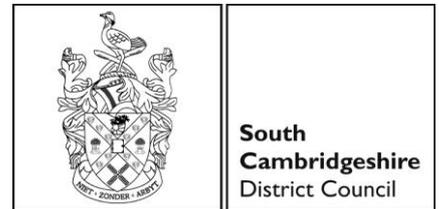


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17 February 2022

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, 25 February 2022 at 11.00 a.m.**

Members are respectfully reminded that when substituting on committees, subcommittees, and outside or joint bodies, Democratic Services must be advised of the substitution ***in advance of*** the meeting. It is not possible to accept a substitute once the meeting has started. Council Standing Order 4.3 refers.

Yours faithfully

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 Monday 31 January 2022 as a correct record.	1 - 2
4.	Zero Carbon Communities Grant Scheme Options	3 - 32

5. Community Chest: Funding Applications

33 - 48

6. Date of next meeting

Friday 25 March 2022 at 10:00am.

**GUIDANCE FOR VISITORS TO SOUTH CAMBRIDGESHIRE
HALL**

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Agenda Item 3

South Cambridgeshire District Council

Minutes of a meeting of the Grants Advisory Committee held on
Monday, 31 January 2022 at 2.00 p.m.

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

Councillors: Dr. Claire Daunton Bill Handley

Officers in attendance for all or part of the meeting:

Aaron Clarke Democratic Services Officer
Emma Dyer Development Officer
Kathryn Hawkes Communities Manager
Lesley McFarlane Development Officer – Health Specialist

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 Peter McDonald.

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 17 December 2021.

4. Community Chest: Funding Applications

The Grants Advisory Committee reviewed all the Community Chest applications received between 08 December 2021 and 14th January 2022.

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

1. Sing Papworth (LTZPQRXF), be approved and funded at the full amount requested of £595.00
2. Histon Bowls Club (JLJLCNQL), be approved and funded at the full amount requested of £520.00

5. Children and Young People's Grant: Funding Applications

Since the December meeting of Grants Advisory Committee, the overall pilot grant fund had been increased by up to an additional £40,000, following funding being made available by Cambridgeshire County Council. This brought the total available funding to

£78,000 for this one-off grant fund.

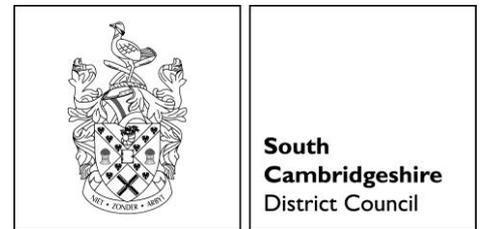
The Grants Advisory Committee considered all the applications for funding and recommended to the Lead Cabinet Member for Finance to award funding to each application in line with officer recommendations in Appendix A.

Applicant	Theme addressed	Officers' scores (%)	Amount Applied for (£)	Amount awarded
Orchard Park Community Council	ASB	84	8000.00	£8000
Romsey Mill	Mental Health	82	4158.00	4158.00
Let's Cook CIC	Food/diet	77	7568.33	7568.33
Histon & Impington M Health	Mental Health	74	4190.00	4190.00
Orwell Eco Youth	Environment	74	4860.00	4860.00
Unique Feet	Mental Health	73	8000.00	7500.00
Blue Smile	Mental Health	73	5422.00	5422.00
Cambridge Joint Play	Mental Health	72	5000.00	5000.00
SSYI Sawston	Mental Health	72	7500.00	7000.00
Creative Cooking (WAY)	Food/diet	70	5722.00	5722.00
Cambridge Fire & Rescue	ASB	68	7000.00	7000.00
Kite Trust	Mental Health	66	6500.00	6500.00
Cambridge Acorn Jazz	Mental Health	61	5000.00	5000.00
Woodcraft Folk	General	45	4000.00	0
*Northstowe Scouts	General	*CCC	*4100.00	Referred to Community Chest
*Trumpington Scouts	General	*CCC	*5924.00	Referred to Community Chest

6. Date of next meeting

Friday 25 February 2022, at 11:00am.

The Meeting ended at 2.30 p.m.



Report to:	Grants Advisory Committee 25/02/2022
Lead Cabinet Member:	Cllr John Williams
Lead Officer:	Bode Esan

Grants to Voluntary Sector: Zero Carbon Communities Grant 2022/23

Executive Summary

This report sets out proposals to the Grants Advisory Committee (GAC) for minor changes to the Zero Carbon Communities (ZCC) Grant scheme criteria and guidance for applicants to further improve the effectiveness of the scheme in delivering the Council's priorities. Members are asked to consider the options set out and make a recommendation to the Lead Cabinet Member for Finance.

Key Decision

1. This is not a key decision as it concerns minor changes to an existing grant scheme, to which funding has already been allocated.

Recommendations

2. It is recommended that:

The GAC recommends to the Lead Cabinet Member for Finance changes to the ZCC grant scheme as set out in Option 1 of the 'Themes' section, and Option 1 from the 'Funding timescales' section.

The GAC recommends to the Lead Cabinet Member for Finance approve the proposed Information and Application Guidance documents for the ZCC grant scheme set out in Appendices B and C.

The GAC recommends to the Lead Cabinet Member for Finance delegate authority to the Head of Climate, Environment and Waste to make minor edits to the Information and Application Guidance documents as necessary for clarity.

Reasons for Recommendations

3. The priorities for the ZCC grant fund were recommended by CEAC (4 Feb 2019) and by GAC (29 Mar 2019) and approved by Cabinet on 01 May 2019. The aim of the fund is to enable parish councils and community groups to run projects which engage communities in climate and environment-related projects and reduce reliance on fossil fuels. The proposed changes will make it easier for applicants to devise suitable projects which score well and will make it easier to measure and report on the impact of grant-funded projects.

Details

Background

4. Proposals for a ZCC grant were recommended by the Climate & Environment Advisory Committee (4 Feb 2019) and the Grants Advisory Committee (29 Mar 2019) and approved by Cabinet on 01 May 2019. The funds are taken from the Renewables Reserve (business rates retained from commercial renewable energy projects in the district).
5. The ZCC grant was set up to support parish councils and community groups to run projects which engage communities and reduce reliance on fossil fuels.
6. The grant is a key mechanism by which the Council can pursue their Green to our Core agenda and deliver community-focussed actions as set out in the Zero Carbon Action Plan. The prime objective is the successful completion of at least 7 projects which deliver community engagement on climate change mitigation and reduced CO₂ emissions.
7. The initial round of the ZCC grant accepted applications from any projects which met the criteria and were funded based on the highest scores from Officers and GAC members' recommendations.
8. In the two subsequent rounds, changes have been made to the criteria so that applications are invited under specific themes. This had the aim of making it easier for applicants to devise suitable projects and make it easier to compare applications. In Round 2 the themes were Community Buildings, Tree planting and Cycling. In Round 3 these were Community Buildings, Tree Planting and other Natural Solutions, and Other projects.
9. £100,000 has been allocated in the 2022/23 budget for the ZCC grant scheme. This is supplemented by an additional £20,544 which was unspent from the ZCC 2021/22 and is carried forward.

Proposed changes

10. In past rounds, applications have been invited for projects which deliver both of the scheme's objectives, measurable carbon reductions and community engagement around lower carbon lifestyles. Projects which were strong on measurable carbon reduction but did not lend themselves to wider community engagement could not score well. Nor could projects which were strong on community engagement around lower carbon lifestyles but did not lend themselves to measurable carbon reduction.

11. It is proposed to replace the themes in previous rounds with two categories of projects, one for delivering measurable carbon reduction and the other focussing on community engagement around lower carbon lifestyles.
12. This change will make it easier for applicants to devise suitable projects which score well and achieve the aims of the grant scheme. It will make it easier to measure and report on the impact of grant-funded projects.

Training Programme for Community Climate Leaders

13. An application for funding for a training programme for Community Climate Leaders was supported in the first round and ran last year, (delayed by Covid). This proved very successful empowering climate leaders across the district; more information is provided in **Appendix A**.
14. In order to allow this, or a similar programme to run this year, it is proposed to put aside £15,000 of the funding from the ZCC grant which was carried over after the 3rd round (2021-22) for the purposes of procuring this, or a similar training programme. Such a programme would contribute to the Council's wider actions in providing training for staff and residents in the district.
15. These proposed changes are set out in Option 1 below with alternatives at Options 2 and 3.

- i. **Option 1:**

Ringfence £15,000 to procure a Community Climate Leader Training programme to enable it to operate in the coming year, and shape applications for the following year.

Split the remaining funding between CO₂e emission reduction projects and community engagement projects (a 70:30 split is proposed owing to CO₂e emission reduction projects costing more). Projects will be required to demonstrate the degree of CO₂e reduction or how many individuals have been engaged, and the depth of engagement in their applications. This will provide a more comparative method for scoring applications.

An Information Document (**Appendix B**) and Application Guidance document (**Appendix C**) will provide project ideas, and a standard method for calculating a project's expected CO₂e emission reduction or degree and depth of community engagement.

- ii. **Option 2:**

The same as Option 1, however, no funding is set aside to procure a Community Climate Leader Training programme (The training provider, Cambridge Carbon Footprint could still be invited to apply for funding through the ZCC grant to run the programme again, although this would be later than if procured separately).

The grant is split between CO₂e emission reduction projects and community engagement projects (a 70:30 split is proposed owing to CO₂e emission reduction projects costing more).

- iii. **Option 3:**

The grant remains consistent with Round 3 with three main themes of community buildings, tree planting and other (or three other chosen themes). The maximum

amount is split between them in a 40:40:20 distribution respectively. Applications are funded based on the highest scores from Officers and GAC members' recommendations within each stream.

16. It is recommended that Option 1 is selected.

Section B - Funding timescales

17. A change to the funding timescales is proposed. Projects from previous rounds have requested extensions beyond the 12-month completion date to allow them to provide us with measurable outcomes and impacts. It is proposed that projects be given 6 months from the completion date to measure their impact before delivering an end of project report. This will improve the ability to report on the success of the grant.

i. **Option 1:**

Projects are given 12 months to spend the funding after which projects must confirm that the funds have been spent so that they maintain momentum. An end of project report is required 6 months following the completion of the project to enable monitoring and measurement of project outcomes.

ii. **Option 2:**

No changes are made to the funding timescales. Keep as a one-year scheme with funding to be spent within 12 months. After one year, projects must deliver an end of project report.

18. It is recommended that Option 1 is selected.

Section C - Funding Amounts

19. Upon receiving feedback from the GAC, the option of reducing the maximum available grant was considered. An analysis of the funding amounts was undertaken.

20. In Round 3, the mean amount applied for was £7,161 and the median amount was £5,000. A breakdown of the funding by category can be seen below.

	All	Community Building	Nature	Other
MEAN	£7,161	£9,714	£4,609	£7,526
MEDIAN	£5,000	£9,495	£3,361	£8,541

21. The mean amount applied for across all projects remained high, particularly for the Community Building projects. This shows that projects still require a higher amount to afford project costs. The median amount applied for remained lower overall indicating that projects were not discouraged from applying for smaller amounts.

22. 9 out of 14 projects funded in Round 3 applied for less than £5,000, showing that projects were still granted smaller funding amounts even though the maximum amount

remained high. Therefore, a broad distribution of funding around the district was still possible.

23. It is, therefore, proposed that the GAC keeps the maximum funding amount the same (up to £15,000). This is contingent upon the stipulation in the Information and Application Guidance documents that the grant scheme is looking for value for money based on CO₂e savings and community engagement.

24. Following changes made to the grant in Round 3, 19 out of 26 applications included match funding. A preference for applications with match funding will still be expressed.

Implications

25. In the writing of this report, taking into account financial, legal, staffing, risk, equality and diversity, climate change, and any other key issues, the following implications have been considered: -

Financial

26. The funding available remains within the Council's budget for 2022-23.

Legal

27. Funding agreements with grant recipients will be drawn up in accordance with templates approved by the legal team. Funding agreements will allow variation or recovering of the grant in specific circumstances.

Consultation responses

28. This report has been circulated to the Climate and Environment Advisory Committee and Members of this committee have been invited to attend the GAC meeting to contribute their views.

Effect on Council Priority Areas

29. The Zero Carbon Communities grant scheme has attracted significant interest. All the aims below from the SCDC Business plan 2019-24, will be furthered by the project recommended for funding and by the recommendations for the allocation of the remaining funding.

Growing local businesses and economies

30. Promoting village-based businesses to encourage people to use local shops and food outlets.

31. Investing in renewable technologies.

32. Helping to ensure people's homes are close to their jobs and can be accessed by walking, cycling and using public transport.

Being green to our core

33. Supporting community groups to promote behavioural change and reduce the reliance on fossil fuels.
34. Helping communities to secure grants to fund green projects.
35. Protecting and enhancing the district's heritage and environment.

A modern and caring Council

36. Funding community and voluntary groups that benefit local people

Background Papers

Climate and Environment Advisory Committee Meeting, Monday 4 February 2019
[Agenda for Climate and Environment Advisory Committee on Monday, 4 February 2019, 3.00 p.m. \(moderngov.co.uk\)](#)

Grants Advisory Committee Meeting, Friday 29 March 2019
[Agenda for Grants Advisory Committee on Friday, 29 March 2019, 10.00 a.m. \(moderngov.co.uk\)](#)

Cabinet, Wednesday 1 May 2019
<http://moderngov/ieListDocuments.aspx?CId=293&MId=7365&Ver=4>

Climate and Environment Advisory Committee, Friday 27 November 2020
[Grants Advisory Committee Meeting Friday, 27 November 2020](#)
<http://moderngov/ieListDocuments.aspx?CId=1096&MId=7968&Ver=4>

Grants Advisory Committee, Friday 26 February 2021
[Grants Advisory Committee, 26 February 2021](#)
<http://moderngov/ieListDocuments.aspx?CId=1096&MId=7971&Ver=4>

Climate and Advisory Committee Meeting, Tuesday 9 March 2021
[Agenda for Climate and Environment Advisory Committee on Tuesday, 9 March 2021, 2.00 p.m. \(moderngov.co.uk\)](#)

Grants Advisory Committee, Friday 24 September 2021
[Agenda for Grants Advisory Committee on Friday, 24 September 2021, 1.30 p.m. \(moderngov.co.uk\)](#)

Climate and Environment Advisory Committee, Tuesday 23 November 2021
[Agenda for Climate and Environment Advisory Committee on Tuesday, 23 November 2021, 2.00 p.m. - South Cambridgeshire District Council](#)

Grants Advisory Committee, Friday 26 November 2021
[Agenda for Grants Advisory Committee on Friday, 26 November 2021, 8.30 a.m. - South Cambridgeshire District Council](#)

Appendices

Appendix A: Overview of Community Climate Leadership programme – Net Zero Now.

Appendix B: Proposed ZCC Information Document.

Appendix C: Proposed ZCC Application Guidance Document

Report Author:

Eleanor Haines - Project Officer, Climate & Environment
Telephone: (01954) 713490

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Net Zero Now Training Programme Summary

Summary

Net Zero Now is a one-year project from Cambridge Carbon Footprint which was funded £15,000 in the initial round of the Zero Carbon Communities (ZCC) grant scheme. The Net Zero Now project provided free training for community action on climate change. It trained 12 individuals to become ambassadors for climate change in their local area. These individuals are now working on a range of initiatives including sustainability of the village hall redevelopment, toy and book swaps, bike repair schemes and an eco-festival.

The challenge

Many people want to act on climate change, but don't know what this would look like in their community, are unsure of where to start and are daunted by the scope of what they could do. Individuals could often benefit from training on communication and engagement strategies, and practical elements, such as how to involve volunteers and organise events. There is, therefore, a need to enable community leaders to drive initiatives in their own areas, to support and empower them and others to respond to the climate emergency.

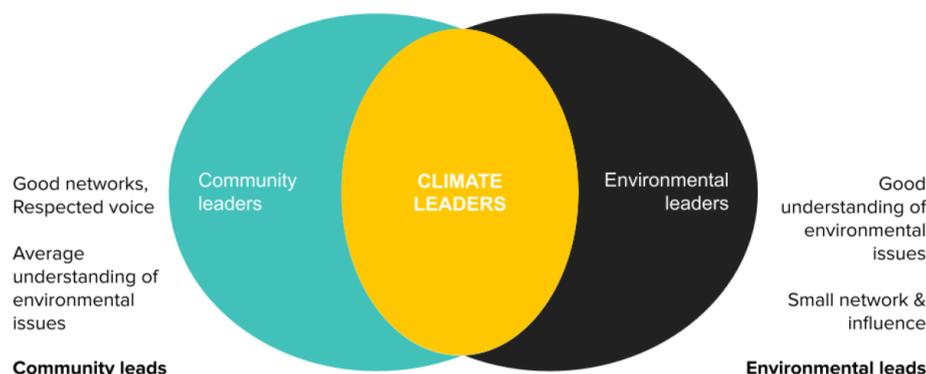
The solution

The Net Zero Now training programme, run in Summer 2021, trained and empowered community leaders. Participants learnt to communicate climate messages, put on climate related events, deliver carbon reduction activities, and educate and engage people from all backgrounds.

The Audience

When choosing the audience, the programme considered environmental leaders, who have a good understanding of environmental issues but a small network and influence. They then looked at community leaders, who are well respected and have well established networks, but have an average understanding of environmental issues. Local community leaders are best placed to deliver personalized support and action on what matters and is most important for their community. They can gain a good understanding of environmental issues to become Climate Leaders.

Empowering climate leadership



The Scoping Survey

Between February and March 2021, a scoping survey was conducted, comprising 63 respondents of a range of ages and locations. The results of the scoping survey can be summarised below:

- 82% of respondents were active in their communities.
- 100% were interested in both the community and the environment.
- 44% of respondents were unaware of local environmental groups.
- > 60% of respondents were interested in learning more about communicating environmental issues and connective with others.
- > 50% of respondents were interested in Live, online interactive seminars and an online platform to connect with others.

This scoping exercise allowed the programme to identify the areas which required the most focus and tailor it to this audience.

The Programme Structure

The programme comprised of live sessions, coursework and further reading. 8 seminars were organised with guest speakers over several weeks. The online platform Slack was used as an ongoing communication channel, and additional socials, 1 to 1's and clinics were also held.

The training programme focused on three key areas:

- Providing training in effective communication and carbon reduction strategies;
- developing practical organisational skills; and
- creating tools and resources to support carbon reduction activities.

The sessions included the following sessions split between more theoretical, and practical sessions:

	Title	Description
Theoretical	Climate Change and Carbon Footprints	How climate change has been tackled previously and cementing

		understandings of climate change language.
	Understanding Solutions and the Local context	How ideas can be implemented in a local context to provide solutions at every level.
	Communicating climate change	How to develop local initiatives to communicate climate change to rural audiences.
	Behaviour Change	How and why do people take on pro-environmental behaviours – what this means for developing projects.
Practical	Shaping your initiatives	What actions might be appropriate locally – How to review and prioritise those to take forward.
	Community Project Management	What needs to be done to make projects happen.
	Managing Groups	How to get volunteers to help out
	Communications and Events	Strategies for engagement

Through this, they learnt to structure their ideas and channel their ambition. A small number of community leaders were selected to take part and become ambassadors of climate action in their local community.

The Impact

12 individuals have been successfully trained through the course and have provided positive feedback. Participants feel more empowered and confident to lead climate action in their communities.

Throughout the training course, participants completed three surveys at the beginning, middle and end. They self-assessed their knowledge on topics including 'Individual action on climate change', 'behaviour change and barriers to change' and 'local climate action initiatives'. All areas saw increased knowledge over the course of the the project. The biggest change was seen in the knowledge of local climate initiatives which increased dramatically.

Participants also self-assessed their confidence levels. Confidence grew more quickly towards the end of the programme, particularly the confidence to raise funds for community action, and to create a project plan and programme of work. This

growth in knowledge demonstrates the clear benefits gained from the training programme.

These benefits can also be seen in the tangible outcomes seen through the case studies resulting from the training programme.

Location	Outcome	Quote
Oakington	New sustainability group launched including a comms campaign and future involvement with village events	A key outcome was 'Identifying the audience and how to tailor the message to them
Over	Villages signed up to Plastic Free Communities scheme. Investigating sustainable options for village hall redevelopment. Connecting with other Parishes	'I learned that one can make a difference and help others to make a difference
Stapleford	Declaring a Climate and Ecological Emergency. Holding an Eco Event. Planning toy and book swaps, bike repair and other sessions	'Making every effort I can to make ours and surrounding villages make change and work with each other'
Northstowe	Regular events e.g. swaps, repair cafes and workshops and have ideas for capturing more volunteers and organizing the groups	'Most relevant for me has been how to set up group, capture volunteers and communicate by identifying audiences and messages'
Haslingfield	Representation at parish council meetings leading them to declare climate and ecological emergency and develop and action plan. Plan to run summer eco-festival and launch a community survey.	'this course has helped me to feel able to put myself forward in these ways and the more I do, the more it seems possible to do'

How is the new approach being sustained?

By training individuals already active in local communities, changes made in communities, and actions taken as a result will be effective and long-lived. As the participants already have a standing in their community, they are in a good position to educate and engage others.

Due to the constraints of COVID, almost all of the planned activities in the training programme were transferred online through the website, Zoom and Slack. The programme now has a valuable breadth of online resources. These will help with the delivery of similar in-person and online courses in the future.

Lessons learned

As with many other projects for the past two years, COVID was pivotal in how the training programme was delivered. The restrictions prevented the intended in-person events, not allowing direct engagement. Although some of the training sessions would have worked better in person, the online resources developed were invaluable and increased accessibility for some members. The following thoughts were also considered following the training sessions:

Audience: The selection process targeted the right audience, contacting potential applicants before accepting them, and as a result had a low drop-out rate.

Structure: The course was 16 hours which was an appropriate length of time. Holding meetings over Zoom meant that they were more accessible to a lot of people, however, meeting in a face-to-face capacity was preferable with workshop-style sessions.

Content: The content included a balance of theory and practice, providing a variety of activities involving guest speakers. The sessions also provided an opportunity for participants to connect

Ongoing Feedback: Holding a scoping survey at the start of the project proved successful in finding applicants. Continuous monitoring surveys throughout the course was helpful in determining the participant's change in attitudes towards climate leadership.

Links to relevant documents:

[Net Zero Now – Cambridge Carbon Footprint](#)

[Course Outline](#)

[Resources and Reading – Cambridge Carbon Footprint](#)

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Zero Carbon Communities Grant Scheme 2022-23

Information Document



The Zero Carbon Communities Grant Scheme supports communities in South Cambridgeshire to take action on climate change.

Applications invited from	Parish councils and Community groups (see full list of eligibility criteria below)
Total available	£100,000
Min/max grant	£1,000 - £15,000
Grant scheme open	Monday 21 March 2022
Application deadline	5pm Friday 29th May 2022

Applications are invited for projects under two main themes – Reducing your Carbon Emissions and Engaging your Community on Climate Change. We welcome bold and ambitious projects outside of these categories. Applicants are welcome to apply for more than one project, although it should be noted that allocation of funding will take into account the aim of achieving a good spread of funding across the district.

How is the Grant Awarded?

All eligible grant applications will be reviewed by the Grants Advisory Committee, who will make recommendations to the lead Cabinet Member for Finance for decision. We aim to let applicants know of the decision within two months of the application deadline.

Project proposals will be scored and prioritised for funding based on how well the answers to the questions fulfil the objectives given for each theme. Each theme will be scored differently as set out in the sections below.

Projects will be required to measure and report on their outcomes 6 months from the completion of their project. This allows us to continue to report on the annual progress of the grant.

Carbon Emission Reduction

Objectives

- I. The project reduces the production of CO₂e emissions or reduces CO₂e in the atmosphere. (33%)
- II. The project contributes additional value (e.g. funding contributions; volunteer time/expertise from other sources; collaboration between organisations, and/or evidence of local and/or Member support; communication of the project to the local community). (33%)
- III. The project is sustainable and will have a 'lifetime' impact on the local and wider community. (33%)

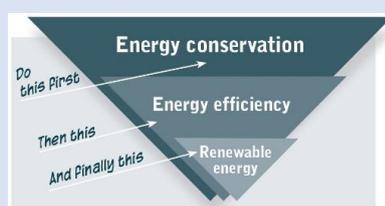
In your application, you will be required to calculate the reduction in CO₂e emissions that will result from your project. Further information is provided in the Application Guidance.

Examples

Community Buildings

Projects which provide improvements to community buildings to reduce its CO₂e emissions (e.g. the need for grid electricity, gas or oil).

Projects which take a whole-building approach are preferred, considering the 'energy hierarchy' (see below), which ranks the stages of using less energy in a building. We recommend that projects receive an energy survey before applying to the grant.



Credit: Centre for Sustainable Energy

We recommend reading the Centre for Sustainable Energy's guidance on [improving energy efficiency in community buildings](#).

Projects which provide additional value by communicating the value of energy efficiency improvements are recommended.

Advice on planning permissions should be sought before applying for the grant.

Ideas for Community Buildings Projects:

- **Energy conservation measures:** Draught proofing, insulation of walls, ceilings, roofs, floors and pipes and replacing doors or windows.
- **Energy efficiency measures:** Lighting upgrades, smart heating control units or infrared heating. We will prioritise these where they have been recommended on an energy survey.
- **Solar PV and/or battery storage system for solar PV:** feasible energy conservation and efficiency measures must have already been undertaken or be planned to be undertaken. We will prioritise schemes where a significant proportion of electricity generated will be used on-site (either through daytime use of the building or through battery storage).

Nature

Projects involving tree-planting and other nature-based solutions to help combat climate change and increase biodiversity.

Projects should consider how CO₂ will be captured from the atmosphere or prevent its release, whilst at the same time creating or restoring natural habitats.

Projects which provide additional value by communicating the value of nature-based solutions are recommended.

When designing the project, we recommend that groups look at Natural Cambridgeshire's [Local Nature Recovery Toolkit](#) for guidance.

Applicants will be expected to have explored the possibility of obtaining free trees through other sources such as the <https://www.woodlandtrust.org.uk/>.

Where tree planting is on private land, consideration must be given to the ways in which the community will benefit, for example by way of access or landscape value. We would also like to see how the trees will be preserved in the future if land ownership changes.

Ideas for nature-based projects

- Planting of a landmark tree/tree populations
- Community orchard project
- Community tree nursery project
- Small-scale restoration of peatland
- Hedge or larger village-wide tree canopy project.

Community Engagement on Climate Change

Objectives:

- i. Achieving wider community engagement and behaviour change around climate change (33%)
- ii. Additional value (e.g. funding contributions or contributions in kind, e.g. volunteer time/expertise from other sources, collaboration between organisations, and/or evidence of local and/or Member support) (33%)
- iii. The project is sustainable and will have a 'lifetime' impact on the local and wider community. (33%)

In your application, you will be required to provide information on the number of individuals engaged as a result of your project. Further information is provided in the Application Guidance.

In this theme we encourage projects which engage the community on climate change which therefore reduces carbon emissions. We encourage bold, ambitious and imaginative projects that are able to fulfil the above objectives to a high standard.

We want the grant to stimulate wider engagement around what zero carbon means in each local community. Applications showing this is more than just publicity, but something that will help change behaviour e.g. through meetings and surveys will be well received.

Information on how to engage with your community on climate change can be found on our climate emergency webpages: <https://www.scams.gov.uk/nature-and-climate-change/climate-emergency-toolkit/how-can-i-engage-with-my-local-community-and-recruit-trustees-or-volunteers-to-help/>

Transport

Projects which engage the community to reduce the reliance on car travel, encouraging walking, cycling and low carbon transport.

Projects which can demonstrate how they will encourage people to walk or cycle more with the installation of structures, as well as the need and demand for the project.

- **Community cycling events:** funding for events or projects that promote sustainable lifestyle choices, or cycling.
- **Cycle shelters or stands:** Cycling infrastructure improvements which encourage cycling connectivity around the district on publicly accessible land. The cost of installation can be included. Advice on planning permissions required for the shelter must be sought prior to applying.

We cannot fund Electric Vehicle Charging Points through this scheme but please visit our [website](#), or email zcc@scams.gov.uk for more information on Grants available for charging points.

Events, Campaigns and Education

Projects which engage the community to encourage them to reduce their carbon emissions through waste and recycling, diet or interacting with nature.

Projects which can demonstrate how they can engage people and evidence a change in behaviours through volunteering etc.

- **Food waste reduction projects:** such as recycling or composting campaigns
- **Community allotment projects:** to encourage people to grow their own food and engage with nature.
- **Creation or enhancement of a community nature area:** to encourage people to engage with biodiversity
- **Biodiversity mapping:** to encourage people to get out into nature and engage with nature.
- **Climate Festival:** to showcase climate action and engage others to take action.

Eligibility Criteria

Applicants must:

- Be a non-profit group or organisation based in South Cambridgeshire or benefiting South Cambridgeshire residents, OR a South Cambridgeshire parish council.

Non-profit organisations could include registered charities, companies limited by guarantee, unincorporated associations or clubs, community interest companies, charitable incorporated organisations, community benefit societies, social enterprises, established voluntary sector organisations and community shops with an appropriate legal structure (ie not profit-making).

Schools and any other organisations can apply for a grant for a project which is accessible to the community and not just for educational purposes.

Applications from informal community groups and local businesses are also encouraged provided they partner with an eligible non-profit organisation as listed above. The lead applicant must be the non-profit organisation and as such will be required to demonstrate an appropriate level of involvement in the project. Commercial businesses are **not** eligible to apply.

- Buildings must be open to the whole community, for example village halls. Multi-purpose church halls and Scout and Guide buildings are eligible where clearly advertised as multi-purpose. Applicants should have a freehold or leasehold interest in the hall in place. If there is a lease in place there must be at least 21 years left to run on the lease. School buildings are not eligible for funding through this grant scheme.
- Have a written constitution or mission statement
- Have an elected committee or representative steering group
- Have a bank account
- Be able to provide an up to date copy of their accounts and any relevant protection policies. Parish councils can signpost us to relevant online documentation and do not need to submit hard copies.

If your organisation does not have a written constitution, bank account, mission statement and/or relevant protection policies/insurance, please contact Cambridge Council for Voluntary Service for advice in meeting these requirements. Contact: 01223 464696 or email enquiries@cambridgecvs.org.uk.

Frequently Asked Questions

How much can be applied for?

Applications are invited for a minimum of £1,000 and up to £15,000 per project.

How will the grant be paid?

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

What can be funded?

We can support the following revenue costs:

- Salaries of project workers
- Salaries of management staff who supervise project staff. These should be in proportion to the staff time spent on the project
- Reasonable expenses of project staff and volunteers
- Marketing and publicity for the project (as appropriate)
- Equipment.
- Capital costs.
- Engagement activities

We cannot pay for the following:

- Activities, events or services which have already taken place, including staff development time.
- Activities that benefit individuals, rather than the wider community
- Activities that generate profits for private gain
- Religious activity or content (although we are able to fund religious organisations if they are providing benefit for the wider community)
- Activities that replace or supplement government funding (for example, we can only fund school activities that are additional to the curriculum)
- Renewable energy installations where it is intended to claim Renewable Heat Incentive payments or any other payments where the use of public grants renders the installation ineligible for such payments.
- Loan repayments.

Where funds allocated through the scheme can be spent on local businesses this is welcomed.

What are the conditions of funding?

Organisations 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 must be spent within 12-months of the award being made except where exceptional circumstances apply, and an extension is agreed with the grants officer in writing.
- Where a proposal anticipates financial savings or income, the applicant will need to show this will be for the benefit of the community.
- Publicity must take place acknowledging the award provided by South Cambridgeshire District Council.
- Any unused grant must be returned to South Cambridgeshire District Council

- An end of project report with photographs must be submitted to the Council within three months of project completion.

Applicants are encouraged to seek support for their application from their local Member.

Applicants are encouraged to read case studies of ZCC funded projects published in our [Zero Carbon Communities newsletters](#). If you would like any help or advice from our previous applicants, please email zcc@scambsgov.uk for more details.

Where appropriate, applicants are encouraged to seek part-funding from other sources including their parish council. There is no requirement for this, but if as expected, the fund is oversubscribed, proposals including funding from other sources will be prioritised. Part-funding can include your own fundraising and can be of monetary and/or in-kind value.

Applicants seeking less than £1,000 are encouraged to apply to the Community Chest for funding if the project involves improvements to community buildings, group 'start-up' costs or the purchase of equipment or materials. More information, including eligibility criteria can be found [here](#).

What supporting documentation is required?

- A copy of your organisation's constitution or mission statement (except parish councils)
- A copy of your latest accounts (audited if available)
- A quote for the project

For further information please contact:

Contact details: zcc@scambsgov.uk or 01954 713490

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Zero Carbon Communities Grant Scheme 2022-23 Application Guidance



This document is intended to guide you through the application process and respond to any queries that you might have when applying. If, following reading this document, you have any questions, or would like to hear from groups which have undertaken a similar project to what you have in mind, please get in touch at zcc@scambs.gov.uk.

Assessment Criteria

Criteria	Description
Fit to the project category	One or more of the key objectives for funding must be met – <ul style="list-style-type: none"> • Carbon Emission Reduction • Community Engagement
Measurement and impact	The application must provide a projected measurement for the difference that the project will make. For Carbon Emission Reduction this should be the reduction in CO ₂ e emissions. For Community Engagement this should be the number of individuals having changed their behaviours as a result, or the difference will the project make to the environment. Projects should communicate the benefits of their project to the community.
Project plan and capacity	The grant panel are looking for a clear project description, identifying what the group wants to do and what the project will achieve. The plan must set out how the project will get the necessary people, support and resources
Value	Does the project represent value for money – is there a good impact for the amount of money requested?
Project Reporting	Please note that all projects will be required to report on their progress six months from the date of project completion. Projects must set out how they will measure and report on how they have met their objectives.

Completing the Application Form

Contact Details

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

About your organisation

1. What does your organisation do?

This should be a summary of the work your organisation does rather than the project you want a grant for. Please give a brief account of the aim of your organisation, the services or activities you provide, who they are provided for. If you are a new group, please state what you intend to achieve. For community groups, please tell us how many people use the services you provide.

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

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

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

3. Is your organisation VAT registered? Please answer Yes/No

If **yes**, please provide your registration number and confirm if your organisation will be able to recover the VAT incurred in relation to the project? If **no**, is your organisation still able to recover VAT incurred in relation to the project? Please answer Yes/No

The following organisations may be able to use a VAT126 form to recover the VAT incurred from non-business activities (even if not VAT registered):

- local authorities or similar bodies such as parish councils
- academy schools or multi-academy trusts (MAT)
- charities in palliative care, air ambulance, medical or search and rescue
- a non-departmental body or similar body not registered for VAT

For further information please use the link: <https://www.gov.uk/guidance/claim-a-vat-refund-as-an-organisation-not-registered-for-vat>

4. Does your organisation have a bank account? Please answer Yes/No

If no, please note your application will not be eligible for funding until a bank account is set up.

To receive funding for your group you will need to open a bank account. Having a bank account is the best and safest way to look after your organisation's money. The account should be opened in the name of your organisation and you will need at least two members to act as signatories. Most banks and building societies offer special accounts for small voluntary and community organisations. They also usually offer free banking as long as your account is in credit. Further information can be found using the link:

<https://www.resourcecentre.org.uk/information/bank-accounts-for-community-and-voluntary-organisations/>

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

If yes, please provide the full weblink.

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

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

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

7. Safeguarding. Does your organisation work with children, young people and/or vulnerable adults? Please answer Yes/No

If yes, please upload a copy of your safeguarding policy using the upload feature at the end of this form.

Please note, the Council requires organisations working with children, young people and/or vulnerable adults to have appropriate safeguarding procedures in place. If you do not have a safeguarding policy, further information can be found using the link:

<http://www.cambridgecvs.org.uk/group-support/Safeguarding>

8. Insurance. Does your organisation have appropriate insurance in place for your project? Please answer Yes/No

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

About your proposal

Reduction in Carbon Emissions

1. Please describe your project in 200 words.

2. Where is the location of your proposed project, how is the land/building currently used?

Please also include at least 3 photos of your project site (upload at end)

3. Please provide details of the ownership of the land/building?

If your organisation does not own the land, please state if you have written landowner permission for the measures to be undertaken. If you have written permission, please provide a copy of this in your supporting information. If you have not, please note that we will require written permission from the landowner before funding your project. If there is a lease in place there must be at least 21 years left to run on the lease. Please provide a copy of this in your supporting information.

4. Have any actions to reduce carbon emissions, promote energy conservation or install efficiency measures already been undertaken? Please answer Yes/No
If yes, please give details.

5. Please provide information, using the guidance below, on the degree of CO₂e emission reduction resulting from your project.

If the measures have been suggested as the result of an energy survey, please include a copy of this in the appendix, and the projected reduction in CO₂e emissions below. If you did not receive an energy survey, please calculate the projected reductions in CO₂e emissions using your own calculations, or the calculations suggested below. Alternatively, please refer to our webpage for more information: <https://www.scambsgov.uk/nature-and-climate-change/climate-emergency-toolkit/calculate-your-organisation-s-carbon-footprint/> or the Carbon Trust Website: <https://www.carbontrust.com/resources/carbon-footprinting-guide>

Community Buildings

To calculate your reduction in CO₂e emissions you will need to refer to energy bills from the past year.

1. Calculate how much energy you have used this year using the example below.

Nov 2021 usage: 4582kWh

$$4582 - 1345 = 3237\text{kWh}$$

Nov 2020 usage: 1345kWh

2. Multiply your annual usage by the conversion factor* of 0.233 to work out the annual CO₂e produced.

$$3237 \times 0.233 = 754.22\text{kgCO}_2\text{e}$$

3. Multiply your projected annual usage by the conversion factor of 0.233 to work out the projected annual CO₂e produced.

$$2237 \times 0.233 = 521.22\text{kgCO}_2\text{e}$$

4. Minus your projected annual CO₂e emissions produced from your current annual CO₂e emissions to calculate your annual savings

$$754.22 - 521.22 = 233\text{kgCO}_2\text{e}$$

*This is the conversion factor provided by the UK Government

Solar Panels

For this calculation you will need the projected size of your solar panel installation e.g. 4kW

1. Multiply your system by 2.343* for the kWh per day produced

$$4 \times 2.343 = 9.372\text{kWh}$$

2. Multiply kWh per day produced by 365 for the annual kWh.

$$9.372 \times 365 = 3,420.78\text{kWh}$$

3. Multiply by the conversion factor of 0.233 to calculate the CO₂e saved per year.

$$3,420.78 \times 0.233 = 797.04\text{kgCO}_2\text{e}$$

*Factors taken from data from Solar Together Cambridgeshire Scheme

Nature

Please include number and sizes of trees to be planted, with their associated estimated carbon savings (these can be estimates) and the benefit they will provide to wildlife. Please include a sketch or planting plan for your project (upload at end).

A useful guide on calculating the carbon savings of your tree project can be found on The Woodland Carbon Code website: [3.3 Project carbon sequestration - UK Woodland Carbon Code](#) under the 'Accounting for project carbon sequestration' section.

7. Have you experience in delivering similar projects? Please answer Yes/No
If yes, please give details.

8. Have you obtained any expert advice on your proposal i.e. is it the result of an energy survey or advice from a consultant? Please answer Yes/No
If yes, please give details.

9. Are you working with any other organisations on this project? Please answer Yes/No
If yes, please give details.

Are there any other organisations directly involved with delivering this project? If so, how are the project work streams divided? Include any evidence that working in partnership on this project will contribute more widely to strengthening community networks.

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

Funding must be spent within 12 months of the award being made (unless otherwise agreed in writing).

11. Please indicate how the changes that you make through the project will be lasting and sustainable.

What resources will you have for maintenance once the project is completed? (e.g. how will volunteer programmes be sustained?) What are the long-term prospects for the site? i.e. land maintenance – ensuring proper usage of community building energy measures by the people using the hall. Please demonstrate how your project fits with the priorities and action plans of and/or your local parish/neighbourhood plan.

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

Funding must be spent within 12 months of the award being made (unless otherwise agreed in writing).

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

Please provide details of any co-benefits resulting from your project.

14. How will your project be communicated to the local community and wider?

Please explain how you will share the details of your project with your local community and wider i.e. through a presentation to your parish council, through social media, through a newsletter.

Community Engagement

1. Please describe your project in 200 words

2. How does the project achieve community engagement and behaviour change around climate change?

Please ensure this is more than just publicity, but something that will help promote behaviour change in reducing carbon emissions.

- How has the community been involved in drawing up these proposals?
- What plans are there for community involvement in the project in future?
- What difference will the project make to your community?
- **How many adult and children volunteers will be engaged through the project?**
- How will your project inspire and encourage others to do similar projects?

Further guidance can be found on the Council's climate emergency toolkit webpages:

<https://www.scambs.gov.uk/nature-and-climate-change/climate-emergency-toolkit/how-can-i-engage-with-my-local-community-and-recruit-trustees-or-volunteers-to-help/>

3. Have you experience in delivering similar projects? Please answer Yes/No

If yes, please give details

4. Are you working with any other organisations on this project? Please answer

Yes/No

If yes, please give details

Are there any other organisations directly involved with delivering this project? If so, how are the project work streams divided? In particular include any evidence that working in partnership on this project will contribute more widely to strengthening community networks.

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

Funding must be spent within 12 months of the award being made (unless otherwise agreed in writing)

6. Please indicate how the changes that you make through the project will be lasting and sustainable

What resources will you have for maintenance once the project is completed? (e.g. how will volunteer programmes be sustained?) What are the long-term prospects for the site? i.e. land maintenance – ensuring proper usage of community building energy measures by the people using the hall.

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

Please provide details of any co-benefits resulting from your project.

Financing your project*

*For projects requesting more than £5k we would encourage applicants to seek part funding/in kind contributions in order to score highly

1. Is your parish council able to contribute part-funding for your project? Please answer Yes/No/ Not made contact

If yes, please give details

We encourage you to approach your parish council, especially if it is one of the larger parish councils, for part-funding of any applications you make. They may have a local fund available for small projects, or monies from building developments (s106) that could be used for your project. Applications with part-funding in place will be looked upon favourably.

Contact information for parish councils can be found using the link below:

<https://www.scambs.gov.uk/councillor-information/parish-councils/parish-council-guidance-and-information/>

2. Do you hope to have other sources of funding? Please answer Yes/No

If yes, please give details

This could include part-funding through your own fundraising, other grants or sponsorship. Please list other funders to whom you are applying, detailing when you submitted your application, or plan to, and a date by which you should be informed of the decision. If any applications were refused, please provide details. If there is a shortfall in funding, what steps will you take to overcome this?

3. Please give a breakdown of project costs.

Please give as much detail as possible and include ALL costs. The breakdown should be for the whole cost and not just the amount you are asking for funding for. Please make it clear what part of the project you are specifically asking for funding for and ensure that the amount

you are requesting related directly to at least one of your quotes. If you do not provide accurate information, this may jeopardise your application's success.

4. What is the total project cost?

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

5. How much are you asking for from the Zero Carbon Communities grant?

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

6. Please describe how your project demonstrates value for money.

Give details on how the project cost will provide the greatest return, in terms of energy savings, carbon emission reduction, cost reduction, community engagement, wider community benefits etc.

Reporting and Measurement

1. How will your project measure and report on its progress after 6 months?

Please provide details on how the project will measure and report on its progress and outcomes.

Support from your District Councillor

1. Is your District Councillor in favour of the project?

Please give details. We encourage applicants to inform their district councillors about their project.

Contact Information can be found using the link below:

<https://scams.moderngov.co.uk/mgMemberIndex.aspx?bcr=1>

Agenda Item 5



South
Cambridgeshire
District Council

Report to:	Grants Advisory Committee	25 February 2022
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 14 January 2022 and 8 February 2022 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 defers 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 for the current financial year.

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

And until 12 April 2022, the Community Chest criteria are being flexed to allow Parish Councils (as well as community groups) to apply for up to £700 for Queen's Jubilee-related projects.

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 for the period)	Date fund expires	Total budget at last month	Applications received this month	Total applied for this month	Remaining budget
Community Chest (£58,140)	31 March 2022	£31,438.87	3	£5,752.41	£25,686.46
Biodiversity (£10,000)	31 March 2022	£10,000	0	£0.00	£10,000
Community-Led Plans (£50,000)	October 2023	£50,000	1	£2,000	£48,000
Total	-	£91,438.87	4	£7,752.41	£83,686.46

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://scambs.moderngov.co.uk/ieListMeetings.aspx?CId=1096&Year=0>

Appendices

Appendix A: Applications Summary

Appendix B: Guidance notes for Community Chest

Report Author:

Emma Dyer –Development Officer

e-mail: emma.dyer@scambs.gov.uk

Telephone: (01954) 713344

Reference	NRVBQSXH			New App
Name of Organisation	Duxford Community Centre			
Organisation Type	Charitable Incorporated Organisation (CIO)			
CCVS Registered	No			
Parish	Duxford			
Landowner	Parish Council			
Project Type	Improvements to community buildings and spaces			
Green option considered?				
Documentation Status	Safeguarding	Y	Accounts	Yes- April 2021
	Quote	Y	Mission Statement	Y
District Councillor Support	Yes-Cllr. McDonald			
Parish Council Support – does the PC support this project in principle	Support will be formalised and minuted at the Council Meeting on 10th February			
Have the parish council supported the group financially previously? If yes when, what did the group purchase? and how much?	Pending by 16 th Feb			
Officer Summary				
<p>Duxford Community Centre was opened in 2014 and is owned by Duxford Parish Council. The Trustees who run the building were involved in its initial planning and they also helped to finance it through fundraising efforts. 23.5 years are remaining on the lease, and they have approximately 36 members who help to support local community activities.</p> <p>The users of the Community Centre have exhausted all storage areas within the building. There is a suitable shared storage area within the building, but this currently contains items used by the Community Centre café (Cafe19). By moving the café bins to outside, the café can relocate its equipment thereby allowing the shared storage space to be freed up for use by other users of the building. Since the Community Centre charges fees for storage, the additional space will help to generate income to support its various charitable functions. The Café will also be able to function more smoothly.</p> <p>Funding of £2,000 is being requested to help provide a new screened in external bin-storage area by extending the raised area between the back of the building and the tennis courts. The total project cost is £8,250 and the remaining £6,250 will come from the Community Centre's own funds.</p> <p>Detail of work required:</p> <ul style="list-style-type: none"> • Take out the existing stone gabions and railings • Dig a trench, provide concrete footings and build a new retaining wall • Raise levels with hardcore and create a concrete path • Make good existing railing • Install 2 new gates and put fencing along the new wall • Not asked Parish Council to Contribute financially • current lease has Twenty-three and a half years left • No rent paid until a turnover figure is reached. 				
Total Project Cost:	£8,250		Total Applied For:	2,000

Reference	MVTWHBMH	New App		
Name of Organisation	Heydon PC Community Led Plan Sub Committee			
Organisation Type	Parish Council			
CCVS Registered	No			
Parish	Heydon			
Landowner	Heydon Parish Council			
Project Type	Start-up costs- Community Led plan			
Green option considered?	n/a			
Documentation Status	Safeguarding	Y	Accounts	Y
	Quote	Y	Mission Statement	Y
District Councillor Support	Cllr Deborah Roberts			
Parish Council Support – does the PC support this project in principle	Yes			
Have the parish council supported the group financially previously? If yes when, what did the group purchase? and how much?	N/A			
Officer Summary				

This is an application from Heydon Parish Council's Community-Led Plan sub-committee for the start-up costs of their Community-Led Plan. The sub-committee was set up in May 2021 and consists of two members of the Parish Council and five members of the Public.

It is hoped that the Community-Led Plan will not only set a direction for the Parish Council but help them to understand and respond to the wants and needs of the parishioners from a recreational, religious and demographic perspective. The plan will include conservation, climate change, planning and social needs.

Activity has already started including questionnaires, meetings, and feedback sessions. When the Plan is completed, it will also include a Landscape Character Assessment (LCA) from a third party to reflect the special historical and archaeological nature of the Parish.

Once completed, the questionnaires, feedback responses, action plan and the Plan itself will be accessible to the whole community, through a variety of media (internet, social media, paper flyers, and face to face discussions). The entire village will benefit as the action plan is implemented.

Funding of £2,000 is requested to help cover some of the following costs:

- Flyers £107.83
- Team sundries (e.g. paper/ink/transport) £167.99
- Publicity (banners etc) £159.37
- Questionnaire printing £128.38
- Workshops on results £200
- Publishing Final Plan (copies 100) £960
- Landscape Impact assessment (LCA) £7,800
- LCA sundries and expenses £600
- Publishing LCA £250
- Total £10,373.57 (including VAT)**

The Parish Council has reserved a budget of £8,350 excluding VAT for the project. However, without extra funding, they will be compromised on cash flow so additional funding would very much be welcomed.

Cllr Deborah Roberts is extremely supportive of this grant application and has stated:

'The PC and this group of residents are working extremely hard on this project which will be of great value to its residents in future years. Page 38

the same time understands that change will come but that there is a serious wish by the village to be a meaningful partner in the villages moving forward'

Total Project Cost:	£10,373.57	Total Applied For:	£2,000
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Reference	FGHKVFC	New App	
Name of Organisation	Histon & Impington Communications		
Organisation Type	Community interest company (CIC)		
CCVS Registered	No		
Parish	Histon & Impington		
Landowner	Third party owns or leases the venues		
Project Type	Equipment / capital purchase		
Green option considered?	N/A		
Documentation Status	Safeguarding	Y	Accounts
	Quote	Y	Mission Statement
District Councillor Support	Cllr Pippa Heylings and Cllr Martin Chan in support		
Parish Council Support – does the PC support this project in principle	See officer summary		
Have the parish council supported the group financially previously? If yes when, what did the group purchase? and how much?	Awaiting confirmation		
Officer Summary			

Histon & Impington Communications is a Community Interest Company that started in 2018 and publishes free online weekly news, information, community events, local jobs, planning applications, and property for sale/to let in the village. The website, which also links to a live feed from the HI HUB website (www.hihub.info), contains a directory of local businesses and community groups, and a 'What's On' guide. Local residents have benefitted from this resource by being able to further connect with their community and take advantage of the many services and facilities that are available to them.

The company consists of a board of five directors and a team of volunteers.

Histon & Impington Communications would like to make their content more accessible to everyone in the village. Funding is required for the purchase and installation of two 50" digital noticeboards (screens) with floor to ceiling mounting to be placed in the road facing window of Histon Library. One screen will face outwards while the other screen will face inwards to enable all residents, including those with no internet connection or mobile phone, to keep abreast of what is going on in the village.

The total project cost is £5,060.90 of which

- £2,000 is being requested through the Community Chest Grant Fund
- £1,000 has been requested from the Parish Council (going to Full Council on 21st Feb)
- £2,000 application made to the Cambridge Community Foundation 'Open Fund'
- £60.90 will be paid by HI HUB

The library has already included the relevant cabling and power source in anticipation. In addition, the software development costs will be provided for free by one of the HIHUB web development board members.

If any of the above applications are unsuccessful, sponsorship will be sought elsewhere (for example through Tesco). However, if the money cannot be raised, the project will not be able to proceed.

Support for the project has been received from Cllrs Martin Cahn, Cllr Pippa Heylings and County Cllr Ros Hathorn

Total Project Cost:	£5,060.90	Total Applied For:	£2,000
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Reference	NPTZHRVK	New App	
Name of Organisation	Saint Mary and All Saints' Church.		
Organisation Type	Registered Charity		
CCVS Registered	No		
Parish	Willingham		
Landowner	Owns or Leases		
Project Type	Equipment purchase		
Green option considered?	N/A		
Documentation Status	Safeguarding	Y	Accounts
	Quote	Y	Mission Statement
District Councillor Support	Yes- Cllr Bill Handley		
Parish Council Support – does the PC support this project in principle	Willingham Parish Council are aware of the project as they currently use the seating for their meetings		
Have the parish council supported the group financially previously? If yes when, what did the group purchase? and how much?	No		
Officer Summary	<p>St. Mary and All Saints' Church is a Christian Church belonging to the Diocese of Ely. The Church Hall (known as the Octagon) is attached to the Church building and is used for Church activities, and is also hired out for general public use. Public use is varied and includes art/craft groups, mother and toddler/baby groups, funeral wakes, bereavement groups, Parish Council meetings, children's parties, and other family celebrations.</p> <p>The current Church Hall chairs are between 20 and 30 years old and have been well used, with many chairs now broken or damaged. Funding is required for 50 new stacking chairs, 50 chair links and a trolley to transport the chairs. Of the total project cost of £4,752.53 (cheapest quote), £1,752.41 is being requested through the Community Chest Grant Fund and the remaining £3,000.12 has been raised through two recent community events and via donations.</p> <p>Willingham Parish Council have not been contacted for a financial contribution because legally they cannot give grants to 'Churches'.</p> <p>Cllr Bill Handley saw the current chairs at a recent parish council meeting and agreed replacements would be suitable for an application to the Community Chest Grant Fund</p>		
Total Project Cost:	£4,752.53	Total Applied For:	£1,752.41

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Guidance notes for Community Chest

The Council would like to support communities in marking 'The Queen's Platinum Jubilee'. For this reason, the criteria for the Community Chest Grant scheme has been flexed on a temporary and one-off basis until 12 April to include Jubilee-related applications of up to £700

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 undertaking, creation or refreshing 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-electoral 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 undertaking, creation or refreshing of a Community-led Plan
 - Support communities in marking 'The Queen's Platinum Jubilee'

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 or refreshing 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.
- Projects that mark 'The Queen's Platinum Jubilee' (the criteria for the Community Chest Grant scheme has been flexed on a temporary and one-off basis until 12 April to include Jubilee-related applications of up to £700)

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 or Zero Carbon Communities Grant 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% financial 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.

Natural Cambridgeshire have produced a useful [Local Nature Recovery Toolkit](#) which provides guidance, advice and support for Communities wanting to create nature recovery plans.

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	✓	✓	* (except for The Queen's Platinum Jubilee applications)
Biodiversity Grants £10,000	✓	✓	✓
Community-Led Plans £50,000	✓	✓	✓

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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.

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