



**Report To:** Finance and Staffing Portfolio Holder  
Meeting  
**Lead Officer:** Director, Health and Environmental Services

20 February 2018

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## **Community Chest: Funding Applications**

### **Purpose**

1. To consider recent applications for funding from the Community Chest grant funding scheme during 2017/18 and approve amendments to the guidance and application form from 1 April 2018.
2. This is not a key decision, however, has been brought before the Portfolio Holder following agreement at Leader's Portfolio Holder meeting on 17 July 2014 to make decisions on future Community Chest applications at Portfolio Holder meetings. The responsibility for grants was transferred to the Finance and Staffing Portfolio Holder in May 2016.

### **Recommendations**

3. It is recommended that the Portfolio Holder:
  - (a) considers all new applications for funding that are set out in Appendix A of this report and makes a decision 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.
  - (b) approves the amendments to the Community Chest guidance and application form to:
    - (i) advise applicants that applications that are considered more appropriate for the Community Energy Grant Scheme will be automatically transferred to this scheme, and
    - (ii) request charity number (if applicable), and
    - (iii) ask for confirmation regarding if they have a bank account.

### **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. On 17 July 2014 the Leader agreed to make decisions on future Community Chest applications at Portfolio Holder meetings. The responsibility for grants was transferred to the Finance and Staffing Portfolio Holder in May 2016.
6. The Community Energy Grant Scheme opens on 1 March 2018. The proposed amendments to the guidance and application form are recommended to take account of the new scheme and bring the Community Chest into line.

## **Background**

7. 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).
8. The guidance notes and eligibility criteria for 2017/18 can be found at <https://www.scambs.gov.uk/communitychest>
9. The amount of funding made available in the Community Chest in 2017/18 was £55,000. At the Finance & Staffing Portfolio Holder meeting on the 22 August an additional £30,000 was allocated to the fund, following the withdrawal of funding from an expired capital grant. At the Finance & Staffing Portfolio Holder meeting on the 19 December an additional £4,000 was allocated to the fund, following the return of funding from Cambourne Church/Children's Centre. This brings the total for 2017/18 to £89,000. The funding is allocated on a first-come first-served basis.

## **Considerations**

10. There is one application for funding to be considered at this meeting. The application was received between 1 January 2018 and 31 January 2018.

The total funding requested equals £1,000 The amount of funding remaining for allocation is £3,178.84 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).
11. The Community Energy Grant Scheme opens on 1 March 2018. The scheme application form is largely based upon the Community Chest form, however, a couple of additions have been made, following feedback and experience from the past year. The suggested amendments to the Community Chest form include asking if the applicant has a bank account and requesting their charity number (if applicable). It is suggested that the guidance also states that applications that are deemed more appropriate for the other fund will automatically be transferred.

## **Options**

12. The Portfolio Holder may consider all applications for funding that are set out in Appendix A of this report and
  - (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.
13. The Portfolio Holder could:

- (a) Approve some or all of the proposed amendments to the Community Chest guidance and application form, or
- (b) approve, with amendments, some or all of the proposed amendments to the Community Chest guidance and application form, or
- (c) reject some or all of the proposed amendments to the Community Chest guidance and application form.

### **Implications**

- 14. 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**

- 15. 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**

- 16. Local members have been consulted on applications that directly affect their local area.
- 17. The Youth Council has been consulted on applications of interest.

### **Effect on Strategic Aims**

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

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