

Care Together Seed Fund for Mobile and Community Warden Schemes in South Cambridgeshire: a one-off fund for 2023-24

Criteria and guidance notes

Summary

The Care Together Seed Fund uses funds provided by Cambridgeshire County Council to assist with the increasing costs and expansion of Community Warden Schemes in South Cambridgeshire. This one-off grant scheme is separate from the existing Mobile Warden Scheme grants provided by South Cambridgeshire District Council (SCDC).

Applications invited from	Parish councils and community groups (see full list of eligibility criteria below)
Total available	£21,000
Max grant	£2,000
Grant scheme open	7 August 2023
Application deadline	5pm 31 August 2023
Allocation of funding decided	End of September 2023
Grants paid	October 2023

All eligible grant applications will be reviewed by the SCDC Grants Advisory Committee, who will make recommendations to the lead Cabinet Member for Resources for decision.

Objectives:

- To increase awareness of, and promote the services offered by, Community Warden Schemes.
- To enable continued availability of face-to-face visits at a reasonable cost to the service user.

Examples of what can be funded:

Community Warden Schemes are run independently of the County and District Councils and will have different funding needs. For example, a scheme may have already carried out a promotional campaign but could instead apply for additional warden hours or provide a number of free introductory taster sessions. Below is a list of examples applicants could consider. Please note, this is not an exhaustive list:

- Providing free taster sessions or reduced fees for new clients for a limited introductory period.
- Producing promotional material to be distributed to every household in the villages covered by the mobile warden scheme.
- Funding additional warden hours, or for the employment of additional wardens to serve additional clients.
- Funding additional warden hours to run a series of coffee mornings or drop-in sessions to promote the service to new clients.
- Working with stakeholders such as the Council's [Visiting Support service](#), GP's, social prescribers, hospitals and family members to increase the number of referrals.
- Working with volunteers at local Hub venues to promote the service available to potential clients and their families.

Full list of eligibility criteria

Applicants must provide evidence that they:

- are set up for charitable (not-for-profit), benevolent or philanthropic purposes.
- decide policy and overall management practice through a committee of elected, unpaid volunteers (a management committee or board of trustees).
- have a written constitution or mission statement.
- meet relevant legal responsibilities, including those of an employer, and adopt, implement and monitor good employment practices, including having relevant insurances to cover operations.
- research and meet the needs of South Cambridgeshire residents and are open to all eligible users as defined by the constitution or rules.
- have systems and structures in place to manage their affairs efficiently, hold regular meetings to plan and monitor activities, keep minutes and circulate information to group members.
- involve users and members in policy-making and management, where appropriate.
- recruit and support volunteers in line with a volunteers policy, where appropriate.
- adopt appropriate child and vulnerable adult protection, health and safety and Disclosure and Barring Scheme (DBS) checking policies.
- prepare budgets, keep relevant financial records (adhere to Making Tax Digital if relevant), monitor income and expenditure at least quarterly and prepare proper accounts. If part of a national or regional organisation, please only provide information relating to your branch.
- demonstrate a *need* for financial help. You will be asked for details of your policy on unrestricted reserves, based on Charity Commission guidelines.
- have a 'business' bank account.
- charge service users at an appropriate rate in line with other local services, where applicable. SCDC will not subsidise projects that are deemed to be under or over-charging clients.

Applications will be accepted from individual organisations and from consortia, where one lead agency has been identified. For consortium applications, details must be given throughout of all partners involved and how grant funding will be allocated. The lead agency must consider funds held on behalf of partners as 'restricted'.

How much can be applied for?

The upper limit on grant funding is £2,000. However, please be mindful that funding is limited, and applications should reflect your organisation's genuine need for funding and your intention to promote and expand.

How will the grant be paid?

A funding agreement will be prepared for all successful applicants. This will include arrangements for payment of the grant.

What we fund

We can support the following revenue costs:

- Salaries of project workers and wardens where there is an identified and evidenced need.
- Salaries of management staff who supervise project staff. These should be in proportion to the staff time spent on the project.
- Reasonable expenses of project staff and volunteers.

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- Marketing and publicity for the project.
- Equipment.
- Capital costs.
- Engagement activities.

We cannot pay for the following:

- Activities, events or services which have *already taken place*, including staff development time.
- Activities that generate profits for private gain.
- Loan repayments.

What are the conditions of funding?

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

- Only one application per organisation will be accepted. If in doubt, applicants should seek advice before making their application as changes cannot be made after the closing date for the scheme.
- A clear description of how this funding will be spent must be included, for example for increased promotion, or warden hours, or for the employment of additional wardens.
- Funding must only be used for the agreed purpose and must be spent within 6-months of the award being made (except where exceptional circumstances apply and an extension is agreed with the grants officer in writing).
- Any requests to amend the Project or to use the Grant for other purposes, will need to be agreed with the grants officer in writing.
- Where a proposal anticipates financial savings or income, the applicant will need to show this will be for the benefit of the community.
- Publicity must take place acknowledging the award provided by Cambridgeshire County Council in partnership with South Cambridgeshire District Council. Logos will be provided.
- Any unused grant must be returned to South Cambridgeshire District Council.
- Organisations in receipt of funding will need to submit monitoring information, details of which will appear in accompanying funding agreements and grant paperwork. Lead agencies in consortium applications will be responsible for monitoring project and financial information on behalf of partners.

Where appropriate, applicants are encouraged to seek part-funding from other sources. There is no requirement for this, but if as expected, the fund is oversubscribed, proposals including funding from other sources will be prioritised. Part-funding can include your own fundraising and can be of monetary and/or in-kind value. We ask that you demonstrate your commitment to the financial sustainability of the scheme.

South Cambridgeshire District Council endeavours to put in place joint funding agreements and monitoring processes with other relevant funders where this is of benefit to the funded organisation.

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
- Equal opportunities policy
- Health and safety policy

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- Policy for the protection of the environment
- Child and vulnerable adult policy, including details of your DBS checking and safer recruitment procedures and your policy on appropriate training for wardens.

For further information please contact:

Contact details: emma.dyer@scambbs.gov.uk or 01954 713344

Guidance Note A - Contact Details

The first contact should be someone from your organisation who can discuss the application. This would normally be the person responsible for how any grant would be used. Please provide a telephone number and email address to enable us to contact you if there are queries relating to your application.

Guidance Note B – About your organisation

1. **Is your organisation a charity?** Please answer Yes/No

If yes, please provide your charity number. This can be found using the link:

<https://www.gov.uk/find-charity-information>

2. **Does your organisation or project have a website?** Please answer Yes/No

If yes, please provide the full weblink.

This is the website address of your organisation, or the website address for the project if there is one.

3. **Is your organisation affiliated to another body?** Please answer Yes/No

If yes, please give details of any national or local bodies to which your organisation belongs.

4. **When was your organisation set up?**

5. **What was your organisation set up to do? Please give details of your main aims and objectives and any criteria which clients have to meet.**

6. **How many people are involved in running your organisation?**

- Committee / Board Members-
- Other Volunteers-
- Paid Staff-

7. **Do you know how many hours your volunteers (excluding board members) gave last year to deliver the service relevant to this application? If yes, please state how many.**

8. **Please state the geographical area/s covered by this application? Please see Guidance Notes for information.**

9. **What is the highest and lowest number of people you have had directly benefitting from the scheme at any one time during the last year?**

10. **How many organisations and / or individuals indirectly benefited from these activities last year (if relevant)? (Not including committee members and volunteers).**

11. **What were the outcomes of your activities? Please use case studies to demonstrate the impact.**

12. **Please explain your charges / charging structure.**

Guidance Note C - About your proposal

13. What project / activity are you applying for funding for?

14. Over what timescales will the project / activity take place? Please include the date when your project is likely to be undertaken/started. Funding must be spent within 6 months of the award being made (unless otherwise agreed in writing)

15. How will your project/activity increase awareness and promote the service offered to potential clients / family / referring agencies?

16. How will your project/activity help to ensure continued availability of face-to-face visits for service users at a reasonable cost?

17. What additional value do you think your project provides?

Please provide details of any co-benefits, expected or otherwise, resulting from your project

18. How will you monitor your progress? Please give details of the individual activities you / partners plan to undertake and the impact this will have.

Activity (Describe what your organisation will do)	Impact / Outcome (What difference will this make for your target group?)
1.	
2.	
3.	
4.	
5.	

19. Please describe your plans for continuing the funded work after this funding finishes

20. Does your organisation have appropriate insurance in place for your project? Please answer Yes/No. If no- we would recommend you have adequate insurance in place for your project. For more information follow the link: <http://www.cambridgecvs.org.uk/group-support/HR%20and%20Legal>

Guidance Note D - Financing your project

21. Please give a breakdown of total project costs.

Please give as much detail as possible and include ALL costs. The breakdown should be for the whole project cost and not just the amount you are asking for funding for. Where applicable, please upload quotes. If you do not provide accurate information, this may jeopardise your application's success.

Item / Activity	Cost (£)

22. Please state the amount of funding requested within this grant application.

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This can be up to 100% of project costs. Please use net cost figures if your organisation is able to reclaim VAT or if the VAT is not payable for any reason, and gross cost figures if you are unable to reclaim VAT. You should also include any in-kind contributions to the total project cost figure to give a full account of the whole scheme. The figure should be entered as a whole number, **without** commas or a decimal point.

23. What funds do you have / have you raised or applied for so far for this project?

Where from?	Amount (£)	Is this confirmed? If not, when will you know?

Please note, if you do not provide accurate information, this may jeopardise your application's success.

24. Please provide the following information about the finances of your organisation.

Details	(£) or (dd/mm/yyyy)
Date of financial year end	
Total income in last financial year	
Total expenditure in last financial year	
Current unrestricted reserves or savings	
Current restricted reserves or savings	

25. Where does your organisation get its funding from?

Funder (include client fees)	Amount (£)

26. **If there is a shortfall in funding, what steps will you take to overcome this?** We encourage you to approach other funding bodies for part-funding. The SCDC grants officer can offer advice on sources of funding. Applications with part-funding in place will be looked upon favourably.

27. Please give details of your organisation's policy on reserves.

Organisations with high unrestricted reserves based on charity commission recommendations will not be prioritised for funding.

Guidance Note E - Checklist

28. All applicants must submit, or have submitted within the last year, the following information – documents in **bold** are required for this funding scheme. Assessment of applications may be delayed if relevant documents are not submitted. If your organisation does not have a written

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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

Documentation	Enclosed	Previously submitted	To follow	Not applicable
1. Aims and objectives of your organisation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Programme of activities (if appropriate).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Report of activities for the last year (your annual report).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Most recent annual accounts, audited.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Budget for this financial year with revisions for actual figures to date, including opening and closing balances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Budget for the next financial year, including projected spend for your whole organisation, opening and closing balances and what you are applying for in this application.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Constitution or set of rules.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. List of your committee members or trustees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Equal opportunities policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Health and safety policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Policy for the protection of the environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Child and vulnerable adult policy, including details of your DBS checking and safer recruitment procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Safeguarding training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. First Aid training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Volunteers policy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Comments or complaints procedure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Evidence of a business account with at least 2 cheque signatories.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Quotes for any equipment or services you intend to fund through this grant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Any recent publications or leaflets about your organisation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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18. Any other material you feel would support your application.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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