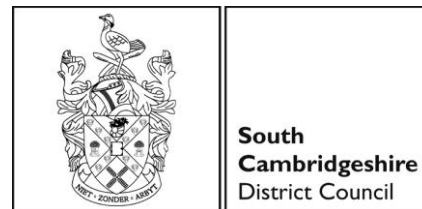


South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridge
CB23 6EA

t: 03450 450 500

f: 01954 713149

www.scambs.gov.uk



19 July 2018

To: Chairman – Councillor Jose Hales
Vice-Chairman – Councillor Clare Delderfield
All Members of the Grants Advisory Committee - Councillors Dr. Claire Daunton,
Sue Ellington and Peter McDonald

Quorum: 3

Dear Councillor

You are invited to attend the next meeting of **GRANTS ADVISORY COMMITTEE**, which will be held in the **COUNCIL CHAMBER - SOUTH CAMBS HALL** at South Cambridgeshire Hall on **FRIDAY, 27 JULY 2018** at **10.00 a.m.**

Members are respectfully reminded that when substituting on committees, subcommittees, and outside or joint bodies, Democratic Services must be advised of the substitution *in advance of* the meeting. It is not possible to accept a substitute once the meeting has started. Council Standing Order 4.3 refers.

Yours faithfully
Beverly Agass
Chief Executive

The Council is committed to improving, for all members of the community, access to its agendas and minutes. We try to take all circumstances into account but, if you have any specific needs, please let us know, and we will do what we can to help you.

AGENDA		PAGES
1.	Apologies for Absence	
2.	Declarations of Interest	
3.	Minutes of Previous Meeting To authorise the Chairman to sign the Minutes of the meeting held on 21 June 2018 as a correct record.	1 - 8
4.	Community Chest: Funding Applications	9 - 18
5.	Community Energy Grant: Funding Applications	19 - 28
6.	Service Support Grants to the Voluntary and Community Sector	29 - 34
7.	Community Chest Review 2018	35 - 44

8. Date of next meeting

GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL

Notes to help those people visiting the South Cambridgeshire District Council offices

While we try to make sure that you stay safe when visiting South Cambridgeshire Hall, you also have a responsibility for your own safety, and that of others.

Security

When attending meetings in non-public areas of the Council offices you must report to Reception, sign in, and at all times wear the Visitor badge issued. Before leaving the building, please sign out and return the Visitor badge to Reception.

Public seating in meeting rooms is limited. For further details contact Democratic Services on 03450 450 500 or e-mail democratic.services@scambs.gov.uk

Emergency and Evacuation

In the event of a fire, a continuous alarm will sound. Leave the building using the nearest escape route; from the Council Chamber or Mezzanine viewing gallery this would be via the staircase just outside the door. Go to the assembly point at the far side of the staff car park opposite the staff entrance

- **Do not** use the lifts to leave the building. If you are unable to use stairs by yourself, the emergency staircase landings have fire refuge areas, which give protection for a minimum of 1.5 hours. Press the alarm button and wait for help from Council fire wardens or the fire brigade.
- **Do not** re-enter the building until the officer in charge or the fire brigade confirms that it is safe to do so.

First Aid

If you feel unwell or need first aid, please alert a member of staff.

Access for People with Disabilities

We are committed to improving, for all members of the community, access to our agendas and minutes. We try to take all circumstances into account but, if you have any specific needs, please let us know, and we will do what we can to help you. All meeting rooms are accessible to wheelchair users. There are disabled toilet facilities on each floor of the building. Infra-red hearing assistance systems are available in the Council Chamber and viewing gallery. To use these, you must sit in sight of the infra-red transmitter and wear a 'neck loop', which can be used with a hearing aid switched to the 'T' position. If your hearing aid does not have the 'T' position facility then earphones are also available and can be used independently. You can get both neck loops and earphones from Reception.

Toilets

Public toilets are available on each floor of the building next to the lifts.

Recording of Business and Use of Mobile Phones

We are open and transparent about how we make decisions. We allow recording, filming and photography at Council, Cabinet and other meetings, which members of the public can attend, so long as proceedings at the meeting are not disrupted. We also allow the use of social media during meetings to bring Council issues to the attention of a wider audience. To minimise disturbance to others attending the meeting, please switch your phone or other mobile device to silent / vibrate mode.

Banners, Placards and similar items

You are not allowed to bring into, or display at, any public meeting any banner, placard, poster or other similar item. Failure to do so, will result in the Chairman suspending the meeting until such items are removed.

Disturbance by Public

If a member of the public interrupts proceedings at a meeting, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman will order their removal from the meeting room. If there is a general disturbance in any part of the meeting room open to the public, the Chairman may call for that part to be cleared. The meeting will be suspended until order has been restored.

Smoking

Since 1 July 2008, South Cambridgeshire District Council has operated a Smoke Free Policy. No one is allowed to smoke at any time within the Council offices, or in the car park or other grounds forming part of those offices.

Food and Drink

Vending machines and a water dispenser are available on the ground floor near the lifts at the front of the building. You are not allowed to bring food or drink into the meeting room.

EXCLUSION OF PRESS AND PUBLIC

The law allows Councils to consider a limited range of issues in private session without members of the Press and public being present. Typically, such issues relate to personal details, financial and business affairs, legal privilege and so on. In every case, the public interest in excluding the Press and Public from the meeting room must outweigh the public interest in having the information disclosed to them. The following statement will be proposed, seconded and voted upon.

"I propose that the Press and public be excluded from the meeting during the consideration of the following item number(s) in accordance with Section 100(A) (4) of the Local Government Act 1972 on the grounds that, if present, there would be disclosure to them of exempt information as defined in paragraph(s) of Part 1 of Schedule 12A of the Act."

If exempt (confidential) information has been provided as part of the agenda, the Press and public will not be able to view it. There will be an explanation on the website however as to why the information is exempt.

Notes

- (1) Some development control matters in this Agenda where the periods of consultation and representation may not have quite expired are reported to Committee to save time in the decision making process. Decisions on these applications will only be made at the end of the consultation periods after taking into account all material representations made within the full consultation period. The final decisions may be delegated to the Corporate Manager (Planning and Sustainable Communities).
- (2) The Council considers every planning application on its merits and in the context of national, regional and local planning policy. As part of the Council's customer service standards, Councillors and officers aim to put customers first, deliver outstanding service and provide easy access to services and information. At all times, we will treat customers with respect and will be polite, patient and honest. The Council is also committed to treat everyone fairly and justly, and to promote equality. This applies to all residents and customers, planning applicants and those people against whom the Council is taking, or proposing to take, planning enforcement action. More details can be found on the Council's website under 'Council and Democracy'.

Agenda Item 3

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of a meeting of the Grants Advisory Committee held on
Thursday, 21 June 2018 at 10.00 a.m.

PRESENT: Councillor Jose Hales – Chairman
Councillor Clare Delderfield – Vice-Chairman

Councillors: Dr. Claire Daunton Sue Ellington
Peter McDonald

Officers in attendance for all or part of the meeting:
Gemma Barron (Head of Sustainable Communities and Wellbeing), Ryan Coetsee
(Project Officer), Elizabeth Davy (Project Officer), Siobhan Mellon (Development
Officer) and Ian Senior (Democratic Services Officer)

Councillors John Williams were in attendance, by invitation.

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. DECLARATIONS OF INTEREST

Councillor Sue Ellington declared a non-pecuniary interest in, and refrained from discussing, the grant to Swavesey Mobile Warden Scheme because she was a trustee.

Councillor Jose Hales

- declared a non-pecuniary interest in, and refrained from discussing, the grant to Melbourn Mobile Warden Scheme because his wife was the Scheme's Manager and he himself was a trustee
- declared a non-pecuniary interest in, and refrained from discussing, the application from the Melbourn Community Hub Management Group because he was a Director.

3. COMMUNITY CHEST: FUNDING APPLICATIONS

The Grants Advisory Committee received and discussed a report detailing recent applications for funding from the Community Chest grant funding scheme during 2018-19.

The Advisory Committee noted that the total budget was £57,000.00p.

Members discussed each application in turn. Of particular concern to them were applications from Parish Councils, which had the opportunity to precept for projects, and the extent to which other applicants could "match fund" applications, or mitigate them, for example, by levying charges.

The Grants Advisory Committee made the following **recommendations** to the Finance Portfolio Holder, with reasons where appropriate:

Applicant	Village(s) affected	Description	Total applied for (£)	Total recommended (£)	Additional conditions/ comments
Waterbeach	Waterbeach	Purchase of	1,000.00	1,000.00	

and Landbeach Action for Youth	& Landbeach	music equipment and games console			
A.M. Challis Trust Ltd	Sawston	Purchase a scrapper, press and sterilising unit to hold own apple pressing day	885.00	885.00	Publicise and loan to neighbouring villages
Swavesey Badminton Club	Swavesey	Purchase of junior squash rackets and shuttlecocks	529.00	529.00	
1st Hardwick and Highfields Caldecote Scouts	Hardwick and Caldecote	Purchase of a kayak trailer	1,000.00	1,000.00	
Gamlingay Parish Council	Gamlingay	Picnic Table for the off road bike track	994.80	497.40	
Hardwick Play Parks Group	Hardwick	Purchase of a climbing wall for the playground	1,000.00	1,000.00	
Litlington Congregational Church	Litlington	Replacement of the church sound system	1,000.00	1,000.00	
Mother Goose Pre-school	Wimpole	Purchase of a storage shed	1,000.00	1,000.00	
Fulbourn Primary School PTA	Fulbourn	Purchase of new play equipment	1,000.00	1,000.00	
Bassingbourn Cricket Club	Bassingbourn	Purchase of a roller for the cricket square	1,000.00	1,000.00	
Linton Jazz	Linton	Banners to hang over music stands	900.00	Nil	No developmental aspect to project
Cambridge Open Art Exhibition	Rampton	Purchase of replacement exhibition stands	1,000.00	1,000.00	Publicise and loan to other South Cambs groups

Swavesey Community Choir	Swavesey	Purchase of music books	818.00	409.00	
Lolworth Parish Meeting	Lolworth	Resurface of the footpath to All Saints Church	1,000.00	1,000.00	
Bassingbourn Air Cadets	Bassingbourn	Purchase of drums for the marching band	892.36	892.36	
Linton Village Cricket Club	Linton	Purchase of an auto rotorake for the cricket wicket	1,000.00	1,000.00	
Friends of Saint Mary's Church Comberton Trust	Comberton	Restoration and repair works to prevent water ingress	1,000.00	1,000.00	
Sawston Youth Group	Sawston	Purchase of musical equipment including, 4 bugles with retaining chain and case and 10 Bell Lyre Cord Kits	870.00	870.00	
Milton Cricket Club	Milton	Coaching training to enable launch of a youth section through liaison with local schools	1,000.00	1,000.00	
Oakington & Westwick Parish Council	Oakington & Westwick	Installation of 22 flower planters in the village	1,000.00	500.00	Ability of parish councils to precept
Linton United Reformed Church	Linton	Lowering of the step from the pavement to make premises wheelchair	1,000.00	1,000.00	

		accessible			
Duxford Pre-school	Duxford	Refurbishment of storage shed	1,000.00	1,000.00	
Abington Allotment & Leisure Gardeners Association	Abingtons	Purchase of a secure steel storage shed	1,000.00	500.00	Ability of parish councils to precept (PC owned)
Duxford Bowls Club	Duxford	Replacement of uneven & dangerous paving	500.00	250.00	Ability of parish councils to precept (PC land)
Revitalise Respite Holidays	Bartlow, Cottenham, Linton & Milton	Volunteering opportunity at a centre for respite care breaks	708.00	Nil	
All Saints' Playgroup	Melbourn	50th anniversary book	600.00	Deferred	Awaiting documentation
Whittlesford Parish Council	Whittlesford	Purchase of litter bins	1,000.00	500.00	Ability of parish councils to precept (PC land)
Gamlingay with Hatley St. George & East Hatley Parochial Church Council	Gamlingay, Hatley St George & East Hatley	Repair and redecoration of the north wall of the church	750.00	750.00	
Little Shelford Bowls Club	Little Shelford	Re-wiring of changing room and equipment shed	1,000.00	1,000.00	Agreed subject to no awards from other bodies
Madingley Parochial Church Council	Madingley	Protection of 16th century stained glass panel	1,000.00	1,000.00	
Bottisham Swimming Club	Histon & Impington	Purchase of hand paddles, kick boards & pull buoys	1,000.00	1,000.00	
Barton Parish Council	Barton	Fencing for play area	1,000.00	500.00	Ability of parish councils to precept
Magpas Air Ambulance	District Wide	Purchase seven	1,000.00	1,000.00	

		'Resus dummies' for CPR training			
Gamlingay School's Out Club	Gamlingay and surrounding villages	Start-up costs for club	£750.00	£750.00	
Cottenham Colts FC	Cottenham	Purchase portable football posts	1,000.00	1,000.00	
Fulbourn Parish Council	Fulbourn	Purchase and install hexagonal tree seat	900.00	450.00	Ability of parish councils to precept
Horseheath Cricket Club	Horseheath	Refurb of toilets and showers. Work to be done by member.	1,000.00	1,000.00	
Melbourn Amateur Dramatics Society	Melbourn	Purchase new wireless microphones	998.00	998.00	
Melbourn Community Hub Management Group	Melbourn	Replacement of old non-stackable chairs	954.00	954.00	
Fen Drayton Pre-School	Fen Drayton	Purchase shed & trampoline	985.98	985.98	
Meldreth Pre-School	Meldreth	Financial support for premises move incl table purchases	1,000.00	270.00	Tables only. Other items ineligible
The Ickleton Society	Ickleton	Book about Ickleton and the Great War	1,000.00	Nil	Support ethos, but not project. To work with applicant to re-apply.
Willingham Combined Charity	Willingham	Purchase fencing for allotment	1,000.00	Defer	Awaiting documentation
Gallery Writers	Meldreth	Purchase of a website package so community	800.00	800.00	

		can access media relating to river Mel			
Community Sparx CIC	Hardwick	Purchase of a licence/service agreement	1,000.00	1,000.00	
Granchester Parish Council	Grantchester	Removal and replanting of a tree as well as reduction of existing tree	1,000.00	Nil	Parish council responsibility
Meldreth Bowls Club	Meldreth	Purchase a new mower	1,000.00	1,000.00	
Melbourn Parish Council	Melbourn	Replacement of the hardstanding surrounding the war memorial	1,000.00	500.00	Award due to centenary year
Ladybird Playgroup	Thriplow	Purchase of a giant slide, wall-mounted chalkboard set & Tike Town playhouse	560.00	560.00	

4. COMMUNITY ENERGY GRANT: FUNDING APPLICATIONS

The Grants Advisory Committee **received and noted** a report detailing recent applications for funding from the Community Energy grant funding scheme during 2017-18 and 2018-19.

The Advisory Committee noted that the total budget amounted to £55,000.00p.

The Grants Advisory Committee **recommended** that the Finance Portfolio Holder

1. Agree the following applications:

Name of applicant	Village(s) affected	Project description	Type of project	Total cost of project (£)	Total awarded (£)
Milton Community Centre	Milton	To provide loft insulation above suspended ceiling	Roofing Insulation	1,187.00	1,187.00

Fowlmere Recreation Ground & Village Hall	Fowlmere	Upgrading/ converting outside lighting around the village hall and exit road	Conversion to energy efficient lighting	1,380.00	1,380.00
Cambridge Sea and Royal Marines Cadets	Over Caldecote Barton Girtton Bar Hill Bourn Lolworth	Energy saving roof insulation and panel lighting to replace fluorescent tubes	Loft insulation and conversion to energy efficient lighting	2,950.00	2,650.00
Little Gransden Village Hall	Little Gransden	Replace windows for A-rated, uPVC, argon filled alternatives	Replace double-glazed windows	3,379.80	3,000.00
Fen Drayton Village Hall	Fen Drayton	Replace all internal lighting with energy efficient alternatives	Conversion to energy efficient lighting	2,482.00	2,482.00
Meldreth Bowls Club	Meldreth	Change existing lighting in the entire clubhouse to LEDs	Conversion to energy efficient lighting	2,400.00	2,400.00

2. Defer the following applications:

Name of applicant	Village(s) affected	Project description	Type of project	Total cost of project (£)	Total applied for (£)
Hatley Parish Council	Hatley	Replace one pair French doors with A-rated uPVC and one black composite rebate door	Replacement doors	2,922.00	2,435.00
Foxton Village Hall	Foxton	Change lighting in foyer, meeting room, lounge and pavilion to LEDs	Conversion to energy efficient lighting	10,000.00	3,000.00

5. **COMMUNITY CHEST REVIEW 2018**

The Grants Advisory Committee **received and noted** a report reviewing the criteria and decision-making timeline for the Community Chest grant scheme.

During a short debate, the Vice-Chairman highlighted two areas in need of particular attention. These related to applications for funding from Parish Councils, which had the option to precept for various projects, and schools which, in general, were the

responsibility of Cambridgeshire County Council.

Councillor John Williams said that the review should take place so as to allow for appropriate publicity in the *South Cambs Magazine*.

Members agreed to establish a Working Group to scrutinise the Community Chest grant scheme in detail, and enable the Grants Advisory Committee to make recommendations to the Finance Portfolio Holder and, where relevant, to Cabinet.

6. COMMUNITY ENERGY GRANT REVIEW 2018

The Advisory Committee **received and noted** a report reviewing the criteria and decision-making timeline for the Community Energy Grant scheme.

Members **agreed** to establish a Working Group jointly with the Climate Change Advisory Committee to scrutinise the Community Energy Grant scheme in detail, enabling the Grants Advisory Committee to make recommendations to the Finance Portfolio Holder and, where relevant, to Cabinet.

7. GRANTS TO VOLUNTARY SECTOR: SIX-MONTHLY REVIEW

The Advisory Committee **received and noted** a report examining the delivery of grant programmes funded by the Council during 2017-18.

Councillor Jose Hales refrained from discussing the grant to Melbourn Mobile Warden Scheme because his wife was the Scheme's Manager and he himself was a trustee.

Councillor Sue Ellington refrained from discussing the grant to Swavesey Mobile Warden Scheme because she was a trustee.

Attention focussed on the Cambourne Church / Children's Centre. Members noted the circumstances that had led to no progress having been made during 2017-18. Councillor Ellington suggested opening a dialogue with the three District Councillors representing Cambourne in an effort to resolve the situation. In the meantime, the Grant should be withdrawn and ring-fenced.

The Advisory Group agreed that Grants to the Voluntary Sector should be scrutinised at a Workshop prior to the next formal Committee meeting.

8. DATE OF NEXT MEETING

The Grants Advisory Committee's next meeting would take place on Friday 27 July 2018, starting at 10.00am.

The Meeting ended at 12.45 p.m.



Report To: Grants Advisory Committee
Lead Officer: Director, Health and Environmental Services

27 July 2018

Community Chest: Funding Applications

Purpose

1. To consider deferred applications - received from 1 April 2018 to 31 May 2018 - from the meeting on 21 June 2018 for funding from the Community Chest grant funding scheme during 2018/19.
2. This is not a key decision, however, has been brought before the Grants Advisory Committee following agreement of Terms of Reference for the Grants Advisory Committee at Council on 23 May 2018.

Recommendations

3. It is recommended that the Grants Advisory Committee:
 - (a) considers all deferred applications for funding that are set out in Appendix A of this report and makes a recommendation to the Portfolio Holder regarding the level of funding (£0 - £1,000) to be awarded for each or defer a decision if further information is required from grant applicants.

Reasons for Recommendations

4. The Portfolio Holder has responsibility to approve policies and criteria for the approval of grant schemes under which no award exceeds level one (£5,000).
5. The Portfolio Holder makes all decisions regarding grant funding unless there is a conflict of interest. The Grants Advisory Committee's role is to consider and make recommendations to the Portfolio Holder responsible for grants, or Cabinet as appropriate, including, but not limited to:
 - (a) Review of the Council's grants schemes to ensure they reflect Council priorities.
 - (b) Design of any new or revised grants schemes, including consideration of criteria and guidance applicable in respect of each scheme.
 - (c) Consideration of applications made under the Council's grants schemes.

Background

6. The Community Chest is grant funding available to voluntary and community sector groups, charities, parish councils and public sector bodies wishing to further improve quality of life in South Cambridgeshire. Applicants may apply for up to £1,000 for:
 - Improvements to community facilities (i.e. village halls / pavilions / play areas)
 - Repairs to historic buildings / monuments / memorials
 - Tree and hedge planting
 - Equipment / capital purchase

- Materials
 - Start-up costs (may include training of staff / volunteers, hall hire and other revenue costs).
7. The guidance notes and eligibility criteria for 2018/19 can be found at Appendix B.
 8. The total amount of funding made available in the Community Chest in 2018/19 is £57,000. The funding is allocated on a first-come first-served basis.

Considerations

9. There are three applications for funding to be considered at this meeting. These applications were deferred at the Grants Committee Meeting of 21 June 2018. The total funding requested equals £2,600.00. The amount of funding remaining for allocation is £22,058.26. A summary of the applications can be found at Appendix A (copies of the application forms are available from the Sustainable Communities and Partnerships Team upon request).
10. On 24 May the Leader and Finance Portfolio Holder decided to temporarily close the Community Chest and Community Energy Grants scheme to allow elected members to review the schemes' criteria. It was also agreed that applications received on or before 31 May 2018 would be considered using the schemes existing criteria.

Options

11. The Grants Advisory Committee may consider all applications for funding that are set out in Appendix A of this report and recommend to the Portfolio Holder to
 - (a) award the amount of funding requested
 - (b) award an alternative amount of funding, including zero funding, or
 - (c) defer a decision if further information is required from grant applicants.

Implications

12. In the writing of this report, taking into account financial, legal, staffing, risk management, equality and diversity, climate change, community safety and any other key issues, the following implications have been considered:

Risk Management

13. Applicants are required to provide supporting documents such as copies of their constitution and quotes where applicable. Applicants must agree to the grant conditions before funds are released.

Consultation responses

14. Local members have been consulted on applications that directly affect their local area.

Effect on Strategic Aims

15. The corporate aims are referenced in the criteria and guidance notes for the Community Chest.

Report Author: Gemma Barron – Head of Sustainable Communities and Wellbeing
Telephone: 01954 713340

Ryan Coetsee – Project Officer
Telephone: 01954 713461

This page is left blank intentionally.

COMMUNITY CHEST GRANT APPLICATIONS RECEIVED: 2018/19 FINANCIAL YEAR

	Name of applicant	Type of organisation	Village(s) affected	Project description	Type of project	Total cost of project (£)	Total applied for (£)	Status of documentation
1	All Saints' Playgroup	Community Group	Waterbeach & Landbeach	Purchase of music equipment and games console	Equipment Purchase	600.00	600.00	Pending
2	The Ickleton Society	Society	Ickleton	Printing costs for 300 books(180 pages ea) about Ickleton 's contribution to The Great War (Centenary).	Printing Costs	2820.00	1000.00	Complete
3	Willingham Combined Charity	Charity	Willingham	Purchase fencing for allotment	Materials	1,002.00	1,000.00	Pending
TOTAL							£2,600.00	

Total budget	=	£ 57,000.00
Total previously allocated	=	£ 34,941.74
Total remaining in budget	=	£ 22,058.26
Total requested	=	£ 2,600.00

This page is left blank intentionally.

Guidance notes for Community Chest 18/19

What is the Community Chest?

The Community Chest is grant funding available to voluntary and community sector groups, charities, Parish Councils and public sector bodies wishing to further improve quality of life in South Cambridgeshire.

Who can apply?

Applicants must:

- Be a non-profit group or organisation based in South Cambridgeshire or benefiting South Cambridgeshire residents, OR a South Cambridgeshire Parish Council, OR a public sector body with a demonstrable community focus (Individuals or businesses are not eligible)
- Have a written constitution or mission statement
- Have an elected committee or representative steering group
- Be able to provide an up to date copy of their accounts and any relevant protection policies. Please note: Parish Councils can signpost us to relevant online documentation and do not need to submit hard copies

If you have questions about these criteria, please contact us using the details below.

If your organisation does not have a written constitution, mission statement and/or relevant protection policies please contact Cambridge Council for Voluntary Service for advice in meeting these requirements. Please call 01223 464696 or email enquiries@cambridgecvs.org.uk.

What must the project deliver?

The project must:

- Help us deliver one or more of the SCDC priorities/aims listed below
- Meet local need and leave a legacy for the community
- Ensure equality of access

What can be funded?

The project should be one of the following:

- Improvements to community buildings land spaces (i.e village halls/pavilions/play areas etc)
- Repairs to Historic Buildings/Monuments/Memorials
- Tree and hedge planting
- Equipment/Capital Purchase
- Materials
- 'Start-up' costs (May include training of staff/volunteers, hall hire and other revenue costs)

Applications for projects that are considered more suitable for the Community Energy Grant will be transferred for consideration under that scheme rather than the Community Chest.

What cannot be funded?

- On-going revenue costs or overheads (e.g. salaries, rent, advertising)
- Projects that replace funding by other public sector bodies (e.g. youth services, highways)
- Costs associated with preparing/printing Parish Plans
- Costs associated with Neighbourhood Watch schemes
- Costs associated with Community Speedwatch schemes or other traffic initiatives
- Costs associated with purchasing defibrillators
- Items that would only benefit 'individuals' and not the group (e.g. sports kits)
- Projects that have previously received Community Chest funding in the same financial year
- Projects that directly benefit a community already in receipt of Community Chest funding (up to a maximum of £3000 per parish in one financial year – this is to ensure good geographical coverage of the district)

How much can be applied for?

The maximum award is £1,000 in the financial year (April-March) and can be for 100% of the project's costs. However, high demand for funding may mean that the Council is only able to make a contribution to your project.

When can groups apply?

The Community Chest opens in April each year. Groups can apply at any time during the financial year; there are no closing dates for applications. Grants are allocated on a first come, first served basis.

What supporting documentation is required?

- A copy of your organisation's constitution or mission statement (except parish councils)
- A copy of your latest accounts (audited if available)
- A quote for the project

In addition the following will be required if relevant to the project:

- Appropriate protection policies: children, young people, vulnerable adults
- Public Rights of Way consent from landowner
- Any other relevant material that would support your application

How will the grant be paid?

If successful, the applicant will receive the grant payment once we have received acknowledgement of the grant offer and acceptance of the terms and conditions.

What are the conditions of funding?

Groups that are awarded a grant will be expected to comply with the following conditions as a minimum:

- Funding must only be used for the agreed purpose and spent within 12-months of the award being made (unless otherwise agreed in writing)

- Any publicity must acknowledge the award provided
- Unused grant must be returned to South Cambridgeshire District Council
- An end of project evaluation must be submitted to South Cambridgeshire District Council within 3-months of project completion. Details about this are available on the SCDC website

Please note: eligibility does not guarantee grant funding. The Council reserves the right to prioritise based on funding available, number and type of applications received at any given time, priorities for the financial year and value for money.

Any award will not be means tested but applicants will be expected to have sought other means of local funding, especially from the Parish Council who may have funds available through planning developments (S106).

Community Chest 2018- 2019: SCDC Priorities/Aims

- We will listen to and engage with residents, parishes and businesses to ensure we deliver first class services and value for money
- We will work with partners to create and sustain opportunities for employment, enterprise, and world-leading innovation
- We will make sure that South Cambridgeshire continues to offer outstanding and sustainable quality of life for our residents

For further information please go to:

<https://www.scambs.gov.uk/services/grants>

Contact Details: duty.communities@scambs.gov.uk , 01954 713070

This page is left blank intentionally.



Report To: Grants Advisory Committee
Lead Officer: Director, Health and Environmental Services

27 July 2018

Community Energy Grant: Funding Applications

Purpose

1. To consider deferred applications – from 1 March 2018 to 31 May 2018 – from the Grants Advisory Committee meeting on 21 June 2018 for funding from the Community Energy grant funding scheme during 2018/19.
2. This is not a key decision, however, has been bought before the Grants Advisory Committee following agreement of Terms of Reference for the Grants Advisory Committee at Council on 23 May 2018.

Recommendations

3. It is recommended that the Grants Advisory Committee:
 - (a) considers all deferred applications for funding that are set out in Appendix A of this report and makes a recommendation to the Portfolio Holder regarding the level of funding (£0 - £3,000) to be awarded for each or defer a decision if further information is required from grant applicants.

Reasons for Recommendations

4. The Portfolio Holder has responsibility to approve policies and criteria for the approval of grant schemes under which no award exceeds level one (£5,000).
5. The Portfolio Holder makes all decisions regarding grant funding unless there is a conflict of interest. The Grants Advisory Committee's role is to consider and make recommendations to the Portfolio Holder responsible for grants, or Cabinet as appropriate, including, but not limited to:
 - (a) Review of the Council's grants schemes to ensure they reflect Council priorities.
 - (b) Design of any new or revised grants schemes, including consideration of criteria and guidance applicable in respect of each scheme.
 - (c) Consideration of applications made under the Council's grants schemes.
6. The Community Energy Grant Scheme opened on 1 March 2018.

Background

7. The Community Energy Grant is funding available to voluntary and community sector groups, charities, parish councils seeking to deliver local energy saving and green initiatives in South Cambridgeshire. Applicants may apply for up to £3,000 for projects. These must deliver one or more environmental benefit, for example, the installation of energy efficiency measures, reduced carbon emissions as a result of reduced energy consumption, or increased use of low carbon energy sources. E.g. :

- Internal wall insulation
 - Loft/roof insulation
 - Electric vehicle charging points
 - Secondary glazing
 - Replacement windows/doors
 - Energy efficient lighting
 - Energy efficient boiler
 - Battery storage for solar panel or other low carbon energy generation measures
8. The guidance notes and eligibility criteria for 2018/19 (valid until 31 May 2018) can be found at Appendix B.
9. The amount of funding made available in the Community Energy Grant fund in 2018/19 is £55,000. The funding is allocated on a first-come first-served basis.

Considerations

10. There are two applications for funding to be considered at this meeting. Both of these applications were deferred at the Grants Advisory Committee meeting of 21 June 2018.

The total funding requested equals £5,435.00. The amount of funding remaining for allocation is £41,663.60. A summary of the applications can be found at Appendix A (copies of the application forms are available from the Sustainable Communities and Partnerships Team upon request).

Options

11. The Committee may consider all applications for funding that are set out in Appendix A of this report and recommend to the Portfolio Holder to
- (a) award the amount of funding requested, or
 - (b) award an alternative amount of funding, including zero funding, or
 - (c) defer a decision if further information is required from grant applicants.

Implications

12. In the writing of this report, taking into account financial, legal, staffing, risk management, equality and diversity, climate change, community safety and any other key issues, the following implications have been considered:

Risk Management

13. Applicants are required to provide supporting documents such as copies of their constitution and quotes where applicable. Applicants must agree to the grant conditions before funds are released.

Consultation responses

14. Local members have been consulted on applications that directly affect their local area.

Effect on Strategic Aims

15. The corporate aims are referenced in the criteria and guidance notes for the Community Energy Grant.

Report Author: Gemma Barron – Head of Sustainable Communities and Wellbeing
Telephone: 01954 713340

Ryan Coetsee – Project Officer
Telephone: 01954 713461

This page is left blank intentionally.

COMMUNITY ENERGY GRANT APPLICATIONS RECEIVED: 2018/19 FINANCIAL YEAR

	Name of applicant	Type of organisation	Village(s) affected	Project description	Type of project	Total cost of project (£)	Total applied for (£)	Status of documentation
1	Hatley Parish Council	Parish Council	Hatley	Replace one pair of French Doors with A-rated uPVC and side door with black composite rebate at the village hall.	Replacement doors	2,922.00	2,435.00	Complete
2	Foxton Village Hall	Group	Foxton	Change lighting in foyer, meeting room, lounge and pavilion to LEDs.	Conversion to energy efficient lighting	7,586.80	3,000.00	Complete
TOTAL							£5,435.00	

Total budget	=	£ 55,000.00
Total previously allocated	=	£ 13,336.40
Total remaining in budget	=	£ 41,663.60
Total requested	=	£ 5,435.00

This page is left blank intentionally.



Guidance notes for Community Energy Grants 18/19

What is the Community Energy Grant Fund?

The Community Energy Grant fund is available to voluntary and community sector groups, charities and parish councils seeking to deliver local energy saving and green initiatives.

Who can apply?

Applicants must:

- Be a non-profit group or organisation based in South Cambridgeshire or benefiting South Cambridgeshire residents, OR a South Cambridgeshire parish council. Individuals, businesses and educational establishments are not eligible.
- Have a written constitution or mission statement
- Have an elected committee or representative steering group
- Be able to provide an up to date copy of their accounts and any relevant protection policies. Parish councils can signpost us to relevant online documentation and do not need to submit hard copies.

If you have questions about these requirements please contact us on duty.communities@scams.gov.uk or 01954 713070

If your organisation does not have a written constitution, mission statement and/or relevant protection policies please contact Cambridge Council for Voluntary Service for advice in meeting these requirements. Please call 01223 464696 or email enquiries@cambridgecvs.org.uk

Eligibility Criteria - What must the project deliver?

Projects must deliver one or more environmental benefit, for example, the installation of energy efficiency measures, reduced carbon emissions as a result of reduced energy consumption, or increased use of low carbon energy sources. This must be outlined in your application.

Grants can also be awarded for the purpose of energy surveys for community buildings and village halls to allow organisations to investigate and consider which measures would be most suitable for their building.

Examples of what can be funded?

- Internal wall insulation
- Loft/roof insulation
- Electric vehicle charging points
- Secondary glazing

- Replacement windows/doors
- Energy efficient lighting
- Energy efficient boiler
- Battery storage for solar panel or other low carbon energy generation measures

What cannot be funded?

Grant funding cannot be awarded for/to:

- Renewable energy installations where it is intended to claim feed in tariffs or renewable heat incentive payments. (If public grants are used to fund any part of such installations, they become ineligible for such payments).
- On-going revenue costs or overheads (e.g. salaries, rent, advertising)
- Projects that replace funding by other public sector bodies (although it can be used to top up funding from other public sector bodies)
- Organisations that have previously received the maximum £3,000 of Community Energy Grant funding in the same financial year (including grants that may have been received for different projects, such as to fund the completion of an energy survey).
- Items that would only benefit individuals rather than community groups.
- Environmental education projects.

Please note that in any financial year (running from April to end of March) Community Groups and Parish Councils will only be eligible to receive either a Community Energy Grant, or a Green Energy Loan (set to launch later in the year). This is to ensure that funding is distributed to a broad range of organisations and projects.

How much can be applied for?

The maximum award is £3,000 per organisation in each financial year (April-March) and can be for 100% of the project's costs; however high demand for funding may mean that the Council is only able to make a contribution to your project.

When can groups apply?

Applications for Community Energy Grant funds can be accepted from 1 March each year. Groups can apply at any time during the financial year; while funds are available. Grants are allocated on a first come, first served basis.

What supporting documentation is required?

- A copy of your organisation's constitution or mission statement (except parish councils)
- A copy of your latest accounts (audited if available)
- A quote for the project

In addition, the following will be required if relevant to the project:

- Public Rights of Way consent from landowner
- Any other relevant material that would support your application, such as a recent energy survey if one has been completed, or a community building energy self-survey.

How will the grant be paid?

If successful, the applicant will receive the grant payment once we have received acknowledgement of the grant offer and acceptance of the terms and conditions.

What are the conditions of funding?

Groups that are awarded a grant will be expected to comply with the following conditions as a minimum:

- Funding must only be used for the agreed purpose and spent within 12-months of the award being made (unless otherwise agreed in writing)
- Publicity must take place acknowledging the award provided by South Cambridgeshire District Council
- Unused grant must be returned to South Cambridgeshire District Council
- An end of project evaluation must be submitted to South Cambridgeshire District Council within 3-months of project completion. Details about this are available on the SCDC website

Please note: **eligibility does not guarantee grant funding.** The Council reserves the right to prioritise based on funding available, number and type of applications received at any given time, priorities for the financial year, value for money, and the geographical spread and range of projects across South Cambridgeshire.

Any award will not be means tested but applicants will be expected to have sought other means of local funding, especially from the parish council who may have funds available through planning developments (S106).

For further information please contact:

Contact Details: duty.communities@scambs.gov.uk or 01954 713070

This page is left blank intentionally.

Agenda Item 6

REPORT TO: Grants Advisory Committee

27 July 2018

LEAD OFFICER: Director of Health and Environmental Services

Service Support Grants to the Voluntary and Community Sector

Purpose

1. To examine the justification and scope for a further three year programme of Service Support Grant funding to the Voluntary and Community Sector, 2019/20 to 2021/22
2. This is not key decision because funding for each year will be agreed through the annual financial planning process. It was first published in the July 2018 Forward Plan.

Recommendations

3. The Grants Advisory Committee is asked to review the report and make recommendations to Cabinet to inform their decision making.
4. It is recommended that the Committee recommends:
 - a) approval for a further three year programme of Service Support Grants (subject to annual funding agreements) to run from 1 April 2019 to 31 March 2022, and
 - b) approval of the continuation of current themes and allocations for the Service Support Grant fund, and
 - c) acceptance of the proposed schedule for operation of the scheme

Reasons for Recommendations

5. Funding from Service Support Grants enables Voluntary and Community Sector organisations to deliver work in pursuit of the Council's corporate objectives which these organisations would not otherwise be able to deliver.
6. The proposed Service Support Grants scheme incorporates minor revisions to the 2016-19 scheme as proposed at the Members' workshop on 12 July 2018. No changes to themes or allocations were recommended at the workshop.
7. The proposed schedule allows three months notice of changes to funding arrangements to organisations in receipt of funding through the Council's 2016-19 Service Support Grant scheme. This is in line with Cambridgeshire Compact guidelines. (Cambridgeshire Compact is the partnership agreement between statutory bodies and the voluntary and community sector.)

Background

8. The Service Support Grants scheme has been running for a number of years. In 2013-2016 the themes were:
 - (a) Generalist and Specialist Advice

- (b) Community Transport
 - (c) Independent Living
 - (d) Supporting Parishes and Communities
 - (e) Homelessness Prevention
9. A new theme 'Fit to Learn' was added to the scheme for 2016-19. This was as a result of a review undertaken by a member-led Task and Finish group in 2014 of the work that the Council undertakes with regard to Localism, Health and Wellbeing, Ageing Well and Children and Young People. This review identified a need for support for families to ensure children are 'fit to learn' when starting school.
 10. Members of the Grants Advisory Committee discussed the Service Support Grants scheme at a workshop held on 12 July 2018.
 11. Community transport was discussed, in particular, the importance of ensuring that all areas of the district are covered by one or other community transport schemes; the need for transport schemes to provide transport for social as well as medical needs, and the value of linking with existing public transport such as the Busway.
 12. The need for support for families to ensure children are 'fit to learn' when starting school was also discussed. The need for such support to be available to families across the district was highlighted.

Considerations

13. The grant programme to support services provided by the voluntary and community sector should align with the Council's corporate objectives.
14. Following discussion at the Members' workshop on 12 July, it is proposed to continue the themes and allocations of the current scheme (2016-19) as in the table overleaf. Allocations to each theme are presented as a percentage of the total allocation to the Service Support grant budget with the total sum awarded over the three years of the scheme provided in brackets.

Theme	Services supported	Allocation
General Welfare Advice	Independent, confidential and impartial advice provided to residents free of charge on their rights and responsibilities in the following areas: debt, benefits, employment, housing, legal, relationship and family matters	55% (£240,000)
Specialist Welfare Advice	Independent, confidential and impartial advice and advocacy provided to residents who are disabled, to carers and to families with disabled children, free of charge	3.5% (£15,000)
Community Transport	Delivery, development and promotion of community transport services	10.5% (£45,000)
Independent Living	Delivery of services that: allow residents to maintain their independence; reduce rural isolation; tackle loneliness, depression and isolation; and provide support to carers.	11% (£48,000)
Fit to Learn	Delivery of services that help pre-school children to develop strength, co-ordinations, language and communications skills and good mental health.	5.5% (£24,000)
Supporting Parishes and Communities	Delivery of services to support and enable effective, sustainable and legal operation of community and voluntary sector organisations and their representation at a strategic level.	7% (£30,000)
Preventing and Tackling Homelessness	Delivery of services to reducing homelessness through being proactive in preventative measures and ensuring sufficient suitable accommodation available to people who are or may become homeless, and working in partnership to provide housing advice so that people understand their housing options, help them to sustain their current home or access alternative suitable accommodation.	7.5% (£33,000)
Service Support Grants Total		100% (£435,000)

15. Funding for supporting parishes and communities is proposed in order to support the voluntary and community sector to flourish and function well, for example, adhering to Cambridgeshire Compact principles.
16. A scheme of three years duration is proposed in order to encourage and allow longer term planning on the part of the community and voluntary organisations and in line with Compact guidelines.
17. The proposed schedule for operation of the scheme is provided in the table overleaf:

Activity	Date
Scheme launched and open for applications	Monday 1 October 2018 or earlier
Scheme closed for applications (after 8 weeks)	Friday 23 November 2018 or earlier
Applications assessed, meeting of officer panel and consultation with relevant Portfolio Holders	w/c 26 November 2018 or earlier
Recommendations brought to Grants Advisory Committee and Finance Portfolio Holder	W/c 3 December 2018 or earlier
Call in period	w/c 10 December 2018 or earlier
Organisations notified of decisions, subject to confirmation of budgets at Council	w/c 17 December 2018 or earlier
Council meeting	21 February 2019
Funding agreements signed	By end of March 2019
First funding instalments payable	April 2019

Options

18. The Committee could recommend to approve or vary the proposal for a further three year programme of Service Support Grants (subject to annual funding agreements) to run from 1 April 2019 to 31 March 2022.
19. The Committee could recommend to approve, vary or reject the proposed themes and allocations for the Service Support Grant fund.
20. The Committee could recommend to approve or vary the proposed schedule for operation of the scheme.
21. The Committee could recommend to reject in principal the renewal of the three year service support programme. If conforming to Compact principles this decision should be the subject of general consultation, to include the community and voluntary sector.

Implications

22. In the writing of this report, taking into account financial, legal, staffing, risk management, equality and diversity, climate change, community safety and any other key issues, the following implications have been considered: -
23. **Financial**
None, as funding for each year will be agreed through the annual financial planning process.
- Legal**
24. Arrangements would be put in place with grant recipients which would allow variation or termination of the grant under certain circumstances.

Staffing

25. The proposed programme requires that staff time continues to be made available to monitor and oversee the work of the grant recipients, report on activity and administer payments.
26. **Equality and Diversity**
The proposed grant scheme would promote equality of opportunity by supporting community and voluntary organisation schemes which help overcome challenges faced by residents due to age, infirmity, disability, low income or rurality.
27. **Consultation responses**
None
28. **Effect on Strategic Aims**

Aim 1 – We will support our communities to remain in good health whilst continuing to protect the natural and built environment

The proposed grant scheme supports our communities to remain in good health by enabling community and voluntary organisations to help residents to overcome social isolation, mental ill health and other challenges faced by reason of age, infirmity, disability, low income or rurality.

Background Papers

Where [the Local Authorities \(Executive Arrangements\) \(Meetings and Access to Information\) \(England\) Regulations 2012](#) require documents to be open to inspection by members of the public, they must be available for inspection: -

- (a) at all reasonable hours at the offices of South Cambridgeshire District Council;
- (b) on the Council's website; and
- (c) in the case of documents to be available for inspection pursuant to regulation 15, on payment of a reasonable fee required by the Council by the person seeking to inspect the documents at the offices of South Cambridgeshire District Council.

Cambridgeshire Compact Agreement

http://www.cambridgecvcs.org.uk/app/webroot/media/cms/files/cambridgeshire_compact.pdf

Leader's Portfolio Holder meeting 24 September 2015

<http://scambs.moderngov.co.uk/ieListDocuments.aspx?CId=883&MId=6624&Ver=4>

Leader's Portfolio Holder meeting 1 February 2013

<http://moderngov/ieListDocuments.aspx?CId=883&MId=5969&Ver=4>

Report Author: Siobhan Mellon – Development Officer
Telephone: (01954) 713395

This page is left blank intentionally.

Agenda Item 7

REPORT TO: Grants Advisory Committee

27 July 2018

LEAD OFFICER: Head of Sustainable Communities and Wellbeing

Community Chest Review 2018

Purpose

1. To consider the proposed changes to the criteria for the Community Chest grant scheme and make recommendations to Cabinet.
2. This is not a key decision.

Recommendations

3. It is recommended that the Grants Advisory Committee recommends to Cabinet the changes to the Community Chest guidance notes, which include the criteria, as set out at Appendix A.

Reasons for Recommendations

4. On 24 May the Leader and Finance Portfolio Holder decided to temporarily close the Community Chest and Community Energy Grants scheme to allow elected members to review the schemes' criteria. It was also agreed that applications received on or before 31 May 2018 would be considered using the schemes existing criteria.
5. The terms of reference for the Grants Advisory Committee state that the Committee's function is:

“To consider and make recommendations to the Portfolio Holder responsible for grants, or Cabinet as appropriate, including, but not limited to:

- Review of the Council's grant schemes to ensure they reflect Council priorities.
- Design of any new or revised grants schemes, including consideration of criteria and guidance applicable in respect of each scheme.
- Consideration of applications made under the Council's grants schemes.”

6. The Community Chest is a popular grant scheme and there have been a number of enquiries regarding the timeline for re-opening the scheme since its temporary closure on 31 May. Swift recommendations by the Committee will allow the scheme to re-open promptly following a decision by Cabinet.

Background

7. The Community Chest was first set up by the South Cambridgeshire Local Strategic Partnership in 2008/09 with funding provided by government. In 2011/12, once the government funding had stopped, the Council decided to continue to fund the scheme. The scheme has evolved and developed over the years.
8. The base budget for the Community Chest has remained stable since 2012/13. The base budget in 2011/12 was £30,000 and from 2012/13 to 2018/19 is £57,000. The amount of funding actually awarded has varied each year due to additional funding sometimes being vired into the Community Chest where, for example, other grants schemes have underspent or been returned.
9. The number of grants awarded per annum, plus the total amount of funding awarded each year is set out below:

Year	Number of Awards	Funding allocated (£)
2011/12	46	29,457
2012/13	78	56,762
2013/14	58	50,213
2014/15	65	73,678
2015/16	73	84,470
2016/17	63	78,977
2017/18	103	88,963

10. Applications are mainly submitted online, via a short online form. Paper copies are available where this is not possible.
11. On 24 May the Leader and Finance Portfolio Holder decided to temporarily close the Community Chest and Community Energy Grants scheme to allow elected members to review the schemes' criteria. It was also agreed that applications received on or before 31 May 2018 would be considered using the schemes existing criteria.
12. The terms of reference for the Grants Advisory Committee state that the Committee's function is:

"To consider and make recommendations to the Portfolio Holder responsible for grants, or Cabinet as appropriate, including, but not limited to:
 - Review of the Council's grant schemes to ensure they reflect Council priorities.

- Design of any new or revised grants schemes, including consideration of criteria and guidance applicable in respect of each scheme.
 - Consideration of applications made under the Council's grants schemes.”
13. At its meeting on 21 June, the Grants Advisory Committee agreed to hold an elected member and officer workshop to review the Community Chest criteria. The workshop was held on 12 July and included the following participants, which included all members of the Committee and any substitutes that were able to attend:
- (a) Councillor Jose Hales
 - (b) Councillor Clare Delderfield
 - (c) Councillor Claire Daunton
 - (d) Councillor Sue Ellington
 - (e) Councillor Peter McDonald
 - (f) Councillor Sarah Cheung Johnson
 - (g) Councillor Shrobona Bhattacharya
 - (h) Councillor Bunty Waters
 - (i) Gemma Barron – Head of Sustainable Communities and Wellbeing
 - (j) Katherine Southwood – Project Officer

Considerations

14. In considering the Community Chest criteria, the following points were discussed at the workshop on 12 July:
- (a) Keep name as Community Chest (good brand awareness).
 - (b) Parish Councils should be ineligible, however, non-precepting Parish Meetings should be able to apply (parishes have the ability to use s137; more money available for other local groups).
 - (c) Where a charity applies, officers to make checks re charity status.
 - (d) Educational establishments / PTAs should remain eligible as long as there is wider community benefit.
 - (e) Faith groups should remain eligible as long as there is wider community benefit or under historic buildings category.
 - (f) Membership groups such as scouting groups and sports clubs should remain eligible, but priority to be given to community projects/activities that have a youth development focus.
 - (g) Should amend requirements to:
 - a. Remove reference to delivery of SCDC priorities/aims (Corporate Plan)
 - b. Add 'Promote healthy and active communities', 'develop skills' and 'Enhance the natural environment'.

- (h) Should amend to 'community activities and projects' where the eligibility currently mentions projects.
 - (i) Suggest remove specific mention of 'Tree and hedge planting' (to be covered under wider heading of enhancing the natural environment).
 - (j) Should not fund activities or projects that are deemed to be the responsibility of parish councils or other public sector organisations.
 - (k) Should not fund promotional materials.
 - (l) Restriction of maximum of £3,000 per parish to be replaced with 'Maximum amount of funding in any financial year to be based on size of ward:
 - Maximum £3,000 – 1 x district council elected member ward
 - Maximum £6,000 – 2 x district council elected member ward
 - Maximum £9,000 – 3 x district council elected member ward'.
 - (m) New communities could receive additional funding at the decision-makers discretion.
 - (n) Keep maximum award at £1,000.
 - (o) Should require 50% match funding from parish council if project on parish council land.
 - (p) Suggest 50% funding to be released on 1 April annually and remaining 50% to be released on 1 October annually. Applications to continue to be allocated on first-come first-served basis.
 - (q) If related land/buildings are leased, applicant must state length of lease. Decision-makers discretion regarding award based on lease length.
 - (r) If parish council not financially contributing to project/activity, ask applicant to provide reason.
 - (s) The Council should provide "Funded by South Cambridgeshire District Council" stickers where appropriate (plaques are already available).
15. The existing Community Chest guidance notes, which include the criteria, have been updated (shown as tracked changes) based on the discussions at the workshop (see Appendix A).
 16. The Community Chest is a popular grant scheme and there have been a number of enquiries regarding the timeline for re-opening the scheme since its temporary closure on 31 May.

Options

17. The Grants Advisory Committee could recommend to Cabinet:

- (a) the changes to the Community Chest guidance notes, which include the criteria, as set out at Appendix A; or
- (b) an amended version of the changes to the Community Chest guidance notes, which include the criteria, as set out at Appendix A; or
- (c) to make no amendments to the Community Chest criteria.

Implications

18. In the writing of this report, taking into account financial, legal, staffing, risk management, equality and diversity, climate change, community safety and any other key issues, the following implications have been considered: -

Financial

19. This report is not seeking to amend the amount of funding available in the Community Chest. It is assumed that the funds, as agreed by Council in February remain in place for 2018/19.

Risk Management

20. Risk to the Council is managed via the documentation that is required of applicants plus agreement of the grant conditions.

Equality and Diversity

21. Depending on the amount of changes recommended it may be necessary to carrying out an EQIA screening.

Consultation responses

22. None.

Effect on Strategic Aims

23. The recommended changes continue to reflect the Council priorities.

Report Author: Gemma Barron – Head of Sustainable Communities and Wellbeing
Telephone: (01954) 713340

This page is left blank intentionally.

DRAFT REVISED Guidance notes for Community Chest 18/19

What is the Community Chest?

The Community Chest is grant funding available to voluntary and community sector groups, charities, ~~Parish Councils~~ and public sector bodies wishing to further improve quality of life in South Cambridgeshire.

Who can apply?

Applicants must:

- Be a non-profit group or organisation based in South Cambridgeshire or benefiting South Cambridgeshire residents, ~~OR a South Cambridgeshire Parish Council~~, OR a public sector body with a demonstrable community focus (individuals and businesses are not eligible)
- Have a written constitution or mission statement
- Have an elected committee or representative steering group
- Be able to provide an up to date copy of their accounts and any relevant protection policies. ~~Please note: Parish Councils can signpost us to relevant online documentation and do not need to submit hard copies~~

If you have questions about these criteria, please contact us using the details below.

If your organisation does not have a written constitution, mission statement and/or relevant protection policies please contact Cambridge Council for Voluntary Service for advice in meeting these requirements. Please call 01223 464696 or email enquiries@cambridgecvs.org.uk

What must the project deliver?

The community activity or project must:

- Help us deliver one or more of the ~~SCDC priorities/aims listed below~~ following aims:
 - Promote healthy and active communities
 - Develop skills
 - Enhance the natural environment
- Meet local need and leave a legacy for the community
- Ensure equality of access

What can be funded?

The community activity or project should be one of the following:

- Improvements to community buildings land spaces (i.e. village halls/pavilions/play areas etc)
- Repairs to Historic Buildings/Monuments/Memorials
- ~~Tree and hedge planting~~
- Equipment/Capital Purchase
- Materials
- 'Start-up' costs (may include training of staff/volunteers, hall hire and other revenue costs)

Applications for projects that are considered more suitable for the Community Energy Grant will be transferred for consideration under that scheme rather than the Community Chest – additional questions may need to be asked.

What cannot be funded?

- On-going revenue costs or overheads (e.g. salaries, rent, advertising, promotional materials)
- Projects that replace funding by other public sector bodies, including parish councils (e.g. youth services, highways)
- Costs associated with preparing/printing Parish Plans
- Costs associated with Neighbourhood Watch schemes
- Costs associated with Community Speedwatch schemes or other traffic initiatives
- Costs associated with purchasing defibrillators
- Items that would only benefit 'individuals' and not the group (e.g. sports kits)
- Projects that have previously received Community Chest funding in the same financial year
- Projects that directly benefit a community already in receipt of Community Chest funding (~~up to a maximum of £3000 per parish in one financial year – this is to ensure good geographical coverage of the district~~)

How much can be applied for?

The maximum award is £1,000 in any financial year (April-March) and can be for 100% of the project's costs unless the initiative is on parish council land, in which case a 50% contribution from the parish council is expected. ~~However, if there is~~ high demand for funding it may mean that the Council is only able to make a contribution to your project.

To ensure a good geographical coverage there is a maximum amount of funding in any financial year based on the size of the ward:

- Maximum £3,000 – 1 x district council elected member ward
- Maximum £6,000 – 2 x district council elected member ward
- Maximum £9,000 – 3 x district council elected member ward

When can groups apply?

The Community Chest opens in April and October each year, with 50% of the annual budget released at each point. Groups can apply at any time during the financial year until the funding is allocated for that period; ~~there are no closing dates for applications.~~ Grants are allocated on a first-come, first-served basis.

What supporting documentation is required?

- A copy of your organisation's constitution or mission statement (~~except parish councils~~)
- A copy of your latest accounts (audited if available)
- A quote for the community activity or project

In addition the following will be required if relevant to the project:

- Appropriate protection policies: children, young people, vulnerable adults

- Public Rights of Way consent from landowner
- Any other relevant material that would support your application

How will the grant be paid?

If successful, the applicant will receive the grant payment once we have received acknowledgement of the grant offer and acceptance of the terms and conditions.

What are the conditions of funding?

Groups that are awarded a grant will be expected to comply with the following conditions as a minimum:

- Funding must only be used for the agreed purpose and spent within 12-months of the award being made (unless otherwise agreed in writing)
- Any publicity must acknowledge the award provided
- Unused grant must be returned to South Cambridgeshire District Council
- An end of project evaluation must be submitted to South Cambridgeshire District Council within 3-months of project completion. Details about this are available on the SCDC website

Please note: eligibility does not guarantee grant funding. The Council reserves the right to prioritise based on funding available, number and type of applications received at any given time, priorities for the financial year and value for money.

Any award will not be means tested but applicants will be expected to have sought other means of local funding, especially from the parish council who may have funds available through planning developments (S106) or through its precept (S137).

~~Community Chest 2018–2019: SCDC Priorities/Aims~~

~~•We will listen to and engage with residents, parishes and businesses to ensure we deliver first class services and value for money~~

~~•We will work with partners to create and sustain opportunities for employment, enterprise, and world-leading innovation~~

~~•We will make sure that South Cambridgeshire continues to offer outstanding and sustainable quality of life for our residents~~

For further information please go to:

<https://www.scambs.gov.uk/services/grants>

Contact Details: duty.communities@scambs.gov.uk , 01954 713070

This page is left blank intentionally.