

South Cambridgeshire Hall
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18 August 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, 26 August 2022 at 2.00 p.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

Guidance Notes for Visitors to South Cambridgeshire Hall

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| 3. | Minutes of Previous Meeting
To authorise the Chair to sign the Minutes of the meeting held on Friday, 29 July 2022 as a correct record. | 1 - 6 |
| 4. | Zero Carbon Communities Grant | 7 - 18 |

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5. Community Chest: Funding Applications

19 - 34

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[Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

6. **Date of next meeting**
Friday, 30 September at 10:00

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
Friday, 29 July 2022 at 10.00 a.m.

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

Councillors: Sue Ellington Bill Handley
Sunita Hansraj

Officers: Luke Waddington Climate and Environment Project Officer
Emma Dyer Development Officer (Community-Led Plans)
Siobhan Mellon Development Officer - Climate and
Environment
Cecilia Murphy-Roads Project Officer
Jonathan Malton Cabinet Support Officer
Keira Mbye Democratic Services Officer

Councillor John Williams (Lead Cabinet Member for Resources) was in attendance remotely.

1. APOLOGIES FOR ABSENCE

There were apologies from Councillor Judith Rippeth with Councillor Sunita Hansraj as a substitute.

2. DECLARATIONS OF INTEREST

Councillor Sue Ellington recorded they had had conversations with and worked with people who run Shreddit! and those around Swavesey.

Councillor Jose Hales declared an interest in the Shared Services, Melbourn Mobile Warden Scheme, funded by the council.

3. MINUTES OF PREVIOUS MEETING

The Committee authorised the Chair to sign, as a correct record, the minutes of the meeting held on 24 June 2022.

4. ZERO CARBON COMMUNITIES

The Climate and Environment Project Officer introduced the scheme, explaining they provide funds to Parish Councils and Community groups to organise projects which help reduce carbon emissions and engage communities on climate change.

The report was for members to present officer recommendations on the allocations

of grants funding applied to 2022 – 2023 round of grants for the committee to recommend to the Lead Cabinet Member.

It was noted that £120,554 was available for the 2022 – 2023 round which included the underspend of £20,554 from the previous year. Applications were accepted on the basis of two separate categories, Carbon Emission Reduction / Locking up Carbon and Community Engagement on Climate Change.

It was advised the advisory committee of February 2022 agreed to split the funds, with 70% to Carbon Emission Reduction / Locking up Carbon and 30% to Community Engagement on Climate Change, with members invited to consider adjusting the split.

The Committee were reminded that applications for 2022-2023 were open between 21 March 2022 and 17 June 2022 and received 22 applications. with grants requested could be between £1500 and 15,000 per project and the total funding applied of the current year amounted to £190,330 exceeding previous years.

Applications were assessed and scored by two officer panels using a methodology set out in Appendix C, scores were collated and set out in appendix A.

The Grants Advisory Committee were reminded of the meeting in February 2022, where the Committee recommended £15,000 to be set aside for a community climate leader training programme which was applied, receiving highest scores in the community engagement category, shown in Appendix A, Table 2, Cambridge Carbon Project.

There were eleven applications from ten organisations totalling to £104,126 as seen in Appendix A and the scoring was across three criteria, with 33% allocated to each, projected Carbon Emission Reduction, Additional Value and Lifetime Impact, as set out in Appendix A. Out of the eleven applications, seven were to be funded, leaving the following four unfunded:

- Hope against poverty, requested £4700. A Cambourne based project that collected food from supermarkets and outlets, although scored well in Added Value and Lifetime Impact, they scored less on Carbon Reduction.
- Cambridgeshire's Citizens Advice Bureau, requested £15,000 to fund 42 solar panels for their building with 25% percent of their customers being South Cambridgeshire residents this enabled them eligible for funding. Although panels would result in quantifiable savings, the application did not show any previous actions on reducing emissions.
- Landbeach Village Hall Charitable, requested £14,035 for a solar PV array which although showed good measurable carbon savings, there was no match offered and no independent report provided. The application scored lower in Additional Value.
- Milton Community Centre Recreation Ground applied for two grants, a battery storage, totalling to £6,847 and an interior and exterior lighting system totalling to £13,296. The latter scored higher resulting in the battery storage application of £13,296 to go unfunded.

The second category contained ten applications totalling to £86,204.

The Committee were reminded that Cambridge Carbon Footprint requested £15,000 which was granted from the funds set aside from previous years underspend, leaving nine applications totalling to £71,204 and reminded the scoring was across three criteria's, Community Engagement Impact, Additional Value and Lifetime Impact.

It was recorded the following applications did not score high enough and therefore were unfunded:

- Oakington Primary with a request of £4,958.99 for educational environment and biodiversity activities.
- Great Shelford Parochial Charities with a request of £3,462.98 for a tree planting project.
- Babraham Parish council with a request of £4,500.00 for video documentation of a forest garden project which was funded from a ZCC grant previously.
- A10 Corridor Cycle Campaign with a request of £1,353.60 for bike stands.
- Northstowe culture association with a request of £14,000 for a composting toilet on the allotment.

Three applications, however, would be eligible for the community chest grant instead.

Councillor Daniel Lentell, Vice-Chair of the Committee, advised he was in support of Northstowe Culture Association's request for the compostable toilet.

Councillor Jose Hales asked the Climate and Environment Project Officer to read through the application of Northstowe culture association as to why the grant was refused, and the Committee were advised it was a good project, but the justification may have lowered the scoring compared to other applications. The Development Officer for Climate and Environment encouraged the association to apply to the lotteries fund or elsewhere. The Development Officer for Community-Led Plans advised the project would potentially attract more people to tend to the allotments, but not enough information was provided, including the emissions compared to traditional toilets and if the grant application was successful, whether they could raise another £1000.

Councillor Bill Handley was supportive of the project and encouraged the association to request for a grant elsewhere.

With regards to the Lets Cook application, Councillor Daniel Lentell enquired about the successful stories quoted in application as to what the year was. The Climate and Environment Project Officer advised he could not find any dates from

the papers but would review this.

After a short discussion, the Committee were advised, by affirmation the Carbon Emissions Reduction at Appendix A.

Community Engagement on Climate Change -Table 2

All applications were in favour with the following:

- Cambridgeshire Carbon Footprint
- Cambridgeshire Sustainable food
- Shedditi!
- Sustainable Northstowe

The application for Let's Cook were discussed by the Committee.

Councillor Daniel Lentell stated during the cost-of-living crisis people would likely be unable to afford to attend the club.

Councillor John Williams, the Lead Cabinet Member for Resources, was in full support of the application.

Councillor Sunita Hansraj stated television programmes and YouTube training videos were widely available to teach people to cook.

Councillor Bill Handley questioned whether the application of £15,000 was excessive. Councillor Sue Ellington was also in support of the application.

The Development Officer (Community-Led Plans) explained it had a proven track record elsewhere in the country, providing physical, mental and emotional health benefits, reduction in food waste, ability to cook and eat on a budget, improvement of self-confidence and reducing self-isolation. It was stated there had been lots of engagement within the community and there was an involvement in primary schools and supporting of young adult carers.

The Community Development Officer noted the Children and Young People grant funded Let's Cook in the previous year and they had not applied elsewhere for part funding.

The application went into vote, with three Members supportive, and two against with the Lead Cabinet Member of Resources to have final delegation.

5. SERVICE SUPPORT GRANT

It was stated the new cycle ran from April 2023 – March 2026, noting there were three key areas of total funding within the scheme.

The Grants Advisory Committee were invited to review report and appendices and make recommendations, and noting the total funding was £151,610.

The Committee were reminded there had been no change in the amount in previous years but due to inflation, it was to rise to £167,400 and consultations with Members of the committee had resulted in reviewing themes, noting there would be a total of six compared to the previous of eight which would incorporate Arts, Culture and Heritage, Planning and Eco Development and Mental Health and Wellbeing.

The committee were also reminded of the refined criteria and guidance notes, which included what was acceptable, with amended themes and new proposed funding amounts which would require an agreement from Lead Cabinet Member for Resources. It was clarified that housing and home on point 9 on the table sits separately within its own service budget.

The Committee noted Appendix A held key changes, including Mental Health and Wellbeing with a strong focus on acknowledging and requesting applicants for Children and Young People organisations, with the Children and Young Person project grant being a one off and recommended to continue.

The Independent living criteria would include community transport component to reduce isolation and self-sufficient living.

It was noted time scales were from March 2023.

and the bidding round would ideally begin from September 2022.

It was emphasised on section 3 Appendix A, themes were highlighted under activities supported and when grants were applied for, the percentages would be incorporated into the scoring matrix.

The Committee advised the Lead Cabinet Member to agree with Option 1.

6. COMMUNITY CHEST: FUNDING APPLICATIONS

The Committee considered new applications received between 7 June 2022 and 11 July 2022 for grant aid from the Community Chest Grant funding scheme.

It was noted that the application from Girton Cottontails Preschool (LZVNDTGF) requesting £1,700 was deferred at the June Grants Advisory Committee. Additional information to support the application was still pending and would be deferred until the August Grants Advisory Committee.

The application from Great and Little Eversden Allotments (RXKNBZDG) requesting £1,941 was deferred at the June Grants Advisory Committee pending details on whether any measures would be put in place to fence off the pond for health and safety reasons. The applicant requested their application to be

withdrawn.

There a total of 5 applications totalling to £7497.

- Elsworth Primary School's request of £969 was to be funded at full amount.
- Fowlmere Recreation Ground & Village Hall's request of £2000 was to be funded at the full amount providing they could confirm they would be funded the remaining £33,429.21 within the 12-month period.
- Cambourne Church's request of £2000 was deferred until the next meeting as more information was required.
- Duxford Community Centre's request of £528 was to be funded at the full amount.
- Cambourne Lawn Tennis Club's request of £2000 was rejected due to it being a town council building and facility that was leased for their use.

It was emphasised that Appendix B contained the criteria and application form with the requirement that all local district councillors were in support before funding and all councillors would be provided with full details before projects were put forward to the committee.

7. DATE OF NEXT MEETING

Friday 26 August 2022, at 2pm.

The Meeting ended at 11.30 a.m.

Agenda Item 4



South
Cambridgeshire
District Council

Report to:	Grants Advisory Committee 26/08/2022
Lead Cabinet Member:	Councillor John Williams, Lead Cabinet Member for Finance
Lead Officer:	Bode Esan

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

Executive Summary

This report sets out an additional grant application and recommendation to the Grants Advisory Committee (GAC) for an award from the Zero Carbon Communities (ZCC) Grant Scheme. Members are asked to consider the grant application (detailed in **Table 1 of Appendix A**) and officer panel recommendations and make a recommendation to the Lead Cabinet Member for Finance. The application was submitted within the timeframe, however due to a system error it was not considered with the other applications received. The error affected one application only within ZCC Grant Scheme and no other SCDC grant schemes. Additional checks will be put in place to check all submitted applications are considered for any future rounds.

Key Decision

1. This is not a key decision as the funding amount is below the value of £200,000.

Recommendations

2. It is recommended that the GAC:
 - a. reviews the additional application to the Zero Carbon Communities (ZCC) Grant Fund for 2022/23 as set out in **Table 1 of Appendix A** to this report; and
 - b. agrees recommendation to the Lead Cabinet Member for Finance for allocating the 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 recommendation for funding from Zero Carbon Communities Grant Scheme 2022/23 were decided at the Grants Advisory Committee on the 29th July 2022 to the total grant amount available of £120,544.

4. Applications were accepted for two categories, allocated the following percentages of the total grant fund:
 - a. Carbon emission reduction/locking up carbon (70%)
 - b. Community engagement on climate change (30%)
5. One application from Ickleton Village Hall was not received by the Zero Carbon Communities inbox due to an IT error and was subsequently brought to officers' attention by the group. This application fell under the "Carbon emission reduction/locking up carbon category".
6. The application was assessed and scored independently by three officers from the Climate, Environment and Waste team with prior experience, including low carbon investment, low carbon strategy and policy, and monitoring of grant schemes.
7. Independent assessments were made of the application using the weightings (as decided by officers) shown in **Table 3, Appendix B**. The score was calculated using the methodology shown in **Table 4, Appendix B** and ranked in relation to the other funded projects. The project fell well within the funded projects as shown in **Table 1, Appendix A** (highlighted in yellow).

Details

8. 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.
9. 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. Recommendations for funding were given by the Lead Cabinet Member for Finance following recommendations by the Grants Advisory Committee on 29 July 2022.
10. 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.
11. The funds available for the ZCC grant are taken from the Renewables Reserve (business rates retained from commercial renewable energy projects in the district). The 2022/23 total grant fund was £120,544.
12. 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**.

13. 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.
14. 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.
15. 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. The additional application brings the total to twenty-three applications.
16. The funding requested from the additional application is £8,000. A summary of the additional application can be found in **Appendix C**.
17. The application was reviewed by the officer panel and listed in order of the average score in the category (**Table 1 in Appendix A**).
18. An additional procedure has now been put in place to ensure that this error is not repeated in further rounds of the Zero Carbon Communities Grant Scheme.

Options

19. Following consideration of all applications, the GAC could recommend to the Lead Cabinet Member to:
- a. award funding to the project,
 - b. decide not to award the funding, stating the reasons for this.

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

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: -

Financial

21. The award exceeds the Council's proposed budget for the ZCC scheme for 2022-23.

Legal

22. 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

23. 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

24. 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

25. Promoting village-based businesses to encourage people to use local shops and food outlets.
26. Investing in renewable technologies.
27. 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

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

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

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

A modern and caring Council

31. 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))

Grants Advisory Committee – 29 July 2022:

[Agenda for Grants Advisory Committee on Friday, 29 July 2022, 10.00 a.m. \(moderngov.co.uk\)](http://moderngov.co.uk/Agenda%20for%20Grants%20Advisory%20Committee%20on%20Friday%2C%2029%20July%202022%2C%2010.00%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 Additional Application

Report Author:

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

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
Ickleton Village Hall	73	70	70	71	8,000.00	51,296.00	8,000.00
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	55,296.00	4,000.00
Hardwick Parish Council	60	70	73	68	5,292.00	60,588.00	5,292.00
Fowlmere Recreation Ground and Village Hall	67	57	63	62	2,000.00	62,588.00	2,000.00
Harston Village Hall Trust	63	67	57	62	8,956.00	71,544.00	8,956.00
Hope Against Poverty CIC	43	73	67	61	4,700.00	76,244.00	0
Cambridge and District CAB	67	60	53	60	15,000.00	91,244.00	0
Landbeach Village Hall Charitable trust	67	53	57	59	14,035.13	105,279.00	0

*Projects recommended for funding allocation highlighted in grey

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

***Application originally not received highlighted in yellow

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 orange recommended to be funded with overspend set aside for Community Climate Leader Training Programme

Grand Total: £198,330.70

**Total Recommended for Funding:
£128,544**

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

Carbon Emission Reduction / Locking up Carbon

Ickleton Village Hall

Who are they?	Village Hall Management Trustees
What is the proposal?	Installation of additional 18 solar PV roof panels and a battery system.
Comments:	<p>The project will place the panels on the south facing roof of the Village Hall, building on their previous measures to increase energy efficiency including fitting LED lights, and installing motion sensors, a high efficiency water heater and more energy efficient fire doors. This demonstrates their experience with previous projects. The project follows a commissioned energy survey. The panels will provide a saving of 1,424.67kgCO₂e per year. The lease of the building will outlast the expected lifecycle of the solar panels ensuring the sustainability of the project. The organisation will share the project through multiple channels including their Open Gardens event, the village magazine and social media. The parish council will contribute £2,500 towards the project, and additional funding will be raised through the 'Open Gardens' event. The district councillor is in favour of the project.</p>
How much requested?	£8,000.00
Score (%)	71

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Report to:	Grants Advisory Committee	26 August 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 11 July 2022 and 10 August 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.

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.
11. On 29 April 2022 the Grants Advisory Committee recommended to the Lead Cabinet Member for Finance that Longstowe Parish Council (SFCSKXGK) be approved and funded at the full amount requested of £1,129.08. Since this decision was made, the applicant informed the Council that an application to another grant giving body for the same project had also been successful. The applicant also asked if an alternative project submitted in the same month could be funded instead (this was originally rejected as criteria states that only one application can be made in each financial year).

The alternative project (TCDNZZTJ), for the Platinum Jubilee commemorative planting of an Oak tree, plaque and road verge planting of daffodils was approved by the Lead Cabinet Member for Finance and funded at the full amount requested of £314. This adjustment (+£815.08) has been included in the below table.

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 if all projects funded this month
Community Chest (61,768.83) *	31 March 2023	£32,486.78***	3	£4,850	£27,636.78
Biodiversity (£20,000) **	31 March 2023	£19,045.01	0	0	£19,045.01
Community-Led Plans (£48,000)	October 2023	£48,000	0	0	£48,000
Total	-	£99,531.79	3	£4,850	£94,681.79

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

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

*** adjustment due to change in amount funded for Longstowe Parish Council

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

Appendices

Appendix A: Applications Summary

Appendix B: Guidance notes for Community Chest

Report Author:

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August Applications

Reference	CBPGHVXV	CCG
Name of Organisation	Abington History Group (AHG)	
Organisation Type	Community Group	
CCVS Registered	No	
Parish	Great and Little Abington	
Landowner	A third party owns or has a long-term lease on the venue- Grange Farm	
Project Type	Start-up cost/materials/equipment- to purchase the racking, some secure plastic boxes and undertake limited scanning of larger document and maps.	
Green option considered?	Yes- ECO friendly sourced plastic	
Documentation Status	Safeguarding	Yes
	Quote	Yes
	Accounts	Yes
	Mission Statement	Yes
District Councillor Support	Yes- Cllrs John and Henry Batchelor	
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?	Yes- £100 on 26/07/2022	
Officer Summary	<p>Abington History Group (AHG) exists to research the history of the villages of Great and Little Abington, and to share findings with those who are interested through events, open days and presentations in the village together with publications covering Aspects of Abington History. The Group, which was formed in 2000 is run by a committee consisting of seven committee members who each pay an annual subscription fee of £1.</p> <p>Past publications have been sold throughout the villages and include ‘Great & Little Abington 1900 – 1930: A time of Change’ which was awarded the 2018 Local Book Award by the Cambridgeshire Association for Local History (CALH).</p> <p>In undertaking the research on Abington, the group has collected and created many documents, papers, maps and images. For the last 20 years, this archive of material has been stored a room at one of the founding members’ houses. However, due to this member’s age and health, a new accessible and secure location has been found-in a portacabin on one of the Abington farms.</p>	

Appendix A

AHG would like to improve the visibility of the archive to be used by the group for future research that can be shared with the local Abington community. This includes indexing the material and providing a digital library of over 4000 images linked to descriptions.

Some of the archived material is currently stored in baskets, cardboard box files and loose 'piles'. To complete the move to the portacabin, AHG require funding for racking, shelving, secure plastic boxes and the scanning of the larger documents and maps.



Total project costs are estimated to be £850, all of which is being requested through the Community Chest:

- 2 x Shelving Kits --£360 (for 6 bays of robust racking with up to 30 shelves)
- 4 x bay connector sets -£40
- 10 x clear plastic storage boxes (42L or 48L capacity) - £220
- 77 Litre map plastic storage box -£55
- Waterproof Storage bag for the laminated map- £25
- Scanning for exceptional sized documents and maps ~ £150

The clear boxes are from an ECO-friendly company (really useful boxes) and are made from polypropylene, the most commonly used recyclable plastic and can be recycled in council recycling bins and centres.

Members of the AHG will assemble, install and move the AHG archive and both Little and Great Abington Parish Councils, have agreed a donation of £100 towards the project.

Cllr John Batchelor:

I am very pleased to support the Abington History Group's grant application. This is essential work preserving the history of Abington for future generations, the grant will allow the documents to be kept in a secure and assessable condition. Abington has a rich history including the Land Settlement project and the creation of Granta Park one of the leading research facilities in the country. The funding will make a positive contribution to the community of Abington.

Cllr Henry Batchelor:

I can only echo John's comments and also support your application.

Total Project Cost:	~£850		£850
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Reference	CBPGHVXV	CCG
Name of Organisation	Cambridgeshire Search and Rescue (CamSAR)	
Organisation Type	Charity- 1118622	
CCVS Registered	No	
Parish	All	

Appendix A

Landowner	N/A			
Project Type	Equipment, Kit purchase and training			
Green option considered?	Pending			
Documentation Status	Safeguarding	Yes	Accounts	Yes
	Quote	Yes	Mission Statement	Yes
District Councillor Support	Not asked as benefits all wards			
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?	Yes- funding of £1,850 from seven parish councils			
Officer Summary				

Cambridgeshire Search and Rescue (CamSAR) is the Lowland Rescue unit for Cambridgeshire. It was formed in 2006 and is part of the UK Search and Rescue Operators Group – the body that governs all search and rescue operations. There are 36 operational and 18 non-operational members, each of which are volunteers who pay an annual amount of £20. Around 50 incidents are responded to across the county each year.

Available 24 hours a day, 7 days a week, throughout the year, this specialist search team is called upon by the police in the search for high risk, vulnerable missing people: a child, an elderly person suffering from dementia or even someone who is considering taking their own life. Unlike people who are simply lost, the missing persons in these cases are unable or unwilling to provide their location.

Volunteers are extensively trained in disciplines such as navigation, first aid, radio communications and search techniques; many have undergone additional specialist training in the fields of water-based searches, flooding rescues, plus the ability to use dogs and drones. There is also a programme in place to provide education to the local community.

During the COVID-19 pandemic, CamSAR were heavily involved in the delivery of food and personal protective equipment to vulnerable/shielding members of the public as part of Cambridge and Peterborough Local Resilience Forum. They also assisted with the recent car park marshalling for the mass vaccination programme and flood evacuations.

In 2012, CamSAR was successful in their bid to secure Flood Rescue Equipment from their Awards for All application. Ten years on, the team are now in need of some replacement and some new specialist water rescue equipment, especially as the team has increased in numbers and Cambridgeshire consists of vast rural expanses of waterways, some of which are increasingly prone to flooding. Fatalities of young people falling into water whilst intoxicated has also increased.

Total project costs are around £24,700 and although some of the items needed have been purchased. £2,000 is requested from the Community Chest to go towards the £2,450 needed for an on-board petrol motor for their rigid inflatable boat (RIB), pictured. Although an electric motor was considered, further discussions with the supplier revealed that the current electric ranges would not be sufficient for their needs and would struggle against a heavy flow/tide.



Appendix A

Income is based entirely upon grants, fund raising and individual donations; Central Government funding is not provided. They have already applied for funding to various parish councils within Cambridgeshire and have recently received £1,800 from the following parishes in South Cambs:

- Barrington: 5 x throw lines- £250
- Cottenham: 3 x Northern Diver Manta helmets-£100
- Teversham: Dry suit- £300
- Waterbeach: Dry suit-£300
- Cambourne: funding towards an underwater search pole-£300
- Sawston: funding towards an underwater search pole - £250
- Melbourn: funding towards an underwater search pole-£300

Total Project Cost:	~£24,700		£2,000
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Reference	QXHTKXPD			CCG
Name of Organisation	Hope against Poverty CIC			
Organisation Type	Community Interest Company			
CCVS Registered	No			
Parish	Cambourne			
Landowner	To confirm with applicant where production will be			
Project Type	Start-up cost - planning to deliver Christmas Hampers			
Green option considered?	Unwanted toys in good condition are also being collected for the families with children and re-used cardboard boxes will be used for the hampers.			
Documentation Status	Safeguarding	Yes	Accounts	Yes
	Quote	No	Mission Statement	Yes
District Councillor Support	Pending			
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?	Pending			
Officer Summary				

Hope Against Poverty CIC, formed in November 2020 has over 200 members and provides support to people to be free from poverty and improve their lifestyles and wellbeing.

Activities include:

- regular drop-in sessions to provide one to one support to men suffering from abuse
- volunteering and work placement opportunities
- skill development opportunities for the unemployed.
- welfare projects such as free food and essential items for those in need.

Appendix A

A pilot community food project in partnership with Cambourne Town Council and South Cambridgeshire District Council (for which £2,000 was provided in January 2022) has also started which enables anyone facing hardship across the district to access free emergency and affordable food and other essentials to improve their life standards. This is located at The Hub, Cambourne on Monday, Wednesday and Fridays and supports 60-80 families a week with free parcels; delivery is also provided for those who can't access the Hub due to various reasons. Advertising is via various community groups and through print and display posters in various places in South Cambridgeshire.

Free Christmas Hampers are also planned this year for the residents of South Cambridgeshire who are struggling to afford to celebrate Christmas with their families. Nominations will come via communities or through self-requests from those families who think they are eligible. Last year 36 Christmas Hampers were packed and delivered in South Cambridgeshire. Total project costs for the 50 hampers needed this year are £2,750 and £2,000 is being requested from the Community Chest:

- £50x50 Parcels-£2,500
- Delivery and packaging Cost- £250

Depending on demand, the shortfall will be covered from existing funds.

Green options:

Unwanted toys in good condition are also being collected for the families with children and re-used cardboard boxes will be used for the hampers.



Total Project Cost:	£2,750		£2,000
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Guidance notes for Community Chest

What is the Community Chest?

The Community Chest is grant funding available to voluntary and community sector groups, charities and public sector bodies wishing to further improve quality of life in South Cambridgeshire.

Who can apply?

Applicants must:

- Either be a non-profit group or organisation (including Community Interest Companies, CIC) based in South Cambridgeshire or benefiting South Cambridgeshire residents, OR be a public sector body with a demonstrable community focus (individuals and businesses are not eligible)
- Be a Parish Council or Parish Meeting with fewer than 160 registered electors*
Exemption: Parish Councils of any size can apply for funding for costs involved in the 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-electors threshold or
- b) Registered electors are within 10% of the threshold.

Appendix B

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

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.

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)
- Projects that have not received the support of all [local District Councillor\(s\)](#) for the ward/s concerned. Please ensure when contacting your local District Councillor(s) that they are all provided with full details of your project or a copy of your application form.
- Costs associated with Neighbourhood Watch schemes

Appendix B

- Costs associated with Community Speedwatch schemes or other traffic initiatives
- 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)

Appendix B

- A quote for the community activity or project
- A copy of your safeguarding policy
- A copy of any correspondence from your [local District Councillor\(s\)](#) showing they are supportive of your project
- 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.

Appendix B

- Defibrillators: only the cost of defibrillators is funded through the Community Chest Grant scheme and the associated accessories and ongoing maintenance/training (the provision of which the Committee will want assurance) will be funded by the applicant. Defibrillators must be located where they can be accessed by the public at all times.

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 \(scamb.gov.uk\)](#)
- Contact Details: community.chest@scamb.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 61,768.83	✓	✓	x
Biodiversity Grants £20,000	✓	✓	✓
Community-Led Plans £48,000	✓	✓	✓

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