@cambridge.gov.uk)

### Action 5

- Complete the **Application Form** using the **Application Form Help Notes** as a guide
- For help with your application form you can also attend a workshop, or contact us with individual queries (see contacts in Action 5 below)

### Action 6

- Your application must be completed in full, signed and submitted with **all** of the accompanying documents by the closing date of 12 noon Monday 2nd October 2017
- **Late and/or incomplete applications will not be accepted**

## Action 4 – Requesting an Application Form

If you think your organisation and activity clearly meet the criteria and you would like to apply please contact us for an application form.

- **Additional Activities** - you will need to complete an **Additional Activity Form** if you want to apply for more than one activity
- **Discretionary Rate Relief** - you will need to complete a separate form if you want to apply for **Discretionary Rate Relief on premises you pay rates for, which provide activities that meet our funding criteria detailed in this guide. We will not consider funding DRR unless organisations demonstrate their activities meet our funding priorities and outcomes and DRR may only be awarded proportionate to the number of beneficiaries that are City residents.** Any DRR awarded will be for a fixed 12-month period from April 2018 – March 2019.

To request a form email us on [grants@cambridge.gov.uk](mailto:grants@cambridge.gov.uk) or phone us on 01223 457875 making it clear which organisation you represent and if you want:

1. Activity form/s only or
2. Activity forms plus DRR form or
3. DRR form only

## Action 5 – Completing the Application Form

**Help Notes** - the **Application Form Help Notes** guide you through the form, question by question.

**Workshops** – Cambridge City Council and Cambridge Council for Voluntary Service (CCVS) are holding two free workshops for organisations to find out more about our forms and requirements.

- 6<sup>th</sup> September 2017 Application Workshop 6.15 – 7.45 pm
- 11<sup>th</sup> September 2017 Application Workshop 10.00 – 11.30 am

Both are at the **Meadows Community Centre, 1 St Catharine's Road, Cambridge CB4 3XJ**. There is free parking. Each session will start promptly so please arrive 15 minutes before for coffee/tea.

**If you would like to attend one of the workshops you need to book a place** by contacting us at [grants@cambridge.gov.uk](mailto:grants@cambridge.gov.uk) or by phoning 01223 457875.

### **Cambridge Council for Voluntary Service (CCVS) sessions available for 1-1 help:**

19th September 5-7 pm and 25th September 2016 10.00 am – 4.00 pm - **contact them direct** on (01223) 464696 to book a 1-1 session.

**Individual queries** – Contact the following for help relating to general or specialist queries:

- Arts & Cultural Activities Jane Wilson Tel: 457860
- Sports & Recreational Activities Hannah Brooks Tel: 458645
- Legal and/or financial advice,  
employment, community development,  
capacity building Elaine Shortt Tel: 457968
- Financial information Christine Mason Tel: 457874
- General application & organisation support CCVS (see below) Tel: 464696

### **Other help and support**

**Cambridge Council for Voluntary Service (CCVS)** provides:

- support on completing application forms
- advice on project development and identifying need
- help to search for alternative funding
- advice on policies and procedures
- help with budgets and finances
- help with outcomes, monitoring, evaluation
- Relevant factsheets to funding applications and bids: <http://www.cambridgecvcs.org.uk/reports/15>

Tel: 01223 464696 [enquiries@cambridgecvcs.org.uk](mailto:enquiries@cambridgecvcs.org.uk)

**Cambridge Ethnic Community Forum** - advice and support to local black, Asian and minority ethnic voluntary and community organisations.

Tel: 01223 655241 [cecfenquiries@cecf.co.uk](mailto:cecfenquiries@cecf.co.uk)

**Future Business** - free help for voluntary and community organisations in Cambridgeshire who wish to explore trading as a means of increasing their impact and income and for those aiming to start a social enterprise or trading arm.

Tel: 01223 781200 [hello@futurebusiness.co.uk](mailto:hello@futurebusiness.co.uk)

**Cambridge GET Group** - support group for member organisations that offer guidance, employment and training to unemployed or otherwise disadvantaged people.

[timc@getgroup.org.uk](mailto:timc@getgroup.org.uk)

**Arts Council England** - the national development agency for the arts in England, working to get art to everyone by championing, developing and investing in artistic experiences.

<http://www.artscouncil.org.uk>

**Cambridgeshire County Council** - a range of funding sources for sports, arts and community activities  
<https://www.cambridgeshire.gov.uk/residents/libraries-leisure-&-culture/arts-green-spaces-&-activities/arts-funding-opportunities-in-cambridgeshire/#3>

**Start Now** – a toolkit for putting on a festival, event or exhibition.

<http://www.startnow.org.uk/resources/useful-links-further-info/funding/>

**Voluntary Arts Network** - promotes participation in the arts and has an email newsletter which contains a range of training, funding and management advice. <http://www.voluntaryarts.org/>

**General Sports Grants and Awards** – the City Council web pages with links to other funding opportunities and more general information on sports grants and awards.

<https://www.cambridge.gov.uk/regional-and-national-funding-for-sport>

**Personal Sports and Equipment Grants or Bursaries** - the Council has some bursary style grants available to City residents and also funding for sports clubs and organisations.

**Living Sport** - the local County Sports Partnership can provide some direct funding and has information about funding opportunities from national governing bodies and other local agencies

<https://www.cambridge.gov.uk/sports-grants-and-funding>

## Action 6 – Submitting your application

Applicants will need to ensure that they have:

- checked their activity and that the organisation meet our eligibility criteria
- answered all of the questions on the form and in accordance with the detail specified in the Application Form Help Notes
- 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](mailto:grants@cambridge.gov.uk) The deadline for completed applications is:

**12 noon on Monday 2<sup>nd</sup> October 2017**  
**Applications will not be accepted after this date**  
**Incomplete applications will not be eligible**

## What happens next?

We want to fund a broad range of high quality activities. We also expect that beneficiaries are engaged in the planning of the activity. We expect to receive more applications than we are able to support with the money that is available. This means that some eligible applications, even if they are a good fit with our funding priorities and outcomes, may not receive funding from us, or may receive less than they have applied for.

**Process Timetable** - the timetable on the following page 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.

## Community Grants 2018-19 – Process Timetable

<p>12 noon Monday 2nd October 2017</p>	<p><b>DEADLINE</b> for the return of <b>2018-19 Community Grant and Discretionary Rate Relief Applications.</b></p> <p>The contact person named on your application form will be sent an email acknowledging receipt.</p> <p><b>If you have not heard from us by 11<sup>th</sup> October at 5 pm please contact us as soon as possible</b></p>
<p>October 2017 - mid December 2017</p>	<p>Council officers assess your application and prepare a report to the Community Services Scrutiny Committee with recommendations to the Executive Councillor for Communities.</p> <p>These recommendations are based on the information provided in your application and previous funding monitoring.</p>
<p>Week beginning 9<sup>th</sup> January 2018 (approximately)</p>	<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: <a href="http://democracy.cambridge.gov.uk/mgCommitteeDetails.aspx?ID=176">http://democracy.cambridge.gov.uk/mgCommitteeDetails.aspx?ID=176</a></p>
<p>19<sup>th</sup> January 2018</p>	<p>Community Services Scrutiny Committee considers funding proposals. The Executive Councillor will then decide 2018-19 provisional grant funding levels, subject to approval of the overall Council budget in February 2018.</p> <p>Organisations that have applied for funding will be notified of decisions by e-mail within 7 days of the meeting.</p>
<p>Mid February 2018</p>	<p>The Council approves its overall 2018-19 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>
<p>March 2018</p>	<p>Funding Agreements will be sent to organisations detailing awards and conditions.</p> <p>Awards will be paid by BACS (transferred directly into organisation’s bank accounts) once the Funding Agreement is signed and returned to us along with any other outstanding information (including previous monitoring reports).</p> <p>Payments are made from 1<sup>st</sup> April 2018.</p>
<p>April 2018</p>	<p>Whole grants or first instalments will be processed. Organisations will receive notification of the grant transfer direct into the organisation’s bank account and will be invited to give feedback on the application process.</p>

Cambridge City Council  
**Community Grants 2018-19**

**Applications & Awards – Key Messages**



**A good application needs to clearly evidence:**

- the activity fits the **funding priorities** - see the examples of what can and cannot be funded
- the **need** for the activity which is appropriate to the size and capacity of the organisation
- how the activity **reduces** social and / or economic disadvantage – show how the activity removes barriers or addresses gaps in society for City residents with the most need
- how the activity meets the **secondary outcome(s)**
- appropriate **promotion** of the activity to targeted users who have social or economic disadvantage
- the activity has an accurate and reasonable **budget** and appropriate income has been considered and sourced and is value for money
- that this activity cannot be funded out of your **reserves** – this needs to be evidenced by a current, well thought through reserves policy and sound financial management
- the organisation is sustainable and well managed and meets our eligibility criteria

Applications must be supported by the documents requested

We can only fund the proportion of your activity which is for city residents

**If the above evidence is not in place, you are unlikely to receive an award**  
**Read the Application Guide & Help Notes before starting any application**

**After an award is made:**

- Our funding must be spent on the purpose awarded as detailed on the funding agreement and application documents. This includes income and expenditure relating to the budgets submitted.
- We may ask for receipts and other evidence.
- If you spend our grant on activities or items different to what is stated in your application form, we will ask for our funding to be returned.
- You will have to monitor the activity and provide us with detailed information on the activity, outcomes, income and expenditure.