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21 March 2019

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 **MONKFIELD ROOM - SOUTH CAMBRIDGESHIRE HALL** at South Cambridgeshire Hall on **FRIDAY, 29 MARCH 2019 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

**Mike Hill**

Interim 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. | <b>Apologies for Absence</b>   |                |
| 2. | <b>Declarations of Interest</b>  |                |
| 3. | <b>Minutes of Previous Meeting</b><br>To authorise the Chairman to sign the Minutes of the meeting held on 22 February 2019 as a correct record. | <b>1 - 6</b>   |
| 4. | <b>Community Chest: Funding Applications</b>   | <b>7 - 16</b>  |
| 5. | <b>Zero Carbon Communities Grant</b>   | <b>17 - 26</b> |
| 6. | <b>Date of next meeting</b><br>Friday 31 May 2019 starting at 10.00am  |                |



## **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](mailto: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  
Friday, 22 February 2019 at 10.00 a.m.

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

**Councillors:** Dr. Claire Daunton Peter McDonald  
Peter Topping (substitute)

**Officers in attendance for all or part of the meeting:**  
Gemma Barron (Head of Sustainable Communities and Wellbeing) and Ian Senior  
(Democratic Services Officer)

Councillor John Williams (Lead Cabinet Member for Finance) was in attendance, by invitation.

### **1. APOLOGIES FOR ABSENCE**

Councillor Sue Ellington sent Apologies for Absence. Councillor Peter Topping substituted but was not present for the Community Grants item.

### **2. DECLARATIONS OF INTEREST**

Councillor Jose Hales declared a pecuniary interest in Minute 5 (Mobile Warden Scheme) because his wife is paid as Manager of the scheme in Melbourn. He left the room during consideration of the item, took no part in the debate, and did not vote. Councillor Hales is himself is a trustee of that Scheme.

### **3. MINUTES OF PREVIOUS MEETING**

The Grants Advisory Committee authorised the Chairman to sign, as a correct record, the Minutes of the meeting held on 25 January 2019, subject to the following:

#### **Minute 7 – Elite Athlete Awards Scheme**

Delete “Councillor Dr. Claire Daunton...directed more generally...” and replace with “Councillor Dr. Claire Daunton pointed out that there were talented musicians (and others) who could be described as elite.”

### **4. COMMUNITY CHEST: FUNDING APPLICATIONS**

The Grants Advisory Committee considered applications deferred from the meeting held on 25 January 2019 and new applications received between 1 January and 31 January 2019.

After discussing each application in detail, the Grants Advisory Committee made **recommendations** as follows to the Lead Cabinet Member for Finance:

<b>Applicant</b>	<b>Village(s) affected</b>	<b>Description</b>	<b>Total applied for (£)</b>	<b>Total recommended (£)</b>	<b>Additional conditions/ comments</b>
Cambourne United Football Club	Cambourne	Provide new equipment for FA's new 'Just Play' project	1,000.00	954.76	Grant awarded for equipment only
1 <sup>st</sup> Over St Mary's Scout Group	Over	Purchase of new tents for camping events	1,000.00	1,000.00	
St Catherine's Parochial Church Council	Litlington	Installation of kitchen and toilet facility	1,000.00	Deferred	
Footprints Café Ltd	Sawston	Sound proof panels to enhance acoustics in training room café	1,000.00	Deferred	Further documentation needed
Willingham Action Group	Willingham	Purchase and install bird boxes	354.19	354.19	
Histon and Impington Communications Community Interest Company	Histon and Impington	Develop and create a new online "hub" for news in Histon and Impington	1,000.00	Defer	More info needed on relationship to PC
Heathfield Area Recreation Trust	Thriplow (Heathfield)	Purchase a marquee to support a new youth club	1,000.00	1,000.00	

The Connections Bus Service	Cottenham	Provide a 10-week babysitting course for students in Cottenham	1,000.00	Nil	On-going revenue costs are outside scope of scheme
Cambridge Past, Present and Future	Stapelford	Purchase materials for outdoor education program	995.50	995.50	

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**Councillor Peter Topping  
joined the meeting after the  
conclusion of Minute no. 4**

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## **5. MOBILE WARDEN SCHEME GRANT FUNDING 2019/20**

Councillor Jose Hales declared a pecuniary interest in this item because his wife is paid as Manager of the scheme in Melbourn. He left the room during its consideration, took no part in the debate, and did not vote. Councillor Hales is himself is a trustee of that Scheme.

Councillor Clare Delderfield took the Chair for this item.

The Grants Advisory Committee considered a report seeking its recommendation as to the level of grant funding to be awarded to local Mobile and Community Warden Schemes, subject to budget approval, as part of the Council's scheme of grants to the voluntary sector for 2019-20.

In response to a question from Councillor Dr. Claire Daunton, the Head of Sustainable Communities and Wellbeing undertook to investigate the cost implications of South Cambridgeshire District Council helping to ensure the payment to wardens of a living wage. In response to a question from Councillor Peter McDonald, the Head of Sustainable Communities and Wellbeing confirmed that officers were exploring the potential for maintaining a contingency fund.

Members endorsed paragraph 15 of the report from the Director of Housing, Health and Environmental Services, and indicated a preference for Option (b) in paragraph 17.

The Grants Advisory Committee **recommended** that

1. subject to Council approval of the Budget, the Lead Cabinet Member for Finance fund local mobile and community warden schemes in 2019-20 as follows:

Scheme	Grant Awarded 2019/20 (£)	Amount Awarded 2018/19 (£)	Reason(s)
Histon & Impington (Age UK)	2,520	2,520	Increase from 2018/19 due to additional new schemes.
Swavesey (Age UK)	1,240	1,240	
Small Villages (Age UK)	3,040	3,040	
Teversham (Age UK)	1,600	1,600	
Waterbeach (Age UK)	1,300	n/a	
Linton (Age UK)	2,500	2,500	
Stapleford (Age UK)	1,000	n/a	
Cottenham	1,800	1,200	Uplift to reflect low reserves and increased client charge.
Harston	1,250	1,250	
Haslingfield	250	250	
Melbourn	2,200	2,200	
Milton	2,155	2,155	
The Mordens & Litlington	2,155	2,155	
Great Shelford	1,000	n/a	Great Shelford has not applied every year. They last applied in



			2016/17.
<b>TOTAL</b>	<b>23,410</b>	<b>20,110</b>	

2. the Mobile and Community Wardens Scheme be reviewed in six months' time.

## 6. ELITE ATHLETE AWARD SCHEME: 2018/19 REVIEW

The Grants Advisory Committee considered a report on the Elite Athlete Award Scheme with a view to making sure that either that Scheme or any alternative reflects Council priorities.

Members engaged in discussion focussing on

- Alternative uses for the funding available
- Public perception of South Cambridgeshire District Council's support for excellence in sport
- The part played by the Elite Athletes Award Scheme in the context of the Council's overall responsibility for ensuring wellbeing
- The reduced importance of the existing Scheme within the Business Plan, and the availability of other sources of funding

Councillor John Williams (Lead Cabinet Member for Finance) indicated that the Cabinet's informal opinion was that the Elite Athletes Award Scheme should be discontinued.

The Grants Advisory Committee **recommended** to Cabinet

- By four votes to one (with Councillor Peter Topping voting for retention) that the Elite Athletes Award Scheme be discontinued;
- That the £10,000 set aside for 2018-19 be carried forward into 2019-20; and
- That it, the Grants Advisory Committee, be requested to further consider and recommend how the £10,000 funding carried forward from 2018-19 and the £10,000 funding for 2019-20 might best be reallocated in line with the new Business Plan priorities.

## 7. DATE OF NEXT MEETING

The Grants Advisory Committee noted that its next scheduled meeting would be on Friday 29 March 2019 starting at 10.00am.

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**The Meeting ended at 11.05 a.m.**

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**Report To:** Grants Advisory Committee

29 March 2019

**Lead Cabinet Member** Finance

**Lead Officer:** Director, Health and Environmental Services

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## **Community Chest: Funding Applications**

### **Purpose**

1. To consider deferred applications from the Grants Advisory Committee of 22 February as well as new applications received between 1 February and 8 March to the Community Chest Grant funding scheme during 2018/19, and consider revisions to the grant criteria, making recommendations to Cabinet, as appropriate.
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 applications for funding that are set out in Appendix A of this report and makes a recommendation to the Lead Cabinet Member 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, and
  - (b) considers the grant criteria (see Appendix B), making recommendations on any amendments to Cabinet, as appropriate.

### **Reasons for Recommendations**

4. The Grants Advisory Committee's role is to consider and make recommendations to the Lead Cabinet Member 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**

5. The Community Chest is grant funding available to voluntary and community sector groups, charities and public sector bodies wishing to further improve quality of life in South Cambridgeshire. Applicants may apply for up to £1,000 and the community activity or project must deliver one or more of the following:

- Improvements to community buildings and spaces (i.e. village halls / pavilions / play areas etc)
  - Repairs to historic buildings / monuments / memorials
  - Equipment / capital purchase
  - Materials
  - Start-up costs (may include training of staff / volunteers, hall hire and other revenue costs).
6. The Community Chest Grant was suspended between 1 August and 7 October 2018 in order to review the criteria and aims so as to ensure alignment with the Council's priorities. Following a workshop between the Grants Advisory Committee and Officers, the revised criteria and guidance was put forward to Cabinet and agreed on 5 September 2018.

Two notable changes are:

- (a) Parish Councils with 160 registered electors or more are ineligible to apply.
- (b) Projects or initiatives on Parish Council land, if successful, will only receive a 50% grant with the other half expected to be match-funded by the Parish Council.

The revised guidance notes and eligibility criteria for 2018/19 can be found at Appendix B.

7. The total amount of funding made available in the Community Chest in 2018/19 was £57,000. It was agreed at the Grants Advisory Committee meeting of 27 November 2018 that £4,000 be reallocated to the Community Chest Grant Fund. This was originally awarded under the Grants to Voluntary Sector Scheme to Cambourne Church / Cambourne Children's Centre project which did not go ahead with their intended project. The total amount available for allocation during 2018/19 is therefore £61,000.
8. Little Shelford Bowls Club was awarded £1,000 in June 2018 on condition that they were unsuccessful in pursuing funding from other grant providers. They successfully applied to Living Sport and Mick George therefore no longer qualify for a grant from SCDC.

### **Considerations**

9. There are two deferred applications for funding totalling £2,000.00 and 6 new applications totalling £4,150.69 to be considered at this meeting. The total funding requested equals £6,150.69. The amount of funding remaining for allocation is £7,638.87 (which includes the additional £4,000 referred to in paragraph 7 and £1,000 referred to in paragraph 8 of this report). 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. Since the new grants criteria has been in use, there have been a number of representations made to members of the Committee regarding the eligibility criteria in relation to Parish Councils or Parish Meetings with less than 160 registered electors. At the last meeting it was suggested that parishes that have more than one settlement, some of which are very small, are currently disadvantaged by the criteria. In order to ensure that all small settlements can benefit, the Committee may wish to consider altering the criteria to include:

- (a) Parish Councils and Parish Meetings with more than one settlement, as long as the settlement they are applying for has less than 160 registered electors, or
- (b) Parish Councils and Parish Meetings, where they have more than 160 registered electors, who can demonstrate special circumstances.

### **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 Lead Cabinet Member 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.
- 12. The Grants Advisory Committee may consider the grant criteria (see Appendix B), making recommendations on any amendments to Cabinet, as appropriate.

### **Implications**

- 13. 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***

- 14. 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**

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

**Report Author:** Ryan Coetsee – Project Officer, Sustainable Communities and Wellbeing  
Telephone: 01954 713461

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**COMMUNITY CHEST GRANT APPLICATIONS RECEIVED: 1 JAN – 31 JAN 2018/19**

	<b>Name of applicant</b>	<b>Type of organisation</b>	<b>Village(s) affected</b>	<b>Project description</b>	<b>Type of project</b>	<b>Total cost of project (£)</b>	<b>Total applied for (£)</b>	<b>Land owned by PC</b>	<b>Status of documentation</b>
1	Footprints Café Ltd	Community Café	Sawston	Sound proof panels to enhance acoustics in training room and café	Equipment/ Capital Purchase	2,450.00	1,000.00	No	Pending
2	Histon and Impington Communications Community Interest Company	Community Interest Company	Histon and Impington	Develop and create a new online “hub” for news in Histon and Impington	Start-up	10,104.00	1,000.00	N/A	Complete

**COMMUNITY CHEST GRANT APPLICATIONS RECEIVED: 1 FEB – 8 MARCH 2018/19**

	<b>Name of applicant</b>	<b>Type of organisation</b>	<b>Village(s) affected</b>	<b>Project description</b>	<b>Type of project</b>	<b>Total cost of project (£)</b>	<b>Total applied for (£)</b>	<b>Land owned by PC</b>	<b>Status of documentation</b>
3	Ladybird Preschool Cottenham	Preschool	Cottenham	Purchase of play train and carriage outdoor play equipment	Equipment/ Capital Purchase	1,373.00	1,000.00	Yes	Complete
4	Wilbraham Memorial Hall	Memorial Hall & Recreation Ground	Little & Great Wilbraham	Replace decaying timber play equipment with steel alternatives	Equipment/ Capital Purchase	74,882.20	1,000.00	No	Complete

	Name of applicant	Type of organisation	Village(s) affected	Project description	Type of project	Total cost of project (£)	Total applied for (£)	Land owned by PC	Status of documentation
5	Sundial Theatre Company	Theatre Company	Cambourne	Purchase first year's insurance	Start-up	104.16	104.16	N/A	Pending
6	Melbourn Village College	Village College	Melbourn, Meldreth, Foxton, Shepreth Harston, Gt Chisell	Purchase a trip for vulnerable students and craft supplies	Materials	500.00	500.00	No	Pending
7	Madingley Parish Council	Parish Council	Madingley	Replacement of Parish noticeboard	Equipment/ Capital Purchase	1,483.91	601.59	No	Complete
8	Shelford and Stapelford Youth Initiative	Youth Club	Shelford and Stapelford	Repairs and improvements to Great Shelford Social Club	Equipment/ Capital Purchase	1,889.88	944.94	Yes	Complete



## 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 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 public sector body with a demonstrable community focus (individuals and businesses are not eligible)
- Be a Parish Council or Parish Meeting with less than 160 registered electors
- 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

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@cambridgecvcs.org.uk](mailto:enquiries@cambridgecvcs.org.uk)

### What must the project deliver?

The community activity or project must:

- Help us deliver one or more of the following aims:
  - Promote healthy and active communities
  - Enable inclusive 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 and spaces (i.e. village halls/pavilions/play areas etc)
- Repairs to Historic Buildings/Monuments/Memorials
- 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

### **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.

If there is high demand for funding it may mean that the Council is only able to make a contribution to your project. The Council reserves the right to prioritise based on funding available, size of electorate, parish precept, indices of deprivation, number and type of applications received at any given time, priorities for the financial year and value for money. Eligibility does not guarantee grant funding.

### **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 fully allocated for that period.

### **What supporting documentation is required?**

- A copy of your organisation's constitution or mission statement
- 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

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).

**For further information please go to:**

<https://www.scambs.gov.uk/communitychest>

Contact Details: [duty.communities@scambs.gov.uk](mailto:duty.communities@scambs.gov.uk) , 01954 713070

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# Agenda Item 5

**REPORT TO:** Grants Advisory Committee

29 March 2019

**Lead Cabinet Member** Councillor John Williams

**LEAD OFFICER:** Director of Health & Environmental Services

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## **The Zero Carbon Communities Grant**

### **Purpose**

1. To consider proposed design of the new Zero Carbon Communities grant scheme including consideration of criteria and guidance and make recommendations to the Lead Member for Finance and Cabinet.
2. This is not a key decision.

### **Recommendations**

3. It is recommended that the Committee recommends to the Lead Member for Finance and Cabinet, the setting up of a new Zero Carbon Communities grant scheme with criteria as set out in scheme guidance in Appendix 1.

### **Reasons for Recommendations**

4. The new Zero Carbon Communities grant aligns with the 'Green to our Core' Council priority, and the shift to zero carbon emissions, by providing support to parish councils and community groups for projects that will reduce reliance on fossil fuels and promote behaviour change.
5. The new grant will help re-engage parish councils and community groups in the Sustainable Parish Energy Partnership (SPEP).
6. The new grant will result in activities at a local level which achieve:
  - energy use reduction and renewable energy production
  - a better understanding of the need for, and a stronger commitment to, the shift to zero carbon, at individual and community level.

### **Background**

7. The Council is committed to supporting the shift to zero carbon emissions by 2050, as demonstrated by the motion passed at its November 2018 meeting.
8. The Zero Carbon Communities grant scheme replaces the former Community Energy grant scheme which opened in March 2018 and was closed in May 2018. A total of £91,229 is available for the scheme, comprising £55,000 budgeted for a Community Energy Fund or similar in 2019-20, and a further £36,229 remaining in the 2018-19 budget for the Community Energy Fund which will be rolled over to 2019-20.

9. The Zero Carbon Communities grant scheme will build upon the Council's strong record of supporting community level action on sustainable energy through SPEP, an informal partnership of parish councils and community groups set up in 2009 to encourage a shift towards sustainable energy.

### **Considerations**

10. The new scheme differs in three main respects to the former Community Energy scheme:
- It encourages more ambitious projects by permitting applications for up to £15,000
  - Applications for projects to engage communities on climate change and the environment are eligible for funding
  - All projects are required to show an element of community engagement
11. Applications will be invited from parish councils and constituted voluntary organisations. Partnerships with non-constituted groups (many groups in SPEP are not formally constituted), local businesses, community interest companies and schools are encouraged.
12. A workshop is planned as part of the launch of the Zero Carbon Communities Grant scheme to encourage partnerships and information sharing between community groups.
13. The proposed guidance including eligibility and assessment criteria is included in Appendix 1.
14. The proposed schedule for delivery of the grant is provided in Appendix 2.

### **Options**

15. The Committee could recommend to the Lead Member for Finance and Cabinet the setting up of a new Zero Carbon Communities grant scheme with criteria and guidance as set out in Appendix, with or without changes.

### **Implications**

16. 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**

17. Funding for the Zero Carbon Communities Grant is provided for within current budgets from the now closed Community Energy Fund. £36,229 has been allocated in the 2018-19 budget and will be carried forwards into 2019-20. £55,000 has been allocated in the 2019-20 budget, giving a total allocation of £91,229..

### ***Legal***

18. Funding agreement with grant recipients will be drawn up in accordance with templates approved by the legal team. Funding agreements will allow variation or recovering of the grant in specific circumstance

### ***Staffing***

19. Proposals can be delivered within existing staff resource.

### ***Risk Management***

20. Where risks are identified these will be managed within the Council's usual risk procedure

### ***Equality and Diversity***

21. Organisations applying for grants will be required to have an equal opportunities policy.

### ***Climate Change***

22. The proposed grant scheme aims to reduce carbon emissions and raise awareness of climate change issues.

### **Consultation responses**

23. The Climate and Environment Advisory Committee considered proposals for a Zero Carbon Communities grant at their meeting on 4 February 2019 and made recommendations that a Zero Carbon Communities grant be set up and that the maximum grant available through the scheme be increased from £10,000 to £15,000 in order to encourage more ambitious projects.

### **Effect on Strategic Aims**

#### **Aim 1 – Climate and Environment**

24. The proposed grant scheme aims to reduce carbon emissions and raise awareness of climate change issues

#### **Aim 2 – Affordable Housing**

25. Projects to engage the community around saving on the cost of power and heat in the home will be encouraged through the grant scheme

### **Background Papers**

Reports and draft minutes for the Climate and Environment Advisory Committee, 4 February 2019

<http://scamb.smodern.gov.co.uk/ieListDocuments.aspx?CId=1095&MId=7489&Ver=4>

Appendices:

- 1 Zero Carbon Communities Grant Guidance
- 3 Schedule for delivery of the Zero Carbon Communities Grant Scheme

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## Criteria and Guidance for Zero Carbon Communities Grant 2019-20

### What is the Zero Carbon Communities Grant?

The Zero Carbon Communities Grant supports voluntary and community sector groups, charities and parish councils seeking to deliver bold, ambitious projects that engage communities and support the aim of zero carbon emissions by 2050.

Applications are invited for grants of up to £15,000 per project for projects which are intended to achieve:

- 1) community engagement around climate change and the environment, **and**
- 2) one or more of the following:
  - reduction in carbon emissions
  - reduction in energy use
  - generation of renewable energy or heat
  - promotion of sustainable travel
  - reduction in use of resources
  - increased recycling and/or waste reduction

Grant funding can be used for capital items and/or for project costs including staff time.

Applications will be assessed according to the following headings:

- 1) the extent proposals align with the aims of the scheme as listed above
- 2) Value for money
- 3) The extent to which organisational capacity, resources and timescales for the delivery of proposals are considered realistic
- 4) The extent to which the proposals benefit areas of the district not otherwise reached
- 5) How bold, ambitious and imaginative the proposal is

The Zero Carbon Communities Grant will open for applications on 6 May 2019.

The application deadline is 5pm on 5<sup>th</sup> July 2019.

## Match funding

Match funding is strongly encouraged especially for projects involving energy improvements to buildings which will result in savings to running costs. There is no requirement that proposals are match funded. However, match funded proposals will be favourably assessed.

## 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.

Applications from partnerships are encouraged provided that the lead applicant is an eligible organisation as listed above. Partnerships could include parish councils, informal and constituted groups, established voluntary sector organisations, schools, local businesses and/or community interest companies.

Where a proposal anticipates financial savings or income, the applicant will need to show this will be for the benefit of the community.

- Have a written constitution or mission statement
- Have an elected committee or representative steering group
- Have a bank account
- 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@scambs.gov.uk](mailto:duty.communities@scambs.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@cambridgecvcs.org.uk](mailto:enquiries@cambridgecvcs.org.uk)

## Examples of what can be funded

- Community initiatives and events that promote sustainable lifestyle choices
- Energy saving improvements to community buildings, eg external wall insulation, cavity wall insulation, loft/roof insulation, secondary glazing, replacement windows/doors, replacement energy efficient lighting, replacement energy efficient boiler/ heating system, battery storage for solar panel or other low carbon energy generation measures.
- Community energy projects such as solar arrays or community wind turbines

- Electric vehicle charging points for community use
- Purchase of electric vehicle for community use
- Community tree planting for absorption of carbon and increasing biodiversity
- Projects that tackle fuel poverty
- Cycling infrastructure such as cycle paths and cycle stands

**All proposals must demonstrate an element of community engagement.**

This list is not exhaustive. Applications are encouraged for projects not listed which meet the criteria.

### **What cannot be funded?**

Grant funding cannot be awarded for/to:

- Renewable energy installations where it is intended to claim Renewable Heat Incentive payments or any other payments where the use of public grants renders the installation ineligible for such payments.
- Projects that replace funding by other public sector bodies (although it can be used to top up funding from other public sector bodies)
- Items that would only benefit individuals rather than community groups
- Kitchen appliances such as cookers and fridges (these may be fundable through the Community Chest)

### **How much can be applied for?**

Applications are invited for a minimum of £1,000 and up to £15,000 per organisation.

### **When can groups apply?**

Applications for Zero Carbon Communities Grant will be open 6 May 2019 until 5pm 5 July 2019

### **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
- Building energy survey, or 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 report with photographs must be submitted to the Council within three months of project completion.

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.

Applicants are encouraged to seek additional funding, especially from parish councils.

Applicants are encouraged to seek support for their application from their local Member and from their parish council where applicable.

### For further information please contact:

Contact details: [duty.communities@scambs.gov.uk](mailto:duty.communities@scambs.gov.uk) or 01954 713070

**Work plan/schedule for the development, launch and operation of the new Zero Carbon Communities Grant.**

<b>Month</b>	<b>Action</b>
4 February 2019	Proposals to Climate & Environment Advisory Committee - Completed
<b>29 March 2019</b> (Friday)	Proposal to Grants Advisory Committee
<b>1 May 2019</b> (Wednesday)	Proposal to Cabinet
6 May 2019 (Monday)	Applications (open 8 weeks) and publicity for workshop
W/C 3 June	Workshop 5-7 pm
5 July 2019 5pm (Friday)	Applications closed
5 August 2019	Officer Panel
	Report to Democratic services
Sep 2019 (TBC)	Recommendations for Funding Allocations to Committees (may be a workshop to combine CEAC and GAC).
Sep 2019 (TBC)	Inform Successful Applicants
Sep 2019 (TBC)	Payments to successful Applicants

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