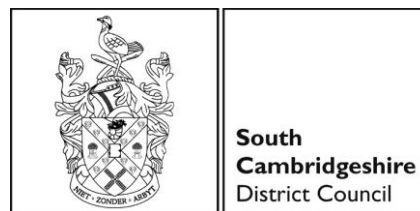


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15 February 2023

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

Substitutes: Councillors Heather Williams, Graham Cone, Mark Howell,
Bunty Waters, Dr. Shrobona Bhattacharya, Peter Sandford,
Peter McDonald and Dr. Martin Cahn

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, 24 February 2023 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 Friday 27 January 2023 as a correct record.	5 - 6
4.	Community Chest: Funding Applications	7 - 24
5.	Date of next meeting Friday 31 March 2023 at 10:00 am.	

Guidance For Visitors to South Cambridgeshire Hall

Agenda Item 3

South Cambridgeshire District Council

Minutes of the Grants Advisory Committee held on
Friday, 27 January 2023 at 10.00 a.m.

PRESENT: Councillor Jose Hales– Chair
Councillor Sue Ellington – Vice-Chair
Bill Handley, Sunita Hansraj, Judith Rippeth, John Williams

Officers:

Emma Dyer Development Officer (Community-Led Plans)
Jonathan Malton Democratic Services Technical Officer
Keira Mbye Democratic Services Officer

1. Apologies for Absence

There were no apologies.

2. Declarations of Interest

Councillor Sue Ellington declared a non-pecuniary interest in relation to the application from Shedditi!

3. Minutes of Previous Meeting

The Grants Advisory Committee authorised the Chair to sign, as a correct record, the minutes of the meeting held Friday 25 November 2022.

4. Community Chest: Funding Applications

It was noted, a total of five applications were received between 7 November 2022 and 6 January 2023 which were brought forward to the Grants Advisory Committee. After consideration of the applications, the Committee recommended to the Lead Cabinet Member for Resources that the following awards would be made, subject to agreement by Council on budget, and subject to annual funding agreements with the organisations concerned:

Croydon Reading Room (QGFQLBND) – Would be approved and funded at the full amount requested of £2,000

Disability Huntingdonshire - DISH (QGNKWFPH) – Would be approved and funded at the full amount requested of £1,531.92

Shedditi! (RWTJKTDM) – Would be approved and funded at the full amount requested of £1,795

Cambridge Online (MLWXPVRR) – Previously deferred pending further details on relationship with City Council - Would be approved and funded at the full amount requested of £2,000

Bourn Sports Club (KFJPFMTS) – Previously deferred pending further details on the relationship between the Sports Club and the Parish Council - Would be approved and funded at the full amount requested of £2,000

It was noted that Croydon Reading Room (QGFQLBND) and Disability Huntingdonshire - DISH (QGNKWFPH) had previously received funding in 2022.

It was emphasised that Disability Huntingdonshire (DISH) served South Cambridgeshire as well as villages and parishes in the North of the District.

The Grants Committee were in agreement that if an organisation were successful in receiving funding of less than £2,000 in any single financial year, they could apply again within the same year for extra funding providing their total allocation for that year did not exceed £2,000.

The Grants Committee were in agreement that if an organisation was successful in receiving funding (up to and including £2,000) for any of the following themes, Community Chest, Biodiversity Grants, Community-Led Plans and Cost-Of-Living in any single financial year, could apply again within the same financial year for (up to and including £2,000) with the requirement that applicants would declare any other grant application. 10:26

The Grants Committee were in agreement that if an organisation was successful in receiving funding (up to and including £2,000) for any of the following themes, Community Chest, Biodiversity Grants, Community-Led Plans and Cost-Of-Living they could apply again within the same financial year for other grants offered by the Council. Those grants sitting outside of the Community Chest scheme.

5. Date of next meeting

Friday 24 February 2023 at 10:00

The Meeting ended at 10.30 a.m.



Report to:	Grants Advisory Committee	24 February 2023
Lead Cabinet Member:	Councillor John Williams Lead Cabinet Member for Resources	
Lead Officer:	Gareth Bell, Communications and Communities Service Manager	

Community Chest Grant: Funding Applications

Executive Summary

1. To consider new applications received between 6 January 2023 and 6 February 2023 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
- Provide a benefit to those affected by the cost-of-living crisis

In accordance with the criteria, Parish Councils of any size can apply for biodiversity grants through this fund

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

Parish Councils are also eligible to apply if they are using funds to provide a benefit to those affected by the cost-of-living crisis.

6. Guidance notes and full eligibility criteria can be found at Appendix B. As agreed at the Grants Advisory Committee on 27 January 2023, these criteria have been amended (in grey) to show that:

- (i) where infrastructure improvements are funded through the Scheme, applicants will be expected to demonstrate that the same organisation will be purchasing, owning and maintaining the equipment/items.
- (ii) applicants may apply for more than one South Cambridgeshire District Council grant within the same financial year

7. The total amount of funding available for Community Chest Grants in 2022/23 is **£48,225.31**.

8. In addition, there is **£20,000**** ringfenced for 2022/23 for **Biodiversity Grants**, **£48,000** ringfenced (expiring in October 2023) for the creation of **Community-Led Plans** and **£20,000** ringfenced until end March 2023 (obtained from a successful bid to the Integrated Care System) **for cost-of-living crisis projects**

9. The three alternative projects approved at the March 2022 Grants Advisory Committee for Hi friends of Histon & Impington Community (JQKDXZHR) have not progressed as expected and £1,105.52 has subsequently been returned to the Council. This sum has been added to the Community Chest budget for last month, providing an updated balance of £7,641.99

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

11. 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. As highlighted in red, if all Community Chest applications are funded this month, there will be deficit of -£707.99 in the main Community Chest grant fund (excluding ring-fenced funds).

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 (£48,225.31)*	31 March 2023	£7,641.99	5	£8,349.98	-£707.99
Biodiversity (£20,000) **	31 March 2023	£15,469.41	0	0	£15,469.41
Community-Led Plans (£48,000)	October 2023	£46,000	0	0	£46,000
Cost- Of Living (£20,000)	31 March 2023	£18,468.08	0	0	£18,468.08
Total	-	£87,579.48	5	£8,349.98	£79,229.50

* £58,000 (annual allocation) minus £9,774.69 (- £9,774.69 being the balance after the applications received in March were funded in April).

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

Options

12. 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

13. There are no significant implications

Consultation responses

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

Alignment with Council Priority Areas

15. 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?CIId=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

Appendix A

Reference	JPQCWRSX			Community Chest Grant
Name of Organisation	CraftsShed Bar Hill			
Organisation Type	Community Group			
CCVS Registered	No			
Parish	Bar Hill			
Landowner	Shared Churches Ely			
Project Type	Equipment / capital purchase Materials			
Green option considered?	Yes			
Documentation Status	Safeguarding	Y	Accounts	Y
	Quote	Y	Mission Statement	Y
District Councillor Support	Yes-Cllr Bunty Waters			
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?	Not asked			
Officer Summary	<p>CraftsShed Bar Hill (https://craftsshedbh.wixsite.com/barhill) is a Registered Charity which was formed in 2019 primarily for the wellbeing of men's mental health and companionship. Members are a group of 14 men who upcycle wood making items such as bird boxes, trays, hedgehog houses, bird tables. They also undertake Community Work for Local Groups and Parish Council projects.</p> <p>The CraftsShed which is part of the UK Men's Shed Association have had to leave their usual premises at the local scout hut. This situation has had a huge impact on those members who use the craft shed as a way to connect with others, reduce loneliness and isolation and to improve mental health.</p> <p>Bar Hill Church have given permission for the group to operate from in their grounds. However, they are unable to operate at the Church without a suitable storage facility in which to keep their equipment and tools. The purchase of a Shed will mean that all equipment can be stored in one place and the awning will enable them to carry out some of their outdoor practical activities.</p> <p>Total project costs are £1784.98, all of which is being requested from the Community chest:</p> <ul style="list-style-type: none"> • 8 Fft X 8 Pent Security Shed £1,161.59 • 40 Paving Slabs-£274.00 • 30 Bags Sharp Sand-£89.40 • Garden Awning-£259.99 <p>Cllr Bunty Waters: <i>I am very pleased to offer my full support for this application for the building of a shed and an awning for the use of the Bar Hill CraftsShed users. The CraftsShed in Bar Hill is a growing group of users who bring their skills and knowledge into the work that they do. it has proved invaluable in several</i></p>			



Appendix A

areas where they have either rebuilt seating areas, refurbished or built from nothing bat boxes, bird boxes, shoe racks, in fact a wide variety of items which residents find extremely useful and can purchase.

The CraftsShed is a valuable tool for them as they come into retirement and can meet a variety of other residents where discussions of various themes take place, however, the mental health aspect is of enormous importance and works so well in those safe and friendly environment

Total Project Cost:	£1,784.98	Total Applied For:	£1,784.98
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Reference	CJJXPQXX			Community Chest Grant
Name of Organisation	Friends of Histon & Impington Community (aka HI Friends)			
Organisation Type	Charity - 1185578			
CCVS Registered	Yes			
Parish	Histon and Impington			
Landowner	N/A			
Project Type	Start-up costs			
Green option considered?	N/A			
Documentation Status	Safeguarding	Y	Accounts	Y
	Quote	Y	Mission Statement	Y
District Councillor Support	Cllr Martin Cahn			
Parish Council Support – does the PC support this project in principle	Yes – letter of support provided			
Have the parish council supported the group financially previously? If yes when, what did the group purchase? and how much?	Histon & Impington Parish Council already contribute £17,500 annually to the cost of the Wellbeing Team so the Council is not bring approached to help with the Wellbeing Festival cost)			
Officer Summary				
<p>Friends of Histon & Impington Community (HI Friends) is village-based wellbeing charity based in Histon and Impington which was formed in 2020 following the merger of two local charities. HI Friends aims to support wellbeing, mobility, sport and exercise and recreation for those who live in the local community. The charity provides a dedicated wellbeing team and activities to help meet the needs of 'life's journey for all ages' and runs a large number of activities and services which includes a Day Centre, exercise activities, a memory loss support group, a wellbeing cafe, a bereavement support group, a support group for new mothers, mental health counselling in village schools and a Family Creative Hub.</p> <p>HI Friends also operates Histon & Impington Community Minibus and Community trishaw to help improve mobility for older people.</p> <p>Histon & Impington Village Wellbeing Festival will be held over two weeks in late April and early May 2023 and will focus on mental, physical and emotional wellbeing for all ages. The festival, which will welcome anyone from South Cambridgeshire will be free, accessible to all and will include talks covering many different subjects for all ages, workshops, activities and practical support on subjects to be featured. Venues for the festival include Histon Baptist Church, St Andrews Centre Histon and Histon & Impington Recreation Ground Centre.</p>				

Appendix A

There will be extensive publicity to promote the Festival with a Festival information programme to be delivered to 3,600 village homes, festival banners and posters displayed throughout the community, social media promotion and via websites such as 'How Are You' South Cambs

Total projects costs for the festival are £4,775:

- Speakers & contributors- £1,350
- Venue hires- £750
- Publicity- £325
- Festival info programme- £1,000
- Insurance -£250
- Event costs e.g. materials-£500
- Legacy group support (to facilitate the creation of local support groups after Festival) -£600

Funding of £775 is being requested from the community chest to fund some of the workshops and talks including a menopause talk and an Arts meditation workshop. National Lottery Awards for All are providing funding of £3,000; Histon Beer Festival £500 and HI Friends will cover the £500 shortfall.

Cllr Martin Cahn:

I will support your application. A very worthwhile cause and a great deal at the size of grant being asked for.

Total Project Cost:	£4,775	Total Applied For:	£775
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Reference	HPNSXJHQ			Community Chest Grant
Name of Organisation	Melbourn Amateur Dramatics Society (MADS)			
Organisation Type	Community Group			
CCVS Registered	No			
Parish	Melbourn			
Landowner	Melbourn Parish Council			
Project Type	Equipment / capital purchase			
Green option considered?	Yes- chosen supplier has an environmental policy			
Documentation Status	Safeguarding	Y	Accounts	Y
	Quote	Y	Mission Statement	Y
District Councillor Support	Yes- Cllr Sally Ann Hart			
Parish Council Support – does the PC support this project in principle	Not asked – see answers to questions sent			
Have the parish council supported the group financially previously? If yes when, what did the group purchase? and how much?	have in the past received funding support from Meldreth Parish but the last time we approached them, they suggested that MADS should probably look elsewhere for funding in the future			
Officer Summary				

Melbourn Amateur Dramatics Society (MADS) (www.melbournamdram.co.uk) formed in 2012 with the aim of bringing local people together by providing affordable regular entertainment in Melbourn and Meldreth. Currently there are 25 members. MADS is all inclusive and does not charge a subscription fee to join. Popularity is growing with each show and the pantomime in December sold

Appendix A

just under 500 tickets. Regular audience members include residents from Aurora Meldreth Manor, Melbourn Springs Care Home and more recently Maycroft Care home.

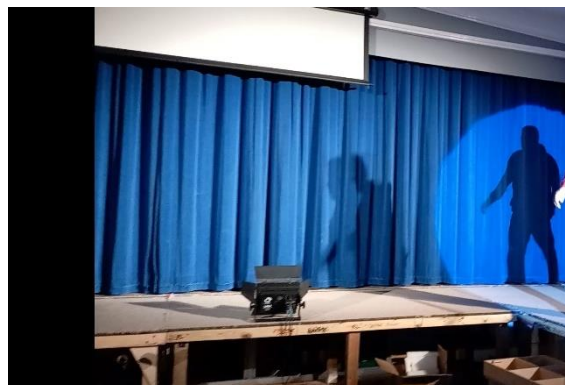
MADS currently have a set of four handmade wooden stage extensions which are used for shows at Meldreth Village Hall. When placed in front of the stage curtains they allow for scenery changes to take place behind closed curtains while shows continue in front of the stage. Although the current stage extensions are well made and sturdy, they are also very heavy, difficult to manoeuvre and bulky to store. Only the very strongest members of the group can move them, which is a manual handling concern.

To help resolve these issues, MADS would like to replace the stage extensions with modern, lightweight, portable and foldable alternatives. Besides from making the setting up and packing away safer and easier, it would also allow performances to take place at a variety of alternative venues, including outdoors thereby giving more people an opportunity to enjoy the shows. Being modular, the stage can easily be set up in a variety of different positions according to each show to help increase audience enjoyment.

Total costs for the stage extensions are £3,528 of which £1,800 is being requested from the Community Chest:

- 6 x Stage Decks- £1,890
- 6 x Stage Telescopic Legs - £870
- 4 x Stage Deck to Deck Clamp sets- £140
- 4 x Stage Deck Leveller sets - £40
(VAT= £588)

The remaining balance of £1,728 will be funded by MADS.



Meldreth Parish Council have provided funding in the past but have suggested MADS look for alternative sources of funding going forwards.


Cllr Sally Ann Hart:

I feel delighted to support this application as I'm aware how much pleasure MADS events bring to the local community and also the hard work that goes into staging an event.

Total Project Cost:	£3,528	Total Applied For:	£1,800
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Reference	KSPDMGPR	Community Chest Grant
Name of Organisation	Gamlingay Leisure (Community Gym and MUGA)	
Organisation Type	Charity 1197794	
CCVS Registered	Yes	
Parish	Gamlingay	
Landowner	Cam Academy Trust-leased to Gamlingay Leisure	
Project Type	Equipment / capital purchase	
Green option considered?	Yes-buying refurbished equipment	
Documentation Status	Safeguarding	Accounts
	y	y

Appendix A

	Quote	Mission Statement
District Councillor Support	Yes- Cllr Bridget Smith	
Parish Council Support – does the PC support this project in principle	Not asked	
Have the parish council supported the group financially previously? If yes when, what did the group purchase? and how much?	Applying to Parish Council Spring small grants scheme for a set of dumbbells	
Officer Summary		
<p>Gamlingay Leisure (www.Facebook.com/GamlingayCommunityGym) which formed in February 2022 is a community gym and Multi-use Games Area (MUGA) offering health and leisure benefits to Gamlingay and the wider community. The gym, which is fully inclusive, is run by a committee of around ten volunteers who regularly do shifts on reception when the instructor is not there. Aims of the gym are to promote community participation in healthy recreation and good health. Fees are £35 per month for full membership, and £30 per month for concessions (under 18 and over 65) with no fixed term requirements.</p> <p>Fully trained instructors provide use of a range of gym equipment (for all adult age ranges and abilities) and one to one fitness and group sessions in both the gym and outside MUGA. Referrals via the Active & Healthy 4 Life Exercise Referral Scheme are accepted from GP and other health professionals and those who are eligible are entitled to a reduced membership fee of £20/month for 12 weeks.</p> <p>The equipment at the gym was originally bought from CamAcademy Trust, the organisation that own (and previously ran) the gym. This includes machinery that is at least ten years old. Whilst these pieces of machinery have been maintained and repaired, some of the larger items (e.g one of the treadmills) are worn out and need replacing for health and safety reasons.</p> <p>A good second-hand treadmill has been found to replace the old treadmill. A set of dumbbells are also needed to improve the range of equipment on offer and help avoid queues for free weights at busy times.</p> <p>Total project costs are £2,585, £1,990 of which is being requested from the Community Chest:</p> <ul style="list-style-type: none"> • Second hand, refurbished treadmill--£1,990 • 110kg pairs rubber dumbbell set --£595 		
		
<p>An application will also be made to Gamlingay Parish Council under their Spring small grants scheme for the dumbbell set.</p> <p>Gamlingay Leisure received £2,000 from the from the 2021/2022 Community Chest Grant fund and have also recently been successful in obtaining 'Let's Get South Cambridgeshire Active Grant' funding for a 10 week 'boot camp' style fitness programme.</p>		
<p>Cllr Bridget Smith:</p>		

Appendix A

This is to confirm that, as the local member for Gamlingay, I am happy to support an application for a Community Chest grant from Gamlingay Leisure. The gym has recently reopened after being close due to Covid and has attracted a significant number of new members many of whom are on the GP referral scheme. It is a valuable asset to the community and being able to update its equipment is key to its continued success.

Total Project Cost:	£2,585	Total Applied For:	£1,990
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Reference	TWPMGFKK			Community Chest Grant
Name of Organisation	Steeple Morden Village Hall			
Organisation Type	Charity - 300421			
CCVS Registered	No			
Parish	Steeple Morden			
Landowner	Steeple Morden Village Hall			
Project Type	Improvements to community buildings, equipment / capital purchase			
Green option considered?	Solar Energy Installation			
Documentation Status	Safeguarding	y	Accounts	y
	Quote	y	Mission Statement	y
District Councillor Support	To be confirmed			
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?				
Officer Summary	<p>Steeple Morden Village Hall has been running since 1978 and currently has 12 Trustees. The Village Hall is open to all the community and is regularly used from the local and wider community. Examples include Dance clubs, Fitness clubs, after school and preschool clubs, Village Quiz nights, Sports cubs, over 60's clubs and various other local clubs. Other uses are for private parties, wedding receptions and the local amateur dramatic society (The Morden Players) often put on plays and events. It also houses a WC facility for users of the recreation ground.</p> <p>Trustees would like to Install solar panels on the roof of the Village Hall to save on energy costs (currently £73 per month is paid to their energy provider).</p> <p>Three quotes have been obtained. A quote to supply and install 16 solar panels, and 2 x storage batteries has been obtained from Gnome Energy Limited (trading as Rainbow Energy Solar). Total costs are £12,818.67, of which £2,000 has been obtained from the Community Chest.</p> <p>If successful in obtaining £2,000 from the Community Chest, a request will be made to the Parish Council for financial contribution and the shortfall will come from the Village Hall funds.</p>			
Total Project Cost:	£12,818.67	Total Applied For:	£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*
Exemptions:
 1. 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)
 2. Parish Councils of any size can 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
 3. Parish Councils of any size can apply for grants that provide a benefit to those affected by the cost-of-living crisis.
- 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:

Appendix B

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

What must the funded project deliver?

The community activity or project must:

- Meet local need and leave a legacy for the community
- Ensure equality of access
- Help us deliver one or more of the following aims:
 - Promote healthy and active communities
 - Enable inclusive communities
 - Develop skills
 - Enhance the natural environment / a sustainable increase in local biodiversity
 - Deliver community engagement through the undertaking, creation or refreshing of a Community-led Plan
 - Provide a benefit to those affected by the cost-of-living crisis

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 cost-of-living projects, examples could include repair cafes where the local community can help in getting household items fixed for free; Timebanking projects (an exchange-based work trading system in which hours are the currency instead of money); lunch clubs (excludes the cost of food); Community support initiatives that provide food/ activities/ support services/ educate individuals on reducing food waste and cooking low-cost meals; setting up/running a group or charity where people can obtain free furniture, clothing, food, toys (Free, impartial legal guidance can be found on the [Business Companion website](#)); establishing or building the capacity of food hubs, food banks or community fridges; Capital costs needed to set up a warm hub

Appendix B

(excluding warm hubs run by Cambridgeshire ACRE and any ongoing revenue costs, for example, heating costs)

- 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). There are 2 exceptions to this. Exception 1 - The creation of Community-led Plans (revenue costs associated with the resulting projects will not be funded). Exception 2 - Cost-of-living projects (revenue costs cannot be used to cover the cost of food or the ongoing costs needed to run a warm hub, such as heating costs)
- 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
- 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 a group is awarded funding of less than £2,000 in any single financial year, an application can be made again within the same year for extra funding, providing the total allocation for that year does not exceed £2,000.

If a group is awarded funding (up to and including £2,000) for any of the Community Chest themes in the explanatory table below in any single financial year, an application can be made again within the same year for (up to and including £2,000) for funding of other Community Chest themes.

Appendix B

If a group is awarded funding (up to and including £2,000) for any of the Community Chest themes in the explanatory table below in any single financial year, applications can be made to any other Council funded grants within the same financial year, and vice versa.

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 and until the end of March 2023 for cost-of-living crisis projects

Preferred green options

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

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

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

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

What supporting documentation is required?

- A copy of your organisation's constitution or mission statement
- A copy of your latest accounts (audited if available)
- A quote for the community activity or project
- A copy of your safeguarding policy
- A 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.

Appendix B

- 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.
- 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.

Appendix B

- Where infrastructure improvements are funded through the Scheme, applicants will be expected to demonstrate that the same organisation will be purchasing, owning and maintaining the equipment/items.

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 £48,225.31	✓	✓	x
Biodiversity Grants £20,000	✓	✓	✓
Community-Led Plans £48,000	✓	✓	✓
Cost-Of-Living (£20,000)	✓	✓	✓

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

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

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

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

While we try to make sure that you stay safe when visiting South Cambridgeshire Hall, you also have a responsibility for your own safety, and that of others.

Security

When attending meetings in non-public areas of the Council offices you must report to Reception, sign in, and at all times wear the Visitor badge issued. Before leaving the building, please sign out and return the Visitor badge to Reception.

Public seating in meeting rooms is limited. For further details contact Democratic Services on 03450 450 500 or e-mail democratic.services@scambs.gov.uk

Emergency and Evacuation

In the event of a fire, a continuous alarm will sound. Leave the building using the nearest escape route; from the Council Chamber or Mezzanine viewing gallery this is via the staircase just outside the door. Go to the assembly point at the far side of the staff car park opposite the staff entrance

- **Do not** use the lifts to leave the building. If you are unable to use stairs by yourself, the emergency staircase landings have fire refuge areas, which give

protection for a minimum of 1.5 hours. Press the alarm button and wait for help from Council fire wardens or the Fire and Rescue Service.

- **Do not** re-enter the building until the officer in charge or the Fire and Rescue Service confirms that it is safe to do so.

First Aid

If you feel unwell or need first aid, please alert a member of staff.

Access for People with Disabilities

We are committed to improving, for all members of the community, access to our agendas and minutes. We try to take all circumstances into account but, if you have any specific needs, please let us know, and we will do what we can to help you. The Council Chamber is accessible to wheelchair users. Infra-red hearing assistance systems are available in the Council Chamber and viewing gallery. To use these, you must sit in sight of the infra-red transmitter and wear a 'neck loop', which can be used with a hearing aid switched to the 'T' position. If your hearing aid does not have the 'T' position facility then earphones are also available and can be used independently. You can get both neck loops and earphones from Reception.

Toilets

Public toilets are available on each floor of the building next to the lifts. These include facilities for disabled people.

Recording of Business and Use of Mobile Phones

We are open and transparent about how we make decisions. Public meetings are webcast and are also recorded, but we allow recording, filming and photography at Council, Cabinet and other meetings, which members of the public can attend, so long as proceedings at the meeting are not disrupted. We also allow the use of social media during meetings to bring Council issues to the attention of a wider audience. To minimise disturbance to others attending the meeting, please switch your phone or other mobile device to silent / vibrate mode.

Banners, Placards and similar items

You are not allowed to bring into, or display at, any public meeting any banner, placard, poster or other similar item. If you do so, the Chair will suspend the meeting until such items are removed.

Disturbance by Public

If a member of the public interrupts proceedings at a meeting, the Chair will warn the person concerned. If they continue to interrupt, the Chair will order their removal from the meeting room. If there is a general disturbance in any part of the meeting room open to the public, the Chair may call for that part to be cleared. The meeting will be suspended until order has been restored.

Smoking

Since 1 July 2008, South Cambridgeshire District Council has operated a Smoke Free Policy. No one can smoke at any time within the Council offices, or in the car park or other grounds forming part of those offices.

Food and Drink

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

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