

South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridge
CB23 6EA

t: 01954 713000

f: 01954 713149

www.scambs.gov.uk



09 December 2021

To: Chairman – Councillor Jose Hales
Vice-Chairman – Councillor Sue Ellington
All Members of the Grants Advisory Committee - Councillors
Dr. Claire Daunton, Bill Handley and Peter McDonald

Quorum: 3

Substitutes: Councillors Bunty Waters, Dr. Shrobona Bhattacharya, Mark Howell,
Heather Williams, Tom Bygott, Dr. Martin Cahn and
Sarah Cheung Johnson

Dear Councillor

You are invited to attend the next meeting of **Grants Advisory Committee**, which will be held in the **To be confirmed** at South Cambridgeshire Hall on **Friday, 17 December 2021 at 2.00 p.m.** A weblink to enable members of the press and public to listen to the proceedings will be published on the page of the Council's website containing the online version of this agenda, normally, at least 24 hours before the meeting.

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
Liz Watts
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 Chair to sign the Minutes of the meeting held on Friday 26 November 2021 as a correct record.	1 - 4

- | | | |
|-----------|--|----------------|
| 4. | Community Chest: Funding Applications | 5 - 16 |
| 5. | Children and Young People's Grant: Funding Applications | 17 - 48 |
| 6. | Service Support Grants to the Voluntary Sector: 6-month Update Report | 49 - 78 |
| 7. | Date of next meeting
Friday 28 January 2022 at 10:00am. | |

**GUIDANCE FOR VISITORS TO SOUTH CAMBRIDGESHIRE
HALL**

Agenda Item 3

South Cambridgeshire District Council

Minutes of a meeting of the Grants Advisory Committee held on
Friday, 26 November 2021 at 8.30 a.m.

PRESENT: Councillor Jose Hales – Chair
Councillor Sue Ellington – Vice-Chair

Councillors: Dr. Claire Daunton Peter McDonald
Dr. Martin Cahn

Officers in attendance for all or part of the meeting:

Aaron Clarke Democratic Services Officer
Jason Clarke Programme Manager
Vicky Hoover Development Officer
Siobhan Mellon Climate & Environment Development Officer

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

1. Apologies for Absence

There was an apology for absence from Cllr Bill Handley.

2. Declarations of Interest

There were no declarations of interest.

3. Minutes of Previous Meeting

The Grants Advisory Committee authorised the Chair to sign, as a correct record, the minutes of the meeting held Friday 24 September 2021.

4. Review of Community Chest Grant Criteria

Grants Advisory Committee noted the intention to include the biodiversity grants as a £10,000 ringfenced fund, within the Community Chest Criteria to support biodiversity projects. It was remarked that Parish Councils would be eligible to apply for this fund as long as they were not already in receipt of a Zero Carbon Communities Grant in the same year.

It was remarked that if the Committee agreed to recommend the changes to the Lead Cabinet Member for Finance, that the funding limit for community chest grants would be raised from £1,000 to £2,000.

It was explained that in the creation of a Community-Led Plan an entire village or community would be surveyed and the place in question could then determine the focus of the resulting projects. Grants Advisory Committee noted that the revenue costs associated with the creation of the Community-Led Plans would be funded from ring-fenced post-covid funds within the Community Chest but that any

projects stemming from the creation of these plans would not be eligible for this funding. Any such resulting projects would, however, be eligible to apply for community chest funding in the normal way (i.e. for capital purchases).

It was remarked by the Committee that officers should include tangible examples as part of the pitch on Community-Led Plans to communities and Parish Councils and officers explained how they have started to do this through their quarterly events (the first of which showcased Whaddon Community-Led Plan).

The Committee noted that a Community-Led Plan toolkit was available on the SCDC website and that workshops had been held to assist community groups and parish councils.

It was **agreed** that relevant links to this toolkit would be provided through guidance notes to take them to the necessary documentation.

Members remarked that the title of 'Community-Led Plans' may cause confusion over the function that it provides versus Neighbourhood Plans and Village Design Guides and officers noted the importance for the Council to distinguish between these pieces of documentation.

The Committee were invited to provide feedback on the toolkit that officers had put together to assist groups with their Community-Led Plans.

Grants Advisory Committee recommended to the Lead Member for Finance:

1. To include biodiversity grants (formerly Wildlife Enhancement grants) as a £10,000 ringfenced fund within the CCG grants criteria. This would bring the fund in line with the Community Chest Grants (CCG), provide a transparent application process and could result in more than the original £10,000 being allocated towards biodiversity.
2. To include a one-off allocation of £50,000 from existing and available Council post-Covid funding into the CCG for Community Led Plans work and distribute in accordance with the CCG criteria. This sum would be allocated from adoption of the changes until the end of the current Community-Led Plan project - October 2023.
3. To increase the upper CCG grant limit of £1,000 to £2,000 to allow community groups and, where appropriate, parish councils to request a larger contribution to their projects. The cost of materials and equipment is increasing across the board and since most CCG applications are for the maximum award of £1,000 towards a greater project cost. CCG funding is historically this fund is underspent. By increasing the maximum award to £2,000 it is more likely that remaining funds will be spent by the year end and a full allocation can be made in future years.
4. To amend CCG criteria to include Community Interest Companies as eligible for CCG funding, as this was not stated explicitly in the criteria.

5. **Zero Carbon Communities Grants**

Grants Advisory Committee considered the deferred Zero Carbon Communities

application from made by Gamlingay with Hatley St. George and East Hatley for £5,000 towards solar panels and battery storage on the church roof.

It was noted that there was no short-term plan for changing the church heating system to a heat pump, and therefore it was remarked that unless the church was going to offset the electricity consumption of another building or community hub, it was determined that there was not sufficient electricity consumption on-site to justify the award of the grant.

It was recognised that reducing carbon emissions from churches was an important issue in local communities and it was **agreed** to develop an information sheet about this to be brought back to committee when changes to the Zero Carbon Scheme were reviewed.

It was noted that it may be worth assisting churches with carrying out energy surveys to determine the most appropriate projects to reduce energy consumption.

Grants Advisory Committee recommended to the Lead Cabinet Member for Finance:

- All unallocated funding, including the funding in question for Gamlingay and St Hatley be rolled over to the 2022/23 funding for the Zero Carbon Community Applications.

6. Community Chest: Funding Applications

The Grants Advisory Committee reviewed all Community Chest applications received between 16 September 2021 and 15 November 2021.

After consideration of these applications, the Grants Advisory Committee recommended to the Lead Cabinet Member for Finance that:

1. Cottenham Colts FC (PPTKLFFZ), to be approved and funded at the full amount requested of £1,000
2. Great Chishill Bell Ringers (RSDLGBJF), to be approved and funded at the full amount requested of £1,000
3. Orwell Carpet Bowls Club (NFTMRGQJ) to be approved and funded at the full amount requested of £152.95. It was noted that the group originally applied for £452.95, however they had been awarded more funding than expected from the Rugby Benevolent Fund. As such the group only requested £152.95 to meet their full project costs.

7. Date of next meeting

Friday 17 December 2021 at 2pm.

The Meeting ended at 9.50 a.m.

This page is left blank intentionally.



Report to:	Grants Advisory Committee	17 December 2021
Lead Cabinet Member:	Councillor John Williams Lead Cabinet Member for Finance	
Lead Officer:	Jeff Membery	

Community Chest Grant: Funding Applications

Executive Summary

1. To consider new applications received between 16 November 2021 to 7 December 2021 to the Community Chest Grant funding scheme.

Key Decision

2. No

Recommendations

3. It is recommended that the Grants Advisory Committee considers all applications for funding that are set out in Appendix A to this report and makes a recommendation to the Lead Cabinet for Finance regarding the level of funding (£0 - £2,000) to be awarded for each or defer a decision, if further information is required, or reject an application if it doesn't comply with the grant criteria.

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) Reviewing the Council's grants schemes to ensure they reflect Council priorities.
 - b) Designing any new or revised grants schemes, including consideration of criteria and guidance applicable in respect of each scheme.
 - c) Considering applications made under the Council's grants schemes.

Details

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 £2,000 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)
- Costs involved with the creation of a Community-Led Plan (not the resulting projects)
- Enhance the natural environment / result in a sustainable increase in local biodiversity

In accordance with the criteria, Parish Councils of any size can apply for biodiversity grants through this fund if they are not already in receipt of a grant from the Council's Zero Carbon Communities grant fund.

Parish Councils are also eligible to apply if they are using funds to deliver community engagement for the creation of a Community-led Plan.

6. Guidance notes and full eligibility criteria can be found at Appendix B.

7. Total amount of funding made available for Community Chest Grants 2021/22 is **£58,140.00**.

In addition there is **£10,000** ringfenced for 2021/22 for Biodiversity Grants and **£50,000** ringfenced (expiring in October 2023) for the creation of **Community-Led Plans**.

8. A summary of the applications can be found at Appendix A (copies of the applications forms are available from the Communications and Communities Team upon request).

The table below details the budget remaining at the time of this report within each subsection of the Community Chest, as well as the number of applications made, and the total amounts applied for.

Type (total fund)	Date fund expires	Total budget remaining	Applications received this month	Total applied for this month
Community Chest (£58,140)	31 March 2022	£32,955.78	1	£401.91
Biodiversity (£10,000)	31 March 2022	£10,000	0	£0.00
Community-Led Plans (£50,000)	October 2023	£50,000	0	£0.00
Total	-	£92,955.78	1	£401.91

Options

9. 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 for Finance to:
- A) award the amount of funding requested,
 - B) award an alternative amount of funding, including zero funding,
 - C) defer a decision, if further information is required from grant applicants, or
 - D) reject an application stating the reason for this.

Implications

10. There are no significant implications

Consultation responses

11. Wherever possible, local members have been consulted on applications that directly affect their local area.

Alignment with Council Priority Areas

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

Background Papers

Grants Advisory Committee Meetings

<https://scambsmodern.gov.co.uk/ieListMeetings.aspx?CId=1096&Year=0>

Appendices

Appendix A: Applications Summary

Appendix B: Guidance notes for Community Chest

Report Author:

Cecilia Murphy-Roads –Development Officer

e-mail: Cecilia.Murphy-Roads@scambsm.gov.uk

Telephone: (01954) 713379

Reference	CHPHFLJK			New application
Name of Organisation	1st Sawston Boy's and Girls' Brigade			
Organisation Type	Community Group			
CCVS Registered	No			
Parish	Sawston			
Land Owner	Elders of Sawston Free Church, the owners of the building			
Project Type	Basketball Hoops			
Green option considered?	n/a			
Documentation Status	Safeguarding	Yes	Accounts	Yes
	Quote	Yes	Mission Statement	Yes
District Councillor Support	Sought by applicant – no response yet Followed up with applicant – no response yet			
Parish Council Support – does the PC support this project in principle	Sought by applicant – no response yet Details of previous support from Parish Council sought by South Cambridgeshire District Council - no response yet			
Have the parish council supported the group financially previously? If yes when, what did the group purchase? and how much?	Yes. Spring 2021, see summary			
Officer Summary	<p>1st Sawston Boy's and Girls' Brigade is a uniformed youth organisation working with young people aged 6 to 18. They are part of the national Boys' Brigade based at Feldon Lodge and work very closely with 1st Sawston Girls Brigade. They share a constitution and bank account, work together as essential one group although each are part of their respective national organisation.</p> <p>The grant is to purchase a pair of basketball hoops and backboards for the sports hall of Sawston Free Church, to be used by 1st Sawston Brigades and other youth groups who meet in the building.</p> <p>1st Sawston Boy's and Girls' Brigade have not asked for funding from the Parish Council on this occasion as Sawston Parish Council awarded a grant in spring 2021 to help with ongoing costs. Details about this funding have been sought from the applicant.</p> <p>They have not applied for funding from other sources for this project. They have successfully applied for funding from John Huntingdon's Charity and the Sawston Fun Run for other projects in the past.</p> <p>They have approached various bodies for permission for this project to go ahead. They have asked the Elders of Sawston Free Church, the owners of the building, who are pleased to support the project.</p> <p>The basketball hoops set up will be available for youth groups to enjoy from Sawston and further parishes of:</p>			

Babraham
 Duxford
 Great Shelford
 Little Shelford
 Pampisford
 Stapleford
 Whittlesford

The grant requested will fund the purchase of:
 2 x basketball hoops (£199.98)
 2 x Backboard (£171.98)
 Delivery (£29.95)

However, the labour of fitting the sports equipment in the hall is free as being done by volunteers of the Church Fabric Committee.

Total Project Cost:	£401.91		Total Applied For: £401.91
---------------------	---------	--	----------------------------

Guidance notes for Community Chest

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:

- Either be a non-profit group or organisation (including Community Interest Companies, CIC) based in South Cambridgeshire or benefiting South Cambridgeshire residents, OR be a public sector body with a demonstrable community focus (individuals and businesses are not eligible)
- Be a Parish Council or Parish Meeting with fewer than 160 registered electors*
Exemption: Parish Councils of any size can apply for funding for costs involved in the creation of a [Community-Led Plan](#) (Parish Plan). This does not cover the costs of delivering projects emerging from a Community-led Plan (further details below). Parish Councils of any size can also apply for biodiversity grants through this fund provided that they are not already in receipt of a grant from the Council's Zero Carbon Communities grant fund.
- 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@cambridgecvs.org.uk

*Please note:

The Committee reserves the right to supersede this clause should the Parish Council or Parish Meeting show good cause, for example:

- a) The Parish Council or Parish Meeting have multiple settlements and the application pertains to any one of these which satisfies the 160-electors threshold or
- b) Registered electors are within 10% of the threshold.

What must the funded project deliver?

The community activity or project must:

- Meet local need and leave a legacy for the community
- Ensure equality of access
- Help us deliver one or more of the following aims:
 - Promote healthy and active communities
 - Enable inclusive communities
 - Develop skills
 - Enhance the natural environment / a sustainable increase in local biodiversity
 - Deliver community engagement through the creation of a Community-led Plan

What can be funded?

The 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)
- Costs involved with undertaking and creating a [Community-Led Plan](#) (resulting projects will only receive funding where they would have been eligible for the Community Chest anyway).
- Regarding biodiversity projects: the purchase and planting of native trees, hedgerows, wildflower meadows or other vegetation in appropriate and suitable locations and their ongoing maintenance; the construction and erection of bird and bat boxes in suitable locations; the creation or improvement of wildlife habitats (terrestrial or aquatic); the improvement of existing habitat.

What cannot be funded?

- On-going revenue costs or overheads (e.g. salaries, rent, advertising, promotional materials). The exception to this is the creation of Community-led Plans. However, revenue costs associated with the resulting projects will not be funded.
- Projects that replace funding by other public sector bodies, including parish councils (e.g. youth services, highways)
- 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
- Non-native flower tubs

How much can be applied for?

The maximum award is £2,000 in any single financial year (April-March) and can be for 100% of project 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 District 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?

Groups can apply at any time during the financial year until the funding is fully allocated for that period. Additional funding has been allocated until October 2023 for the creation of Community-led Plans.

Preferred green options

We will always ask applicants to seek a green option when purchasing items for their projects and this must be evidenced within the application.

For example, a group may be looking to purchase a new minibus for their community. We would expect the group to evidence and include market research with their application demonstrating that a similar electrically powered vehicle has been considered. However, if the electric alternative is not within price range, or would not be fit for purpose this must be explained before we would consider contributing towards an alternative.

Regarding biodiversity projects: planting of trees, hedgerows, wildflower meadows or other vegetation must be native. The construction and erection of bird and bat boxes must be in suitable location.

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
- A copy of your safeguarding policy
- A bank statement for the account you wish the funds to be paid into. Statement must be dated within the last month.
- Applications for funding towards the creation of Community-led Plans that are not made by the Parish Council itself should demonstrate that the Parish Council is supportive of the application.
- For biodiversity projects please include:
 - A plan of the proposed work, including a project map and project outcomes
 - A timeline of the proposed work indicating mileposts and delivery dates

- A brief management plan which describes how the project will be sustainable
- For Community-led Plan applications, details should be supplied of any funding being allocated by the Parish Council to the creation of the Plan.

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 South Cambridgeshire District Council website
- For biodiversity projects: the project must deliver a sustainable increase in local biodiversity, known as Biodiversity Net Gain. An increase means that you should be able to demonstrate positive change in biodiversity from pre-project conditions (for example, number of trees, number of square metres of land either created or improved). Sustainability means that it should persist over time and not be a temporary change.

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:

- [South Cambridgeshire District Council Community Chest webpage.](#)
- [Community-Led Plan toolkit - South Cambs District Council \(scambs.gov.uk\)](#)
- Contact Details: community.chest@scambs.gov.uk

Explanatory table

The Community Chest is made up of 3 streams of funding, below:

Community Chest funding	Community Group (including CIC)	Parish Council or Parish Meeting with fewer than 160 registered electors	Parish Council of any size
Community Chest £58,140	✓	✓	x
Biodiversity Grants £10,000	✓	✓	✓ (where not already in receipt of Zero Carbon Communities grant funding for the current financial year)
Community-Led Plans £50,000	✓	✓	✓

This page is left blank intentionally.

Agenda Item 5



**South
Cambridgeshire**
District Council

REPORT TO: Grants Advisory Committee 17 December 2021

LEAD CABINET MEMBER: Councillor John Williams, Lead Cabinet Member for Finance

LEAD OFFICER: Jeff Membery, Head of Transformation, HR and Corporate Services

Children and Young People's Grant: Funding Applications

Executive Summary

1. The purpose of this paper is to present applications from organisations and groups seeking funding to support initiatives and schemes to promote wellbeing for children and young people, which build social capacity, address disadvantage and equality of opportunity. The Grants Advisory Committee should then make recommendations regarding grant awards to the Lead Member for Finance.

Key Decision

2. Is this a Key Decision? – No.

Recommendations

3. It is recommended that the Grants Advisory Committee considers all applications for funding that are set out in Appendix A to this report and makes a recommendation to the Lead Cabinet Member regarding the level of funding (£4,000 - £8,000) to be awarded for each or defer a decision if further information is required, or reject an application if it doesn't comply with the grants' criteria.

Reasons for Recommendations

4. The Grants Advisory Committee's role is to consider and make recommendations to the Lead Cabinet Member responsible for Finance, or Cabinet as appropriate, including, but not limited to:
 - a) Reviewing the Council's grants schemes to ensure they reflect Council priorities.

- b) Designing any new or revised grants schemes, including consideration of criteria and guidance applicable in respect of each scheme.
- c) Considering applications made under the Council's grants schemes.

Details

5. The Children and Young Peoples grant scheme is a pilot grant fund making best use of unspent funds for the expansion across the district of the Mobile Warden Schemes (as agreed at Grants Advisory Committee in August 2021). Applications were open to voluntary and community sector groups, charities and public sector bodies wishing to further improve quality of life for the children and young people of South Cambridgeshire. Applicants were invited to apply for sums £4,000 - £8,000 with the objective that the initiative/activity or project must deliver one or more of the following:
 - Help children, young people and their communities to develop their own initiatives and by doing so contribute to their own resilience and well-being and that of their community
 - Motivate and empower other children and young people and their community members to take part and, by doing so, develop social capacity.
 - Develop opportunities for children, young people and their families to engage in positive activity which is beneficial to their physical and mental health and well-being
 - Address social disadvantage and equality of opportunity.
6. Guidance notes and eligibility criteria can be found at Appendix B.
7. The total amount of funding made available is £38,000.
8. Sixteen applications were received, totalling **£92,944.33**.
9. Fourteen applications were considered eligible to receive funding within the criteria, totalling £82,920.33. Officers have scored the applications against each of the objectives in appendix C and officer comments are available in appendix D.
10. Two further applications were received from Northstowe and Trumpington Scouts groups, each requesting funds for capital expenditure. Officers reviewed these and it was considered more appropriate to redirect these groups to the Council's Community Chest Fund.
11. Of the fourteen applications, eight address mental health, two address food/diet, two address anti-social behaviour and one is non-specific.

12. The panel was made up of 3 council officers, using a tried and tested scoring matrix to assess the application against the aims and objectives of the fund. This is now available for Member review and recommendation on awards.

Options

13. The Grants Advisory Committee should consider each application for funding as set out in Appendix A to this report and could recommend to the Lead Cabinet Member to:

- 14.
- a. award the amount of funding requested
 - b. award an alternative amount of funding (including zero funding)
 - c. defer a decision, if further information is required from the applicant, or
 - d. reject an application, stating the reason for this.

Implications

15. There are no significant implications

Risks/Opportunities

16. Applicants are required to provide supporting documents including copies of their constitution, financial accounts and quotes where applicable. Applicants must agree to the grant conditions before funds are released.

Consultation responses

17. Some applications have been supported by the County Council's Youth and Community Co-ordinator for South Cambridgeshire.

Effect on Council Priority Areas

18. Ensure that South Cambridgeshire continues to offer an outstanding quality of life for our residents: the children and young people grant scheme aims to promote a good quality of life for residents, assisting directly in supporting individual wellbeing, addressing social disadvantage, promoting equality of access to services, thereby creating social capital within our communities.

Background Papers

Grants Advisory Committee Meetings

<https://scambsmoderngov.co.uk/ieListMeetings.aspx?CId=1096&Year=0>

Appendices

Appendix A: Officer panel scores

Appendix B: Application criteria and scoring matrix

Appendix C: Offices score for each objective

Appendix D: Project summaries and officer comments

Report Author:

Lesley McFarlane – Development Officer, Health Specialist

e-mail: lesley.mcfarlane@scambsm.gov.uk

Appendix A: Officer panel scores

Allocation amount £38,000

Applicant	Theme addressed	Officers' scores (%)	Amount Applied for (£)	Cumulative Amount (£)	Remaining Budget Amount (£)
					38,000.00
Orchard Park Community Council	ASB	84	8000.00	8,000.00	30,000.00
Romsey Mill	Mental Health	82	4158.00	12,158.00	25,842.00
Let's Cook CIC	Food/diet	77	7568.33	19,726.33	18,273.67
Histon & Impington Mental Health	Mental Health	74	4190.00	23,916.33	14,083.67
Orwell Eco Youth	Environment	74	4860.00	28,776.33	9,223.67
Unique Feet	Mental Health	73	8000.00	36,776.33	1,223.67
Blue Smile	Mental Health	73	5422.00	42,198.33	-4198.33
Cambridge Joint Play	Mental Health	72	5000.00	47,198.33	-9,198.33
SSYI Sawston	Mental Health	72	7500.00	54,698.33	-16,698.33
Creative Cooking (WAY)	Food/diet	70	5722.00	60,420.33	-22,420.33
Cambridge Fire & Rescue	ASB	68	7000.00	67,420.33	-29,420.33
Kite Trust	Mental Health	66	6500.00	73,920.33	-35,920.33
Cambridge Acorn Jazz	Mental Health	61	5000.00	78,920.33	-40,920.33
Woodcraft Folk	General	45	4000.00	82,920.33	-44,920.33
Northstowe Scouts	General	*CCC	4100.00		
Trumpington Scouts	General	*CCC	5924.00		

(Based on points scored and funding the amounts applied for, projects falling outside the £38,000 are highlighted in grey/red)

Redirect to Community Chest Funding

Grand Total for applications: £82,920.33

This page is left blank intentionally.

Appendix B : Criteria and Application Form

Children and Young People Grant Fund 2022

Introduction

An opportunity has arisen to provide funding support to projects across South Cambridgeshire which help to empower children and young people to build self-belief and make a positive difference to themselves and their communities.

Successful applicants will be developing or running projects which aim to build resilience in children and young people and their communities to help keep them safe and enable them to thrive.

What should projects aim to achieve?

We are specifically looking for projects which address/achieve the following outcomes:

- Help children, young people and their communities to develop their own initiatives and by doing so contribute to their own resilience and well-being and that of their community
- Motivate and empower other children and young people and their community members to take part and by doing so develop social capacity.
- Develop opportunities for children, young people and their families to engage in positive activity which is beneficial to their physical and mental health and well-being
- Address social disadvantage and equality of opportunity.

How much can you apply for?

You can apply for funding of between £4k - £8k. You should consider your potential to offer added value in this process via match funding, partnership work or existing resource. This could be volunteering hours, donations or entry fees or the donation and loan of resources from other community assets such as your children's centre, school, nursery, library, church, parish council etc. Funds should be spent between January 2022 – December 2022.

Consideration should be given to how projects will be sustained and further developed beyond the term of the funding.

Presenting your application

Part 1) Project proposal

Your application must include a detailed project proposal that is written under the following headings:

- The geographic area in which you work / intend to work

- The description of the young people you work / intend to work with and why there is a need for your project
- The numbers of young people/ community members involved and when and where it will take place
- The issues or need you are intending to address and how you are going to use the funding
- How you will link with the wider community
- Your intended outcomes and how you will record what you have done and evidence your outcomes and impact
- How your organisation will ensure appropriate safeguarding processes and good practice.

Please note that you will be required to submit an evaluation of project outputs and outcomes (what the project has achieved) at 6 months and 12 months and submit to: Lesley.mcfarlane@scambbs.gov.uk

Part 2) Submitting your application

You need to complete the application form and submit it together with your project proposal. The application form asks for:

- Basic information about your project
- Information about your organisation.

Eligibility criteria for applicants

Organisations must:

- 1) Be independently set up for charitable (not for profit), benevolent or philanthropic purposes. (N.B. Parish councils may also apply).
- 2) Decide policy and overall management practice through a committee of elected, unpaid volunteers (a management committee or board of trustees).
- 3) Have a constitution, mission statement or set of rules, aims and procedures.
- 4) Meet relevant legal responsibilities, including those of an employer, and adopt, implement and monitor good employment practices, including having relevant insurances to cover operations.
- 5) Provide evidence that employees are paid the National Living Wage and that they are not subject to zero-hours contracts.
- 6) Have systems and structures in place to manage their affairs effectively and efficiently, hold regular meetings to plan and monitor activities, keep minutes and circulate information to group members.
- 7) Illustrate user and member involvement in policy-making and management as appropriate.

- 8) Illustrate how they recruit and support volunteers as appropriate.
- 9) Adopt appropriate child and vulnerable adult protection, health and safety and DBS checking policies, as appropriate.
- 10) Prepare budgets, keep relevant financial records, 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.
- 11) Demonstrate a *need* for financial support. You will be asked for details of your policy on unrestricted reserves, based on Charity Commission guidelines, please visit the Charity Commission's website for further information:
<https://www.gov.uk/guidance/charity-financial-reserves>
- 12) Charge service users where applicable at an appropriate rate in line with other local services. SCDC will not subsidise projects that are deemed to be under or over-charging clients.

Weighted Scoring Matrix

CRITERIA	Weighting
How the project meets the objective of helping young people and their communities to develop their own initiatives and by doing so contribute to their own resilience and wellbeing and that of their community	17.5%
How the project meets the objective of Motivating and empowering other children and young people and their community members to take part and by doing so develop social capacity	17.5%
How the project meets the objective of developing opportunities for children, young people and their families to engage in positive activity which is beneficial to their physical and mental health and well-being	17.5%
How the project meets the objective of addressing social disadvantage and equality of opportunity	17.5%
Value for money	30%

Application Form

1. **What is the title and aim of your project?**

2. **What are the key objectives of your project?**

How will it achieve the following?

Help young people and community members to develop their own initiatives and by doing so contribute to community resilience:

Help to empower young people to build self-confidence and resilience.

Motivate and empower other young people and community members to take part and by doing so develop social capacity:

Develop opportunities for young people and their communities to engage in positive activity which is beneficial to their health and well-being:

3. When will work funded by the grant take place?

Start date:

Finish date:

4. Please give details of your organisation

Name of Organisation:			
Name of 2 contact people in the organisation who will be responsible for administering this funding for your project			
Name	Role in Organisation	Name	Role in Organisation
Contact address:		Contact address:	
Daytime phone no:		Daytime phone no:	
Email address:		Email address:	

5. What is the legal status of your organisation? Is it:

- A Not-For-Profit community organisation
- A Registered Charity Please give the charity number:
- A Company limited by guarantee Please give the company number:
- Another form of organisation
Please give details:

6. Supporting Information

- a) If you have a recent annual report or other evidence of your effective work with children and young people then please feel free to submit this also (maximum 3 documents).
- b) Do you have any letters of support from partner organisations? Eg. Faith leaders, schools, or other youth groups?
- c) Does this application have the support of your District Councillor?

7. Project Costs

Expenditure

How much funding are you requesting?

Please list everything you will spend this grant on. Include VAT if applicable

Estimated cost of planned expenses / things you will buy	Cost less VAT	VAT if applicable
Total		

Quotations for equipment: You will need to supply quotations with your application for any items of equipment costing more than £200.

Match Funding

Does the project have match funding (in cash or in kind?) Yes No

What is the total of the match funding in cash? £

If match funding is provided in kind, please outline in the table below, how it is provided and who is providing it:

What support in kind is being offered? E.g. venue; staff time, resources	Who is providing this support?	What is the estimated value of this? Include costs/hourly rates
		.

8. Sustainability

Please tell us how you think your project or any equipment funded by this grant could become sustainable/contribute to the sustainability of youth and community activity. Please also identify any support you might need to achieve sustainability.

9. **Links to the wider community**

Please tell us how your project will link to the wider community. E.g. schools, faith organisations, youth groups, sport, intergenerational groups.

10. Supporting documents

Please confirm that you are submitting the following with your application form and project proposal (electronic copies acceptable)

The following essential documents from you or your supporting organisation. Please note we will not consider your application without these procedures in place:

A copy of their Safeguarding / Child Protection policy

A copy of their Equal Opportunities Policy

A copy of their public liability insurance

Three quotations for any equipment costing more than £200 you intend to buy with this grant

Please list any other supporting documents you are submitting with your application

-
-
-

11. Declaration

Signatures of people applying for project funding:

I/we make this application with the understanding that I/we have responsibility carrying out the proposed project work, evaluating it and providing an end of project report as agreed

Full name in capitals	Signature	Date

- I certify that the information contained in this application is correct
- I am authorised to verify support and take responsibility for this project behalf of the above organisation
- If the information in the application changes in any way I will inform South Cambridgeshire District Council
- I give permission for South Cambridgeshire District Council to record the information in this form electronically
- I agree to include reference to South Cambridgeshire District Council in any publicity relating to this project

Signature	Date

Appendix C:

Table 5 Average Officer scores for each objective (%)

Applicant	Develop own initiatives contribute to resilience of self/community	Empowering young people & community members to take part	Positive Activity Beneficial to H&W	Equal Opportunity	Additional Value	Overall score	Average overall score
Cambridge Jazz	5,6,7	4,7,6	6,8,8	6,7,8	6,7,8	50,70,62	64
Blue Smile	7,8,7	7,8,7	8,8,8	8,7,8	8,7,8	66,77,77	76
Fire & Rescue	8,8,9	8,6,7	7,7,7	6,6,7	6,6,7	60,69,74	68
Creative Cooking	7,7,6	7,7,7	7,8,7	8,8,7	8,8,8	63,77,71	70
H&I MH	8,7,9	8,8,9	8,6,9	8,8,6	8,8,8	68,73,82	74
Kite Trust	7,7,7	7,9,5	8,8,7	8,6,6	8,6,7	58,74,65	66
Let's Cook	7,8,7	8,8,8	9,8,9	8,8,8	8,8,8	77,80,80	79
Orwell Eco Youth	9,8,7	9,8,7	9,7,8	8,8,7	8,8,7	73,78,72	74
Peruvian	5,5,4	5,6,4	5,5,4	3,6,4	3,6,4	37,57,40	45
Romsey Mill	8,9,9	8,9,8	8,8,9	9,8,9	9,8,9	73,85,88	82
SSYI Sawston	8,7,7	8,7,7	7,8,8	7,8,9	7,8,8	61,77,78	72
Unique Feet	7,6,8	7,8,7	7,8,8	7,8,9	7,8,8	61,78,80	73
Orchard Park	9,9,9	9,9,9	9,9,8	8,9,9	8,9,9	75,90,88	84
Joint Play	5,7,9	8,7,7	7,8,8	5,8,8	5,8,8	59,78,80	72

This page is left blank intentionally.

Appendix D:

Officer Summary of all eligible applications:

Blue Smile

Who are they?	A local charity supporting the mental wellbeing of Cambridgeshire pupils via art-based therapies, to help unlock their potential to learn and be happy.
What is the proposal?	A school-based project providing 1:1 arts therapy for 20 young children at Histon & Impington Brook Primary school identified as experiencing poor mental health. Additional group sessions are also provided for children identified as needing less dedicated support together with whole-school class workshops to raise awareness of good mental health.
Comments:	This charity works with schools to support pupil mental health. Through the expression of art, these sessions enable children to express safely, traumatic memories which might otherwise adversely affect their lives. The therapist works alongside the child to support them. Children with more complex needs are supported for as long as needed (usually around 26 sessions). They aim to improve wellbeing and improve confidence and self-esteem. A whole school approach to positive mental wellbeing is advocated throughout the school and additional training and support provided to staff. The charity has worked with schools extensively across Cambridgeshire and have made a positive impact to date by either providing an outreach service or by partnering with a school such as Histon & Impington. As well as the 1:1 and group work, they support staff across the school to develop a whole-community approach to mental wellbeing. It's a good application which the panel felt met the aims and objectives of the funding and represented reasonably good value for money.
How much requested?	£5,422

Score (%) 73

Cambridge Fire & Rescue

Who are they?	A charity which provides a week-long course for young people to participate in fire-station activities and simulated emergency activities. It aims to reduce the risky choices made by young people and reduce anti-social behaviour by raising awareness of the consequences of actions. They work with schools who refer pupils who demonstrate risky behaviours, or who would benefit from building self-esteem and confidence, individuals identified as gifted and talented, or as a reward for good behaviour.
What is the proposal?	Funding is requested to deliver two courses; each course is available for 12 young people. Referrals are accepted from schools, District Council, Community Safety Partnership (CSP) and Problem Solving Groups (PSG).
Comments:	A great project idea which has been going for some time, with good outcomes but was originally funded by the Fire Service which withdrew its funding a few years ago. It's an inclusive course targeting a broad range of demographics however, it's not as cost effective as other applications which represent better value for money. The panel felt that a scheme such as this may be better funded by the Community Safety Partnership (CSP).
How much requested?	£7,000
Score (%)	68

Creative Cooking

Who are they? WAY – Waterbeach Action for Youth

What is the proposal?	A project to promote healthy cooking from scratch using food waste donated from the Tesco Fare Shares scheme. The project aims to address food related themes such as availability, accessibility, nutrition, cooking skills and knowledge, reducing food waste.
Comments:	A good application, promoting an essential life skill which is often missing in current 'fast food lifestyles'. It connects well with the wider community via recipe sharing and promotes multi-cultural inclusivity, using recipes from a wide range of ethnic cultures. However, some funding is requested to cover capital expenditure which could be accessed via Community Chest.
How much requested?	£5,722
Score (%)	70

Histon & Impington Friends

Who are they?	A charity, village based which helps to support wellbeing, mobility, sport and recreation for all members of their community
What is the proposal?	To train a team of young people within Impington Village College that will act alongside a team of adults as wellbeing champions. The aim is that they will be available to students within the college providing peer support. The project will also conduct wellbeing workshops, share information and tools to help breakdown stigma and open up conversation. They plan to undertake further outreach work within local youth groups to spread their work beyond the college.
Comments:	A strong project idea, representing good value for money with the potential for reach within the community to be high. It has the support of the local church who are also undertaking work in this area. However, the panel felt it would be difficult to measure the success of this project. The Council runs a similar scheme offering employees peer to peer support by trained mental health first aiders

but understand this to be very under-utilised. The panel's concern is that this project is reliant on young people coming forward and asking for support/help, which would be challenging and that it leans toward a more reactive approach to addressing mental wellbeing.

How much requested? £4,190

Score (%) 74

Kite Trust

Who are they? A charity, which supports wellbeing and creativity for LGBTQ+ young people across Cambridgeshire.

What is the proposal? To increase capacity for youth work to support 50 young LGBTQ+ individuals within South Cambridgeshire.

Comments: This is a well-established charity which specialises in helping young LGBTQ people. Research suggests that LGBTQ youth have elevated risk of suicidal behaviour and self-harm. The project plans to extend their work to provide more 1:1 support and increase the number of group activities across the District. This additional support should help to build self-confidence and resilience to improve outcomes. The increased capacity will allow the charity to be more visible in schools and improve their reach and build stronger relationships. If granted, the funding would cover the cost of a youth worker, plus contribute to volunteer travel expenses. The total cost of the programme is £14,000 for which they have secure match funding.

How much requested? £6,500

Score (%) 66

Let's Cook CIC

Who are they?	A Community Interest Company which uses a “train the trainer model” to deliver practical and participatory cookery lessons. Upskilling volunteers from a range of community organisations such as schools, youth clubs, scouts and guides.
What is the proposal?	To train 20 volunteers from a number of groups and clubs across the District to upskill volunteers to deliver a range of cookery workshops to children and young people.
Comments:	This is a sustainable model of delivery which not only improves cookery skills to young people but also enhances the skills of the volunteer. Previous evaluation has shown that participants are likely to pass on these new skills. The project has the ability to reach a wide range of young people from different backgrounds across the District. Specifically, they aim to target those areas which rank higher on the indices of multiple deprivation with the aim of sharing tips, tricks and techniques to make food go further, cook on a budget and reduce food waste. The panel felt this was a good application which addressed the aims and objectives of the funding.
How much requested?	£7,568.33
Score (%)	77

Orchard Park Community Council

Who are they?	A not-for-profit community organisation
What is the proposal?	A project to engage with the young people of Orchard Park, to help them feel connected to their community and support them to make a positive difference.
Comments:	This is a strong application which addresses a particular issue within a given locality and clearly meets all of the aims and objectives of the funding. The project will work with Romsey Mill to provide youth workers who will

support those young people who are at risk of entering the criminal justice system and those already undertaking low level ASB in the community. The application has been split into two phases. The first phase aims to fund detached youth workers to directly engage with the young people identified as perpetrators of ASB to build trust. The second phase will be the delivery of a variety of youth work and activities. The plan is that activities will be co-produced with youths, demonstrating that they have a voice and a positive role to play in their community. There is a strong emphasis on young people taking the lead. This project is highly inclusive, addressing social disadvantage and building social capacity and investing in young people who otherwise feel disengaged.

How much requested? £8,000

Score (%) 84

Woodcraft Folk

Who are they? A charity, offering weekly groups sessions for young people which build skills in the natural environment.

What is the proposal? The organisation would like to host a group of 6 children and one adult to travel to the UK from Peru to attend the Woodcraft Folk international camp next summer.

Comments: Whilst the panel felt this was a wonderful idea and opportunity for the delegation to visit the UK, it was felt that it's reach was very narrow. It would be a memorable experience for the Peruvian children, but that it did not meet the aims and objectives of the funding, namely building community resilience, empowering young people, developing social capacity or addressing disadvantage for young people within South Cambridgeshire.

How much requested? £4,000

Score (%) 45

Romsey Mill

Who are they? A Cambridge-based charity, working with children, young people and families, many of whom face significant challenges in their lives.

What is the proposal? Cambourne Youth Autism Programme. The project, although specifically stated as Cambourne also plans to draw in young people from a much wider geographical patch across the District. It will work with young people with autism, in years 5-12 by providing additional weekly sessions to two groups (older and younger age ranges). These sessions are over-subscribed and already have a waiting list. If granted, this funding would be to provide more spaces.

Comments: This is a strong application which addresses a specific need within a specific locality targeting young people who often feel excluded from mainstream youth activities. Many children with autism are disengaged from school, as a result of anxiety, school refusal, low mood or exclusion. They can display very challenging behaviour including violence towards family members, experiencing poor mental health, and many are excluded from wider community events, leaving them feeling very isolated and lonely. The panel felt that this application met the aims and objectives of the grant funding. It will help to build capacity within an already over-subscribed and popular group and enable more young people to access this specialist support. The funding would represent very good value for money.

How much requested? £4,158

Score (%) 82

Orwell Eco Youth Council

Who are they?	Orwell Parish Council
What is the proposal?	To create a youth council to support the Parish Council's Environmental group and build on interest for more environmental projects to participate in by existing members of their youth club.
Comments:	This is a well thought out and well-planned and innovative project. The funding, if granted, would support a sessional worker to mentor and provide opportunities for young people to deliver environmental projects in their community such as tree planting, creating eco-friendly products, an eco-friendly youth club and contribute to the parish council's debates and activities. Early work has already demonstrated inter-generational work encouraging wider community involvement and bringing numerous groups and activities together. This project supports the Council's goals to address climate change and builds both social capacity and individual/community resilience. The Youth Group have not applied to the Zero Carbon Communities (ZCC) scheme in any of previous rounds of funding, but Orwell did receive £4,150 for their Living Food Bank – Climate Café project back in December 2019. It's uncertain whether they would meet future grant funding from ZCC as there is a push towards clearly identifiable and measurable carbon reduction impacts, which this project might struggle to achieve.
How much requested?	£4,860
Score (%)	74

Shelford & Stapleford Youth Initiative (SSYI) - Sawston

Who are they?	A local charity working to provide support to young people living the local area. They offer safe spaces to socialise; a listening ear and opportunities to develop and grow.
What is the proposal?	This project seeks to grow on the work of the SSYI focusing on young people within the Sawston area by

building capacity to provide greater access to activities and sports.

Comments: This youth group did receive funding in 2020 via the Children and Young People's Area Partnership Grant funding valuing £7,681, although the funds were towards a specific locality youth project. The panel felt this was a good application with strong aims and objectives which met much of the criteria for our funding, and which has attracted good match funding, however, it was felt that the funding was to support existing generic youth club activities without bringing anything new to address a specific issue.

How much requested? £7,500

Score (%) 72

Unique Feet, Cambridge Rare Disease Network

Who are they? A charity which provides support to local families and their children, recognising that families living with rare conditions can often feel isolated and may rarely meet someone else with the same disease. The group brings people together to provide support, friendship and confidence building activities.

What is the proposal? To bring together a community of families experiencing life with a rare disease. It is anticipated that any monies granted would pay for group coordinator, plus provide numerous activities for members to participate in.

Comments: The panel felt this was a good application for a very good cause which could help support a very marginalised group. However, it's ongoing sustainability is questionable as, beyond the funding, it is unclear how this could be continued. The model is wholly reliant on members to take things forward but without ongoing funding it's unclear how this would be achieved. The funding is mostly to pay for outings to enrich the lives of

those affected. Therefore, whilst it's strong on social disadvantage it doesn't represent best value. This project could be part-funded to provide cover for the group co-ordinator but without funding all of the activities listed.

How much requested? £8,000

Score (%) 73

Cambridge Acorn Jazz Project

Who are they? A local charity which undertakes therapeutic work with children and families to address issues related to stress, trauma, attachment and social justice.

What is the proposal? The Cambridge Acorn Project will be partnering with Cambridge Modern Jazz to create the opportunity for young people experiencing inequality to experience music making and improvisation through three music workshops.

Comments: The project aims to engage with young people who are excluded from, or unable to access mainstream activities whether from social or financial exclusion. The workshops (to take place within schools) will be video recorded and distributed, subject to permission, to other schools and youth groups. Participants will work within peer groups and eventually perform to families and peers. Referrals to the project would be encouraged via existing networks with all financial barriers to participation removed. This is great project using music therapy to address mental health and build self-expression and self-confidence. However, the panel felt it was unclear from the application how inclusive the project was and how it would meet the objectives for this grant. Its reach would be quite narrow, and it wasn't as strong as other applications in meeting the objectives of this grant fund.

How much requested? £5,000

Score (%) 61

Cambridge Joint Play Schemes

Who are they? A local charity which provides holiday playschemes for children and young people with moderate to severe learning disabilities.

What is the proposal? If granted, the funding would be used to open their Saturday Clubs and Half Term activities, where these young people are taken into the community to participate in a monthly calendar of events.

Comments: The panel felt that this project addressed a specific need for respite weekend/ holiday sessions. The application didn't always address how it would achieve the aims and objectives of the grant funding, although it was felt that it was strong on social disadvantage as it addressed the needs of a very isolated group of young people severely limited to participation in regular community activity. The panel also welcomed the recruitment of young volunteers via 6th form colleges to build social capacity and extend its reach further into the community.

How much requested? £5,000

Score (%) 72

Officer Summary of applications better suited to Community Chest

Northstowe Scouts

Who are they? A local charity which offers education opportunities for young people to help develop life skills in a range of settings. This group has an established Beaver, Cub and Scout pack.

What is the proposal? To buy mess tents and camping equipment

Comments: Funding is requested by the group to buy equipment for their camping expeditions. As this is all capital outlay, the panel felt that this scheme would benefit from applying for Community Chest Funding.

How much requested? £4,100

Score (%) 0

Trumpington Scouts

Who are they? A local charity which offers education opportunities for young people to help develop life skills in a range of settings. This group has an established Beaver, Cub and Scout pack.

What is the proposal? To buy a shipping container and accessories for storage of scout equipment.

Comments: Funding is being sought for capital to buy equipment to improve storage facilities at the Scout venue, Trumpington Meadows Primary School. The panel felt that this application did not meet the aims and objectives of the funding and that they should be directed to Community Chest for any requests for capital outlay.

How much requested? £5,924

Score (%) 0

Agenda Item 6



**South
Cambridgeshire**
District Council

REPORT TO: Grants Advisory Committee 17 December 2021

LEAD CABINET MEMBER: Councillor John Williams Lead Cabinet Member for Finance

LEAD OFFICER: Gareth Bell, Service Manager, Communications and Communities

Service Support Grants to the Voluntary Sector: 6-month Update Report

Executive Summary

1. This paper examines the delivery of a number of Service Support Grants at the 6 month stage of the 2021-22 financial year.
2. 6-monthly reports have been requested from organisations in receipt of sums greater than £15,000 per annum, unless other arrangements have been specifically requested by the Council.
3. The report provides a review of activity for Q1-Q2 only.

Key Decision

4. Is this a Key Decision? – No.

Recommendations

5. The Grants Advisory Committee (GAC) is asked to review the report and make recommendations to the Lead Cabinet Member for Finance with regard to Service Support Grants to the voluntary sector. Reports have been requested specifically for those organisations in receipt of £15,000 funding per annum or more, or where a specific request has been made by the Committee members.

Reasons for Recommendations

6. All organisations in receipt of funding are on track to deliver the agreed outputs on time and to budget, achieving the objectives of their individual grant agreements.
7. Recipients continue to be actively monitored throughout the year.

Details

8. Q1 and Q2 reports have been requested and received from the following organisations, delivering against the following Service Support Grant themes:
 - Citizens Advice Bureaux (Generalist and specialist advice)
 - Care Network, Community Transport Scheme (Community Transport)
 - CCVS (Support for parishes and communities)
 - Care Network, Open Arms Project (Independent Living)
9. In the past at this point in the year, a report has been requested from the Farmland Museum to monitor their business model. However, this recipient was discussed at length at the GAC meeting of 27 August 2021 where progress was reviewed and funding was agreed until the end of the 2022/23 financial year. An annual performance report will be requested of this and all other recipients of Service Support Grants to the Voluntary Sector at the end of this financial year.
10. A summary report of progress during quarters one and two for these grant programmes is provided in Appendix A. The summary also gives an officer opinion on the status against targets agreed within the grant agreements. Individual organisational reports can be found at Appendix B.
11. Funding agreements for grants provided through the Service Support Grants programme are for three years, subject to satisfactory performance at annual review. This report covers the first two quarters of year 3 for funding agreements for 2019-2022.
12. Following the Grants Advisory Committee meeting in August 2021 it was agreed to extend all existing grants for 1 year to March 2023 to reflect the impacts of COVID-19, numerous lockdowns and social distancing measures which created exceptional economic conditions for the voluntary sector.

13. Monitoring and reporting on grants will therefore continue to take place at six monthly intervals for organisations in receipt of funding sums greater than £15,000 per annum.

14. Monitoring and reporting on grants of less than £15,000 will take place annually unless specifically requested.

Options

15. Grants Advisory Committee could, either:

- a. note and accept the content of the report and appendices as presented, or
- b. note the content of the report and appendices, highlighting any concerns for further investigation or action. Where recommendations to the Lead Member for Finance are required, these will be detailed by the Committee.

Implications

16. There are no significant implications

Legal

17. Funding agreements are in place with grant recipients, which should be followed if a variation or discontinuation of funding is agreed.

Effect on Council Priority Areas

The scheme of Service Support Grants to the Voluntary Sector provides much needed funding to community and voluntary groups that benefit residents of South Cambridgeshire.

Background Papers

None

Appendices

Appendix A: Officer Report

Appendix B: Individual reports by organisation.

Report Author:

Lesley McFarlane – Development Officer, Health Specialist

e-mail: lesley.mcfarlane@scambs.gov.uk

Appendix A: Grant Programmes 2021 – (year 3) Q1 & Q2

Service Support Grants to the Voluntary Sector

General Welfare Advice and Specialist Advice

Citizens Advice

Funding is provided to give free, independent, confidential and impartial advice to residents of South Cambridgeshire. To develop, deliver and publicise advice service to residents in a manner which takes account of the rural nature of the district.

We ask Citizens Advice to log outcomes from the advice given, recording the value of income gained, problems resolved and homelessness prevented as well as detailing the range of issues dealt with including demographic data.

Citizens Advice continue to keep us regularly updated throughout the year. Their data very much reflects the same as this time last year, in terms of numbers of clients helped and the types of issues they cover. It's worth noting that the number of clients seeking help for debt this past 12 months increased significantly as did the number of issues per client relating to debt, i.e. more than 1 area of debt needed to be resolved.

Status: On track

Community Transport

Care Network

Funding is provided for the delivery, development and promotion of Community Transport Services with South Cambridgeshire and for its residents.

Although funding for Community Transport services was allocated to three organisations for this period, we have only asked Care Network to report Q1, Q2 outcomes as they fall within the funding criteria of granting funding exceeding £15,000 per annum.

Their community transport grant requires them to:

- Deliver a community car schemes sustainability project via community-based participatory research activity follow up research to include the impact of COVID-19.

- Develop an area-based initiative and collaborative approach to community transport via Care Network Transport membership scheme
- Raise awareness of Care Network and other local services and connections to all community car schemes in South Cambridgeshire to enable them to identify and signpost lonely service users to Care Network
- Use social network theory to increase awareness of community car schemes
- Redesign the annual community car schemes survey to gather evidence of COVID-19 impact and recovery
- Provide 1-1 support for community car schemes as required
- Provide 6 networking and training events per year for community car schemes

The service was impacted during the pandemic with a number of schemes having lost volunteer drivers but they continue to actively recruit and numbers are slowly re-building. Many of the schemes are now back up and running prioritising any medical journeys. 1-1 support and networking and training events have all taken place via online delivery platforms such as Teams or Zoom. They continue to raise awareness via social media but also through their own newsletter which has a reach of 2,327 people per month.

Status: On track

Support to parishes and communities

CCVS

Funding is provided for support services to community and voluntary groups in South Cambridgeshire; to support and advise parish councils on community related projects and advice on non-statutory governance matters; to provide representation on the behalf of the community and voluntary sector in South Cambridgeshire.

Key Deliverable: Organisational development.

Improvements in the confidence and knowledge of people who run local community and voluntary activities. The following to be provided:

- Step by step support and advice with start-ups, growth and service development for all groups that need it. This will include 1-2-1 support, email and phone support and access to factsheets and information;
- Advice, information, and support on all aspects of financial management to small community and voluntary organisations to ensure they meet their legal requirements and the requirements of any funders;
- One training, information and advice-giving event per patch (3 in total) to cover topics highlighted by the CCVS annual survey and agreed with South

Cambridgeshire District Council (SCDC), which will also include funding elements and 1-2-1 support if requested.

- Attendance at up to 6 SCDC-led patch or districtwide events if requested by SCDC to provide advice, information and support to local community and voluntary organisations (and/or parish councils if relevant to the work of CCVS)

Key Deliverable: Representation

Provision of a collective voice for the voluntary and community sector, offering expert and impartial representation, so that the views of the sector be taken into account as statutory policy makers make decisions.

Specific Measures: Representation on the South Cambs Living Well Area Partnership; Representation on the Community Safety Partnership

Representation at other occasional and ad hoc district forums and meetings that require a Voluntary & Community Sector voice

Key Deliverable: Networking and communication

Sharing knowledge and experience within the sector; bringing people together to share common issues, identify complementary activities and develop joint solutions.

Specific Measures:

- 1 South Cambs funders fair, bringing together various funders and allowing groups to book appointments to discuss funding opportunities and individual projects.
- 11 newsletters sent to all contacts. These will include updates on good practice as well as local and national news and information
- Regular e-bulletins to all CCVS members giving them additional local information
- news and advice
- 11 funding bulletins to CCVS members
- Social media updates and promotion
- 2 newsletters to local councillors to promote CCVS and the work of the sector
- 2 newsletters to parish clerks to promote CCVS and the work of the sector
- Communicate by any or all of these means to share appropriate information and consultation opportunities highlighted South Cambridgeshire District Council

CCVS have continued to adapt their service to accommodate more online support. Pre-covid many of their workshops were District-based, however, with the move to online communications, their reach has been more countywide with a mix of Districts able to join their workshops, webinars and training events. They continue to extend

their reach via social media. CCVS is also a vital link for the groups and organisations supported by the SCDC post-Covid support programme and SCDC will regularly signpost to them.

Status: On track

Independent Living

Care Network

Care Network are continuing to adapt their service to reflect community need as a result of the ongoing impacts of COVID-19. A number of new initiatives have been introduced which help to support issues arising from social isolation. Care Network have requested that under their grant conditions relating to Independent Living and Support to Parishes and Communities, that outcomes are now related to the wellbeing activities listed in their report under the headings:

Back on Track – wellbeing support

Check and Chat – isolation and loneliness support

Trusted Friend – supporting individuals to venture back outside and re-join the activities they attended prior to COVID-19 lockdown.

This reflects the changing demands on their service from the community for peer-to-peer support focusing on wellbeing which they report is continually growing and which has seen demand increase by almost 20% in the last 18 months.

Status: On track

Appendix B



Half Year Report from the CA service in South Cambridgeshire 2021-2022

Figures, case studies and client feedback have been provided by the 4 supported by SCDC:

- Citizens Advice North Herts
- Citizens Advice Suffolk West
- Cambridge and District Citizens Advice Bureau
- Citizens Advice Uttlesford

Summary of key statistics:

South Cambridgeshire DC people helped = **2,929**

Amount of work generated by clients = times seen (most need more than one session to get to point of resolution) = **4,836**

Questions answered/ advice issues = **6,181**

Of those questions asked the top topic areas:

Welfare rights = **1,112** Top benefit work = PIP*, Initial Claim

Employment = **537**

Debt and money advice = **1,033**

Housing = **757**

Income gains and debts written off for clients:

Total = £1,628,917

Total Money Management for the period= £2,213,839

*PIP (Personal Independence Payment – usually takes 3 hours to complete applications correctly)

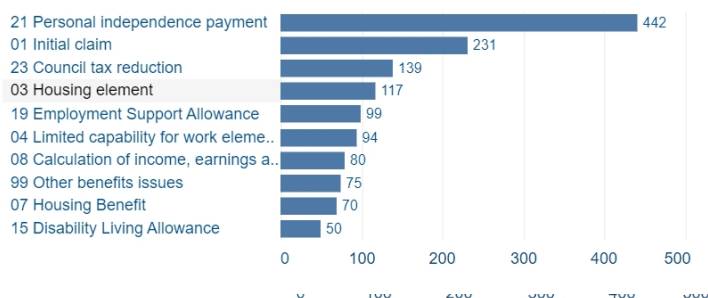
Outcomes

Income gain	£1,382,355
Re-imburements, services, loans	£334,918
Debts written off	£246,562
Repayments rescheduled	£74,966
Other	£175,038

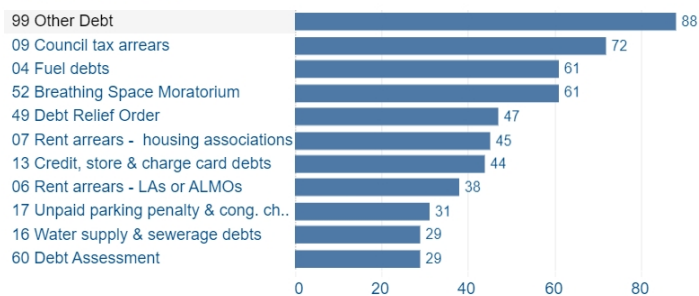
Issues

	Issues	Clients
Benefits & tax credits	1,112	348
Benefits Universal Credit	690	246
Consumer goods & services	254	127
Debt	778	222
Education	38	18
Employment	537	208
Financial services & capability	255	155
GVA & Hate Crime	41	22
Health & community care	128	67
Housing	757	293
Immigration & asylum	177	67
Legal	263	159
Other	288	146
Relationships & family	621	247
Tax	26	22
Travel & transport	81	57
Utilities & communications	135	61
Grand Total	6,181	

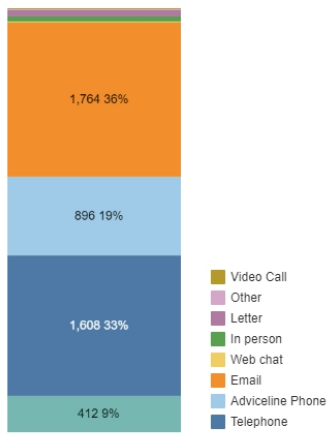
Top benefit issues



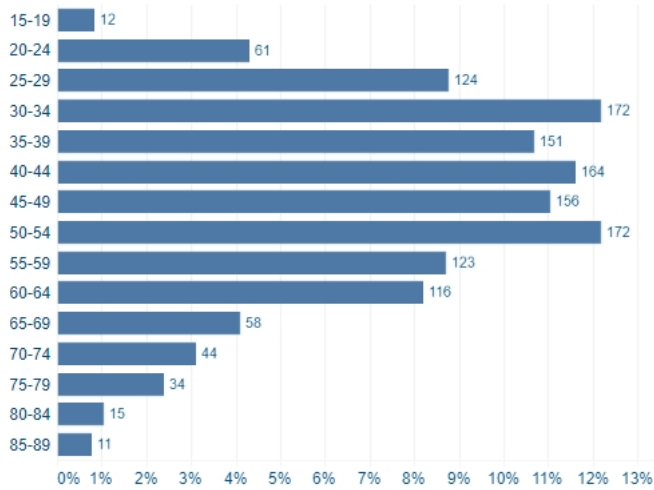
Top debt issues



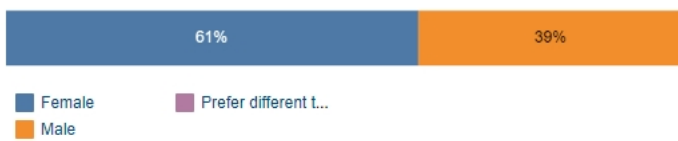
Channel



Age



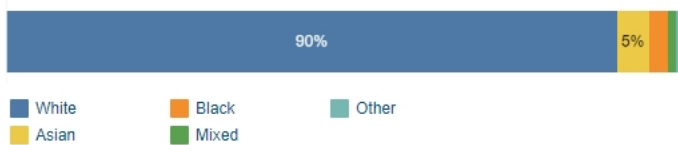
Gender



Disability / Long-term health



Ethnicity



Service Delivery

All Local offices are delivering: Help To Claim advice funded by the DWP via national Citizens Advice contracts. This is advice to clients wanting advice as to whether Universal Credit is the correct route for them (people on some legacy disability benefits for example, may find themselves worse off but once they have opted for the UC route there is no going back so it is critical that we assess their situation before they sign up)

North Herts:

Since April we have been providing information and advice to South Cambs residents via email and telephone and have been providing a face to face triage and appointment service from our Royston office.

We returned to delivering face to face appointments at the Melbourn Hub when they reopened in September and take up has been good. We have moved away from drop in sessions and now offer face to face appointments to those people who really need them.

Citizens Advice West Suffolk:

The last six months have continued to be influenced by the impact of Covid-19 and Government restrictions. We have taken a prudent approach to service delivery and continued with the freephone service and email as the initial point of contact. Email is a flexible way for workers to seek advice 24 hours a day. We have provided face-to-face advice to clients where we have felt they have required more support than we could offer over the phone. This has been mainly with benefits and immigration issues.

We now have an even split of volunteers and staff working from home and the office. Some people have found they are more productive and settled working from home whereas others have been keen to return to the office.

The refurbishment of Foley House, Newmarket, has just completed and we have interview rooms available for pre-booked face-to-face appointments.

The National Lottery Supported Advice Project began in April 2021 to provide clients with poor mental health a named adviser who has received training in helping people with mental health problems. In the first six months they have supported 114 clients across the area of benefit.

We will be starting a new project in November offering advice to patients of the Long Covid Clinic at West Suffolk Hospital. When the clinicians identify that a patient has a non-clinical problem, they will refer them to our social prescribing service. Our

adviser will assess the client's needs and then provide them with advice on their social welfare issues such as debt, employment, benefits or refer them to another service/agency such as an art class, walking group, men's sheds if the problem is social.

Cambridge and District:

Continued to deliver all services including outreach by phone, email, Webchat and video. Most of our workers – volunteers included – have been fully kitted up (via Covid funding) with secure IT and have been working from home. We have a small contingent in the main office and we have been starting to open up face 2 face at outreach locations.

All outreaches have been given their own dedicated email for direct email into the specialists and this has proved useful and we get a steady flow of requests. Forward plans include setting up video links (mini client hubs) at all the outreaches. An advantage of delivering services in this way is that it has cut down a lot of travel – lowering our carbon footprint

Our new Website has the capacity for us to add in local webchat (meaning that we do not have to take webchat from anywhere in the world but can filter just local enquiries). We continue to provide debt appointments referred from Cambourne on Tuesdays.

Additional outreach:

We have agreed to an updated contract with John Huntingdon Charity in Sawston to deliver debt appointments and will be revisiting opening generalist appointments on the New Year (funded by that charity)

Bar Hill: new outreach initiated by one of very experienced advisers during lockdown who lives out there. A paid adviser will be at the outreach and we hope to recruit and train more local volunteers.

Other benefits to SCDC residents:

Energy Advice Programme. Funded by Citizens Advice. 1:1 plus some group work on energy related matters which can lead to help with spending advice. From September 21 – March 22.

CLAS. Grants to individuals. We administer part of this County fund which also includes advice to individuals and families on money management and debt solutions.

County Hardship Support Fund. Winter only. We are part of the network delivering grants.

Case Studies:

- 1) Sally has three children, two with additional needs. She has left an abusive marriage and is currently going through a difficult divorce. Sally is receiving legal aid and is being supported by her solicitor with the divorce. Sally has health issues herself and has two children, both with additional needs. In addition to receiving DLA for both children, Sally also claims CTC, HB, PIP, ESA, CB, CA and CTR. Sally is currently in council arranged temporary accommodation but they will not house the family long term as Sally owns a house with her husband.

Sally contacted us for help with renewing one of her children's DLA, for advice regarding the effect of the upcoming sale of the family home on her benefits, and help with dealing with a non-priority debt.

We filled in the DLA application and then also submitted a mandatory reconsideration when lower rather than higher rate mobility was awarded. We advised on the effect a capital sum would have on Sally's means tested benefits and carried out benefit checks to quantify this for Sally and to look at various scenarios. We also contacted Sally's creditor and achieved a write off of the debt.

Sally is now waiting for the result of the DLA MR, and the sale of the house. Sally will return if she needs help with securing permanent accommodation or a DLA appeal. Sally now feels more confident in making informed decisions about her future.

- 2) Rosie first contacted us in May 2019 as she has been advised she would be migrated from Disability Living Allowance to Personal Independence Payment.

Rosie suffers from multiple health issues that cause difficulty with daily living and which have a consequent impact on her mental health. She lives with family members who provide full time care.

Our adviser carried out a home visit to help the family complete the form. In August 2019, she received her PIP decision letter and was awarded Standard rate daily living Standard rate Mobility having previously been on DLA low care and high mobility. This decision was lower than our disability benefits specialist expected, so Rosie decided to apply for a reconsideration. The original decision was upheld at reconsideration stage so we proceeded to appeal as we firmly believed that the assessor had not taken the full extent of Rosie's health problems and their impact on her ability to dress, wash, cook and care for herself into account.

The appeal was heard on 21st July 2021, following which Rosie was awarded the enhanced rate of PIP for both daily living and mobility. This meant that Rosie is entitled to £608.60 every 4 weeks rather than £304.20. She received a back payment of £6,488.52. The extra income enabled the family to pay for adaptations to the home to improve Rosie's quality of life and respite care to enable her family to have breaks from their caring responsibilities.

- 3) Lucy got in touch with us for help to complete a Universal Credit Application. During the appointment she mentioned that she had recently separated from her husband and was finding the application process for council housing very overwhelming. She suffered from multiple health conditions, including mental health and did not drive, so she was not able to visit the office in person.

Over telephone appointment and email, we helped her apply for Universal Credit and referred her to our disability benefits team. They supported her through the application process for Personal Independence payment, which she received.

We also advised her on her housing options. She is now feeling financially stable and able to move on in her life.

Client Feedback:

Hi Aneta,
I can't begin to thank you enough.
You made a really stressful period
in my life so much easier with your
support, kindness and sensitive approach.
The CAB are so lucky to have you
again, thank you. *D (Carol Cochrane)*

- *Debbie wanted to thank you so much for your support and said how excellent you had been and wanted me to acknowledge this to you about how grateful she is. I am of course also really grateful as this is making a big difference to this family.*
- *Thanks for getting in touch yesterday.
It brought back memories of why I Am here & how much you helped me.
Just wanted to thank you again And was wondering if I could have a chat with you about any volunteering I could do?
Also Thankyou again for your help!*
- *Thanks so much.
Just needed to check something with you but I've sorted it all now.
I've paid everyone and drawn a big black line under it all.
Thank you so much Chloe for all your help and patience.
You have been absolutely amazing.
How do we thank you?*

Can we do donation? A testimonial? Write to your manager?

- *Thank you!*

I am very grateful for your advice. You were the only ones that gave me a clear answer for my situation. I would also want to say a big thank you for the fact that you indicated step by step what to do. I am now waiting for the form to be posted and I'll fill it and send it back.

Again... Thanks for your support.

Kind regards,

- *Thank you so much for all your help and support I am truly greatfull. I look forward to having somethings in my life in order.*

Many thanx again

- *You are amazing!*

Thank you, a hundred times, over.

I worry terribly when trying to deal with the DWP so thank you again.

Bringing groups and funders together

Introduction

Every year CCVS brings together key local funders and voluntary sector groups with project ideas to see how they can work to create more benefit for our communities. Whilst this has involved face to face meetings in the past this year saw the event move online.

This move threw up both positives and negatives with many groups able to attend who would have struggled to get to a venue in person. Funders did comment that they missed the opportunity to meet and chat, and we have been able to arrange a separate meeting for this to happen.



<https://unsplash.com/@dylanferreira>

What we did

The event connected 20 local groups to 6 funders. The participating funders were:

- Cambridge City Council Community Grants team,
- The National Lottery Community Fund,
- Cambridgeshire Community Foundation,
- The Evelyn Trust,
- Living Sport
- County Youth Team.

The 20 groups who took part supported a wide range of beneficiaries from people with impairments, mental ill health, minority groups, neighbourhood groups, youth groups to those encouraging greater participation in sports, heritage or drama.

CCVS promoted the opportunity to local groups and scheduled in appointments with their funders of choice. Each group had to complete a project template outlining their idea, intended outcomes, budget and timescales. All groups were offered the chance to talk to the CCVS team about their project plans in advance. This is a very important aspect of the event and a key factor in its success – both for the groups and for the funders. The CCVS team is very experienced both in writing and in assessing funding bids and is able to help groups to develop their ideas and refine their project proposals to maximise their session with the funder.

The feedback from both funders and groups has been really positive with a number of groups putting in much stronger applications. One group have already successfully secured £10,000 following the event and fingers are crossed for more.

Feedback from groups:

'I just wanted to say thank you as I have had my chat (with the funders), and it was super helpful, thank you so much for setting that up!'

'Just to let you know that my appointments went very well and I have been asked to make applications to all 3 funders I spoke to.'

'Thank you for scheduling these discussions for me. The information from the funders will help us in preparing our proposals.'

'Following the conversation you scheduled..., I submitted a request for a small grant. We have just been informed that we will receive £10,000..... Thank you for facilitating this connection and for all your on-going support. It is very much appreciated.'

Feedback from funders:

'Just to let you know that today has gone very smoothly with lots of interesting conversations.'

'Just to say today's sessions went well. I had some good and varied conversations and hopefully imparted some good advice!'

'We also found the day very illuminating and helpful. It's always nice to chat to groups and hear about what they're doing or planning. We definitely find it helpful to be able to explain our processes and discuss possible funds for groups to look into.'

CCVS hopes that next year at least some of this event will be in person so we will have more chance, not only to facilitate meetings to find funding for great projects, but to be able to network and ply everyone with refreshments!

Rural fundraising in a pandemic

Promoting online fundraising in rural Communities – an event sponsored by SCDC

Introduction

As a result of the pandemic rural community groups had to put their in-person fundraising plans on hold. Many groups still wanted to raise funds for much needed emergency provision and provide versions of their normal activities to help tackle social isolation and a reduced sense



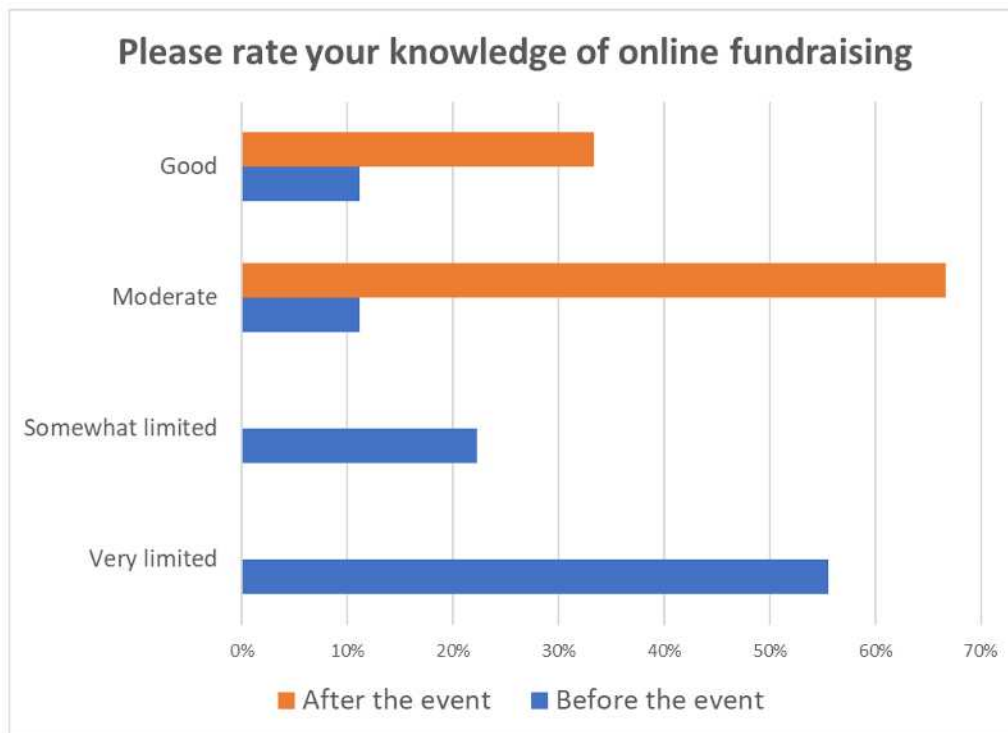
of wellbeing in their communities. One of the barriers to raising these funds was lack of knowledge around online fundraising, so CCVS put together an evening event with a range of speakers to share their experiences. Plus a few other ideas around generating funds.

What we did

Speakers included a local cricket club who talked about their successful crowdfunding campaign to buy a new mower. We also had a group that related how they had taken their summer fete online and run a successful [Big Give](#) campaign. [The Coop Pioneers](#) explained how they could create community connections and could promote what groups do and support their work through in-kind donations and some funding. The [Plunkett Foundation](#) outlined how they are looking to support community share schemes to retain key community assets in rural communities by developing community businesses. Finally CCVS shared information about SCDC [Community Chest grant](#) of up to £1000 and [Community Safety Partnership microgrants](#) of up to £500 to improve community safety.

The event was well attended 22 people representing parish councils, village halls, day centres, youth groups and a range of other local charities. The introductory and exit polls showed that the majority felt the evening had greatly increased their knowledge of online funding and provided lots of extremely useful information. Those attending were also keen to sign up to future training CCVS had arranged around crowdfunding and putting together successful grant applications.

Feedback



“Many thanks for this and for the opportunity to attend, I thought it was a well-run and welcoming event.”

Key deliverable	Specific measures	Activity	RAG					
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 69</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Organisational development</p> <p>Improvements in the confidence and knowledge of people who run local community and voluntary activities. The following to be provided annually:</p>	<p>Step by step support and advice with start-ups, growth and service development for all groups that need it. This will include 1-2-1 support, email and phone support and access to factsheets and information</p>	<p>We have continued to develop our work to ensure that we are able to provide groups with the advice and support they need. We have developed some new blogs in partnership with partners in Support Cambs. We have also continued to provide advice and support to groups that come to us with questions.</p> <p>In this period we recorded a total of 388 queries of which 160 (41%) were 1-2-1 either by video or phone or extended email. This represented over 300 hours of support services. Of these enquiries 49 were around finance or funding (13%). This figure is just those that were flagged under these topics.</p>	<p style="background-color: #00b050; color: white; text-align: center;">RAG</p>					
	<p>Advice, information and support on all aspects of financial management to small community and voluntary organisations to ensure they meet their legal requirements and the requirements of any funders</p>	<p>We also carried out a number of small pieces of research into</p> <ul style="list-style-type: none"> • How groups were managing as restrictions were lifted • The Real Living Wage <p>The results of these have been used to identify issues that we can provide future support and training on.</p>						
	<p>One training, information and advice giving event per patch (3 in total) to cover topics highlighted by the CCVS annual survey and agreed with South Cambs District Council, which will also include funding elements and 121 support if requested.</p>	<p>We are now reporting on all training and support as a whole as the advent of online events mean that attendees can come anywhere in the county. Until the development of our new database we are reporting on the figures from our online booking platform Eventbrite. When we advertise our events, we advertise them with the funders logo attached. The three specific events funded by SCDC are the finding funding for your community event on 15th July. We are also running a ‘making good funding applications’ event in November and a ‘finance for small groups’ event in February.</p> <p>Over the period we have run 27 training and support events, of these 11 were classified as networking events and 16 were webinars or training events. We have had 422 bookings for these sessions.</p> <p>The events we have put on are:</p> <table style="width: 100%; border: none;"> <tr> <td style="padding-left: 40px;">Essential skills for trustees - event over two lunchtimes</td> <td style="text-align: right;">Thursday, 23 September 2021</td> </tr> <tr> <td style="padding-left: 40px;">Social Media Content Planning for Voluntary Sector Groups</td> <td style="text-align: right;">Tuesday, 21 September 2021</td> </tr> <tr> <td style="padding-left: 40px;">Fenland Networking</td> <td style="text-align: right;">Thursday, 16 September</td> </tr> </table>		Essential skills for trustees - event over two lunchtimes	Thursday, 23 September 2021	Social Media Content Planning for Voluntary Sector Groups	Tuesday, 21 September 2021	Fenland Networking
Essential skills for trustees - event over two lunchtimes	Thursday, 23 September 2021							
Social Media Content Planning for Voluntary Sector Groups	Tuesday, 21 September 2021							
Fenland Networking	Thursday, 16 September							

Becoming a Real Living Wage Employer	Wednesday, 15 September 2021
Hot topics for trustees: Hybrid working for your organisation	Tuesday, 7 September 2021
Wellbeing Workshop	Wednesday, 25 August 2021
Managing Challenging Behaviour	Tuesday, 17 August 2021
Gaining confidence to talk about the vaccine	Tuesday, 10 August 2021
Working Together - Looking at ways of joint working	Thursday, 5 August 2021
CCVS Coffee time briefing: keeping each other safe - safeguarding refresher	Wednesday, 28 July 2021
Managing Volunteers Online Network	Thursday, 22 July 2021
Fenland Networking	Wednesday, 21 July 2021
Effective Business Planning Workshop	Tuesday, 20 July 2021
Finding funding for your community	Thursday, 15 July 2021
Data Protection Essentials for Small Charities	Thursday, 8 July 2021
Fenland councillors voluntary sector event	Thursday, 1 July 2021
Introduction to Social Media for Charities	Tuesday, 29 June 2021
Writing a good funding application workshop	Thursday, 17 June 2021
Networking event with Rachael Maskell MP	Thursday, 17 June 2021
Health & Safety Covid Risk Assessment - step by step	Tuesday, 25 May 2021
Managing Volunteers Online Network	Tuesday, 18 May 2021
Cambridgeshire Online Volunteering Fair	Thursday, 13 May 2021
Successful fundraising for voluntary groups	Tuesday, 11 May 2021
CCVS Coffee time briefing: Top Tips for accessible comms	Wednesday, 5 May 2021
An introduction to child and adult safeguarding (for community groups)	Thursday, 29 April 2021
Hot topics for trustees: Explaining the difference your charity makes	Tuesday, 20 April 2021
Essential skills for trustees an event over two lunchtimes	Thursday, 8 April 2021

We collect responses from those attending training, but this is done by survey after the event and response has been lower than when we carried out face to face training. Of those who returned feedback we received an average score of 4.7 out of 5 for the overall quality of the course.

"Great to have breakout rooms, enjoyed the interaction as well as the slides"

		<p><i>“Super helpful that it was a small group as well meant I could easily ask the questions I needed to ask.”</i></p> <p><i>“It was a good session, interactive and informative. The time went very quickly.”</i></p>								
<p>Representation</p> <p>Provision of a collective voice for the voluntary and community sector, offering expert and</p>	<p>Attendance at up to 6 SCDC-led patch or districtwide events if requested by SCDC to provide advice, information and support to local community and voluntary organisations (and/or parish councils if relevant to the work of CCVS)</p> <p>Representation on the CDRP;</p> <p>Representation at other occasional and adhoc district forums and meetings that require a VCS voice.</p>	<p>These events are not happening in the same format as prior to the pandemic.</p> <p>We are involved with some of the ZCC events and have delivered some training and we also help promote the funding opportunities to groups.</p> <p>We have also attended the different covid support meetings to allow us to understand what local groups might need support around.</p> <p>We continue to attend the Crime and Disorder Reduction Partnership (CDRP) online and have been involved with the production of some toolkits as an occasional member of the steering group.</p> <p>We also attend meetings in the growth areas as required and have been to community meetings in the Southern Fringe and in Northstowe as well as attended events regarding the Northwest Cambridge development. We have also started to look at how we engage with the work around the Marleigh site.</p>								
<p>Networking and communications</p> <p>Sharing knowledge and experience within the sector; bringing people together to share</p>	<p>11 newsletters sent to all contacts. These will include updates on good practice as well as local and national news and information</p> <p>Regular e-bulletins to all CCVS members giving them additional local information, news and advice</p> <p>11 funding bulletins to CCVS members</p> <p>Social media updates and promotion</p>	<p>We continue to deliver our communications on a more regular basis than we used to prior to the pandemic. This period sees an increase in the number of newsletter recipients and also increases in the open rates and click rates over the last year. Similarly, we are still getting a good response from parish councils, but we will need to look at how we contact councillors as they do not seem to be engaging with our communications.</p> <p>Over the period we have delivered</p> <table border="1" data-bbox="853 1050 1778 1273"> <tr> <td>• 19 e-bulletins</td> <td rowspan="2">839 contacts. Open rate 35.7% Click rate 7.2%</td> </tr> <tr> <td>• 4 funding alerts</td> </tr> <tr> <td>• 1 councillor email</td> <td>181 contacts. Open rate 14.0% Click rate 0.6%</td> </tr> <tr> <td>• 1 parish clerk email</td> <td>97 contacts. Open rate 35.1% Click rate 3.2%</td> </tr> </table> <p>The website has received 277,938 hits from 20,115 unique visitors over the period with the volunteering and training pages being the most viewed. We are undertaking a full rebuild of the website starting with a refresh of the brand and the introduction of a new database.</p>	• 19 e-bulletins	839 contacts. Open rate 35.7% Click rate 7.2%	• 4 funding alerts	• 1 councillor email	181 contacts. Open rate 14.0% Click rate 0.6%	• 1 parish clerk email	97 contacts. Open rate 35.1% Click rate 3.2%	
• 19 e-bulletins	839 contacts. Open rate 35.7% Click rate 7.2%									
• 4 funding alerts										
• 1 councillor email	181 contacts. Open rate 14.0% Click rate 0.6%									
• 1 parish clerk email	97 contacts. Open rate 35.1% Click rate 3.2%									

	<p>2 newsletters to local councillors to promote CCVS and the work of the sector</p> <p>2 newsletters to parish clerks to promote CCVS and the work of the sector</p> <p>Communicate by any or all of these means to share appropriate information and consultation opportunities highlighted South Cambridgeshire District Council</p>	<p>We continue to deliver social media mainly through twitter and LinkedIn but also through Facebook and occasionally Instagram. The total CCVS audience for all platforms is 6,108. (This includes additional accounts).</p> <p>Our Twitter account has grown to 3821 followers which is an increase of 180 in this period. We have also launched some additional accounts and over the period we have recorded 381,400 impressions that averages out to 2,089 impressions a day. Our biggest for a single post was 4,274 impressions.</p> <p>Our Facebook page is less popular, but we use it most for connecting with village group pages. Our average reach for this period has been 93 per day which is slightly down and we had 348 followers at the end of Sept 21.</p>	
<p>Contribution to Support Cambs communities funding website.</p>	<p>We are awarded an extra £4000 a year to contribute to the Support Cambridgeshire funding website</p> <p>This site is managed by Hunts Forum on behalf of the Support Cambridgeshire partnership.</p>	<p>The site is managed by Hunts Forum on behalf of the Support Cambridgeshire partnership.</p> <p>The County Council fund the bulk of Support Cambridgeshire's work. Following a full tender process the contract has been renewed for a further five years to CCVS and Hunts Forum.</p> <p>In this period we have seen 303 logins from 164 users with a South Cambs postcode. This equates to 18% of the total number of users.</p>	

Area of Grant Award	Activity	Output	Outcome
Community Transport	Support area-based initiative for CCSs	Provide training events to support CCSs to support a broad range of needs within local communities relating to transport, e.g., dementia awareness	CCSs will feel confident to provide transport to a wide range of clients with different needs within their communities – increasing access to services, therefore reducing health inequalities
	Provide networking events for CCSs*	Opportunity to discuss current trends, challenges as well as successes in CCS activity.	Opportunity for CCSs to experience benefits of peer-to-peer support Opportunity to learn from experiences of others Opportunity to share successes that increase likelihood of CCS sustainability Opportunity to engage with local policy and decision makers to influence direction of (community) transport as well as highlighting issues that support can be provided for
	Provide group and 1:1 support to CCS coordinators*	Support with recruiting new drivers or coordinators (Including using CNC channels to achieve this such as social media and local contacts within communities) Support with specific issues relating to challenges of sustainability or meeting need	Risk factors that threaten CCS sustainability or client accessibility to schemes are reduced or ameliorated
	Deliver annual CCS survey	Design annual survey that all CCSs can participate in either online or through hard copies	CNC can provide local policy and decision makers grass root feedback relating to multiple aspects relating to CCSs

* CNC will provide 6 networking events per annum.

<p>Independent Living & Support for Parishes & Communities (all delivered by Project Catalyst)</p>	Provide wellbeing support on individual basis	Support clients who are newly experiencing low mood, anxiety, or depression because of CV-19	Troubles with wellbeing do not escalate into long term, established mental health crises
	Support communities to improve abilities to meet local wellbeing needs	Where there is appetite, support clients who have received 1:1 support to engage with community groups and activities that will promote wellbeing or to establish this activity	Communities are supported to break barriers around openly talking about wellbeing and how this can be impacted Communities are provided with support to establish wellbeing groups or activities that meet local need – increasing community resilience and wellbeing
	Raise awareness of Project Catalyst within Parish Councils and Communities	Contact communities and parish councils through a variety of means to provide information, talk about the project on a 1:1 basis to promote project engagement	Community connectors and parish councils know of the project and how it can help them both as groups and to signpost individuals to for support
	Support clients to confidently engage in activities	Connect clients to Trusted Friend volunteers to support clients to engage with activities or events that they previously enjoyed before the pandemic	Individuals' wellbeing is maintained through confidently engaging with activities that they enjoy
	Support socially isolated clients	Check and chat volunteers call clients who are experiencing social isolation	Clients feel connected and that someone cares, a regular point of contact who can support client to engage with activities to reduce social isolation
	Provide financial support for community groups to re-emerge following lifting of restrictions	Raise awareness within community groups of the availability of Project Catalyst Covid-19 recovery fund and support groups to apply	Groups whose activities or sustainability are threatened due to CV-19, such as increasing cost of venue hire can access emergency funding to continue to deliver activities

Community Car Schemes (CCSs):

Outcome: Use social network theory to increase awareness of community car schemes

Care Network (CNC) have been continuing to share the stories of CCSs through our external newsletter 'The Care Networker' which is posted on our social media channels and to members. Av reach is 2,327 people/month. These articles were written by the CCS coordinators themselves, there has been a lot of frustration at the local response to volunteering, particularly in lockdown 1, with the CCSs feeling a lack of acknowledgement for the years of providing this service. Also concerns that if the volunteering movement continued in earnest; the services of CCSs would no longer be required. These have now abated, but some schemes have lost volunteers due to age and concerns of health because of the pandemic and we are supporting those affected with recruitment campaigns.

Outcome: Provide 6 networking and training events /year for community car schemes.

- **Online Community Car Scheme Meetings arranged by CNC**

Meetings sometimes include a relevant guest speaker and offer the opportunity to network with other schemes. Gavin (Community Transport Manager Cambridgeshire and Peterborough CA) also attends so Gavin and CNC Coordinator, CCSs are able to raise issues or ask for support.

22 June Meeting with guest Speaker Deaf Blind Association

Topics included general information and specific to Community Car Schemes such as how to help passengers who may have sensory impairments including help for coordinators when making bookings.

12 July Meeting with guest Speaker Stroke Association

Topics included general information and specific driving related topics such as driving after a stroke. Up to date DVLA information. Assisting passengers that may have had a stroke.

4 October Informal Drop with Gavin Moulton (Community Transport Manager at Cambridgeshire and Peterborough CA)

Upcoming Meeting

12 October – Guest Speaker Alzheimer's Society

- **SCDC online CCS Directory**

Regular communication with any changes / updating required as there have been several changes such as retirement and replacement coordinators.

Additional Support Provided to CCSs on a 1:1 basis

A5 Hospital Cards

- New A5 Cards laminated card for parking at hospitals' outpatient bays, it has the new Cambridgeshire and Peterborough Combined Authority Logo on, it also has CNCs logo on. Drivers tend to use it alongside their ID badge.

Covid Safety Car Partitions

- Ensuring that CCSs received communications and were aware of the Covid Safety Car partitions, these are removable partition screens that can be fitted. This was part of a countywide Transport initiative with the County Council as part of the response to the vaccination roll out.

Cambridgeshire and Peterborough Combined Authority -Promotional Video on Volunteering for CCS

- The CA have made a promotional video on recruiting volunteers for CCS across the county. They are finalizing changes. We have been asked to help promote this initiative.

Deliver a community car schemes sustainability project via community-based participatory research activity.

There was a delay to sending out latest survey to CCSs to identify how they are currently operating, as many were slow to open up as restrictions were lifted. Data has now been collected and we are in the process of analysing this and completing the report, which we anticipate will be finished by end of December 21.

Case Studies of CCS Support and Activity

Balsham Good Neighbour Scheme (includes the CCS)

***Example of outcome:** Raise awareness of Care Network and other local services and connections to all community car schemes in South Cambridgeshire to enable them to identify and signpost lonely service users to Care Network.*

The GNS coordinator had a particular query from a scheme service user, who due to age and eye condition is no longer able to enjoy doing Cross words and Puzzles. The coordinator contacted Care Network (CNC) as he had been unable to attend the CCS meeting where we had invited a representative from Deaf Blind Association to be the guest speaker and was looking for potential suggestions and solutions. CNC contacted the speaker who was very helpful with digital and non-digital solutions and connected them to the GNS Coordinator, as Deaf Blind Association could also provide volunteer befrienders who could assist with reading out crosswords / puzzles over the telephone or via video. CNC also signposted the GNS coordinator to a variety of other resources such as RNIB, Camsight, Library at Home Service and various retailers that publish suitable large print material. The coordinator attended the latest CCS meeting where CNC was able to also signpost to various organisation's that might assist with a local scheme for lending things, eg 'Library of things.' The GNS scheme has also very recently successfully launched a community café. We have also supported them with general and covid updates when required and the new laminated A5 hospital parking cards were posted out to the scheme.

Community Development Activity

CNC has remained in contact with all of the community groups we support throughout the pandemic. Activity to 'open up' has been slow with many schemes not looking to initiate activity until September. We were able to support community groups whose sustainability was threatened due to CV-19 and increased expense such as PPE or additional cleaning equipment, through a small pot of funding from the National Lottery Community Fund.

This funding demonstrated a desire within communities, as a response to the pandemic to establish groups of peer-to-peer support that focused on wellbeing. Moreover, the increased need for wellbeing support was noted through CNCs existing wellbeing services in South Cambs, seeing an 18.9% increase in demand over the past 18-months. In response to this increase and sustained need for Wellbeing Support, CNC has developed Project Catalyst, which supports residents in the following ways:

Back On Track: Wellbeing support to anyone who is newly experiencing low mood or stress because of changing circumstances, such as concerns about work, money, confidence, worry about family, etc., and think they might benefit from someone to talk to and/or group support. Back on Track is also able to provide support to individuals who would like to start wellbeing peer to peer support groups within their community.

Check and Chat: Our staff and volunteers support people who are experiencing isolation and loneliness, who may benefit from a weekly check and chat phone call.

Trusted Friend: As restrictions lift, our Trusted Friend volunteers are ready to support clients to return to the activities they enjoyed before the pandemic or help them to build up some confidence getting back out in their local community, by safely accompanying clients. Over 6 weeks our volunteers can safely accompany clients for a walk, to the shop, to a group activity such as a book club.

CNC would like to request that under our grant conditions relating to Independent Living and Support to Parishes and Communities – outcomes are now related to the wellbeing activities listed above (Back on Track, Check and Chat, Trusted Friend).

This page is left blank intentionally.

Notes to help those attending meetings in person at South Cambridgeshire Hall

Notes to help those people visiting the South Cambridgeshire District Council offices – please also refer to the Covid-security measures relating to meetings in the Council Chamber which are on the website page for each relevant meeting.

Members of the public wishing to view the meeting will be able to watch the livestream via the link which will be publicised before this meeting.

Members of the public wishing to attend the meeting in person, please contact Democratic Services at democratic.services@scambs.gov.uk

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 is 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 and Rescue Service.

- **Do not** re-enter the building until the officer in charge or the Fire and Rescue Service 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. The Council Chamber is accessible to wheelchair users. 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. These include facilities for disabled people.

Recording of Business and Use of Mobile Phones

We are open and transparent about how we make decisions. Public meetings are webcast and are also recorded, but 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. If you do so, the Chair will suspend the meeting until such items are removed.

Disturbance by Public

If a member of the public interrupts proceedings at a meeting, the Chair will warn the person concerned. If they continue to interrupt, the Chair 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 Chair 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 can smoke at any time within the Council offices, or in the car park or other grounds forming part of those offices.

Food and Drink

Until the lifting of Covid restrictions, no vending machines are available. Bottled water is available for attendees at meetings.

This page is left blank intentionally.