

## 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)
- **Be a Parish Meeting with less than x 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. ~~Please note: Parish Councils can signpost us to relevant online documentation and do not need to submit hard copies~~

**Comment [BG1]:** To be agreed prior to Cabinet.

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
  - 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 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

**Comment [BG2]:** To be amended prior to Cabinet to ensure equity across the district.

#### 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](mailto:duty.communities@scambs.gov.uk) , 01954 713070