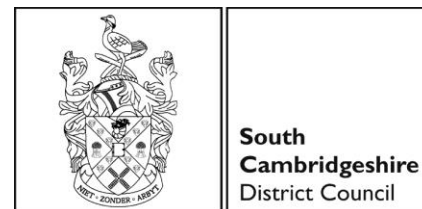


South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridge
CB23 6EA

t: 01954 713000
f: 01954 713149
www.scambs.gov.uk



20th July 2022

To: Chairman – Councillor Jose Hales Vice-Chairman – Councillor Daniel Lentell
All Members of the Grants Advisory Committee - Councillors Sue Ellington,
Bill Handley and Judith Rippeth

Substitutes: Councillors Heather Williams, Graham Cone, Mark Howell,
Bunty Waters, Dr. Shrobona Bhattacharya, Sunita Hansraj and
Peter McDonald

Dear Sir / Madam

You are invited to attend the next meeting of **Grants Advisory Committee**, which will be held in **Council Chamber - South Cambs Hall** at South Cambridgeshire Hall on **Friday, 29 July 2022 at 10.00 a.m.**

Yours faithfully
Liz Watts
Chief Executive

Requests for a large print agenda must be received at least 48 hours before the meeting.

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 24 th June 2022 as a correct record.	1 - 4
4.	Zero Carbon Communities	5 - 32
5.	Service Support Grant	33 - 44
6.	Community Chest: Funding Applications	45 - 48
7.	Date of next meeting Friday 26 th August, at 2:00pm.	

Guidance For Visitors to South Cambridgeshire Hall

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Agenda Item 3

South Cambridgeshire District Council

Minutes of the Grants Advisory Committee held on
Friday, 24 June 2022 at 2.00 p.m.

PRESENT: Councillor Jose Hales – Chair
Councillor Daniel Lentell – Vice-Chair

Councillors Sue Ellington Bill Handley
: Judith Reppeth

Councillor Anna Bradnam (Chair of Licensing Committee) was in attendance remotely.
Councillor John Williams (Lead Cabinet member for Finance) was in attendance remotely.

Officers in attendance for all or part of the meeting:

Emma Dyer	Development Officer (Community-Led Plans)
Kathryn Hawkes	Programme Manager
Cecilia Murphy-Roads	Project Officer

6. Apologies for Absence

There were no apologies.

7. Declarations of Interest

Councillor Judith Rippeth declared a non-pecuniary interest in the Cogwheel Counselling application.
Councillor Sue Ellington, declared a non-pecuniary interest in the Papworth Team Ministry application.
Councillor Jose Hales, Chair of the Committee, declared a pecuniary interest in the Mobile Warden Scheme.

8. Minutes of Previous Meeting

The Committee authorised the Chair to sign, as a correct record, the minutes of the meeting held on 29 April 2022.

9. Community Chest: Funding Applications

The Committee considered in turn new applications received between 12 April 2022 and 7 June 2022 for grant aid from the Community Chest Grant funding scheme as detailed in the report from the Development Officer:

- Bar Hill Cricket Club
- Coton Football Club
- Cottenham United Colts FC
- Longstanton Grasshoppers Cricket Club
- Cambourne Lawn Tennis Club

- Cogwheel Counselling
- Sawston Youth Drama Ltd
- Girton Cottontails Preschool
- Cambridge Sport Lakes Trust
- The Papworth Team Ministry
- Shepreth Parish Council
- Duxford Community Centre Events
- Great and Little Eversdon Allotments
- Waterbeach Parish Council
- Carlton Parish Council

The Committee made the following specific points:

In respect of the application from Longstanton Grasshoppers Cricket Club, Councillor Daniel Lentell enquired whether there were any planning issues. To be funded at the requested amount pending further information.

Referring to Cambourne Lawn Tennis Club, Councillor John Williams enquired who owns the venue. There was a query of how long the lease would be held for and what the relationship of the Tennis club with the Town Council was. It was agreed that this application would be deferred until requested information was obtained.

It was noted that Councillor Juddith Rippeth left the meeting for the Cogwheel Counselling application.

In respect of the application from Girton Cottontails Preschool, it was asked if application could be deferred until they were able to contact their Parish Council. Councillor John Williams enquired who owned it and noted if it was a maintained school, funding would not be available. Request was mutually deferred until further information was obtained.

With regards to Cambridge Sport Lake Trust, it was explained that the application should have gone to the Wildlife scheme instead of the Community Chest fund. It was requested that future similar applications would, to avoid potential funding issues for other applications. The grant was approved.

In regard to The Papworth Team Ministry application, Councillor Jose Hales prompted for further information to whether it was a community based or church-based event. Councillor Juddith Rippeth requested further information to who it could attend. Councillor John Williams put forward the question of how many non-church members attend. To be funded at the requested amount pending further information.

In respect of the application from Duxford Community Centre Events, Councillor Anna Bradnam requested that irrigation rings and long-term care plans were put in place as well as protection from people and wildlife. It was put forward that in future, smaller trees would be a better option. This application was deferred until there was confirmation of irrigation rings, protection and a long-term care plan.

With regards to the application from Great and Little Eversdon, Councillor Daniel Lentell requested clarification of a safety assessment and requested information of precautions being put in place to avoid people accessing the water. This was deferred until a safety assessment was provided.

Referring to the previous deferred application from Waterbeach Parish Council it was confirmed that it would be granted.

Referring to the previous deferred application from Carlton Parish Council, it was confirmed that it would be granted.

It was put forward that more information would be helpful in all future applications.

It was requested that all further grant applications would need to confirm if Parish Councils were funding.

It was decided that local members would need to be contacted for grants to be approved for future applications.

Subject to the above, the Committee **agreed** the following:

- Bar Hill Cricket Club - to be funded at the requested amount of £300 subject to approval from all members.
- Coton Football Club – to be funded at the requested amount of £2000 pending further information and subject to approval from all members.
- Cottenham United Colts FC – to be funded at the requested amount of £2000 subject to approval from all members.
- Longstanton Grasshoppers Cricket Club - to be funded at the requested amount of £2000 pending further information and subject to approval from all members.
- Cambourne Lawn Tennis Club – deferred.
- Cogwheel Counselling - to be funded at the requested amount of £1400 subject to approval from all members.
- Sawston Youth Drama Ltd - to be funded at the requested amount of £2000 subject to approval from all members.
- Girton Cottontails Preschool – deferred.
- Cambridge Sport Lakes Trust - to be funded at the requested amount of £960.17 subject to approval from all members.
- The Papworth Team Ministry – to be funded at the requested amount of £500 pending further information and subject to approval from all members.
- Shepreth Parish Council - to be funded at the requested amount of £426.99 subject to approval from all members.
- Duxford Community Centre Events – deferred.
- Great and Little Eversden Allotments – deferred.
- Waterbeach Parish Council - to be funded at the requested amount of £2000.
- Carlton Parish Council - to be funded at the requested amount of £424.44.

10. Mobile Warden Schemes Grants - End of Year Progress Report

Councillor Jose Hales declared a pecuniary interest in the Mobile Warden Scheme and left the meeting for this item. The Development Officer introduced the report, and noted there were two blocks of schemes, Age UK and independent schemes totalling to 11 running until March 2024. The new established scheme would run fully funded until September 2022 with all schemes syncing together in the new funding cycle.

It was noted that although the numbers were down, the reach was up. Numbers were current up until May 2022 with moderate improvements in uptake.

11. Children and Young People's Grant Funding - Review of Pilot

The Development Officer introduced the report and advised there were unspent funds across the warden scheme. The original £38,000 fund was increased with a further 40,000 provided by Cambridgeshire County Council.

12. Service Support Grants - End of Year Report

The Development Officer introduced the report and noted that the service support grants cover a selection of services with eight categories.
Councillor Jose Hales advised the Committee to review criteria for future.

13. Any other Business

Councillor Bill Handley, Lead Cabinet Member for Communities approved a £300 Community grant to support Ukrainian guests.

14. Date of next meeting

The Committee noted that its next meeting had been scheduled for Friday 29 July 2022, at 10:00am.

**The Meeting ended at Time Not
Specified**

Agenda Item 4



South
Cambridgeshire
District Council

Report to:	Grants Advisory Committee 29/07/2022
Lead Cabinet Member:	Lead Cabinet Member for Finance
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 awards from the Zero Carbon Communities (ZCC) Grant Scheme. Members are asked to consider the grant applications (details in **Tables 1 and 2 of Appendix A**) and officer panel recommendations and make a recommendation to the Lead Cabinet Member for Finance.

Key Decision

1. This is not a key decision as the Zero Carbon Communities grant scheme will be funded from within existing budgets.

Recommendations

2. It is recommended that the GAC:
 - a. reviews all applications to the Zero Carbon Communities (ZCC) Grant Fund for 2022/23 as set out in **Tables 1 and 2 of Appendix A** to this report; and
 - b. agrees recommendations to the Lead Cabinet Member for Finance for allocating the ZCC grant funding with reference to the eligibility and assessment criteria as set out in the [ZCC Criteria and Guidance](#), and the officer panel scores in **Appendix A**.

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 grant enables parish councils and community groups to run projects which reduce carbon emissions/lock up carbon and engage communities on climate change.
4. The ZCC grant first funded projects in 2019/20 since which, the Council has funded 51 projects amounting to approximately £310,000.

A total of £120,544 is available for funding in this round of the ZCC grant. This includes an underspend of £20,544 from the ZCC grant scheme in 2021/22. A recommendation was also made by the Grants Advisory Committee on the 25 February 2022 to make £15,000 of this underspend available for a Community Climate Leader training programme.

5. In 2022/23, applications were accepted for two categories, carbon emission reduction/ locking up carbon, and community engagement on climate change. These revisions were made following the Grants Advisory Committee meeting on 25 February 2022, having received approval from the Climate and Environment Advisory Committee. These categories were allocated the following percentages of the total grant fund:
 - a. Carbon emission reduction/locking up carbon (70%)
 - b. Community engagement on climate change (30%)
6. Case studies for all previously grant funded projects are available on the Council's website: <https://www.scambs.gov.uk/nature-and-climate-change/zero-carbon-communities/zero-carbon-communities-grant-funded-projects/>.
7. A workshop was held on 26 April to provide those interested in applying with further information and support. This included an overview of the grant, examples of previous projects, and guidance on submitting a successful application.
8. Applications for the **Carbon emission reduction/locking up carbon** category were assessed and scored independently by three officers. Two from the Climate, Environment and Waste team, one from the Commercial Development and Investment team.

Applications for the **Community engagement on climate change** category were assessed and scored independently by four officers. Two from the Climate, Environment and Waste team, one from the Housing Strategy team and one from the Communications and Communities team.

All officers provided a range of prior experience, including low carbon investment, low carbon strategy and policy, community sustainability and the making, awarding and monitoring of grant schemes.

9. Independent assessments were made using the weightings (as decided by officers) shown in **Table 3, Appendix B**. The scores were calculated using the methodology shown in **Table 4, Appendix B**. Where there were declarations of interest by the officers, their scores were excluded from the average weighting. Each project was discussed, and the officer panels confirmed their scores after which an average score was calculated. The officer panel rankings were then agreed.
10. **Appendix A** details the officer scores for each theme, ranked in order of highest to lowest. The projects which could be funded under the nominal allocation for

each theme are shown as shaded. One project in **Table 1, Appendix A** is shown as red, this project was one of two put forward by the same organisation. It was felt that the other project aligned with the aims of the ZCC Grant more closely.

In the 25 February GAC meeting, a recommendation was made to set aside £15,000 for a Community Climate Leader Training Programme. Such a programme has applied to the Grant scheme and received the highest score in the Community Engagement on Climate Change category. It is, therefore, recommended to fund this project with the funding set aside. This project is indicated in yellow in **Table 2, Appendix A**.

Owing to the high scoring of the Community Engagement on Climate Change projects, members are invited to consider adjusting the allocations to allow stronger applications over all to take precedence. This distribution is reflected by the grey shading in **Tables 1 and 2 in Appendix A**. To permit more projects to be funded from the limited budget, in one case, Members are invited to offer a lower amount than requested. The project in question will still be able to go ahead. **Tables 1 and 2 in Appendix A** present recommendations for funding amounts.

11. The project scores (**Tables 1 and 2 in Appendix A**) align with the priorities for the grant fund and show a wide geographical spread across South Cambridgeshire.

Details

12. The Council is committed to supporting the shift to zero carbon emissions in the district by 2050, as demonstrated by the motion passed at its November 2018 meeting.
13. Round four of the ZCC grant scheme was launched on 21 March 2022 for non-profit groups or organisations based in South Cambridgeshire (or benefiting South Cambridgeshire residents) and South Cambridgeshire Parish Councils.
14. The ZCC grant scheme builds upon the Council's strong record of supporting community level action on sustainable energy through SPEP (now the Zero Carbon Communities Programme) and the previously launched, but discontinued, Community Energy grant.
15. The funds available for the ZCC grant will be taken from the Renewables Reserve (business rates retained from commercial renewable energy projects in the district). The 2022/23 total grant fund is £120,544.
16. The scheme provides for one-year funding agreements, where projects are required to be completed within one year of awards being made.

Applicants were invited to apply for £1,000-15,000 per project which needed to meet the following objectives

Carbon emission reduction / locking up carbon:

- a. The project reduces the production of carbon emissions or reduces carbon dioxide in the atmosphere.
- b. 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).
- c. The project is sustainable and will have a 'lifetime' impact on the local and wider community.

Community engagement on climate change:

- a. Achieving wider community engagement and behaviour change around climate change.
- b. 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).
- c. The project is sustainable and will have a 'lifetime' impact on the local and wider community.

Average Officer scores for each objective of each category are shown in **Tables 1 and 2 in Appendix A**.

17. The fund was open for applications for the seventeen-week period between 21 March and 17 June 2022, with the deadline extended from 29 May. Applications were invited from Parish Councils and local community groups in South Cambridgeshire. Promotion of the scheme was through an online ZCC grant workshop in June, press release, ZCC newsletter, social media posts, the Cambridge Council for Voluntary Service (CCVS) newsletter, Cambridge Carbon Footprint Newsletter, Cambridgeshire ACRE (Action with Communities in Rural England), emails to parish councils and interested parties, the weekly bulletin for district councillors and the e-bulletin to parish councils.
18. Information for Applicants can be found on [our Guidance Notes and Criteria webpage](#). Full grant criteria and guidance, and further information were provided in dedicated Criteria and Guidance, and Information documents during the application window.
19. Twenty-two applications were received from parish councils and local community groups. All but one were deemed eligible for consideration at the Council Officers' panels held between 14 – 19 July. Where two applications were made from the same organisation, a decision was made as to which best aligned with the priorities of the Grant scheme.
20. The total funding requested from the 21 eligible applicants was £190,330.70. This exceeds the total grant fund available in 2022/23 of £120,544. Summaries of the applications can be found in **Appendix C**.
21. Each application was discussed by the officer panel and listed in order of the average score within each stream. (**Tables 1 and 2 in Appendix A**)

22. Applicants will be notified of award decisions following call-in, and before the end of the first week in September.

Options

23. Following consideration of all applications, the GAC could recommend to the Lead Cabinet Member to:
- a. award funding as recommended by the officer panel,
 - b. award some or all of the funding in an alternative allocation to that recommended by the panel, stating the reasons for this.

Such consideration should be given to the applications listed in **Appendix A, Tables 1 and 2.**

Implications

24. 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

25. The awards recommended are within the Council's proposed budget for 2022-23.

Legal

26. 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

27. 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

28. 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 one or more of the projects recommended for funding.

Growing local businesses and economies

29. Promoting village-based businesses to encourage people to use local shops and food outlets.
30. Investing in renewable technologies.

31. 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

32. Supporting community groups to promote behavioural change and reduce the reliance on fossil fuels.

33. Helping communities to secure grants to fund green projects.

34. Protecting and enhancing the district's heritage and environment.

A modern and caring Council

35. Funding community and voluntary groups that benefit local people.

Background Papers

Climate and Environment Advisory Committee Meeting – 4 February 2019:

<http://moderngov/mgCommitteeDetails.aspx?ID=1095>

<http://moderngov/ieListDocuments.aspx?CId=1095&MId=7489>

Grants Advisory Committee Meeting – 29 March 2019:

<http://moderngov/mgCommitteeDetails.aspx?ID=1096>

<http://moderngov/ieListDocuments.aspx?CId=1096&MId=7487&Ver=4>

Cabinet - 01 May 2019:

<http://moderngov/ieListDocuments.aspx?CId=293&MId=7365&Ver=4>

Grants Advisory Committee – 26 November 2021:

[Agenda for Grants Advisory Committee on Friday, 26 November 2021, 8.30 a.m. \(moderngov.co.uk\)](http://moderngov.co.uk/Agenda%20for%20Grants%20Advisory%20Committee%20on%20Friday%2C%2026%20November%202021%2C%208.30%20a.m.%20(moderngov.co.uk))

Grants Advisory Committee - 25 February 2022:

[Agenda for Grants Advisory Committee on Friday, 25 February 2022, 11.00 a.m. \(moderngov.co.uk\)](http://moderngov.co.uk/Agenda%20for%20Grants%20Advisory%20Committee%20on%20Friday%2C%2025%20February%202022%2C%2011.00%20a.m.%20(moderngov.co.uk))

Appendices

Appendix A: Officers Scores and Amounts Requested

- **Table 1:** Officers' scores and amounts requested for Carbon Emission Reduction / Locking up Carbon.
- **Table 2:** Officers' scores and amounts requested for Community Engagement on Climate Change.

Appendix B: Scoring Methodology

- **Table 3:** Weighted Scoring Matrix

- **Table 4:** Scoring Example

Appendix C: Officer Summary of all eligible applications

Report Author:

Eleanor Haines - Project Officer, Climate, Environment and Waste
Telephone: (01954) 713470

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Appendix A: Officer panel scores and funding amounts

Table 1: Carbon Emission Reduction / Locking up Carbon (nominal allocation £70,000):

Applicant	Carbon Emission Reduction / Locking up Carbon (%)	Additional Value (%)	Sustainable / Lifetime Impact (%)	Officers' scores (%)	Amount Applied for (£)	Cumulative Amount (£)	Funding Recommendation (£)
Cottenham Parish Council	80	80	80	80	15,000.00	15,000.00	15,000.00
Cottenham Community Centre	75	75	85	78	15,000.00	30,000.00	15,000.00
Milton Community Centre and Recreation Grounds (MCC)	63	80	70	71	13,296.00	43,296.00	13,296.00
Milton Community Centre and Recreation Grounds (MCC)	67	70	70	69	6,847.00		6,847.00
West Wickham Village Hall	83	57	63	68	4,000.00	47,296.00	4,000.00
Hardwick Parish Council	60	70	73	68	5,292.00	52,588.00	5,292.00
Fowlmere Recreation Ground and Village Hall	67	57	63	62	2,000.00	54,588.00	2,000.00
Harston Village Hall Trust	63	67	57	62	8,956.00	63,544.00	8,956.00
Hope Against Poverty CIC	43	73	67	61	4,700.00	68,244.00	0
Cambridge and District CAB	67	60	53	60	15,000.00	83,244.00	0
Landbeach Village Hall Charitable trust	67	53	57	59	14,035.13	97,279.13	0

*Projects recommended for funding allocation highlighted in grey

**Project recommended for exclusion from grant funding as two projects have been submitted by the applicants.

Table 2: Community Engagement on Climate Change (nominal allocation £30,000):

Applicant	Engaging the Community on Climate Change (%)	Additional Value (%)	Sustainable / Lifetime Impact (%)	Officers' scores (%)	Amount Applied for (£)	Cumulative Amount (£)	Funding Recommendation (£)
Cambridge Carbon Footprint	93	93	88	91	15,000.00	15,000.00	15,000.00
Cambridge Sustainable Food	90	93	80	87	11,318.00	26,318.00	11,318.00
Sheddit!	84	93	75	84	14,131.00	40,449.00	14,131.00
Let's Cook	83	80	85	83	15,000.00	55,449.00	15,000.00
Sustainable Northstowe	93	70	80	81	2,480.00	57,929.00	1,551.00
Oakington C of E Primary	85	78	78	80	4,958.99	62,887.99	0
Great Shelford Parochial	55	78	80	71	3,462.98	66,350.97	0
Babraham PC	60	75	78	71	4,500.00	70,850.97	0
A10 Corridor Cycle Campaign	53	60	83	65	1,353.60	72,204.57	0
Northstowe HA	53	58	68	59	14,000.00	86,204.57	0

*Projects recommended for funding highlighted in grey

**Project highlighted in yellow recommended to be funded with overspend set aside for Community Climate Leader Training Programme

Grand Total: **£190,330.70**

Total Recommended for Funding:
£120,544

Appendix C: Scoring Methodology

Table 3: Weighted Scoring Matrix

CRITERIA		WEIGHTING
Carbon emission reduction or locking up carbon	The project reduces the production of carbon emissions or reduces carbon dioxide in the atmosphere.	33.3%
	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).	33.3%
	The project is sustainable and will have a 'lifetime' impact on the local and wider community.	33.3%
Community Engagement on Climate Change	Achieving wider community engagement and behaviour change around climate change	33.3%
	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)	33.3%
	The project is sustainable and will have a 'lifetime' impact on the local and wider community.	33.3%

Table 4: Scoring Example

Project	x
Objective 1 (33.3%)	33.3
Points /10	7
Score	233
Objective 2 (33.3%)	33.3
Points /10	6
Score	200
Objective 3 (33.3%)	33.3
Points /10	5
Score	167
Total Score	600
/10	60

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Appendix F: Officer Summary of Eligible Applications

Carbon Emission Reduction/ Locking up Carbon

Cottenham Parish Council

Who are they?	Parish Council
What is the proposal?	Installation of additional 33 solar PV roof panels and a battery system.
Comments:	<p>The project will build on the existing array of 30 Solar PV panels on the roof of the village hall (constructed in 2021 to latest energy conservation standards). The additional Panels and 3-Phase battery system will allow the Village Hall to use more than the currently estimated 12-21%. This will maximise the carbon savings (an estimated 4,590kgCO₂e pa) and stand them in good stead for future projects which may demand electricity. The £15,000 will be matched by the parish council and apply to the local Community Action Fund for additional funding of £6,000. Multiple groups will benefit from the project including Guides and music groups. Visibility of the project and advertisement through the newsletter, website, Facebook and the Fen Edge Festival will demonstrate leadership in carbon reduction. Ownership of the site and an estimated Village Hall life expectancy of 50 years will ensure its longevity and previous construction experience within the group gives confidence in deliverability.</p>
How much requested?	£15,000.00
Score (%)	80

Cottenham Community Centre

Who are they?	Manage the Community Centre for the residents of Cottenham and the local area.
What is the proposal?	Installation of additional 33 solar PV roof panels and a battery system.

Comments: The project will further reduce the centre's carbon footprint by 2,269kgCO₂e pa and energy costs which can be redirected to community activities for the multiple groups which use the centre. Thus, it will inspire Community Centre volunteers to install panels where cost savings are publicised, the panels are visible and drop-in sessions are held. The group has already added roof and internal wall insulation, replaced their gas boiler with an efficient condensing model, and added double glazing, LED lighting and infra-red panels. The group has received independent expert advice and builds on 12 years of experience in improving the centre's energy efficiency. The project will raise grant funding of £9,000 and provide the remaining funding from their own reserves. The 38 years remaining on the lease will outlast the life expectancy of the panels.

How much requested? £15,000.00

Score (%) 78

Milton Community Centre and Recreation Grounds (MCC)

Who are they? A Community Centre with multipurpose large hall, meeting rooms, self-contained annex, recreation grounds, outdoor football and cricket field, pavilion, youth building, basketball court, football pen, and play area on second site, and football pitches and flexible modern multipurpose centre and pavilion on third site.

What is the proposal? Addition of solar battery storage to complete initial works providing immediate use of the 35 panel solar PV array.

Comments: Previous work to improve the energy efficiency of the community centre (including heat capture, solar panels and insulation) and previous experience in energy management forms the basis of this project. Advice from solar companies has been sought to find a solution to reduce grid usage as far as possible and will reduce carbon emissions by 879.25kg CO₂e pa. The centre provides facilities for the community so the installation will benefit residents, as well as wider information on energy saving being shared through Facebook, radio and local

news outlets. The long-term lease of the buildings from Milton Parish Council, and the involvement of committed trustees and volunteers will ensure the project's longevity. Although the parish council is not able to provide funding, MCC will provide £1,200 of the project cost, and management and volunteer hours.

How much requested? £13,296.00

Score (%) 71

Milton Community Centre and Recreation Grounds (MCC)

Who are they? A Community Centre with multipurpose large hall, meeting rooms, self-contained annex, recreation grounds, outdoor football and cricket field, pavilion, youth building, basketball court, football pen, and play area on second site, and football pitches and flexible modern multipurpose centre and pavilion on third site.

What is the proposal? Replace inefficient lighting with energy efficient and modern LED lighting at MCC Main Building interior and exterior and interior at Sycamores Youth Building.

Comments: Some lighting has already been replaced with LED lighting, and energy saving measures have resulted in savings of between 30-50%. The project will save an additional 617kgCO₂e pa. This will improve the facilities for the residents and the scheme will be shared with different audiences through local news outlets, radio, mailing lists, Facebook and direct users of the buildings including the Youth Building. Previous project experience in energy and carbon emission saving work will ensure deliverability. The land is leased to the Community Centre and the group will fund £2,000 of project costs, although the parish council is unable to provide part funding.

How much requested? £6,847.00

Score (%) 69

West Wickham Village Hall

Who are they?	Provide a venue for meetings, recreation and leisure time occupation.
What is the proposal?	To install 20 solar PV panels and battery storage to supply power for infra-red heating system.
Comments:	The organisation intends to install solar PV and battery storage to supply their infra-red heating panels and upgraded LED lighting. This will be delivered through the Solar Together Cambridgeshire Scheme. The project will deliver a carbon reduction 1,510kgCO ₂ pa. It will benefit the community, reducing hire costs. The work will be shared through the village newsletter and 'Village Voice' which is often picked up more widely. The parish council are unable to part-fund the project, but the remaining £9970.40 will be funded by the Village Hall Committee's own reserves. The buildings are leased from the parish council.
How much requested?	£4,000.00
Score (%)	68

Hardwick Parish Council

Who are they?	Parish council
What is the proposal?	A project to install two small bike sheds and set up an e-bike rental scheme for the Hardwick community.
Comments:	The project will reduce carbon emissions by avoiding those otherwise produced by car travel (200kgCO ₂ pa based on previous ride data). It will also reduce emissions where trails of the e-bikes result in users purchasing their own (17,000kgCO ₂ pa – own calculations). The project builds on a growing network of E-bikes within the district, funded through the ZCC Grant, in collaboration with Cambridge Electric Transport. Co-benefits include improving air quality, encouraging healthier lifestyles, and taking advantage of new Cambourne / Cambridge cycleways. There is the potential for long-lasting behaviour change and wider

engagement through the Hardwick Climate Action Group, Facebook page, and Village Eco event. The site is owned by the parish council, which has previously delivered carbon reduction projects, however, they are unable to financially contribute to the project.

How much requested? £5,292.00

Score (%) 68

Fowlmere Recreation Ground and Village Hall

Who are they? Village Hall and Recreation Ground

What is the proposal? To replace the remainder of lighting in the Village Hall with LED as recommended on the first ZCC application by PECT.

Comments: Consideration has been given to reducing energy consumption by removing heating controls and external LED upgrades. Expert independent advice has been provided by PECT, which advises that the carbon emission reduction will be 1,189kgCO₂ pa. The energy cost reduction will benefit community groups who use the space including local sports clubs, craft groups, dance groups, Farmer's Markets and blood donor sessions. The project will be reported in the local Newsletter and on Facebook. As the building is vested with the Charity Commission, the changes will be sustainable and embedded into the maintenance of the building. The group will fund the electrician costs of £444.00.

How much requested? £2,000.00

Score (%) 62

Harston Village Hall Trust

Who are they? Community centre for the use of all Harston residents, provides rooms and facilities for a wide range of activities, meetings, social events.

What is the proposal?	As part of essential ongoing works, they will replace defective rendering around the building and add a layer of 100mm thick insulation to improve thermal efficiency.
Comments:	The application will build on measures previously taken to improve the thermal efficiency of the building (including double glazing, thermal insulation, replacement of a gas boiler to an efficient model, fitting radiators with thermostats and installing heating timers). The Trust will provide £22,044 to strip and replace the current rendering, and through the additional funding add the layer of thermal insulation. This will increase the building's longevity and reduce future running costs, providing users with a warmer hall for activities. The project will be publicised on the website and shared through the newsletter. Although the Trust is unable to quantify the carbon reduction, it will reduce gas consumption. The land is vested in the Charity Commission. The parish council is unable to provide part funding, but the Trust has applied for help from the Rugby Cement Fund.
How much requested?	£8,956.00
Score (%)	62

Hope Against Poverty CIC

Who are they?	Hope Against Poverty CIC provides support to people including those from BAME communities to be free from poverty and improve their lifestyles and wellbeing.
What is the proposal?	The project will collect surplus food from local supermarkets and other outlets and allow the community to access free healthy food through the existing Cambourne Community food project.
Comments:	The project will have an indirect impact, reducing methane emissions, however, no estimation of carbon reduction has been provided. Strong additional value will be seen by the wider community through food waste reduction, access to sustainable, nutritious and affordable food, and reducing food packaging. It will also connect

with local service providers and public sector organisations including Cambourne Community Hub, Cambourne Town Council, Papworth Trust and Cambridge Sustainable Food. The project will deliver food parcels, plan to start a delivery service, and will run an environmental awareness course. However, the project intends to use a diesel / petrol vehicle for the delivery. The parish council has not been contacted to provide part-funding, but the project is seeking additional funding through the Cambridge Community Fund.

How much requested? £ 4,700.00

Score (%) 61

Cambridge and District CAB

Who are they? They provide free advice to anyone who needs it.

What is the proposal? To install 42 solar PV panels and improve the energy efficiency where possible.

Comments: The panels will be installed on their owned building within Cambridge City; given that the CAB serves South Cambridgeshire residents, their application is eligible. The proposal estimates carbon savings of 2,391.13kgCO₂ pa which will benefit the multiple charities who utilise the building, however, no previous actions to reduce emissions have been undertaken and the group do not have any prior experience of similar projects. It will be shared through a website and social media. Individuals helped by the charity will benefit, as well as those with whom they share the building through cost reduction. Although it will not receive parish council part funding, the group will project match funding of £15,000 from their own reserves. It is noted that the charity has not sought funding from City Council.

How much requested? £15,000.00

Score (%) 60

Landbeach Village Hall Charitable Trust

Who are they?	They run and maintain Landbeach Village Hall
What is the proposal?	Installation of a solar PV array on the roof of the Village Hall
Comments:	The project provides carbon emission savings of 1,423kgCO ₂ pa in conjunction with ongoing projects including an LED lighting upgrade which so far have reduced energy consumption by 30%. The project will save £1,646 pa. It will be shared through the village website, the Facebook page, and through general visibility. Ownership of the building and previous experience with a domestic solar installation give confidence in deliverability and sustainability. The Charitable Trust and parish council are unable to provide part funding.
How much requested?	£14,035.13
Score (%)	59

Community Engagement on Climate Change

Cambridge Carbon Footprint

Who are they?	A local charity who centres their approach on what climate action means to people in their everyday lives – in terms of their beliefs, values and capabilities to make real change. They aim to reach everyone, regardless of previous engagement with the issues or situation in life.
What is the proposal?	The Net Zero Now programme is designed to fast track our move to net zero emissions by building a local network of climate leaders to deliver carbon reduction activities, events and communications that engage people of all backgrounds. It will train and recruit 40 climate leaders in 20 new villages in South Cambridgeshire, equipping them with the tools and confidence to deliver climate action in their community and refine the programme. 12 graduate climate leaders will be supported through the project.

Comments: The project will directly engage communities on climate change, delivering a training event for at least 60 attendees. Wider benefits include encouraging communities to plan for, act on, and communicate climate change in a rural context, building resilience. It will be shared through social media and ongoing publicity, the course page having been viewed 186 times and the video resources approximately 300 times. Previous successful delivery of the training course, as well as the inclusion of an evaluation report and training resources provide confidence in the deliverability of the project. It will work with organisations including the Repair Cafe Network, Transition Cambridge, 3G3S etc. The application details how it will ensure the longevity of previous and current training, developing a network, providing 1-1 and group training and supporting graduate climate leaders. The project will not receive parish council part-funding but has £10,000 additional grant funding.

How much requested? £15,000

Score (%) 91

Cambridge Sustainable Food

Who are they? A charity which aims to create a fairer, sustainable food system which supports the community and the environment, building skills and knowledge around healthy and sustainable food. They run festivals, events and activities ranging from Cambridge's Pumpkin Festival to cookery workshops and participatory Holiday lunches. The organisation also works with networks and alliances to foster community solutions to food insecurity.

What is the proposal? To build on their existing work with food hubs in Harston and Gamlingay to develop examples of how sustainable, climate friendly foods and behaviour change can be embedded into community action whilst reaching those that would normally be marginalized from this type of work i.e., those on low incomes.

Comments: The organisation demonstrates previous experience of delivering long-term behaviour change with high levels of engagement (32,000 reached through website, 2,500 on Facebook, 3,128 on Twitter, 2,119 on Instagram). Co-benefits include reducing food waste (the projects currently save 35 tonnes pa) and carbon emissions and improving physical and mental health. It considers equality and accessibility, delivering food to vulnerable individuals; each hub will hand out 8 different recipe kits and books to 200 people. Collaboration with other organisations (including 5 new businesses), volunteer hours and in-kind senior management hours provides additional value. The project will be long-lasting and benefit wider communities through the Pumpkin Festival (aiming to reach 400 people), and the commitment of Climate Pledges and a toolkit for audiences, working with 20 new volunteers and other organisations (e.g., food hubs) to embed this work further. The parish council is unable to provide part funding, but they will provide in-kind volunteer hours to the value of £10,602 and management time of £2,295.

How much requested? £11,318.00

Score (%) 87

Sheddit!

Who are they? Sheddit! is a community organisation that organises activities for local people aimed at reducing social isolation and promoting opportunities for social engagement, skill sharing and building friendships. Projects promote sustainability through recycling, reuse, sharing and reducing consumption of materials.

What is the proposal? The project is to build a mobile Library of Things that visits Swavesey and surrounding villages to loan equipment and tools to people. It will be a self-sustaining and mobile facility. The second stage is to equip the trailer as a community shed that will share skills and reduce social isolation.

Comments: The project will promote a circular economy and culture of re-use in the direct, and wider community (approximately 2,000 people) using social media, leaflets, a website and magazines. It will provide co-benefits, tackling social isolation, encouraging wellbeing through volunteering (at least 10), providing affordable tools, and developing skills. An estimated 50 people a month will benefit. It will use learnings from a similar project in Totnes, from previously running a Men's Shed and will link with repair cafes. Although the parish council cannot provide part-funding, the project will provide £2,800 through the trailer and equipment and further contributions through delivering an app-based booking system and other measures.

How much requested? £14,131.00

Score (%) 84

Let's Cook

Who are they? A social enterprise which provides training and support for communities to run cooking activities for children, young people and adults.

What is the proposal? 30 representatives from 10 community-facing settings will attend a one-day training event. Attendees will be equipped with the skills, knowledge and confidence to deliver practical cookery sessions with their own beneficiaries with a focus on reducing avoidable food waste.

Comments: The project will deliver behaviour change around food waste and provide wider community benefits. These include improving physical and mental health, reducing food waste, tackling food poverty, improving diets, food management and skills confidence and forming social connections. It will empower people in 10 community settings (10 leaders and 20 volunteers) to run their own activities through recruiting volunteers, delivering a one day train the trainer course and develop food waste reduction videos tying into campaigns such as 'Love

Food Hate Waste'. The project will be publicised through local events, radio, newspapers and social media. The settings will deliver 5 cookery sessions and one community event (attended by approximately 240 participants) as well as encouraging Climate Pledges, ensuring the project's sustainability. Evidence of deliverability is provided through the successful outcomes of similar projects such as in Merseyside where 161.64 tonnes food waste was diverted resulting in a, 85 tonne CO₂ reduction. The project cannot provide part funding but will contribute 480 volunteer hours.

How much requested? £15,000.00

Score (%) 83

Sustainable Northstowe

Who are they? A community group which works on projects and events to help residents reduce waste, share resources and educates them about a wide range of sustainability related topics including plastic free, food waste and the climate emergency.

What is the proposal? Funding to secure projects, events and engagement with the community for the next 3 years. They aim to create a website to showcase events and projects, plus gain funding to be able to hire rooms for talks/workshops.

Comments: The project directly engages the community (and wider) on climate change, working with different groups of a range of ages bringing in local information. The group expects to engage 1000 individuals through events such as the Super Sustainable Saturday, tying in with campaigns such as Plastic Free July, and Great Big Green Week. Topics will include waste reduction in collaboration with the Community Pantry, and a circular economy. The website will provide a tangible and lasting resource. The group has previous experience of delivering sustainability themed events and will work with groups such as Northstowe Horticultural Association and Sustainable Oakington and Westwick. They have not yet

contacted the parish council and cannot provide other part-funding.

How much requested? £2,480.00

Score (%) 81

Oakington C of E Primary

Who are they? The PSA connects staff, parents and the wider community, coordinating fundraising events to enhance the educational and social environment at the school.

What is the proposal? Working together as a community with their local sustainability & neighbourhood groups the project will deliver educational environmental activities including habitat creation through wildflower planting, bat & bird box making, tree planting & extracurricular clubs providing environmental engagement at school to inspire future generations to act on climate change.

Comments: The project will provide activities which directly engage the community on the environment and biodiversity. It will host educational workshops, walks, recycling workshops, litter picks and art sessions. It will forge links with other groups such as Sustainable Oakington and Westwick and Trees Are Good CIC, schools and residents. The group will share their work at Oakington Village Day, accessing 800 people, with 300 to make a difference in their own lives (own estimations). The project considers equality and accessibility and will deliver a long-lasting impact, educating future generations and providing tangible assets through the orchard and wildflower meadow. Previous project management and environmental experience provides assurance of deliverability. Neither the group nor the parish council can contribute part funding.

How much requested? £4,958.99

Score (%) 80

Great Shelford Parochial Charities

Who are they?	The Charities provides accommodation for "persons resident in the area of the Parish of Great Shelford, at low rents according to their means". The Charities also provides grants and makes donations in support of local organizations and good causes.
What is the proposal?	Funding is sought to complete the planting with 20 wild cherry trees and installation of 156 biodegradable sapling guards such that all plastic guards are removed.
Comments:	The project will engage the residents and community (of 5,000 people) on nature and the environment through the allotment and community garden and orchard. Co-benefits include promoting mental health and wellbeing and reducing carbon emissions through tree planting (an estimated 300 tonnes throughout the trees' lifetime). It will publicise the project and involve volunteers including schools and local groups such as the scouts, considering accessibility and inclusivity by engaging the local nursing home to create a sensory garden. The ownership of the land and previous experience of developing the space will ensure the sustainability of the project. Although the parish council is unable to part-fund the project, the Woodland Trust, Tree Council and Great Shelford Co-op will provide monetary and in-kind funding. Additionally, all planting will be undertaken by volunteers.
How much requested?	£3,462.98
Score (%)	71

Babraham Parish Council

Who are they?	Parish council
What is the proposal?	The project will follow on from the parish council's community forest garden project (funded through the ZCC Grant), aiming to inspire others by creating three short 'How To' videos that document the early stages,

important things to consider, and get started on their forest garden journey.

Comments: The project will indirectly engage the community on climate change, allowing (approximately 100) parish councils, community groups and interested others to act based on their learning. The project will have indirect co-benefits resulting from the actions taken in response to the project which would be long-lasting and sustainable. The application would benefit from further consideration on how to share the videos more widely and engage the community and wider in a face-to-face capacity. The project has previously received part-funding from the parish council on other elements of the project and hope to secure future funding from the Babraham Research Campus.

How much requested? £4,500.00

Score (%) 71

A10 Corridor Cycle Campaign

Who are they? A community group which promotes improvements to active travel schemes (e.g., improved cycling and walking infrastructure) and raises awareness of active travel routes and options.

What is the proposal? This project will encourage active travel by providing 12 high quality Sheffield cycle stands in two locations to facilitate more local trips by bicycle, and to raise the profile of everyday cycling within the village.

Comments: The project will achieve community engagement by enabling sustainable travel for short journeys, accessing 1,500 residents, and users of the village shop and pub and responding to a clear need (150 members of the groups who regularly access these facilities). It will provide additional value through reducing carbon emissions and promoting active transport, working closely with the charity Camcycle. They have previous experience delivering cycling facilities and are involved in the Melbourn Greenway design. The project could benefit

from detailing how they could further encourage cycling, and from part-funding.

How much requested? £1,353.60

Score (%) 65

Northstowe HA

Who are they? The Northstowe Horticultural Association seeks to develop and maintain a local space for residents of Northstowe and surrounding area to enjoy.

What is the proposal? To buy a long-lasting accessible composting toilet for the site for users of the allotments and community garden.

Comments: The project will engage the community indirectly by enabling greater involvement with the space where members of the community can spend more time there. It will encourage water savings, food waste and food mile reduction, healthy eating and plastic use through the wider work and donate extra produce to the food bank and Community Pantry. 200 people will make a difference and 500 people will be exposed to the work, however, no calculation has been provided to justify this. The group do not have previous project experience and are not able to provide part-funding.

How much requested? £14,000.00

Score (%) 59

Agenda Item 5



**South
Cambridgeshire**
District Council

REPORT TO: Grants Advisory Committee 29/07/2022

LEAD CABINET MEMBER: Cllr John Williams, Lead Member for Finance

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

Service Support Grants to the Voluntary and Community Sector: Review of the Scheme

Executive Summary

1. SCDC reviews all grant schemes each time a new cycle is due to be launched. The Service Support Grants (SSG) to the Voluntary and Community Sector (VCS) scheme runs for three years and is due to be relaunched in December 2022 for grants to cover the period April 2023 to March 2026.
2. As with previous reviews of this scheme, the factors being considered are:
 - a. the total funding available within the scheme
 - b. the themes against which organisations can apply
 - c. the criteria for the scheme

Key Decision

3. No

Recommendations

4. The Grants Advisory Committee is asked to review this report and make recommendations to the Lead Cabinet Member for Finance to inform his decision-making in respect of the SSG scheme for 2023-26.

Reasons for Recommendations

5. To ensure a more streamlined and equitable approach to the Council's SSG scheme and ensure it is aligned with current Council priorities.

Details

6. The SSG scheme was designed as a contribution by the Council towards the costs that organisations in the VCS incur in delivering services for South

Cambridgeshire residents. The scheme offers funding via 3-year funding agreements to eligible VCS organisations. In advance of launching the scheme for 2023-26, the Council is undertaking its regular review of the scheme.

7. The most recent funding cycle for the period 2019-2022 was extended by a year until March 2023, owing to the significant adverse effects of COVID-19 on the sector. Organisations are beginning to recover to some degree from the effects of the Covid pandemic and would now be in a better position to bid for the SSG funding.
8. The Council has offered this scheme of grant funding to the voluntary and community sector for many years and the amount of funding in the scheme has remained static. Officers have consulted with the lead Cabinet Member and members of the Grants Advisory Committee as part of the review and this has resulted in a recommendation of an adjustment to the funds available that reflects average inflation rates over the last five years. This results in an increase in funds available from £151,610 to £167,400.
9. Consultation has also resulted in a proposal to revise the number of themes within the scheme from eight to six as set out in the table below.

Current Themes	Current £	Proposed 2023-26 Themes	Proposed funding amounts £
Independent Living	4,500	Mental Health and Wellbeing	24,000
Advice Services	97,110	Advice Services	100,000
Community Transport	9,000	Independent Living	22,000
Fit to Learn	4,000	Support for the VCS	11,400
Support for the VCS	10,000	Arts, Culture and Heritage	10,000
Combined Community Transport & Independent Living	18,500	-	-
Planning and Economic Development	8,500	-	-
Housing and Homelessness (service budget)	12,520	Housing and Homelessness (service budget)	14,250
TOTAL	151,610		167,400

10. The Housing and Homelessness Grants are part of a service budget and while treated in the same way as the other themes and advertised publicly for

transparency, they are not considered from a financial perspective to be part of the SSG grant scheme. Any uplift is applied separately.

11. All updates to the criteria and guidance can be found in Appendix A
12. Key changes and points of note within the criteria include:
13. Mental Health and Wellbeing - applications from children and young people's organisations are welcome, based on outcomes and learning from the Children & Young People's grant funding pilot that is running from January-December 2022.
14. Independent Living – applications are welcome from those whose objective it is to promote the independence, and reduce the isolation, of the District's vulnerable residents. This theme includes community transport.
15. Arts, Culture and Heritage is a new theme.
16. A new requirement that all funded organisations endeavour to join Cambridgeshire Council for Voluntary Service – a support organisation for the VCS in Cambridgeshire.
17. Timescales – the new scheme will launch in September 2022 for the period April 2023-March 2026. Grants provided through the SSG scheme are subject to satisfactory performance at each review. Three-year agreements are subject to confirmation of the Council's budget each year.
18. Organisations in receipt of annual grants greater than £10,000 are required to submit performance reports at 6-monthly intervals; those in receipt of funding of less than £10,000 are required to submit performance reports annually.
19. Grants over £15,000 will be made in two six monthly instalments and only on receipt of approved monitoring information.

Options

The Grants Advisory Committee could:

1. Note the contents of the paper and make a recommendation to the Lead Member for Finance to agree the proposed changes to the SSG scheme as presented; or
2. Note the contents of the paper and make a recommendation/s to the Lead Member for Finance to agree the changes with revisions, giving details.

Implications

20. 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:-

Legal

21. Grant agreements will include provision for variation or discontinuation of funding should the need arise during the funding cycle. The grant agreements will be subject to the Council's annual budget setting process continuing to support the SSG programme.

Consultation responses

22. This review report follows extensive consultation with elected members including two preliminary meetings with the Lead Member for Communities, the Chair of the Grants Advisory Committee and the Lead Member for Finance, followed by a workshop to which all members of the Grants Advisory Committee were invited.

Alignment with Council Priority Areas

A Modern and Caring Council

We aim to ensure that South Cambridgeshire continues to offer an outstanding quality of life for residents. The Council's grant schemes promote a good quality of life for all residents, assisting directly or indirectly through voluntary and community sector schemes which help overcome the many and varied challenges faced by residents.

We will continue to work with public sector partners and a network of parish councils and voluntary groups to support the most vulnerable people in the district ... throughout the response and recovery phases of the Covid-19 pandemic.

Appendices

Appendix A: DRAFT Service Support Grants for the VCS Scheme Criteria and Guidance Notes 2023-2026

Report Author:

Cecilia Murphy-Roads, Community Development Officer

Cecilia.murphy-roads@scambs.gov.uk

Telephone: (01954) 713379



Service Support Grants

To the Voluntary and Community Sector (VCS)

Application and Delivery Criteria & Guidance Notes for the scheme

April 2023 - March 2026

Section	Contents	Page
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1. Summary of Service Support Grant (SSG) Funding Scheme to the Voluntary and Community Sector

South Cambridgeshire District Council (SCDC) is committed to creating and supporting local community groups and organisations to deliver services for South Cambridgeshire residents. The Service Support Grant funding scheme to the Voluntary and Community Sector (VCS) has been designed by the Council as a contribution to meeting this commitment. The scheme offers 3-year funding support agreements to eligible VCS organisations for the delivery of community support and development services in South Cambridgeshire. This document provides specific guidance to assist VCS organisations in applying for grant funding to deliver these services. Applications will be accepted from Monday 26 September 2022 to Friday 11 November 2022. The grant programme can support activities provided in the following years:

01 April 2023 - 31 March 2024

01 April 2024 - 31 March 2025

01 April 2025 - 31 March 2026

Budgets for these financial year periods remain unconfirmed until February of each respective year and are subject to on-going review, particularly in the light of the current situation regarding public sector finances. In applying to this scheme, VCS organisations are doing so in full acknowledgement of this.

2. Timescales and Deadlines

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

Activity	Timescale
Bidding round launches	9am Monday 5 September 2022
Bidding round closes	5pm Friday 14 October 2022
Applications assessed and panel meets	Assessment and officer panel meeting week commencing 17 October 2022
Officer recommendations brought to Grants Advisory Committee meeting	25 November 2022
*Organisations notified of decisions, following call-in	5 December 2022 (following 5-day call-in period)
Grant schedules agreed and signed	February 2023
First funding instalments payable	April 2023

**Good practice to give VCS organisations 12 weeks' notice*

3. Eligible Activities by theme

The themes of this grant programme are aligned with the Council's corporate objectives. For each, a description of activities supported and indicative funding allocations per annum are given below:

Theme	Indicative allocation	Activities supported
Mental Health and Wellbeing	£25,000	<p>The delivery of services that help the mental health and wellbeing of South Cambridgeshire residents. In particular, applications that support the following are welcome:</p> <ul style="list-style-type: none"> • Children and young people's mental health and wellbeing • The mental health and wellbeing of vulnerable residents • Projects that address mental health and wellbeing as communities emerge from the COVID-19 pandemic
Advice Services	£100,000	<p>The provision of free, independent, confidential and impartial advice and advocacy to South Cambridgeshire residents. Applications that support the following are welcome:</p> <ul style="list-style-type: none"> • Generalist advice and advocacy on rights and responsibilities in the following areas: debt, benefits, employment, housing, legal, relationship and family matters • Specialist advice and advocacy: to those who are disabled, have caring responsibilities, to families with disabled children and those who would otherwise be unable to live independently <p>Applicants must describe how residents will access the services offered and demonstrate that they have capacity to meet the needs of those unable to travel to district centres utilising outreach (in-District) service delivery.</p>
Independent Living	£22,000	<p>Organisations providing support to South Cambridgeshire residents to maintain their independence and reduce rural isolation, either through service provision or a means of access to services. Applications that support the following are welcome:</p> <ul style="list-style-type: none"> • The setup and/or continuation and/or expansion and promotion of neighbour support schemes (excluding Mobile Warden Schemes¹) • Support and services for carers • Projects to address loneliness, isolation and living with dementia • The setup and/or continuation and/or expansion and promotion of high quality demand responsive community transport services and networks
Support for the voluntary and Community sector	£10,400	<p>Organisations providing support to local community groups and charitable bodies who themselves wish to provide services for South Cambridgeshire residents. Applications that support the following are welcome:</p> <ul style="list-style-type: none"> • The provision of services and support to enable effective, sustainable and legal operation in the provision of services and activities for South Cambridgeshire residents, including <ul style="list-style-type: none"> ◦ Practical assistance and support including fundraising and training ◦ General support on governance, management and employment • The representation of the Voluntary and Community Sector at a strategic level, facilitating third sector involvement in shaping the delivery of public services. • Facilitating consultation and communication. This includes providing an effective liaison function between the District Council and the voluntary, community, charitable and social enterprise sector in South Cambridgeshire. • Assist with the capacity building of the voluntary and community sector.

¹ Details of the annual Mobile Warden Scheme grant funding can be found on our website: <https://www.scambs.gov.uk/content/mobile-warden-scheme-grants>

Arts, Culture and Heritage	£10,000	Delivery of services and projects that support the creative arts, cultural development and preserve the heritage of our local communities
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4. Eligibility criteria for applicants

Organisations must:

- 1) Be independently set up for charitable (not for profit), benevolent or philanthropic purposes.
- 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) Join CCVS ready for when they receive their grant funding or clearly justify why they will not be doing so.
- 5) Meet relevant legal responsibilities, including those of an employer, and adopt, implement and monitor good employment practices, including having relevant insurances to cover operations.
- 6) 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 where appropriate). Please also submit your current audited accounts and annual report.
- 7) 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>
- 8) Research, understand and meet the needs of South Cambridgeshire residents and be open to all eligible users as defined by the organisation's constitution or rules.
- 9) 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.
- 10) Illustrate user and member involvement in policy-making and management as appropriate.
- 11) Illustrate how they recruit and support volunteers as appropriate.
- 12) Adopt appropriate child and vulnerable adult protection, health and safety, DBS checking and GDPR policies as appropriate.
- 13) 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.

5. Other Information

- 1) Only one application per organisation will be accepted, although activities relating to more than one theme may be funded. Applicants should state the theme(s) under which they wish their grant application to be considered. Applicants may seek advice about the themes before making their application (by calling 01954 713070 or emailing partnerships@scambs.gov.uk). Changes cannot be made after the closing date for the scheme.
- 2) Grant funding can be used for core costs and project costs where there is an identified and evidenced need. Applicants must state whether sums applied for relate to core costs, project costs or full cost recovery.
- 3) SCDC does not make match funding a requirement. However, we do not expect to be the sole source of funding.
- 4) Applicants must show what other sources of funding have been sought for the project in question and state whether those funds are confirmed or pending a decision.
- 5) Grants > £10,000 will be subject to twice yearly monitoring; grants < £10,000 are subject to monitoring once per year.
- 6) Grants > £15,000 will be made in two six monthly instalments and only on receipt of approved monitoring information.
- 7) Applications will be accepted from individual organisations and from consortia, where one lead agency has been identified. For consortium applications, details must be given throughout of all partners involved and how grant funding will be allocated. The lead agency must consider funds held on behalf of partners as 'restricted'.
- 8) Organisations in receipt of funding will need to submit monitoring information, details of which will appear in accompanying funding agreements and grant paperwork. Lead agencies in consortium applications will be responsible for monitoring project and financial information on behalf of partners.
- 9) Grants given on a 3-year basis will be subject to annual review as part of Council budgeting processes.
- 10) Inflationary increases year on year are not guaranteed and it is advised that organisations conduct their financial planning without reliance on such increases.
- 11) Funded organisations are expected to credit SCDC in any literature and to use the SCDC logo where appropriate. Logos will be provided.
- 12) SCDC endeavours to put in place joint funding agreements and monitoring processes with other relevant funders where this is of benefit to the funded organisation.
- 13) Funding agreements include a termination / variation clause which may result in the recouping of unused or misused funds.

6. Making your application

1. Applicants are encouraged to complete their online application form via the website. If this is not possible, please contact us for assistance on 01954 713070 or e-mail partnerships@scambs.gov.uk
2. Applicants are asked to complete all relevant sections of the online form rather than attaching reports. This enables us to make a fair assessment of your organisation and eligibility for funding.
3. Applicants needing to complete hard copy application forms and accompanying information should send this to: **Service Support Grants, Communications and Communities Team, South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridge, CB23 6EA**
4. When posting your completed application form, please keep a copy for your files. Please keep a copy of any documentation you send us, as we cannot guarantee returning hardcopy documents.
5. Your application form must be received by the deadline of **5pm, Friday 14 October 2022**. We regret that applications received after this date will not be processed.
6. If you do not receive an automated acknowledgement you should email partnerships@scambs.gov.uk to check that your application has been received.

7. Framework for Assessing Project Proposals

	Proposal Assessment Headings	Weighting
1.	Extent proposals align with the eligible activities	20%
2.	Value for money <ul style="list-style-type: none"> Extent that proposals will benefit South Cambridgeshire residents and communities The extent of additionality the proposals provide to known existing or future service support in the district 	30%
3.	Extent that the need for the proposals has been evidenced <ul style="list-style-type: none"> Relevance, pertinence and accuracy of evidence Extent of community involvement in determining need Extent of risk to the South Cambridgeshire residents and communities of not funding proposals (specifying priority groups at greatest risk) Extent to which proposals would not be realised without financial support from the District Council 	20%
4.	Extent to which the proposals constitute a sound, resilient and sustainable business plan	10%
5.	Extent and quality of monitoring offered to measure outcomes and outputs	10%
6.	Extent to which organisational capacities, resources and timescales for delivery of the proposals are considered realistic	10%
	Total	100

Evaluation of answers under each heading	Scoring
Proposals meet the required standard in all material respects	5
Proposals meet the required standard in most material respects, but are lacking or inconsistent in others	4
Proposals fall short of achieving expected standard in a number of identifiable respects	3
Proposals significantly fail to meet the standards required, contain significant shortcomings and/or are inconsistent with other proposals	2
Completely fail to meet required standard	1
Nil response (no answer provided)	0

Post-assessment feedback to applicants

Total assessment scores and rankings will be made available to each applicant following the conclusion of the Council's assessment of all eligible applications.

Further feedback on the breakdown of scoring under the above six headings will be made available to each applicant on request.



Report to:	Grants Advisory Committee	29 July 2022
Lead Cabinet Member:	Councillor John Williams Lead Cabinet Member for Finance	
Lead Officer:	Gareth Bell	

Community Chest Grant: Funding Applications

Executive Summary

1. To consider new applications received between 7 June 2022 and 11 July 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 Member 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 rejects 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.

6. Guidance notes and full eligibility criteria can be found at Appendix B which also includes a new addition to the Criteria (highlighted in grey) as agreed at the June 2022 Grants Advisory Committee.
7. Total amount of funding made available for Community Chest Grants 2022/23 is **£61,768.83**

In addition, there is **£20,000**** ringfenced for 2022/23 for **Biodiversity Grants** and **£48,000** 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 Communities Team upon request).
9. 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.
10. Alternative existing and available communities funding has been used to cover all Jubilee related grants funded at the meeting of the Grants Advisory Committee on 29 April 2022. This figure of £21,894.72 has not been included in the below table as has no effect on the remaining budget.

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 (£61,768.83) *	31 March 2023	£34,640.70	4	£6,969	£27,671.70
Biodiversity (£20,000) **	31 March 2023	£19,573.01	1	£528	£19,045.01
Community-Led Plans (£48,000)	October 2023	£48,000	0	0	£48,000
Total	-	£102,213.71	5	£7,497	£94,716.71

* £58,000 plus remaining £3,768.83 from 2021/2022 financial year

** £10,000 plus remaining £10,000 from 2021/2022 financial year

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

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

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Security

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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

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- **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

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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.

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

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