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20 September 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 **MONKFIELD ROOM, FIRST FLOOR** at South Cambridgeshire Hall on **FRIDAY, 28 SEPTEMBER 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 27 July 2018 as a correct record.	1 - 4
4.	Community Energy Grant Review 2018	5 - 20
5.	Mobile Warden Scheme Grants Review 2018	21 - 28
6.	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'.

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Agenda Item 3

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of a meeting of the Grants Advisory Committee held on
Friday, 27 July 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), Siobhan Mellon (Development Officer), Liz Pinchen (Democratic Services Officer (Temporary)) and Ian Senior (Democratic Services Officer)

Councillors Heather Williams and John Williams (Finance Portfolio Holder) 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 Service Support Grants to the Voluntary and Community Sector because she is a Trustee of Care Network, which might be in receipt of a grant.

3. MINUTES OF PREVIOUS MEETING

The Committee authorised the Chairman to sign, as a correct record, the Minutes of the meeting held on 21 June 2018.

4. COMMUNITY CHEST: FUNDING APPLICATIONS

The Grants Advisory Committee considered a report detailing applications, received between 1 April 2018 and 31 May 2018 and deferred from the meeting held on 21 June 2018, for funding from the Community Chest grant funding scheme.

The Advisory Committee noted that the opening budget had been £57,000, of which £22,058.26 remained unallocated.

The Committee discussed each application in turn.

The Grants Advisory Committee **recommended** to the Finance Portfolio Holder as follows:

Applicant	Village(s) affected	Description	Total applied for (£)	Total recommended (£)	Additional conditions/ comments
The Ickleton Society	Ickleton	Printing costs for	1,000.00	1,000.00	

		circa 300 books about Ickleton's contribution to The Great War			
Willingham Combined Charity	Charity	Purchase fencing for allotment	1,000.00	Nil	Project cannot complete within required 12-months

The Grants Advisory Committee **deferred** the following application for the reason specified:

Applicant	Village(s) affected	Description	Total applied for (£)	Reason for deferral
All Saints' Playgroup	Waterbeach & Landbeach	Purchase of music equipment and games console	600.00	Deadline set of 31 August 2018 for the receipt of supporting documents

The Grants Advisory Committee considered a report detailing applications, received between 1 March 2018 and 31 May 2018 and deferred from the meeting held on 21 June 2018, for funding from the Community Energy grant funding scheme.

The Advisory Committee noted that the total opening budget had been £55,000, of which £41,663.60 remained unallocated.

The Committee discussed each application in turn.

The Grants Advisory Committee **recommended** to the Finance Portfolio Holder as follows:

Applicant	Village(s) affected	Description	Total applied for (£)	Total recommended (£)	Additional conditions or comments
Hatley Parish Council	Parish Council	Replace one pair of French Doors (with A-rated uPVC) and side-door (with black composite rebate) at	2,435.00	2,435.00	Conditional on a new 10 year (minimum) lease from 2018

		village hall			
Foxton Village Hall	Foxton	Major lighting upgrade to foyer, meeting room, lounge and pavilion to LEDs	3,000.00	3,000.00	

6. SERVICE SUPPORT GRANTS TO THE VOLUNTARY AND COMMUNITY SECTOR

The Grants Advisory Committee considered a report that examined the justification and scope for a further three-year programme of Service Support Grant funding to the Voluntary and Community Sector.

Members noted that the current themes and allocations would remain constant. They raised concern about the rigidity of the allocations and how the introduction of Universal Credit would impact on need. This could be addressed by advertising the allocations as approximate to allow flexibility.

Due to the length of the lead in period, and the launch of the scheme on or before 1 October 2018, a decision was required.

The Grants Advisory Committee **recommended** that Cabinet:

- a) approves a further three-year programme of Service Support Grants (subject to annual funding agreements) to run from 1 April 2019 to 31 March 2022;
- b) approves the continuation of current themes with approximate allocations for the Service Support Grant fund; and
- c) accepts the proposed schedule for operation of the scheme.

7. COMMUNITY CHEST REVIEW 2018

The Grants Advisory Committee **received and noted** a report that highlighted the background to the proposed changes to the Community Chest Scheme and the outcome of the workshop to review the criteria of the scheme held on 12 July 2018.

Areas for further consideration were identified as:

- a) The replacement of the maximum of £3,000 per parish in any financial year with the proposal for maximum amounts to be based on size of ward. It was felt that this proposal would make the scheme less equitable and other options for allocation of funding were discussed. It was proposed that each parish be allowed to bid for up to £1,000 per financial year, on a first come first service basis, with any further bids considered on merit and in consultation with ward members. An additional column be added to the report detailing what the parishes have already applied for.
It was noted that some parishes have not applied in the past and ward members should try to encourage bids from these parishes;
- b) Criteria was needed for low dwelling precepting parishes. It was noted that some

parishes were not budgeting for section 137 expenditure; this would be raised at the next Parish Council Liaison meeting;

- c) The wording on 'What the project must deliver' to be amended further to include education and to add the word 'inclusive' into 'Promote healthy and Active Communities; and
- d) The name of the scheme. At the informal Cabinet meeting held on 26 July 2018 concern was raised regarding the proposal to keep the name 'Community Chest' as it was felt a new name would highlight it as a new scheme. The Committee felt that changing the name would lead to perception that the funding had ceased and would cause confusion.

The Grants Advisory Committee

- 1. recommended that Cabinet approve the changes to the Community Chest guidance notes, as amended, which set out the criteria for the scheme; and
- 2. gave the Head of Sustainable Communities and Wellbeing delegated powers to make the necessary amendments to the Community Chest guidance notes in consultation with the Chairman of the Grants Advisory Committee and the Finance Portfolio Holder.

8. DATE OF NEXT MEETING

The next Grants Advisory Committee meeting would be arranged for the end of September 2018.

The Meeting ended at 11.25 a.m.

Agenda Item 4

REPORT TO: Grants Advisory Committee

28 September 2018

LEAD OFFICER: Head of Sustainable Communities and Wellbeing

Community Energy Grant Review 2018

Purpose

1. To consider changes to the Community Energy Grant scheme suggested at a workshop on the scheme for Grants Advisory Committee and Climate & Environment Committee members, and to make recommendations to Cabinet on the scheme.
2. This is not a key decision because funding for the Grant in the current financial year has already been agreed, and funding for the Grant in future years would be agreed through the annual financial process.

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) that the Community Energy Grant scheme is re-opened, and
 - (b) approval of the proposed amendments to the scheme guidance and application form.

Reasons for Recommendations

5. The purpose of the Community Energy Grant scheme is to support action leading to climate change mitigation and improved environmental sustainability. This aligns with emerging Council priorities.

Background

6. The Community Energy Grant scheme first opened on 1 March 2018.
7. The Community Energy Grant scheme provides funding for 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 which must deliver one or more environmental benefits, for example reduced carbon emissions as a result of reduced energy consumption, or increased use of low carbon energy sources.
8. Eight applications were received before the scheme closed for review. These were reviewed by Grants Advisory Committee on 21 June 2018 with the result that all received the full funding requested. (One application was delayed pending further investigation and subsequently approved following the 7 July meeting).

9. The amount of funding made available through the Community Energy Grant fund in 2018/19 is £55,000.
10. Allocation of funding has been on a first-come first-served basis with the Council reserving the right to prioritise applications based on the funding available, the 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.
11. Applications are mainly submitted online, via a short online form. Paper copies are available where this is not possible.
12. On 24 May the Leader and lead Cabinet member for Finance decided to temporarily close the Community Energy Grants scheme (and the Community Chest) 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.)

Considerations

13. On 4 September a joint workshop of the Grants Advisory Committee and Climate Change and Environment Advisory Committee was held to review the Community Energy Grant scheme.
14. Minor changes to the scheme guidance and application process were put forward at this workshop and have been incorporated into the scheme documents, as provided, with changes tracked, in Appendix A (guidance) and Appendix B (application form).
15. The main changes put forward were:
 - Requirement for a short business case alongside the application form
 - Additional examples to be included in the list of what can be funded, viz pipe insulation, energy surveys, replacement heating systems
 - For applications concerning community buildings, encouragement to applicants to have an energy survey (professional or DIY using checklist) undertaken prior to application
 - Additional guidance on how to quantify environmental benefits

Options

16. The Grants Advisory Committee could recommend:
 - (a) that the Community Energy Grant scheme is re-opened, or not, and/or
 - (b) approval of the proposed amendments to the scheme guidance and application form, or
 - (c) approval of the scheme guidance and application form with further or alternative amendments, or no amendments.

Implications

17. 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

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

Risk Management

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

Equality and Diversity

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

Consultation responses

21. A joint workshop of the Grants Advisory Committee and Climate Change and Environment Advisory Committee was held on 4 September to review the Community Energy Grant scheme. The proposals for amendments in this report were made at that workshop.
22. At the time of writing this report, the Climate and Environment Advisory Committee were due to look at a report on the Community Energy Grant fund at their meeting on 20 September. Comments from the Climate and Environment Advisory Committee will be presented verbally to the Grants Advisory Committee alongside this report.

Effect on Strategic Aims

23. The review will ensure that the Community Energy grant scheme reflects Council priorities.

Report Author: Siobhan Mellon, Development Officer, Sustainable Communities Team
Telephone: (01954) 713395

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Appendix A



Guidance notes for Community Energy Grants 18/19

Revised September 2018

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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@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@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 greenhouse gas~~ emissions as a result of reduced energy consumption, or increased use of low carbon energy sources. ~~This Expected benefits~~ must be outlined in your application. ~~Please note these can be quantified in terms of greenhouse gas emissions savings or simply as energy savings. If using greenhouse gas emissions savings please use recent standard conversion factors as supplied by BEIS (UK government).~~

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~~In the case of applications concerning community buildings, you are strongly encouraged to include a recent energy survey in your application. This could be a professional survey, or a simple DIY survey using a checklist as available online). Applications can be made for funding towards the cost of Grants can also be awarded for the purpose of energy surveys, for~~

Appendix A

~~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~~
- Pipe insulation
- Electric vehicle charging points
- Secondary glazing
- Replacement windows/doors
- Replacement Energy efficient lighting
- Replacement eEnergy efficient boiler/ heating system
- ~~Battery storage for solar panel or other low carbon energy generation measures~~
- Energy surveys

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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 contact spep@scambs.gov.uk to discuss alternative funding possibilities for environmental education projects).~~
- Kitchen appliances such as cookers and fridges (these may be fundable through the Community Chest)

~~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.~~

Commented [SM1]: Removed pending decision on Green Energy loan

Appendix A

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~~ April 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
- A simple business case (you may wish to use the template at the end of this document)

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
- ~~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

Appendix A

- 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 **d**etails: duty.communities@scams.gov.uk or 01954 713070

Optional template for Business Case for Community Energy project

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Project name:	
Applicant:	
Date:	

Reasons:
<i>Why is the outcome needed?</i>
Options:
<i>Outline the options that have been considered to deliver the required outcome. Describe what the chosen option involves and the reason it was selected.</i>
Benefits:
<i>Identify each benefit that is claimed would be achieved by the outcome. Define current status and explain how measurement of improvements will be quantified. May include what will happen if the project is not done.</i>
Risks:
<i>Outline any risks facing the issue and how these will be managed.</i>
Cost and Timescale:
<i>Outline the estimated cost and timescale, including operating and maintenance costs and an</i>

Appendix A

appropriate contingency where relevant.

Investment Appraisal:

Outline the balance between total costs against the value of the benefits anticipated over a period of time.

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South Cambridgeshire District Council



Community Energy Grant Application Form 2018-19

Please ensure that you have read the guidance notes before completing this form.

A. Your details		Complete this section
1	Name of organisation	<input type="text"/>
2	Address of organisation	<input type="text"/>
3	Contact name and position (plus address if different from above)	<input type="text"/>
4	Telephone number	<input type="text"/>
5	E-mail	<input type="text"/>
6	Name of project	<input type="text"/>

B. About your organisation		Guidance
1	What does your organisation do?	Please state the overall aim of your organisation and describe the usual activities / services your organisation provides.
<input type="text"/>		

2 If your organisation is a charity, please provide your charity number.

3 Does your organisation have a bank account?

Yes No

Is your organisation affiliated to another body? If Yes state which.

Please include any national or local bodies to which your organisation belongs.

C. About your proposal **Guidance**

1 Which parishes will benefit from the funding?

Please note that projects based solely in one village are as important to us as those covering more than one village

2 How do you plan to use the funding? Please be specific in your reply and relate it to the eligibility criteria

Please remember that this fund is for one-off projects and purchases and should not be used for overheads, or relied upon in future years. Therefore, the sustainability of your project should be considered before submitting your application.

3 Outline the environmental benefit of your project. For example, reduced carbon emissions, reduced energy consumption or increased use of low carbon energy sources.

Please include details of the anticipated reductions, & estimated cost savings. & efficiencies

Appendix B

- 4 If you are working with any other organisations on this project, please provide the names of these groups and the nature of the relationship with your organisation.

- 5 How have you identified this energy measure as appropriate for your organisation? If you have undertaken an energy self-survey, or received professional advice, please provide details.

- 6 Please indicate an approximate date when your project is likely to be undertaken / started.

- 7 Does your organisation own the premises where the project is planned?

Yes No

If you are using rented facilities, do you have permission from the owner / leaseholder?

Yes No

- 8 Does your project require any regulatory consent? (Please indicate all that apply)

Planning Permission	
Listed Building Consent	
Building Regulations Approval	
County Highways Approval	
Faculty Approval (if a Church building)	

If yes, please give details.

9 Are your local District Councillors in support of your project? Please provide details.

D. Financing your project	Guidance
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1 Does your parish council support your project? Please give details.

You should approach your parish council for support – they may have a local fund available for small projects, or monies from building developments (s106) that could be used for your project.

2 Do you have/hope to obtain other sources of income in relation to this project? If so, please give details, including the total from these sources.

This might include your own fundraising, other grants or sponsorship. Please be clear about the status of the funding e.g. secured or applied for.

3 Please give a breakdown of total estimated costs for your proposal?

Expenditure Item

Cost (£)

Please give as much detail as

Appendix B

Total Project Cost	£

possible and include ALL costs. We will also require an up to date copy of your accounts.

If you do not provide correct information, it may jeopardise your application's success.

4 Amount of funding requested from SCDC

E. Checklist and Declaration

In submitting this form I confirm that I have read and understood the criteria and general conditions under which any grant may be awarded. The information I have given in this form and any supporting documentation is correct to the best of my knowledge.

I understand that any grant given is discretionary and that eligibility does not confer an automatic right to receive grant aid.

I understand that no works/purchases should be undertaken until a grant offer has been made and accepted and that the grant may be reclaimed in part or in whole if the conditions of the grant offer are not adhered to.

It is my responsibility to ensure that all aspects of the project have been considered and that adequate risk assessment, insurances and training of personnel has been undertaken.

I have submitted the following documents in support of my application:

Required Documents

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

A simple business case for the project which provides an appraisal of the investment taking into account expected benefits, risks, costs and timescale.

Other supporting documents

Appendix B

Public rights of Way Consent from landowner

Completed Community Building Energy Self Survey (if completed)

Any other material you feel would support this application (this may include a professional energy survey or audit if you have had one completed).

Signed

Print name & position
(if different from section A)

Date

F. What to do now

Send your postal application to:

**Sustainable Communities and Partnerships Team
South Cambridgeshire District Council
Cambourne Business Park
Cambourne
Cambridge
CB23 6EA**

Or sign, scan and return it, along with supporting documentation to: duty.communities@scambs.gov.uk

If you have any queries about the Community Energy Grant Scheme, please email duty.communities@scambs.gov.uk or call 01954 713070.

****PLEASE DO NOT STAPLE DOCUMENTS****

Agenda Item 5

REPORT TO: Grants Advisory Committee

28 September 2018

LEAD OFFICER: Head of Sustainable Communities & Wellbeing

Mobile Warden Scheme Grants Review 2018

Purpose

1. To consider the proposed amendments to the criteria and guidance notes for the Mobile and Community Warden Scheme Grants 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 Mobile and Community Warden Scheme Grant criteria and guidance notes, as set out at Appendix A.

Reasons for Recommendations

4. 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."
5. Following a workshop of the Committee, which also included substitutes, this report sets out proposed amendments to the existing Mobile and Community Warden Scheme Grants. The workshop looked at the current grant fund in detail, whether Committee members felt the Council should continue to grant fund Mobile and Community Warden Schemes and the criteria / guidance notes for the fund.

Background

6. Mobile and Community Wardens Schemes (sometimes called Community Care Schemes) exist in South Cambridgeshire to support older people to live independently in their homes and in the community they know, and which knows them.

7. The warden schemes are complementary to statutory care services and do not duplicate or replace the medical or social care services that individuals may also require. They can help to combat loneliness and social isolation and can provide significant benefits to clients at relatively low cost. They are seen by clients and their families as a vital community-based service.
8. South Cambridgeshire District Council has been providing grant funding to Mobile and Community Warden Schemes for many years.
9. The Council's Mobile and Community Warden Scheme grant funding has historically been an annual grant funding programme. The scheme is usually launched in the Autumn, to allow time for applications to be made and assessed, and decision-making carried out in a timely manner prior to the beginning of the following financial year. All funding is awarded subject to Council approval of the budget.
10. The amount of funding in the grant fund has remained fairly stable. An inflationary increase has been added over the previous few years.

Year	Amount (£)
2018/19	20,110
2017/18	19,250
2016/17	19,250
2015/16	19,000
2014/15	18,550
2013/14	17,900

11. The schemes funded in 2018/19 were:

Name of Scheme	Villages Covered	Operating Model
Cottenham	Cottenham	Community-led
Harston	Barrington, Harston, Hauxton, Newton, Orwell	Community-led
Haslingfield	Haslingfield	Community-led
Melbourn	Melbourn, Meldreth, Shepreth	Community-led
Milton	Milton	Parish-led
The Mordens & Litlington	Guilden Morden, Steeple Morden, Litlington, Bassingbourn	Community-led
Histon & Impington	Histon & Impington	Age UK
Swavesey	Swavesey	Age UK
Small Villages	Balsham, Western Colville, West Wrattling, Horseheath, West Wickham, Castle Camps, Shudy Camps	Age UK
Teversham	Teversham	Age UK
Linton	Linton	Age UK

A scheme has also recently been set up in Waterbeach (Age UK) and Stapleford is also looking to set up a scheme.

Considerations

12. A workshop of the Grants Advisory Committee plus substitutes was held on 11 September 2018. Those able to attend were:
 - Councillor Jose Hales
 - Councillor Clare Delderfield
 - Councillor Sue Ellington
 - Councillor Peter McDonald
 - Councillor Shrobona Bhattacharya
 - Councillor Bill Handley
 - Councillor Heather Williams
 - Gemma Barron, Head of Sustainable Communities and Wellbeing
 - Katherine Southwood, Project Officer
13. Following an in-depth discussion about the purpose of the mobile and community warden schemes, the group also looked at how the schemes operate. The group strongly supported the Council continuing to grant fund local schemes. The main reasons given were that the schemes support some of the most vulnerable members of the community and that the schemes supported over 250 people in the previous year.
14. The different operating models were discussed. The group agreed that the various models allow for local difference. It was acknowledged that the schemes often deliver slightly different services, but that this was also seen as a positive because they have evolved for the local community in which they operate.
15. The group discussed the possibility of lengthening the scheme to be a three-year scheme rather than annual scheme. The benefit of a three-year scheme would be to provide assurance to the operator, however, it was felt that the number of clients and size of each scheme can vary significantly from year to year, and new schemes are also regularly being established. On balance it was felt that the fund should remain as an annual fund.
16. A few minor tweaks to the existing criteria / guidance notes were proposed (see Appendix A for complete tracked changes):
 - (a) State that charities should follow Charity Commission guidance:
<https://www.gov.uk/government/organisations/charity-commission/about/publication-scheme>
 - (b) Require appropriate training for paid and voluntary staff, and the management committee or board of trustees e.g. safeguarding, scams awareness
 - (c) Add a reference to Making Tax Digital to ensure that relevant organisations are adhering to requirements.

Options

17. The Grants Advisory Committee could recommend to Cabinet:
 - (a) the changes to the Mobile and Community Warden Scheme Grant criteria and guidance notes, as set out at Appendix A; or
 - (b) an amended version of the changes to the Mobile and Community Warden Scheme Grant criteria and guidance notes, as set out at Appendix A; or
 - (c) to make no amendments to the Mobile and Community Warden Scheme Grant criteria and guidance notes; or

- (d) to withdraw the Mobile and Community Warden Scheme Grant funding. (If conforming to Compact¹ principles this decision should be the subject of general consultation, to include the community and voluntary sector.)

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 Mobile Warden Scheme Grants fund. It is assumed that the fund would be a similar level in 2019/20 should the grant fund continue.

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.

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¹ Cambridgeshire Compact Agreement
http://www.cambridgecvs.org.uk/app/webroot/media/cms/files/cambridgeshire_compact.pdf

South Cambridgeshire District Council



Grants for Mobile and Community Warden Schemes in South Cambridgeshire

Criteria and guidance notes 20XX-XX

Please note down your **reference number** on your application. If you tick *save for later* on your online form you will need your unique reference number to return to your form at a later time.

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1. Summary

SCDC will allocate approximately £XX,XXX* of grant funding to Mobile and Community Warden Schemes in 20XX-XX.

*Budgets are unconfirmed until approval at Council on [DAY MONTH YEAR] and are subject to review, particularly in the light of the current situation regarding public sector finances. In applying to this scheme you are doing so in acknowledgement of this.

2. Timescales and deadlines

The following table outlines the various stages of the application and decision-making process:

Stage	Timescales
Scheme open for applications	XX November 20XX
Deadline for applications	5 pm, XX January 20XX
Allocation of funding decided	By XX February 20XX
Organisations notified of funding decisions	By XX March 20XX
Grants paid	From 1 April 20XX

3. Eligibility Criteria

Please note: SCDC will be happy to discuss the following with small groups and start-ups.

In order to be eligible to receive funding, organisations must:

- Be **independently**-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 constitution, mission statement or set of rules, aims and procedures.
- 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 be 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 **CRB Disclosure and Barring Scheme (DBS)** checking policies.
- Ensure appropriate training for paid and voluntary staff, and the management committee or board of trustees e.g. safeguarding, scams awareness
- 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.
- Please provide evidence of a 'business' account for the organisation, and of two cheque signatories. Please also submit your current audited accounts and annual report.
- Demonstrate a *need* for financial help. You will be asked for details of your policy on unrestricted reserves, based on Charity Commission guidelines (visit <https://www.gov.uk/government/publications/charities-and-reserves-cc19> for further information).
- 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.

4. Other information

- 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.
- Grant funding can be used for core costs and project costs where there is an identified and evidenced need.
- 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'.
- 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.
- Funded organisations are expected to credit SCDC in any literature and to use the SCDC logo where appropriate. Logos will be provided.
- SCDC endeavours to put in place joint funding agreements and monitoring processes with other relevant funders where this is of benefit to the funded organisation.
- SCDC does not make match funding a requirement for this grant scheme. However, we do not expect to be the sole source of funding and applicants must show what other sources of funding have been sought.

- Funding agreements include a termination / variation clause which may result in the recouping of unused or misused funds. SCDC will endeavour to ensure Compact compliance at all times. Please visit <https://www.cambridgeshire.gov.uk/council/communities-&-localism/voluntary-sector/> for more information.

5. Making your application

- Applicants are encouraged to complete their application form on-line. If this is not possible please contact us for assistance.
- Applicants are required to complete all relevant sections of the form rather than attaching reports. This enables us to make a fair assessment of your organisation and eligibility for funding.
- Sections 2(g) and 3(d) ask for details of the geographical area/s your organisation's work covers. Please give information pertaining to South Cambridgeshire on a Ward or Parish basis, or state that the work will take place 'district wide' where relevant.
- For help with your application form please contact [FIRSTNAME LASTNAME] on firstname.lastname@scambs.gov.uk or 01954 713344.
- Your application form must be submitted by the deadline of **5 pm XX January 20XX**. We regret that **applications received after this date will not be considered**.
- **Please keep a record of your application number for future reference.**
- All applications will be acknowledged by post or email within 10 working days of receipt. If you do not receive an acknowledgement, please call to check that your application has been received.
- Funding allocations will be confirmed on XX February 20XX and organisations notified in writing by XX March 20XX.