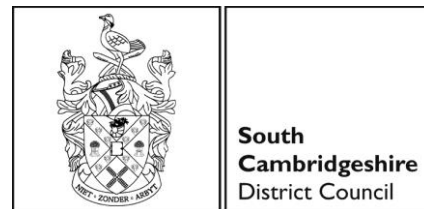


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Wednesday 14 February 2024

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

Quorum: 3

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

Dear Councillor

You are invited to attend the next meeting of **Grants Advisory Committee**, which will be held in the **Council Chamber - South Cambs Hall** at South Cambridgeshire Hall on **Thursday, 22 February 2024 at 10.00 a.m.**

Yours faithfully
Liz Watts
Chief Executive

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 25 January 2024 as a correct record.	5 - 6
4. Public Questions If you would like to ask a question or make a statement, then please refer to the Document called Public Speaking Scheme (Physical Meetings) and contact Democratic Services by no later than 11.59pm three clear working days before the meeting.	
5. Clarifications to Zero Carbon Communities Grant Guidance 2024-25	7 - 46
6. Community Chest: Funding Applications	47 - 70

7. Date of next meeting

Exclusion Of Press And Public

The law allows Councils to consider a limited range of issues in private session without members of the Press and public being present. Typically, such issues relate to personal details, financial and business affairs, legal privilege and so on. In every case, the public interest in excluding the Press and Public from the meeting room must outweigh the public interest in having the information disclosed to them. The following statement will be proposed, seconded and voted upon.

"I propose that the Press and public be excluded from the meeting during the consideration of the following item number(s) in accordance with Section 100(A) (4) of the Local Government Act 1972 on the grounds that, if present, there would be disclosure to them of exempt information as defined in paragraph(s) of Part 1 of Schedule 12A of the Act."

If exempt (confidential) information has been provided as part of the agenda, the Press and public will not be able to view it. There will be an explanation on the website however as to why the information is exempt.

Notes

The Council is committed to improving access to its agendas and minutes for all members of the community. We try to take all circumstances into account, but if you have any specific needs we will do what we can to help you. Please contact Democratic Services on 01954 713 000 or email democratic.services@scambs.gov.uk.

Further information for members of the public can be found at the below link.
[Link to further information for members of the public attending South Cambridgeshire District Council meetings.](#)

If you wish to ask a question or make a statement at a meeting, please refer to the Public Speaking Scheme at the below link.
[Link to the Public Speaking Scheme](#)

Further information for Councillors
[Declarations of Interest – Link to Declarations of Interest - Information for Councillors](#)

Councillors are reminded that Democratic Services must be advised of substitutions in advance of meetings. It is not possible to accept a substitute once the meeting has started.

Agenda Item 3

South Cambridgeshire District Council

Minutes of a meeting of the Grants Advisory Committee held on
Thursday, 25 January 2024 at 10.00 a.m.

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

Councillors: Bill Handley Sunita Hansraj
Peter Sandford

Officers in attendance for all or part of the meeting:
Laurence Damary-Homan (Democratic Services Officer), Emma Dyer
(Development Officer [Communities Team]) and Jane Mountain (Project
Officer [Communities Team])

Councillor John Williams was in attendance as Lead Cabinet Member for Resources.

1. Apologies for Absence

There were no Apologies for Absence.

2. Declarations of Interest

With respect to Minute 5, Councillor Peter Sandford declared that two of the Parishes (Boxworth and Gravely) that would benefit from the proposed amendments to the Community Chest Grant Guidance were in his ward.

3. Minutes of Previous Meeting

By affirmation, the Committee authorised the Chair to sign the Minutes of the meeting held on 1 December 2023 as a correct record.

4. Public Questions

There were no public questions.

5. Community Chest: Funding Applications

The Development Officer (Communities Team) presented the report and advised the Committee that there was an error in the report and that the total sum applied for in the month was £2,531. The Committee reviewed the applications to the Community Chest Grant funding scheme received between 7 November 2023 and 7 January 2024. After consideration of the applications, the Committee recommended that the application from:

- St Nicholas Church Parochial Church Council (XCWDGBKB) be **approved and awarded the full amount requested** of £2,000. Councillor Bill Handley abstained from the decision.
 - In response to a question from Members, officers advised that funding could be given to a church in this instance as the application was for a benefit to the wider community. Members commented that it was

disappointing that the church was seeking to purchase a petrol mower but, given that the application was for storage rather than the mower, the Committee agreed to fund the application. Members requested that feedback to the applicant be given, informing them that Members were disappointed with the intent to purchase a petrol mower given electric options were likely available.

Councillor John Williams joined the meeting as Lead Cabinet Member for Resources

- Litlington Parish Council (SFVRDFRZ) be **approved and awarded the full amount requested** of £531.

The Committee considered the proposed amendment to the Community Chest Grant Guidance to allow for parishes with an electorate of up to 200 plus a 10% increase (if Members agree that the application shows good cause) to make an application from the non-ring-fenced grant fund. Members commented that it was sensible to increase the scope of the fund given the fact the fund was not running low at the end of the financial year. The Committee agreed that the amendment was appropriate, and Councillor John Williams indicated that he was happy to make the change if that was the will of the Committee.

The Committee recommended that the Lead Cabinet Member for Resources **make the amendment** to the Community Chest Grant Guidance, as described in the report, subject to officers confirming that there were no legal restrictions preventing the change. The Committee also requested that the affected Parishes be informed of the change in writing.

6. Date of next meeting

The Committee was informed that the next meeting was to be held on Thursday 22 February.

The Meeting ended at 10.18 a.m.

Agenda Item 5



**South
Cambridgeshire**
District Council

Report to:	Grants Advisory Committee 22 February 2024
Lead Cabinet Member:	Cllr John Williams
Lead Officer:	Bode Esan

Clarifications to Zero Carbon Communities Grant Guidance 2024-25

Executive Summary

1. This report proposes clarifications to the Zero Carbon Communities Grant criteria and guidance documents. The clarifications concern nature projects, solar PV projects and how applicants calculate avoided emissions.

Recommendations

2. The committee are invited to review the proposed changes and recommend to the Lead Cabinet Member that these are accepted for the grant cycle 2024-2025, or to suggest additional or alternative changes.

Reasons for Recommendations

3. The clarifications have been proposed in response to the annual review of the officer panel scoring process, and comments made by the Grants Advisory Committee at the presentation of the 2023-2024 applications at the July 2023 committee.

The Climate and Environment Advisory Committee have had the opportunity to review the proposed changes and support them. Details

4. The Zero Carbon Communities Grant is due to open for a sixth round of applications in April 2024, prompting this review of the current application criteria and guidance (see Appendix A for current guidance, available on the District Council website).
5. It is proposed that the grant themes and objectives will remain the same as the previous two rounds, with projects once again invited under the 'reducing carbon emissions' or 'community engagement' themes.

Nature Projects

6. Officers noted that no nature projects were funded in the previous grant cycle, although there were several applications received under the community engagement theme. These applications did not adequately demonstrate that the project would engage residents and communities on the climate emergency or promote behaviour change. The applications outlined valuable plans to support nature recovery, but despite submitting under the community engagement theme, the engagement described in the applications was often limited to volunteers directly involved in the project or was a secondary aim with practical measures to support nature as the principal aim.
7. It is not recommended that nature projects are excluded from the ZCC grant, but that the guidance is updated to direct projects whose sole focus is on nature towards more suitable funding sources such as the Community Chest Biodiversity pot, or the Cambridgeshire Peterborough Fund for Nature. The guidance will be updated to emphasise that projects should define themselves principally as community engagement projects to perform well under this category or should advertise their carbon reduction benefits clearly if applying under the other category.

Solar PV Projects

8. Upon the review of the ZCC Grant applications at the July 2023 Grants Advisory Committee, members commented on the variations in costs between solar PV projects that appeared to be delivering similar outcomes. While seeking multiple quotes was recommended previously, the new guidance would request that applicants for solar PV projects have sought a minimum of three quotes to improve value for money.

Calculating Avoided Emissions

9. There is a recommended methodology for calculating avoided CO₂ emissions in the current application guidance and criteria. However, applicants don't always use this methodology in the section of the e-form that asks them to provide an estimate of avoided emissions. This makes it hard to compare the figures like for like when assessing applications. It is recommended that the phrasing on the e-form is tightened to request applicants use the methodology provided to make their estimate (unless they can clearly evidence another method of calculation).

Implications

10. 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

11. Financial resources for the Zero Carbon Communities grant have been assigned through the Council's usual budgetary processes.

Staffing

12. Staffing for the administration and promotion of the Zero Carbon Communities grant have been assigned through the Council's usual processes.

Climate Change

13. The Zero Carbon Communities grant enables communities to take action on climate change at a local level.

Consultation responses

14. The Zero Carbon Communities grant has been subject to internal consultation, and a verbal report on the changes has been delivered to the Climate and Environment Advisory Committee who have noted the report.

Alignment with Council Priority Areas

Being green to our core

15. The Zero Carbon Communities grant supports the Council's ambition to influence climate-friendly behaviour change and assist communities in reaching a Net Zero district by 2050.

Background Papers

Appendix

Appendix A - Current Zero Carbon Communities Grant Criteria and Guidance (text from webpage)

Appendix B – Proposed updated Zero Carbon Communities Grant Criteria and Guidance

Report Author:

Orla Gibbons, Project Officer, Climate and Environment
Telephone: (01954) 713490

Zero Carbon Communities Grant - Guidance notes and criteria

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

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

Applications are invited for projects under two main themes - Carbon emission reduction or locking up carbon and Community engagement on climate change. Applicants are welcome to apply for more than one project, although it should be noted that allocation of funding will take into account the aim of achieving a good spread of funding across the district.

Project proposals will be scored and prioritised for funding based on how well the answers to the questions fulfil the objectives given for each theme. We really want the grant to stimulate wider engagement around what zero carbon means in each local community. Applications that show this are more than just publicity, they are something that will help change behaviour, for example through meetings and surveys, which are likely to be well received. For projects requesting more than £5,000 we would encourage applicants to seek part funding/in kind contributions in order to score highly.

Assessment Criteria

Fit to the project category

One or more of the key objectives for funding must be met:

- Carbon Emission Reduction
- Community Engagement

Measurement and impact

The application must provide a projected measurement for the difference that the project will make. For Carbon Emission Reduction this should be the reduction in CO₂e emissions. For Community Engagement this should be the

number of individuals having changed their behaviours as a result, or the difference will the project make to the environment. Projects should communicate the benefits of their project to the community.

Project plan and capacity

The grant panel are looking for a clear project description, identifying what the group wants to do and what the project will achieve. The plan must set out how the project will get the necessary people, support and resources.

Value

Does the project represent value for money – is there a good impact for the amount of money requested?

Project Reporting

Please note that all projects will be required to report on their progress 6 months from the date of project completion. Projects must set out how they will measure and report on how they have met their objectives.

Carbon emission reduction or locking up carbon

Objectives:

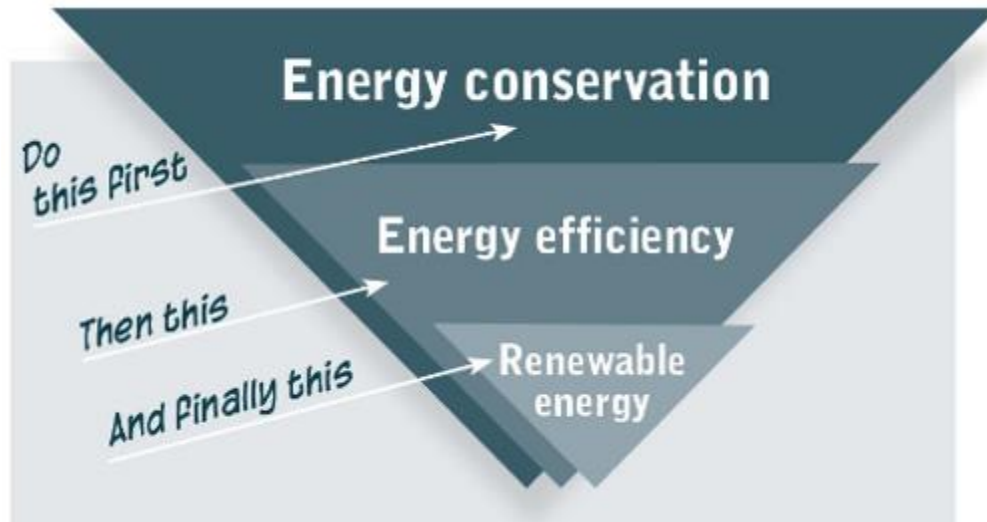
1. The project reduces the production of carbon emissions or reduces carbon dioxide in the atmosphere. (33%)
2. The project contributes additional value (e.g. funding contributions; volunteer time/expertise from other sources; collaboration between organisations, and/or evidence of local and/or Member 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%)

Examples:

Community Buildings

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

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



Credit: Centre for Sustainable Energy

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

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

Ideas for Community Buildings Projects:

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

The value of projects on a community building is much greater if it can be used to raise awareness in the wider public about improvements which can be made to homes and other buildings. We will ask you for your plans to do this, for example by holding an open event, and/or providing an article for your local newsletter.

(For energy improvements to schools, please contact Cambridgeshire County Council's [Re:fit Schools Programme](#) which arranges energy saving measures for schools funded through loans or managed service arrangements).

Nature

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

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

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

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

Trees and equipment to plant trees can also be funded, although applicants will be expected to have explored the possibility of obtaining free trees through other sources such as [The Woodland Trust](#).

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

Ideas for nature-based projects

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

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

Community engagement on climate change

Objectives:

1. Achieving wider community engagement and behaviour change around climate change (33%)
2. Additional value (e.g. funding contributions or contributions in kind, for example, 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%).

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

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

We want the grant to stimulate wider engagement around what zero carbon means in each local community. Applications showing this is more than just publicity, for example through meetings and surveys, which are likely to be well received.

Information on how to engage with your community on climate change can be found on our [climate emergency and nature webpages](#).

Examples

Transport

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

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

- Community cycling events - funding for events or projects that promote sustainable lifestyle choices, or cycling
- Cycle shelters or stands - Cycling infrastructure improvements which encourage cycling connectivity around the district on publicly

accessible land. The cost of installation can be included. Advice on planning permissions required for the shelter must be sought prior to applying

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

Events, Campaigns and Education

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

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

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

Full list of eligibility criteria

Applicants must:

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

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

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

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

- Have a written constitution or mission statement
- Have an elected committee or representative steering group
- Have a bank account
- Be able to provide an up-to-date copy of their accounts and any relevant protection policies. Parish councils can signpost us to relevant online documentation and do not need to submit hard copies

If your organisation does not have a written constitution, bank account, mission statement and/or relevant protection policies/insurance, please contact Cambridge Council for Voluntary Service for advice in meeting these requirements. For more information call [01223 464696](tel:01223464696) or email enquiries@cambridgecvs.org.uk

How much can be applied for?

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

How will the grant be paid?

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

What we fund

As well as capital costs we can fund:

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

We cannot pay for the following:

- Activities, events or services which have already taken place, including staff development time
- Activities that benefit individuals, rather than the wider community
- Activities that generate profits for private gain

- Religious activity or content (although we are able to fund religious organisations if they are providing benefit for the wider community)
- Activities that replace or supplement government funding (for example, we can only fund school activities that are additional to the curriculum)
- Renewable energy installations where it is intended to claim Renewable Heat Incentive payments or any other payments where the use of public grants renders the installation ineligible for such payments
- Loan repayments

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

What are the conditions of funding?

Organisations that are awarded a grant will be expected to comply with the following conditions as a minimum:

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

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

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

Where appropriate, applicants are encouraged to seek part-funding from other sources including their parish council. There is no requirement for this, but if as expected, the fund is oversubscribed, proposals including funding

from other sources will be prioritised. Part-funding can include your own fundraising and can be of monetary and/or in-kind value.

Applicants seeking less than £1,000 are encouraged to apply to the **Community Chest** for funding if the project involves improvements to community buildings, group 'start-up' costs or the purchase of equipment or materials.

What supporting documentation is required?

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

Guidance notes

A - Contact details

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

B – About your organisation

1. What does your organisation do?

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

2. Is your organisation a charity?

If yes, please provide your charity number. This can be found on the **gov.uk website**.

3. Is your organisation VAT registered?

If yes, please provide your **registration number** and confirm if your organisation will be able to recover the VAT incurred in relation to the project?

If no, is your organisation still able to recover VAT incurred in relation to the project?

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

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

4. Does your organisation have a bank account?

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

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

5. Does your organisation have a website?

If yes, please provide the full weblink.

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

6. Is your organisation affiliated to another body?

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

7. Safeguarding. Does your organisation work with children, young people and/or vulnerable adults?

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

Please note, the Council requires organisations working with children, young people and/or vulnerable adults to have appropriate safeguarding

procedures in place. If you do not have a safeguarding policy, please visit the [CCVS support webpage](#) for Community and Voluntary groups

8. Insurance. Does your organisation have appropriate insurance in place for your project?

If not, we would recommend you have [adequate insurance](#) in place for your project.

C - About your proposal

C1 Carbon emission reduction or locking up carbon.

1. Please provide a short summary of your project (max 50 words) then in the next section, describe your project.

2. Please describe your project.

3. Please provide the location of your proposed project, how is the land/building currently used

Please provide a postcode or the easting and northing of the project. This can be found using the [grid reference finding website](#).

4. Please provide details of the ownership of the land/building.

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

5. What, if any, actions to reduce carbon emissions or lock up carbon, have already been undertaken by your group?

This could be measures to promote energy conservation, install energy efficiency measures, plant trees etc.

6. Have you obtained any expert advice on your proposal?

If yes, please give details.

Are your proposals informed by an energy survey or advice from a specialist consultant (for example, an ecologist). If the measures have been suggested

as the result of a formal report, please include a copy of this (upload at end).

7. Please provide information, using the guidance below, on the carbon savings resulting from your project.

Please provide the projected carbon savings. If the measures have been suggested as the result of an energy survey, please include a copy of this in the appendix, and the projected reduction in CO₂e emissions below. If you did not receive an energy survey, please calculate the projected reductions in CO₂e emissions using your own calculations, or the calculations suggested below. Alternatively, please refer to our webpage for more information on how to calculate your organisation's carbon footprint or the Carbon Trust's [carbon footprinting guide](#).

Community buildings

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

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

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

Nov 2021 usage: 4582kWh

Nov 2020 usage: 1345kWh

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

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

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

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

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

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

*This is the conversion factor provided by the UK Government

Solar Panels

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

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

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

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

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

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

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

*Factors taken from data from Solar Together Cambridgeshire Scheme

Nature

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

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

8. Have you got experience in delivering similar projects?

If yes, please give details.

9. Are you working with any other organisations on this project?

If yes, please give details.

Are there any other organisations directly involved with delivering this project? If so, how are the project work streams divided? Include any

evidence that working in partnership on this project will contribute more widely to strengthening community networks.

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

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

11. What additional value do *you* think your project provides?

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

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

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

C2 Community engagement on climate change

1. Please provide a short summary of your project, (max 50 words). then in next section, describe your project.

2. Please describe your project.

3. How will the project achieve community engagement and behaviour change around climate change?

How will the project promote behaviour change in reducing carbon emissions?

- How has the community been involved in drawing up these proposals?
- What difference will the project make to your community?
- How will your project inspire and encourage others to do similar projects?

Further guidance can be found on the Council's [climate emergency toolkit webpages](#).

4. How many people are expected to make a difference in their lives as a result of the project?

Please ensure that this is more than how many people are expected to attend sessions.

- How many people are expected to volunteer or get involved with running the project?
- What plans are there for community involvement in the project in future?

5. How many people will be exposed to your project?

How many people do you expect to engage on a superficial level i.e. How many people will you reach through social media? How many people have attended your events in the past? How much traffic does your website get?

6. Have you experience in delivering similar projects?

If yes, please give details

7. Are you working with any other organisations on this project?

If yes, please give details

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

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

What resources will you have for maintenance once the project is completed? (e.g. how will volunteer programmes be sustained?)? How will you ensure that people remain engaged on the topic of climate change? Please demonstrate how your project fits with the priorities and action plans of your local parish/neighbourhood plan.

9. What additional value do *you* think your project provides?

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

D - Financing your project

Projects requesting more than £5,000 are advised to demonstrate that they have additional funding/in kind contributions or support from other organisations in order to score highly.

1. Is your parish council able to contribute part-funding for your project?

If yes, please give details

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

2. Do you hope to have other sources of funding?

If yes, please give details

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

3. Please give a breakdown of project costs.

Please give as much detail as possible and include ALL costs. The breakdown should be for the whole cost and not just the amount you are asking for funding for. Please make it clear what part of the project you are specifically asking for funding for and ensure that the amount you are requesting related directly to at least one of your quotes. If you do not provide accurate information, this may jeopardise your application's success.

4. What is the total project cost?

This should be the total cost of the project, including parts of it that others will be funding. Please use net cost figures if your organisation is able to reclaim VAT or if the VAT is not payable for any reason, and gross cost figures if you are unable to reclaim VAT. You should also include any in-kind contributions to the total project cost figure to give a full account of the

whole scheme. The figure should be entered as a whole number, **without** commas or a decimal point.

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

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

E - Reporting and Measurement

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

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

F - Support from your District Councillor

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

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

Contact Details

- **zcc@scambs.gov.uk**

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NB: Proposed changes highlighted

Zero Carbon Communities Grant - Guidance notes and criteria

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

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

Applications are invited for projects under two main themes - Carbon emission reduction or locking up carbon and Community engagement on climate change. Applicants are welcome to apply for more than one project, although it should be noted that allocation of funding will take into account the aim of achieving a good spread of funding across the district.

Project proposals will be scored and prioritised for funding based on how well the answers to the questions fulfil the objectives given for each theme. We really want the grant to stimulate wider engagement around what zero carbon means in each local community. Applications that show this are more than just publicity, they are something that will help change behaviour, for example through meetings and surveys, which are likely to be well received. For projects requesting more than £5,000 we would encourage applicants to seek part funding/in kind contributions in order to score highly.

Assessment Criteria

Fit to the project category

One or more of the key objectives for funding must be met:

- Carbon Emission Reduction
- Community Engagement

Measurement and impact

The application must provide a projected measurement for the difference that the project will make. For Carbon Emission Reduction this should be the reduction in CO2e emissions. For Community Engagement this should be the number of individuals having changed their behaviours as a result, or the difference will the project make to the environment. Projects should communicate the benefits of their project to the community.

Project plan and capacity

The grant panel are looking for a clear project description, identifying what the group wants to do and what the project will achieve. The plan must set out how the project will get the necessary people, support and resources.

Value

Does the project represent value for money – is there a good impact for the amount of money requested?

Project Reporting

Please note that all projects will be required to report on their progress 6 months from the date of project completion. Projects must set out how they will measure and report on how they have met their objectives.

Carbon emission reduction or locking up carbon

Objectives:

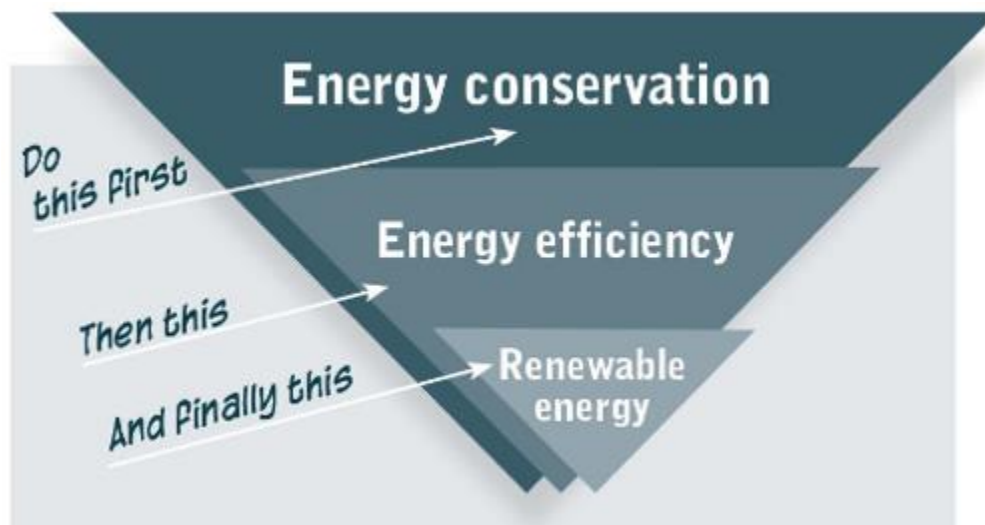
1. The project reduces the production of carbon emissions or reduces carbon dioxide in the atmosphere. (33%)
2. The project contributes additional value (e.g. funding contributions; volunteer time/expertise from other sources; collaboration between organisations, and/or evidence of local and/or Member 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%)

Examples:

Community Buildings

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

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



Credit: Centre for Sustainable Energy

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

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

We require organizations looking to fund solar PV with the grant to get three separate quotes and provide details of the quotes in their application. This helps ensure value for money.

Ideas for Community Buildings Projects:

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

site (either through daytime use of the building or through battery storage).

The value of projects on a community building is much greater if it can be used to raise awareness in the wider public about improvements which can be made to homes and other buildings. We will ask you for your plans to do this, for example by holding an open event, and/or providing an article for your local newsletter.

(For energy improvements to schools, please contact Cambridgeshire County Council's [Re:fit Schools Programme](#) which arranges energy saving measures for schools funded through loans or managed service arrangements).

Nature

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

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

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

Applications for nature projects should first consider if their project is more suited to the [Community Chest Biodiversity pot](#), or other funding sources intended solely for nature projects. To score well, nature projects seeking funding from the ZCC grant should consider how they will make their chosen theme central to the project. Under the carbon theme, projects should work to maximize carbon savings, considering how carbon will be captured from the atmosphere or prevented from release. Nature projects might also apply under the community engagement theme but would need to make sure engagement and education was central to the project and not a secondary benefit.

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

Trees and equipment to plant trees can also be funded, although applicants will be expected to have explored the possibility of obtaining free trees through other sources such as [The Woodland Trust](#).

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

Ideas for nature-based projects

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

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

Community engagement on climate change

Objectives:

1. Achieving wider community engagement and behaviour change around climate change (33%)
2. Additional value (e.g. funding contributions or contributions in kind, for example, 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%).

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

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

We want the grant to stimulate wider engagement around what zero carbon means in each local community. Applications showing this is more than just publicity, for example through meetings and surveys, which are likely to be well received.

Information on how to engage with your community on climate change can be found on our [climate emergency and nature webpages](#).

Examples

Transport

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

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

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

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

Events, Campaigns and Education

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

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

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

Full list of eligibility criteria

Applicants must:

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

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

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

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

- Have a written constitution or mission statement
- Have an elected committee or representative steering group
- Have a bank account
- Be able to provide an up-to-date copy of their accounts and any relevant protection policies. Parish councils can signpost us to relevant online documentation and do not need to submit hard copies

If your organisation does not have a written constitution, bank account, mission statement and/or relevant protection policies/insurance, please contact Cambridge Council for Voluntary Service for advice in meeting these requirements. For more information call [01223 464696](tel:01223464696) or email enquiries@cambridgecvs.org.uk

How much can be applied for?

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

How will the grant be paid?

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

What we fund

As well as capital costs we can fund:

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

We cannot pay for the following:

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

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

What are the conditions of funding?

Organisations that are awarded a grant will be expected to comply with the following conditions as a minimum:

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

- Any unused grant must be returned to South Cambridgeshire District Council
- An end of project report with photographs must be submitted to the Council within six months of project completion

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

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

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

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

What supporting documentation is required?

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

Guidance notes

A - Contact details

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

B – About your organisation

1. What does your organisation do?

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

2. Is your organisation a charity?

If yes, please provide your charity number. This can be found on the [gov.uk website](https://www.gov.uk).

3. Is your organisation VAT registered?

If yes, please provide your [registration number](#) and confirm if your organisation will be able to recover the VAT incurred in relation to the project?

If no, is your organisation still able to recover VAT incurred in relation to the project?

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

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

4. Does your organisation have a bank account?

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

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

5. Does your organisation have a website?

If yes, please provide the full weblink.

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

6. Is your organisation affiliated to another body?

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

7. Safeguarding. Does your organisation work with children, young people and/or vulnerable adults?

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

Please note, the Council requires organisations working with children, young people and/or vulnerable adults to have appropriate safeguarding procedures in place. If you do not have a safeguarding policy, please visit the [CCVS support webpage](#) for Community and Voluntary groups

8. Insurance. Does your organisation have appropriate insurance in place for your project?

If not, we would recommend you have [adequate insurance](#) in place for your project.

C - About your proposal

C1 Carbon emission reduction or locking up carbon.

1. Please provide a short summary of your project (max 50 words) then in the next section, describe your project.

2. Please describe your project.

3. Please provide the location of your proposed project, how is the land/building currently used

Please provide a postcode or the easting and northing of the project. This can be found using the [grid reference finding website](#).

4. Please provide details of the ownership of the land/building.

If your organisation does not own the land, please state if you have written landowner permission for the measures to be undertaken. If you have written permission, please provide a copy of this in your supporting

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

New question: Does your project require any regulatory consents? (please indicate all that apply)

Planning Permission

Listed Building Consent

Building Regulations Approval

County Highways Approval

Faculty Approval (if a church building)

5. What, if any, actions to reduce carbon emissions or lock up carbon, have already been undertaken by your group?

This could be measures to promote energy conservation, install energy efficiency measures, plant trees etc.

6. Have you obtained any expert advice on your proposal?

If yes, please give details.

Are your proposals informed by an energy survey or advice from a specialist consultant (for example, an ecologist). If the measures have been suggested as the result of a formal report, please include a copy of this (upload at end).

7. Please provide information on the carbon savings resulting from your project. You must use the methodology provided in the Grant Guidance and Criteria to make your estimate, unless you can clearly evidence another method of calculation.

Please provide the projected carbon savings. If the measures have been suggested as the result of an energy survey, please include a copy of this in the appendix, and the projected reduction in CO₂e emissions below. If you did not receive an energy survey, please calculate the projected reductions in CO₂e emissions using your own calculations, or the calculations suggested below. Alternatively, please refer to our webpage for more information on

how to calculate your organisation's carbon footprint or the Carbon Trust's [carbon footprinting guide](#).

Community buildings

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

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

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

Nov 2021 usage: 4582kWh

Nov 2020 usage: 1345kWh

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

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

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

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

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

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

*This is the conversion factor provided by the UK Government

Solar Panels

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

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

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

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

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

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

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

*Factors taken from data from Solar Together Cambridgeshire Scheme

Nature

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

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

8. Have you got experience in delivering similar projects?

If yes, please give details.

9. Are you working with any other organisations on this project?

If yes, please give details.

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

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

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

11. What additional value do *you* think your project provides?

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

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

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

C2 Community engagement on climate change

1. Please provide a short summary of your project, (max 50 words). then in next section, describe your project.

2. Please describe your project.

3. How will the project achieve community engagement and behaviour change around climate change?

How will the project promote behaviour change in reducing carbon emissions?

- How has the community been involved in drawing up these proposals?
- What difference will the project make to your community?
- How will your project inspire and encourage others to do similar projects?

Further guidance can be found on the Council's [climate emergency toolkit webpages](#).

4. How many people are expected to make a difference in their lives as a result of the project?

Please ensure that this is more than how many people are expected to attend sessions.

- How many people are expected to volunteer or get involved with running the project?
- What plans are there for community involvement in the project in future?

5. How many people will be exposed to your project?

How many people do you expect to engage on a superficial level i.e. How many people will you reach through social media? How many people have attended your events in the past? How much traffic does your website get?

6. Have you experience in delivering similar projects?

If yes, please give details

7. Are you working with any other organisations on this project?

If yes, please give details

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

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

What resources will you have for maintenance once the project is completed? (e.g. how will volunteer programmes be sustained?)? How will you ensure that people remain engaged on the topic of climate change? Please demonstrate how your project fits with the priorities and action plans of your local parish/neighbourhood plan.

9. What additional value do *you* think your project provides?

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

D - Financing your project

Projects requesting more than £5,000 are advised to demonstrate that they have additional funding/in kind contributions or support from other organisations in order to score highly.

1. Is your parish council able to contribute part-funding for your project?

If yes, please give details

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

2. Do you hope to have other sources of funding?

If yes, please give details

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

3. Please give a breakdown of project costs.

Please give as much detail as possible and include ALL costs. The breakdown should be for the whole cost and not just the amount you are asking for funding for. Please make it clear what part of the project you are specifically asking for funding for and ensure that the amount you are requesting related directly to at least one of your quotes. If you do not provide accurate information, this may jeopardise your application's success.

New question: For solar PV projects – Please provide details of the three quotes you received for this project and indicate the reasons for your final choice.

4. What is the total project cost?

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

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

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

E - Reporting and Measurement

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

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

F - Support from your District Councillor

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

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

Contact Details

- **zcc@scambs.gov.uk**

Agenda Item 6



South
Cambridgeshire
District Council

Report to:	Grants Advisory Committee	22 February 2024
Lead Cabinet Member:	Councillor John Williams Lead Cabinet Member for Resources	
Lead Officer:	Gareth Bell, Communications and Communities Service Manager	
Key Decision:	No	

Community Chest Grant: Funding Applications

Executive Summary

1. To consider new applications received between 7 January 2024 and 7 February for the Community Chest Grant funding scheme.

Recommendations

2. 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 Resources 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.

Details

3. 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.

4. Guidance notes and full eligibility criteria can be found at **Appendix B**. This includes three amendments (highlighted in grey) that allow parishes with an electorate of up to 200 (plus 10% if members agree that the applicant shows good cause, see point 11 b) below) to make an application from the non-ring-fenced grant fund.
5. The total amount of funding available for Community Chest Grants in 2023/24 is **£58,000**.
6. In addition, there is **£10,000** ringfenced for 2023/24 for **Biodiversity Grants**, **£45,780** ringfenced (expiring 31 March 2025) for the creation of **Community-Led Plans** and **£18,468.08** ringfenced until end March 2024 (obtained from a successful bid to the Integrated Care System) for **cost-of-living crisis projects**.
7. The Community-Led Plan budget was originally provided until October 2023 for parishes to make applications to support the undertaking of a Community-Led Plan. Officers have now created a toolkit for those wishing to undertake a Community-Led Plan and in order to allow parishes time to make use of this and/or refresh an existing plan, funding is now available until 31 March 2025,
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 following table details the budget remaining at the time of this report within each subsection of the Community Chest, as well as the number of applications made, and the total amounts applied for:

Type (total fund for the period)	Date fund expires	Total budget at last month	Applications received this month	Total applied for this month	Remaining budget if all projects funded this month
Community Chest (58,000)	31 March 2024	£17,027.45	3	£6,000	£11,027.45
Biodiversity (£10,000)	31 March 2024	£8,000.00	1	£2,000	£6,000
Community-Led Plans (£45,780)	31 March 2025	£43,249.00	0	0	£43,249.00
Cost- Of Living (£18,468.08)	31 March 2024	£17,324.12	0	0	£17,324.12
Total	-	£85,600.57	4	£8,000	£77,600.57

Reasons for Recommendations

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

Options

11. 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 Resources 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

12. There are no significant implications.

Consultation responses

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

Alignment with Council Priority Areas

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

Background Papers

15. Grants Advisory Committee Meetings:

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

Appendices

Appendix A: Applications Summary

Appendix B: Guidance notes for Community Chest

Report Author:

Emma Dyer –Development Officer

email: emma.dyer@scambs.gov.uk

Telephone: (01954) 713344

Officer Summary

Reference	CNXFFJL	Community Chest Grant		
Name of Organisation	1st Cambourne Scout Group			
Organisation Type	Community Group			
CCVS Registered	No			
Parish	Cambourne			
Landowner	This question is not relevant to my project			
Project Type	Equipment / capital purchase			
Green option considered?	Camping Equipment – so children getting outdoors			
Documentation Status	Safeguarding	Yes	Accounts	Yes
	Quote	Yes	Mission Statement	Yes
District Councillor Support	Yes- Cllrs Helene Leeming, Shrobona Bhattacharya and Stephen Drew:			
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?	No			
Officer Summary				
<p>As part of the scouts (www.scouts.org.uk), the 1st Cambourne Scout Group exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society. Formed in 2002, the group currently has 88 members aged between 6 and 14 plus 22 leaders who attend from Cambourne and its surrounding villages. The group meets at the Primary School on the college campus.</p> <p>Scout Group Equipment Renewal Project</p> <p>The Scout Group require additional resources to expand their initiatives. This includes adding more outdoor activities, and skill-building activities to cater to the diverse interests and talents of the scouts. A significant portion of their equipment requires updating to ensure the safety and effectiveness of their activities. This includes investing in updated camping gear, primarily replacing old and damaged tents and investing in additional outdoor cooking appliances and related equipment. Camping tends to take place out of Cambridgeshire e.g March 22nd at Gradbach, Peak District and Saffron Walden in April.</p> <p>The successful implementation of this project will have a positive effect on the personal and social development of all sections across Squirrels, Beavers, Cubs and Scouts.</p> <p>Total costs are £2,344 and 2,000 has been requested from the Community Chest:</p> <ul style="list-style-type: none"> • 2 x 4 Man tents (as recommended for Beavers, Cubs, including space for storage)- £900 • 4 x 3 Man tents (for Cubs, Scouts, and suitable for hiking)- £1,120 				

Appendix A

- 1 x Hot Water Gas Boiler (for camping at sites, hot water for cooking, washing up)-£212
- 12 x Replacement / Additional Long Handled tongs -£72
- 4 x Replacement heavier duty patrol boxes for camping utensils / cooking equipment- £40

The remaining shortfall will be funded from their recent Xmas tree collection event. Further funding will be required for four more tents and Cambourne Town Council will be approached for this via their community grant, however a decision will not be made until after their March meeting.

Cllr Helene Leeming:

I definitely support this application. Please pass my best wishes on to 1st Cambourne Scouts.

Cllr Shrobona Bhattacharya:

I have full support to your application, please count my support to buy the new camping equipment.

Cllr Stephen Drew:

I fully support your application and wish you well.

Total Project Cost:	£2,344	Total Applied For:	£2,000
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Reference	VKHVHFLF	Community Chest Grant	
Name of Organisation	CamCare UK		
Organisation Type	Charity 1177486		
CCVS Registered	Yes		
Parish	Cambourne		
Landowner	Cambourne Town Council		
Project Type	Equipment / capital purchase & Materials		
Green option considered?	Yes		
Documentation Status	Safeguarding	Yes	Accounts
	Quote	Yes	Mission Statement
District Councillor Support	Yes-Cllr Helene Leeming (Cllr Stephen Drew pending)		
Parish Council Support – does the PC support this project in principle	Yes – application comes from Cllr		
Have the parish council supported the group financially previously? If yes when, what did the group purchase? and how much?	No		
Officer Summary			

[CamCare UK](#) is a charity with 125 members that operates in Cambridgeshire and nearby counties to:

- promote equality and diversity and racial harmony for the public benefit by promoting activities to foster understanding between people from diverse backgrounds.
- advance the education of the public by providing opportunities to learn and participate and improve public access to expertise including collaborating with other charities and educational establishments.
- promote such other charitable purposes as may from time to time be determined.

The Charity, which was formed in 2015, creates opportunities for regular meetups and activities and encourages residents of all backgrounds to take part. Tackling loneliness, those aged 60+ and digital inclusion are also the charity's aims and purposes.

Many activities and festivals are provided free of charge throughout the year for Cambridgeshire residents. Examples include events on science and technology, artificial intelligence, Cambourne Science Festival, Family Art Day, cookery projects, Robotics Club, art exhibition, and elderly bus trips, festivals on global languages, international food, pancake-day, kites, Diwali, Holi and mela, international seminars, and CAMTalks seminars.

Cambourne Electronics and Robotics Club (CERC), is the academic wing of CamCare UK and has been dedicated to empowering young people in the Cambridgeshire region with technical and computational skills since 2017. Over the years, CERC has provided STEM education and mentorship to over 2,000 students locally and 4,500 globally. Students have excelled in national and international robotics competitions and the Charity received Best Youth Initiative Award from South Cambridgeshire District Council in 2018 and the Best STEM Initiative Award from Cambridge Independent in 2023. CERC has also been the charity partner of the nation's largest electronics award, Elektra 2023.

The CambSat Youth Satellite project:

The CambSat project, aimed at secondary school students, mainly addresses curricular subjects such as technology, physics, and programming and will offer the practical experience of working on a small-scale space project.

The CambSat itself will be a simulation of a real satellite, integrated within a predefined small volume and shape. This will provide an opportunity for the students to fit all the major subsystems found in a satellite, such as power, sensors, and a communication system, into this minimal volume. The launch (either by a rocket or dropped via a drone or captive balloon) will involve carrying out a scientific experiment and/or a technology demonstration, achieving a safe landing, and analysing the data collected.

The project endeavours to make positive and lasting changes in the lives of participants and communities by promoting STEM (science, technology, engineering, and Mathematics) education, inspiring career aspirations, developing crucial skills, fostering inclusivity, and contributing to the broader goal of a diverse and dynamic STEM workforce.

Total costs for the CambSat project are £2,481.67 and £2,000 has been requested from the Community Chest:

- Oscilloscope- £498.99
- AmbaSat-1 Satellite Starter Kit x 2 £399.90
- AmbaSat-1 Satellite Rocket Kit x 2 £479.90

- AmbaSat Gateway x 2 £391.90
- Desoldering Station - £259.99
- Laser Engraver - £450.99

The shortfall of £481.67 has already been raised.

The project will be accessed by the wider community through various channels and initiatives designed to promote awareness, engagement, and participation. These include:

- Community Outreach Programs at schools, community centres, and youth organisations within the local community. This will involve presentations, workshops, and informational sessions to inform community members about the project and its objectives.
- Collaboration with Educational Institutions- partnerships with local schools and colleges will provide access to a broader audience of students, educators, and parents.
- Public Events and Demonstrations such as science fairs, open houses, and satellite launch demonstrations, will offer opportunities for community members to engage directly with the project. These events will feature interactive exhibits, hands-on activities, and live demonstrations to showcase the project's impact and achievements.
- Digital Platforms and Social Media to extend the project's reach beyond the local community. Establishing a project website, blog, or social media profile will provide a platform for sharing project updates, educational resources, and success stories with a global audience.
- Community Partnerships and Networks: Collaborating with community organisations, businesses, and industry partners will facilitate access to resources, expertise, and funding opportunities. Building strong partnerships and networks within the community will amplify the project's visibility and support its long-term sustainability.
- Volunteer and Mentorship Opportunities to encourage community members to actively contribute to the project's success. Volunteers may assist with project activities, mentor students, or provide expertise in specialised areas, fostering a sense of ownership and investment in the project within the wider community.
- Publicity and Media Coverage: in local newspapers, radio stations, and online platforms will raise awareness about the project's objectives and achievements. Positive media coverage will attract attention from community members and stakeholders, driving interest and engagement.

Several 'green' options will be integrated into the project, including:

- Educating participants about environmental issues, sustainability practices, and the impact of space exploration on the environment.
- Implementing reuse and recycling practices within project activities will minimise waste generation. Materials and components used in satellite design and construction will be sourced responsibly, and efforts will be made to repurpose or recycle materials wherever possible.
- Emphasising energy efficiency in project operations, such as the use of energy-efficient equipment and technologies, will reduce energy consumption and environmental impact. Participants will also be encouraged to explore energy-efficient design principles in satellite subsystems, promoting innovation and sustainability in space technology.
- Choosing sustainable materials for project components. Prioritising materials with minimal environmental impact, such as recyclable or biodegradable options, will support sustainable manufacturing and waste reduction efforts.

Appendix A

- Implementing low-impact transportation options for project activities, such as carpooling, public transportation, or electric vehicles. Also, efforts will be made to select project venues that are accessible via sustainable transportation options.
- Prioritising green procurement practices when acquiring project equipment.

Cllr Helene Leeming:

You have my full support for this application.

Clerk of Cambourne Town Council:

Having spoken to the Town Chair, Cambourne Town Council supports your application to South Cambs District Council for the Community Chest. This is an innovative project that will provide a new opportunity to residents of Cambourne and the adjoining villages.

Total Project Cost:	£2481.67	Total Applied For:	£2,000
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Biodiversity Application

Reference	GHRCJLKF			Community Chest Grant
Name of Organisation	Girton Local Nature Recovery Plan Group			
Organisation Type	Other			
CCVS Registered	No			
Parish	Girton			
Landowner	Girton Parish Council			
Project Type	Improvements to community buildings and spaces & Materials			
Green option considered?	Green Project			
Documentation Status	Safeguarding	Yes	Accounts	Yes
	Quote	Yes	Mission Statement	Yes
District Councillor Support	Yes- Cllrs Richard Stobart and Corinne Garvie			
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?	14/06/2023 - £1620			
Officer Summary				

[Girton Local Nature Recovery Plan Group](#) began in January 2023. It is a working sub-group of Girton Parish Council and currently has seven members. The group has developed a 10-year plan with the following aims:

- a) to encourage community awareness and inspire action to help nature flourish
- b) to enhance and extend wildlife habitats throughout the parish
- c) to increase the diversity and abundance of wild fauna and flora in the parish.

Hibbert-Ware Memorial Garden Restoration

Alice-Hibbert-Ware was a passionate and inspiring educator and naturalist who lived in Girton 1931-1944. Her research for the British Trust for Ornithology led to the protection of the Little Owl. The Hibbert-Ware Memorial Garden is a community space in the centre of the village opposite St Andrew's Church was dedicated in Alice's memory in 1948.

The Local Nature Recovery Plan Group would like to refresh the Memorial Garden, so it remains true to its original dedication while showcasing wildlife gardening during the climate emergency. The two-year project will feature native planting, innovative garden techniques (Hügelkultur bed*, bog garden), wildlife habitat creation (including bird and bat boxes), wildflower meadow, paths and new signage. More diverse flora will then encourage wildlife to use the space. Open to the public at all times, it will also show-case wildlife-friendly (chemical free) approaches to gardening and offer a calm space for the community to visit.

There will be a thatched shelter from which the bog garden can be closely observed. Here, a sign will explain more about the garden and the important work of Alice Hibbert-Ware. Rainwater from the thatched shelter will be collected to feed the bog garden. Two arches will lead to the wooded area of the garden and benches overlooking the meadow will allow visitors to observe and admire nature.

Measures will also be put in place to ensure the garden is accessible for those with mobility issues. Volunteers from the village will carry out the bulk of the work (with the exception of activities needing professional input) as well as the ongoing maintenance.

*A hügelkultur is a permaculture method of making garden beds by layering logs, branches, leaves, and other organic plant debris with compost and soil.

Total estimated costs (excluding the thatched shelter) are £11,000 and £2,000 has been requested from the Community Chest for plants, signs and garden arches:




Item	Details	Cost estimate
A. Bed in front of the memorial garden sign with low growing flowers	Flanked by lavender bushes a bed will be created with Mexican fleabane, phlox subulata, narcissus tête à tête, scabious pink mist and stonecrops such as sedum album and sedum spurium summer glory	£100
B. Two nectar borders providing blooms for pollinators in winter, spring and summer	<ul style="list-style-type: none"> • Two beds 2 x 5m beds consisting of: <ul style="list-style-type: none"> ○ Polyantha rose Rosa Marjorie Fair (which is a single flowering rose) ○ Geranium Rozanne ○ Perovskia atriplicifolia ○ Nepeta ○ Salvia Nachtvliinder ○ Achilea ○ Erygnium ○ Helleborus orientalis ○ Daffodils ○ Hylotelephium spectabile ○ Alliums (Drumstick & Purple Sensation) ○ Japanese anemone • 1m3 bag of soil conditioner- £76 	£1,000
C. Bog garden with native plants that thrive in this environment	<ul style="list-style-type: none"> • Approximately 3 m2 Everedge edging- £120 • EDPM pond liner 5x3m with fleece- £170 • Plants- £160: <ul style="list-style-type: none"> ○ yellow flag irises ○ cotton grass ○ purple loosestrife ○ water avens ○ ragged Robin • Sign £35 	£485

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	N.B. The bog garden will be dug at the same time as the hügelkultur.	
D. Thatched shelter with information on the Alice Hibbert-Ware garden	<ul style="list-style-type: none"> • Bus shelter approx. £13,000 • Thatched roof kits that cover 4x4m cost approx. £5,000-£6,000 (without installation) <p>The supplier will provide editorial and design support for the sign which the Council already has agreed to fund and thus is not part of this proposal.</p>	TBC
E. Native plant garden borders	<p>Four borders (one on the bank alongside church lane) will have the potential to host a range of native woodland plants. In order to establish these some trees may need to be cut back so as to allow light in.</p> <ul style="list-style-type: none"> • Composted bark-£89 per bag • A selection of the following plants will be planted in drifts. Some of these will be cultivated varieties: (gallium odorata), ajuga, hellebore (stinking & niger), wood anemones, wood spurge (euphorbia amygdaloides), lady's mantle, oxslip, common primrose (primula vulgaris), cowslips, native comfrey, viola odorata and dryopteris affinis (native fern which tolerates dry shade once established), aquilegia vulgaris, lesser celandine, lily of the valley, wild garlic, forget-me-nots, geranium pratense, hypericum perforatum (st. john's wort), red & white dead-nettle (lamium purpureum/album), salad burnet (sanguisorba minor), sea campion (silene uniflora), small scabious (scabiosa columbaria), wild marjoram (<i>origanum vulgare</i>), daffodils, teasels. <p>Some of these can be propagated from seeds, others will be bought from nurseries</p> 	£600
F. Shrub border	<p>This will be created including cotoneaster, broom, berberis, rosa rugosa, winterflowering honeysuckle, rosa hugonis and callicarpa (beautyberry) which will provide both blossom and berries or hips:</p> <ul style="list-style-type: none"> • 10 bushes- £20 each <p>Near the existing butterfly bush a patch of nettles will be cultivated so as to direct any peacock butterflies to a perfect nesting site.</p>	£200
G. Hügelkultur bed with foxgloves and a path leading around it and the layed hedge	<p>As the garden will generate many logs, these will be (half) buried in a new hugelbed where patches of soil will be planted up with native woodland plants such as foxgloves, geranium and ferns:</p> <ul style="list-style-type: none"> • Digging the hügelkultur bed and the bog garden- approx. £1,000, (some volunteer help may be required) • Plants- £100 • 1 x sign- £35 	£1,135

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H. Compost heaps	Two three bay compost heaps will be constructed from donated pallets, placed on bricks. A sign near each will explain the benefits for wildlife and the environment of composting: <ul style="list-style-type: none"> • £25 for ironwork • £100 signs 	£125
I. Meadow with paths	This autumn the meadow area will be dethatched and sown with yellow rattle. Next autumn the dethatching will be repeated, and additional native flower seeds will be sown. <ul style="list-style-type: none"> • Hire of dethatcher for a few days- £150 • 200gr yellow rattle seed- £80 	£230
J. Garden arches with native honeysuckle and clematis	 <ul style="list-style-type: none"> • 2 x arches-£430 plus material to secure it in the ground • 4 x honeysuckle and clematis- £160 	£600
K. Mosaic dedicated to Alice Hibbert-Ware.	<ul style="list-style-type: none"> • 8 x 8 ft concrete slab developed with a mosaic onto which one of the memorial benches is placed. 	£3,000
L. Reintroduction of native trees as Sorbaria	Replacing most of the sorbaria (which has become invasive in the garden) with dog roses, blackthorn, wild cherry, hawthorn, rowan, whitebeam, spindle, guelder rose: <ul style="list-style-type: none"> • 20 trees- £300 	£300
design and project management fee	<ul style="list-style-type: none"> • £250 design fee and approximately 40 hours of management (which includes the ordering of all the plants and materials)-£1,250 	£1,250
Scythes and a scything course for volunteers	<ul style="list-style-type: none"> • Hiring a tutor to give a group of dedicated volunteers a day course in scything-£500 • Two scythes and maintenance equipment- £300 	£800
Butterfly trail	Signs will be pointing to the various caterpillar food plants such as ivy, holly, nettles, garlic mustard and the meadow which provides for many caterpillars too. <ul style="list-style-type: none"> • A printed plastic sign 20x30cm is £32 plus costs for posts to put the sign in. 	£175
Contingency	10% of the above items	£1,000

The Parish Council have already allocated/paid the following funds towards the project:

- £1,620 for the design and production of an Interpretation Sign for the Garden
- £750 in consultancy fees
- £276.44 for the hire of a Scarifier and purchase of yellow rattle seeds for the establishment of the wildflower meadow
- £75.96 for the purchase of Bat and Bird boxes
- £3,805 towards the Year 2 costs

Remaining costs will come from fundraising and other grants. £980 has already been raised from a just Giving crowdfunding page.

John Cornell (Natural Environment Team Leader):

The application appears to be:

From a credible, locally based community body who appear to have not only this project but wider aspirations around improving land for nature. From an applicant who has some expertise in the planning and delivery of nature restoration at a local level and thus understand the constraints, challenges and opportunities present. From an applicant who cites and present the Local Nature Recovery Strategy (LNRS) in their application materials. From an applicant who has provided extensive supporting materials and plans for the work which include reasonable costings. From an applicant who appears to have provided a balanced and inclusive project description that sits well within the context of the site as it relates to the wider village environment.

From this I would suggest therefore that this is a good project worthy of our support and would encourage you to view it favourably.

Eleanor Haines (Development Officer Climate and Environment):

The application presents a clear recognition of the need to conduct their project in a manner that is mindful towards the climate emergency. The project will serve to educate people of a wide range of ages on nature which will in turn provide an understanding of the importance to protect nature against the impacts of climate change. I would like to ensure that they take note of the need to plant drought resistant plants so that they are able to survive hotter summers which are arising from climate change, especially with the bog garden which may risk drying out. I would like to ensure that there is thought to capturing water from the shelter, not only to provide water to the bog garden, but also to aid in the watering of the other plants. I would also be keen to ensure that responsibility for watering is delegated to named groups/persons to ensure that the plants survive during periods of low rainfall.

Cllrs Richard Stobart and Corinne Garvie:

Cllr Garvie and I are pleased to offer our support for the grant application to be made for Community Chest funding by the Girton Local Nature Recovery Plan (LNRP) Working Group. "The Group is planning to transform the Hibbert-Ware Garden in Girton Village. The garden was created by the village with support from Girton College and opened in 1948. It pays tribute to the pioneering work of the ecologist, Alice Hibbert-Ware who made Girton her home in 1931. The intention of the project is to refresh the garden, keeping it aligned with the original objectives, while increasing accessibility and demonstrating wildlife friendly approaches to gardening.

"We believe the project offers a number of excellent outcomes that cover heritage and nature recovery, while enhancing a central and significant part of the street scenery of the village.

"We understand that the grant will be supplemented by local charitable giving that will in turn be matched by a contribution from the Parish Council." We wish you every success with the application.

Total Project Cost:	~£11,000		Total Applied For:	£2,000
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Deferred Application:

Reference	NHLSTMSR			Community Chest Grant
Name of Organisation	Hardwick Pre-School			
Organisation Type	Charity 1059361			
CCVS Registered	No			
Parish	Hardwick			
Landowner	Cambridgeshire County Council			
Project Type	Improvements to community buildings and spaces			
Green option considered?	Nature area plus use of natural materials			
Documentation Status	Safeguarding	Yes	Accounts	Yes
	Quote	Yes	Mission Statement	Yes
District Councillor Support	Yes - Cllr Lina Nieto			
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			
Officer Summary				

This application was first presented at Grant's Advisory Committee in April 2023:

Hardwick Pre-School (<https://hardwick-preschool.chessck.co.uk/>) is an Early Years setting providing childcare for children aged from 2.5 years old until their commencement at Primary School. The Pre-School began in 1982 and currently looks after 32 children.

The Pre-School is a purpose-built mobile classroom and enclosed outdoor area within the grounds of Hardwick Community Primary School. They would like to improve the outside area of the pre-school- a large section of which is shaded bare ground. This area used to be a grassed but overhanging neighbouring trees mean it does not get sun anymore and has a lot of leaf fall- efforts to reseed with grass have repeatedly failed. During the autumn, winter and early spring the children are unable to use the area as it is very muddy and slippery. This mud has already caused damage to Pre-School indoor and outdoor carpets

Staff and committee have agreed the best solution is to resurface the area with a mix of tarmac and artificial grass. While they will be losing some bare natural surface, the children would then be able to access to the school grounds and pond. Within the middle of the resurfaced area, they would like to include an embedded nature area for the children to explore. The new tarmac area will allow a mud kitchen space with natural resources to be installed, allow staff to chalk various activities such as hopscotch, toy car tracks and enable the children themselves to get creative. The artificial grass will provide an outdoor soft surface area where wooden tree stumps, a wooden bridge and a planting area can be installed. A soft boundary will be installed to help keep trikes away from the mud kitchen area.

The canopy-covered area will allow for future community events to take place where the wider community can interact with the Pre-school- for example when hosting fundraising events. The improved ground will be accessible to wheelchair users. They are also planning an 'opening' of resurfaced areas once completed, inviting current and prospective preschool parents and the wider local community

Total costs are approximately £6,000 and £2,000 has been requested from the Community Chest:

- Resurfacing works-£5,748.96
- creation of the embedded nature area ~ £250

For the shortfall, they are seeking a contribution from Hardwick Parish Council and have requested £1,000 (please note, although they have been successful in securing a grant, the exact amount is yet to be confirmed). Fundraising has also begun with further events also planned (<https://hardwick-preschool.chessck.co.uk/Fundraising>). Local businesses have also been contacted to see if they can support the project financially.

The Pre-School is situated on land owned by Cambridgeshire County Council. There is no fixed term lease, but a formal agreement exists, and they currently pay rent to the council for the building and land. The Pre-School have always paid for the development and repair of the outdoor space and the building, and the head of the primary school is aware of the planned project.

Green options: Including a nature area within the resurfacing project-includes a hedgehog dwelling. Various natural materials will be used to enhance the area (tree stumps, bark etc).

Cllr Lina Nieto:

As South Cambs District Councillor including the Ward of Hardwick, I am writing in support of Hardwick Pre-School's application to the Community Chest Grant scheme to seek funding for their outdoor resurfacing project.

Hardwick Pre-School is a busy, thriving, non-profit charity organisation which provides a highly regarded early years setting for 2.5-year-old children through to the start of Primary School. In all OFSTED inspections since 2012 it has received an 'Outstanding' rating.

Hardwick Pre-School's staff and volunteer committee are proactively renovating and improving the outdoor play and educational space it provides for children in the village of Hardwick and beyond. By resurfacing a currently muddy, bare area of ground, the full outdoor area around the Pre-School building will become useable and accessible by children, their families and the wider community, providing a marked improvement (and increase) to the space available. This space will enable Pre-School children to exercise and play more outside during the autumn, winter and early spring. It will enable further inclusivity of community participation in Pre-School activities by increasing the size of the space available for use. The Pre-School practitioners intend to embed a nature area within the project, working creatively to develop activity stations to enhance the children's skills development. The project will also visually enhance the approach to the Pre-School and provide a robust, easy-to-maintain and functional space for many years ahead. The resurfacing project is an important and cost-effective improvement servicing the local communities and I am very happy to support this initiative.

The application was deferred pending further information regarding:

- whether a formal agreement between the Pre-School and Cambridgeshire County Council or the School can be sought.

- whether the proposed area would be suitable for a hedgehog dwelling given that it will be enclosed within an area of tarmac and artificial grass.

Applicant responses:

- Consent given by CCC for permission for canopy area over digging pit and artificial grass.
- They have agreed that a hedgehog house although lovely, would probably never be inhabited due to the hustle and bustle of up to 26 children playing near it.

Further updates:

Due to the government's expansion to the Early Years Funding offer in April 2023, the Pre-School have had an unprecedented number of children on their register and a decision was made to complete the tarmac and artificial grass areas. Had this not been done, almost a quarter of the garden would not have been useable after rain and during mid-autumn into mid-spring. Due to rising costs this was completed for just over £5,000, using some money from their fundraising pot (normally reserved for the purchase of new and replacement toys). However, this now means that old and broken trikes and toys cannot be replaced.

The Parish Council have now contributed £1,000 and Hills, a local property developer, have provided a donation of £500.

The project has been adapted to include the planting of insect attracting plants, bug hotels and bird feeding stations in their raised bed wildlife area and the creation of a sensory garden (around 25% of their cohort have special educational needs and/or concerns about their speech and language). They also plan to plant a raised bed for the children to grow their own fruit and vegetables for snack.

To complete the project £2,207.63 is now required and £2,000 is requested from the Community chest:

- creation of a wooden frame and deck for water and sound walls, to repair the digging pit and complete an area with bark chippings- £1,050
- Two small sheds (£566 each), one for literacy and one for numeracy- £1,157.63

Hills will be contacted again to see if they can provide any further funding as the last donation is from Christmas 2022.

Total Project Cost:	~£6,000	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 200 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:

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- a) The Parish Council or Parish Meeting have multiple settlements and the application pertains to any one of these which satisfies the 200-elector 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

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(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)
- 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.

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

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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?

Subject to availability of funds, successful applicants will be funded after each Grant's Advisory Committee meeting. Applications will need to be received by the 7th day of any given month to be considered at the Grant's Advisory Committee meeting within the same month. This also applies at the end of each financial year - applications received after 7 March will be held over and considered within the new financial year (at April GAC), along with any held over from the March meeting itself.

Additional funding has been allocated until October 2023 for the creation of Community-led Plans, and until the end of March 2024 for cost-of-living crisis and biodiversity 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

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- 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.

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- 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. [Defib Finder](#) provides up to date information on defibrillator locations across the UK, using data from The Circuit, the national defibrillator network.
- 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 4 streams of funding, below:

Community Chest funding	Community Group (including CIC)	Parish Council or Parish Meeting with fewer than 200 registered electors	Parish Council of any size
Community Chest £58,000	✓	✓	✗
Biodiversity Grants £10,000	✓	✓	✓
Community-Led Plans £45,780	✓	✓	✓
Cost-Of-Living (£18,468.08)	✓	✓	✓