

South Cambridgeshire Hall
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Wednesday 20 March 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, 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, 28 March 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 22 February 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. Community Chest: Funding Applications	7 - 34
6. 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

- (1) Some development control matters in this Agenda where the periods of consultation and representation may not have quite expired are reported to Committee to save time in the decision making process. Decisions on these applications will only be made at the end of the consultation periods after taking into account all material representations made within the full consultation period. The final decisions may be delegated to the Corporate Manager (Planning and Sustainable Communities).
- (2) The Council considers every planning application on its merits and in the context of national, regional and local planning policy. As part of the Council's customer service standards, Councillors and officers aim to put customers first, deliver outstanding service and provide easy access to services and information. At all times, we will treat customers with respect and will be polite, patient and honest. The Council is also committed to treat everyone fairly and justly, and to promote equality. This applies to all residents and customers, planning applicants and those people against whom the Council is taking, or proposing to take, planning enforcement action. More details can be found on the Council's website under 'Council and Democracy'.

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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, 22 February 2024 at 10.00 a.m.

PRESENT: Councillor Sue Ellington – 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]), Orla Gibbons (Project Officer [Climate & Environment]) and Jane Mountain (Project Officer [Communities Team]).

1. Apologies for Absence

Apologies for absence were received from the usual Chair, Councillor Jose Hales. Councillor Sue Ellington assumed the role of Chair for the meeting.

2. Declarations of Interest

There were no Declarations of Interest.

3. Minutes of Previous Meeting

Minute 5 was amended to read “St Nicholas Church” rather than “St Nicholas Chruch”. With the amendment, the Committee authorised the Chair to sign the Minutes of the meeting held on 25 January 2024 by affirmation.

4. Public Questions

There were no Public Questions.

5. Clarifications to Zero Carbon Communities Grant Guidance 2024-25

The Project Officer (Climate & Environment) presented the report and clarified that the guidance listed in Appendix B was the guidance proposed to be used for the 2024-25 grant cycle. In response to a Member question, officers advised that a number of applications to the “Community engagement on climate change” category had been funded in previous funding cycles and various successful projects had been completed as a result of this. Members supported the changes to the guidance, including the methodology for calculating carbon emissions, and agreed that they would be helpful to prospective applicants. The Committee commended the grants scheme and the successes of previous funding cycles.

By affirmation, the Committee **recommended** that Cabinet approve the proposed changes to the Zero Carbon Communities Grant criteria for the 2024-25 grant cycle.

6. Community Chest: Funding Applications

The Development Officer (Communities Team) presented the report. The Committee reviewed the applications to the Community Chest Grant funding scheme received between 7 January and 7 February 2024. After consideration of the applications, the Committee recommended to the Lead Cabinet Member for Resources that the application from:

- 1st Cambourne Scout Group (CNXFFJL) be **approved and awarded the full amount requested** of £2,000.
- CamCare UK (VKHVHFLF) be **approved and awarded the full amount requested** of £2,000. The Committee requested that the constitution of the charity be published as an appendix to the decision notice, given that the Councillor Dr Shrobona Bhattacharya was a trustee.
- Hardwick Pre-School (NHLSTMSP) be **approved and awarded the full amount requested** of £2,000. The Committee requested that assurances be sought from the headteacher of the Primary school, before funding was to be awarded, that if the Primary school were to become an academy the Pre-school would still be able to operate on school premises.
- Girton Local Nature Recovery Plan Group (GHRCJLKF) be **approved and awarded the full amount requested** of £2,000.

7. Date of next meeting

The Committee was informed that the next meeting was to be held on Thursday 28 March 2024.

The Meeting ended at 10.38 a.m.

Agenda Item 5



**South
Cambridgeshire**
District Council

Report to:	Grants Advisory Committee	28 March 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 February and 7 March 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**.
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. A summary of the applications can be found at **Appendix A** (copies of the applications forms are available from the Communities Team upon request).
8. 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	£11,027.45	6	£6,383.62	£4,643.83
Biodiversity (£10,000)	31 March 2024	£6,000.00	1	£1,200.00	£4,800.00
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	3	£6,000.00	£11,324.12
Total	-	£77,600.57	10	£13,583.62	£64,016.95

Reasons for Recommendations

9. 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

10. 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

11. There are no significant implications.

Consultation responses

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

Alignment with Council Priority Areas

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

Background Papers

14. 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

Reference	MSWSJGHW			Community Chest Grant
Name of Organisation	The George Long Charity for Swavesey Memorial Hall			
Applicant Role	Administrator			
Organisation Type	Charity- 204145			
CCVS Registered	Yes			
Parish	Swavesey			
Landowner	The George Long Charity for Swavesey Memorial Hall			
Project Type	Improvements to community buildings and spaces & Materials			
Green option considered?	Local Seamstress Used			
Documentation Status	Safeguarding	Yes	Accounts	Yes
	Quote	Yes	Mission Statement	Yes
District Councillor Support	Yes- Cllr Sue Ellington			
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- have already contributed to the kitchen renovation project at the Hall. S106 monies were also provided towards new car park bollards and another disabled parking bay.			
Officer Summary				

[Swavesey Memorial Hall](#) is situated in the centre of the village and is well-appointed for a variety of events such as Parish Council meetings, a teaching group for disabled children. club meetings, weddings, fundraisers, children's parties, training Workshops and business Meetings. The main hall has capacity for up to 100 people and the meeting room, built in 2002 can accommodate 20 people. The George Long Charity for Swavesey Memorial Hall was formed in 2008 and currently has nine trustees who are responsible for the provision and management of the Memorial Hall.

The curtains and tracks at the meeting room at the Hall are now 22 years old, beyond repair and do not meet the current fire-retardant guidelines.

Total costs to make three pairs of Fire-Retardant Curtains including the supply and fitting of the tracks are £876, all of which is being requested from the Community Chest:

- Fire Retardant Fabric, lining, heading tape- £570
- Heavy Duty Swish tracks- £66
- Making of curtains and fitting of tracks-£240



The curtains will be made by a local seamstress so as not to incur any extra transportation costs.

The Parish Council are aware of curtain project (four parish councillors re Trustees for the charity) and contributed last year to the kitchen renovation project. S106 monies were also provided towards new car park bollards and another disabled parking bay.

Cllr Sue Ellington:

Following our discussion last week, I can confirm that I agree we need new curtains in the lecture room in order to present a modern and safe environment for meetings and events. The current curtains are in some danger of falling and look tatty. They also do not provide adequate blackout when the screen is being used. I support your application for funding.

Total Project Cost:	£876	Total Applied For:	£876
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Reference	LCVTNCRN			Community Chest Grant
Name of Organisation	Fowlmere Recreation Ground and Village Hall			
Applicant Role	Chair of the Management Committee			
Organisation Type	Charity 284524			
CCVS Registered	No			
Parish	Fowlmere			
Landowner	Lease from Parish Council- expires 2032			
Project Type	Improvements to community buildings and spaces			
Green option considered?	The blinds will help keep the warmth in			
Documentation Status	Safeguarding	Yes	Accounts	Yes
	Quote	Yes	Mission Statement	Yes
District Councillor Support	Yes- Cllr James Hobro			
Parish Council Support – does the PC support this project in principle	To be confirmed			
Have the parish council supported the group financially previously? If yes when, what did the group purchase? and how much?	To be confirmed			
Officer Summary				

Fowlmere Village Hall has been used since 1982 and along with the recreation ground, it is available for hire by the local community and surrounding villages. This includes being used as a venue for fundraising events and NHS blood donor sessions as well as somewhere for both the Junior football and adult and junior cricket clubs to play. It has also achieved Cambridgeshire ACRE Hallmark 1,2 and 3 accreditations.

Appendix A

Bright, direct sunlight often prevents activities being carried out successfully in the Hall. For example, presentations not being seen clearly on a screen and where the playing of sport is hindered. As the windows at the hall are very high, the Management Committee would like to install remote controlled blinds to solve the issues caused by direct sunlight.

Total costs are £8,298 and £2,000 has been requested from the Community chest:

- Battery operated roller blind (1130 x 700mm) including brackets- £7,752
- FM Universal Remote- £320
- Single Wall Plate-£58

The remaining balance will be paid by funds raised by Fowlmere Village Hall Management Committee.

Cllr James Hobro:

I am very happy to support a grant application for improvements to the facilities in the Village Hall, as keeping these facilities well maintained and fit for purpose will provide a broad benefit to the community.

Total Project Cost:	£8,298	Total Applied For:	£2,000
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Reference	LJWQZPSD			Community Chest Grant
Name of Organisation	Linton Community Quilt			
Applicant	Leader of the project			
Organisation Type	Community Group			
CCVS Registered	No			
Parish	Linton			
Landowner	Linton Parish Council			
Project Type	Materials			
Green option considered?	Yes- supplies are donated and come from ethical supplies where possible			
Documentation Status	Safeguarding	Yes	Accounts	Yes
	Quote	Yes	Mission Statement	Yes
District Councillor Support	Yes – Cllrs John and Henry Batchelor			
Parish Council Support – does the PC support this project in principle	Yes			
Have the parish council supported the group financially previously? If yes when, what did the group purchase? and how much?	The Parish Council have committed to fund any shortfall needed later in the year			
Officer Summary				

Linton Community Quilt (LCQ) was formed in 2021 and has 25 members plus four leads. It works with individuals and groups in the village of Linton to create a series of wall hangings depicting iconic places and life in the village. The hangings will be displayed in public spaces in the village with the aim of being completed by spring 2025 to coincide with Linton in Bloom.

The Crafty Cafe is an off shoot of the LCQ and is run by the same four volunteers. This initiative began during the Covid lockdowns to provide crafting activities to individuals who were socially isolated with a craft activity once a month. When restrictions were lifted, the sessions continued monthly in person for the following cohort: socially isolated, older, vulnerable or disabled residents and families.

The sessions last for two hours on the last Saturday of each month in the Chalklands Community Hall. All resources are provided as well as refreshments and attendance is approximately 25 people per session. As well as organising activities, they invite guest crafters to lead sessions. The activities provided are wide and varied teaching a variety of skills including sewing, crochet, card making, quilting, Zaire Art, paper craft, decoupage, mandala rock painting, Binca and seasonal crafts. All activities are differentiated so that participants can access the activities in many different ways. Those that are unable to attend the sessions independently are collected and taken home by volunteers.

Twice a year, transport is arranged for participants to attend the quilting show at Duxford. At Christmas time, the group puts on a larger event in Linton village hall for members plus their families to make a range of Christmas themed crafts. The attendance at this event is between 45 – 60 people.

LCQ are looking for £593.98 in funding for the following resources to run the workshops, all of which has been requested from the Community Chest:

- Craft scissors
- Waterproof tablecloth
- Folding table
- Plastic containers to store resources
- Needles, crochet hooks, paint brushes
- Glue guns
- Fabric pens
- Easter wreaths
- Threads wool string decorations for projects different glues
- Plant pots



Linton Parish Council will fund any shortfalls plus the £60 needed for the rent of Linton Village Hall once a year for 3 hours. Chalklands Community Hall will offer their hall for 2 hours once a month for 10 months (equates to £100). A meeting will take place soon with the manager of the Hall to ask about free sessions in the hall as many attendees live in Chalklands and are entitled to use the hall free of charge.

The project is advertised regularly in the monthly Linton News and on social media. Posters/ leaflets have also been produced for distribution in public places such as the library and the

churches.

Green Options:

Craft materials are accepted from villager donations and from ethical suppliers where possible.

Cllr Henry Batchelor:

I'd be delighted to support the application, a very worthy cause indeed.

Good luck with the bid and I look forward to joining you all for a cup of tea in the future.

Cllr John Batchelor:

I was very pleased to hear about your craft activities, I can see the very real benefits for those that attend and will be delighted to support your grant application. This is just the sort of thing that the Community Chest funding was designed to encourage. Thank you for giving your time to such a worthwhile enterprise.

Total Project Cost:	£593.98	Total Applied For:	£593.98
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Reference	TPFSNJQB	Community Chest Grant		
Name of Organisation	Carlton Parish Council			
Organisation Type	Parish Council with an electorate of less than 200			
CCVS Registered	No			
Parish	Carlton cum Willingham			
Landowner	Two private landowners			
Project Type	Equipment / capital purchase			
Green option considered?	Yes- encourages walking			
Documentation Status	Safeguarding	Yes	Accounts	Yes
	Quote	Yes	Mission Statement	Yes
District Councillor Support	Yes- Cllr Geoff Harvey			
Parish Council Support – does the PC support this project in principle	Yes- Parish Council application			
Have the parish council supported the group financially previously? If yes when, what did the group purchase? and how much?	N/A			
Officer Summary	Carlton cum Willingham currently has seven parish council members. Within the parish there are several footpaths and bye roads which both local residents and visitors to the parish regularly walk along. The Parish Council and local residents would like to purchase and install two benches at strategic places on these public places-one by the Millenium Path within the area of the main village, and the other positioned by the bye road at			

Willingham Green. These locations will be situated where walkers can sit and admire the views looking over the countryside. As many local residents are elderly, these benches will also provide a rest as well as enabling walkers to walk further distances. The Parish Council would also wish to place a memorial plaque on each bench to commemorate the coronation of King Charles III and provide a physical memorial of this significant event.

Total costs are £681.90, all of which has been requested from the Community Chest:

- 2 heavy duty benches including delivery- £585
- 1 roll of Garden Ground Control - £15
- 8 bags of gravel to place benches on- £34
- 2 rectangular solid brass engraved memorial plaques- £47.90.

Thurlow estate own the land where the millennium path is, and the Parish council rent it for a peppercorn rent. The Thurlow estate have been contacted and are happy for a bench to be placed on their land.

The landowners for the land either side of the bye road at Willingham Green which will be backing next to a hedge have also been contacted and are happy for a bench to be placed on their land.

Cllr Geoff Harvey:

Carlton is a small village but with a very strong commitment to preserving and maintaining its natural surroundings and accessibility to the wonderful landscape, enjoyed by villagers and visitors alike. Often small villages miss-out on grant funding for larger projects because they don't have the financial resources to offer match funding, but of course they contribute to the public purse per head of population, just as we all do. If this small-scale project could be supported I am confident the new benches would be used and valued and looked-after. As local District Councillor, I want to support the application.

Total Project Cost:	£681.90	Total Applied For:	£681.90
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Reference	CGCTDGCS			Community Chest Grant
Name of Organisation	Bar Hill Community Association			
Applicant	Volunteer			
Organisation Type	Charity 1195382			
CCVS Registered	No			
Parish	Bar Hill			
Landowner	Bar Hill Community Primary School			
Project Type	Equipment / capital purchase Materials Startup costs			
Green option considered?	Yes- reusable materials			
Documentation Status	Safeguarding	Yes	Accounts	Yes
	Quote	Yes	Mission Statement	Yes
District Councillor Support	Yes – Cllr Bunty Waters			

Parish Council Support – does the PC support this project in principle	Yes- Cllr Bunty Waters is Chair of the PC
Have the parish council supported the group financially previously? If yes when, what did the group purchase? and how much?	Will be asking in the future
Officer Summary	
<p>Bar Hill Community Association supports residents and visitors to the village of Bar Hill by serving as an umbrella organisation supporting individuals and events within the village and the surrounding area. This includes the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the condition of life of the said inhabitants.</p> <p>The Charity would like to offer an after-school club at Bar Hill County Primary School (BHCPS), based on the First Lego League. This will involve STEM Coaching Years 5 and 6 to learn to program a Lego Robot to carry out various challenges on a Lego League Playmat. Children will then develop their programming to compete in a 2.5-minute challenge to complete as many activities as possible. They will also learn to investigate and generate their own ideas and potential solutions for a specific problem and give a presentation to their school/parents on the project. T-shirts will also be provided to help the children feel part of a team, which is one of the core requirements of this activity. It also provides an opportunity for the children to create their own design (which would then be ironed on to each t-shirt), thus encouraging creativity in arts (STEM is now becoming STEAM to encompass ART).</p> <p>The project will run for one term after the volunteer/club leader from the Bar Hill Community Association has been on a coaching course- this will be at the end of March. The recommended number of children for the club is 10.</p> <p>Once established at BHCPS, it is hoped the after-school club can continue during next year's autumn /winter terms, so that the children can be enrolled in a finals event. Other schools in the area will then be approached to see if they would also like to take up this opportunity. If so, the club organiser will then train up others to take over the Bar Hill Club.</p> <p>Total project costs are £ 1,806.74, all of which has been requested from the Community Chest:</p> <ul style="list-style-type: none"> • 3 x LEGO® Education SPIKE™ Prime Sets- £1,289.97 • 12 x t-shirts- £90 • 1 x Transfer Sheet (for children to design their own team t-shirt)-£ 8.99 • 2 x Packs of 6 Medals (as reward for completion of tasks)- £15.78 • 12 x Centres for Medals-£12 • 1 x First Lego league Challenge Class Pack- £290 • 1 x Wood for Base-£100 	



The school have not been approached for funding as this is intended to introduce them to the project but going forwards the intention is that they will be able to fund this themselves. Although the Parish Council have not been approached on this occasion, it is the intention that the Charity will seek funding for other community projects in the future.

Green Options:

The equipment will become the property of the school, but will be available to use in subsequent years, with the exception of the t-Shirts and medals, which will be for the children to keep as a reward and memento of their First Lego League activity. One robot will also be retained by the club leader to promote this STEM activity at other schools in subsequent years. There will be no waste created and the children will be taught to incorporate green activities into their solution to the problem.

Cllr Bunty Waters:

I would like to offer my full support for the application made by Bar Hill Community Association for the after-school club which is based on the first Lego League and this application for £1806.74 to purchase the pack. This is such an excellent project for young people, who often voice their concerns that there is 'nothing to do'. The challenges which will be given to them will be investigative, finding solutions to problems and generally being coached to develop their own ideas. What a great idea to learn to programme a Lego Robot, especially as robots are very newsworthy now. I am very pleased, as the local councillor to fully support this application and hope that the committee will be encouraged to give the full amount to this project.

Total Project Cost:	£1,806.74	Total Applied For:	£1,806.74
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Reference	GZKLMCHT			Community Chest Grant
Name of Organisation	Cambourne Church			
Applicant	The Harbour Bereavement Cafe Lead			
Organisation Type	Charity- 1149312			
CCVS Registered	No			
Parish	Cambourne and wider communities			
Landowner	Shared Churches (Ely) Ltd			
Project Type	Startup costs			
Green option considered?	The cafe will be a local project ensuring that people do not need to travel into larger towns to access the support.			
Documentation Status	Safeguarding	Yes	Accounts	Yes
	Quote	Yes	Mission Statement	Yes
District Councillor Support	Yes-Cllrs Stephen Drew, Shrobona Bhattacharya and Helene Leeming			

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?	Nothing stated
Officer Summary	
<p>Cambourne Church is a Community Church that began welcoming new residents in 2000. It currently has 93 members. The Church is an ecumenical partnership sponsored by the Church of England, the Baptist Union, the Methodist Church and the United Reformed Church, and in association with the Roman Catholic Church.</p> <p>Volunteers from the Church Pastoral Care Team have recently set up The Harbour Bereavement Cafe to offer people (of all faiths and of none) who have been bereaved, a place to meet and connect with others who are also on the journey of bereavement. It will be a safe and welcoming place to speak openly about experiences of bereavement and to find support and signposting within a relaxed and informal atmosphere. A wide range of relevant leaflets and contacts will be available from the first session.</p> <p>The free to attend café will be open at least once a month to all adults from the local community of Cambourne and beyond. Cafés will take the form of informal drop-in sessions on the second Friday of each month, 12.30-2.00pm, the first having just taken place on 8th March.</p> <p>Funding of £425 has been requested for the bereavement training for five volunteers:</p> <ul style="list-style-type: none"> • Cruse training -£375 • AtaLoss training- £50 <p>Cambourne Crier and Cambourne Church have provided £150 and £366.77 in funding respectively and this will be for other project costs including:</p> <ul style="list-style-type: none"> • Meeting refreshments- £1.95 • Cambourne Crier flyer distribution-£165 • Flyer printing- £150 • Book resources for attendees- £3.50 • Book resources for attendees- £12.39 • Bereavement booklets for volunteers- £49.01 • Book resources for attendees- £2.80 • Volunteer meeting lunch- £27.12 <p>The project is in the process of being advertised on How Are You? South Cambs. Flyers have gone out in the Crier magazine, and it has also been supported by the Social Prescribers,</p> <p>Green Options: The cafe will be a local project ensuring that people do not need to travel into larger towns to access the support.</p> <p>Councillor Bhattacharya: <i>I am happy to support this project. Please count me in to support bereavement café for the Community Chest Fund.</i></p>	

Cllr Helene Leeming:

I would be delighted to support the grant application for volunteer training at the Harbour Bereavement Cafe project in Cambourne. The project aims to support all adults (of any faith or none), who have experienced the death of a person close to them. It will offer support in a friendly and central setting, will reduce isolation and help people's mental health at a time when they need this support greatly. The organisers have been supported by the social prescriber team in the GP practice, who are also keen to see this group established for the benefit of the community. The project has been advertised in the local magazine, the Cambourne Crier, (who covered the cost of the leaflet insert). But the social prescribers are keen to be able to refer people on to this project. The Church has funded the training of three volunteers and paid for and materials already and they are seeking funding for the training of the remaining five volunteers with Cruse and Ataloss.

The project will be advertised on the How Are You South Cambs website and will also be open to people living outside the town.

This project will be an asset to the work done in Cambourne to tackle mental health problems, will build friendship groups and support people going through difficult times. They have my full support.

Cllr Stephen Drew:

I confirm my support for the grant application for the Silver Jubilee Garden in Cambourne.

Total Project Cost:	£836.77+	Total Applied For:	£425
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Cost Of Living Applications:

Reference	FHRZHFDR	Community Chest Grant		
Name of Organisation	Hope Against Poverty			
Applicant Role	CEO			
Organisation Type	Community Interest Company			
CCVS Registered	Yes			
Parish	Based in Cambourne but covers whole of South Cambs re emergency food parcels.			
Landowner	N/A			
Project Type	Materials – Cost of Living			
Green option considered?	Shelving for electric van			
Documentation Status	Safeguarding	Yes	Accounts	Yes
	Quote	Yes	Mission Statement	Yes
District Councillor Support	Cllrs Stephen Drew, Shrobona Bhattacharya and Helene Leeming			

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Parish Council Support – does the PC support this project in principle	Yes- Cllr Shrobona Bhattacharya is a member of the Town Council
Have the parish council supported the group financially previously? If yes when, what did the group purchase? and how much?	Community Hub run in partnership with Cambourne Town Council and Cambridge Acre
Officer Summary	
<p>Hope Against Poverty was set up in 2020 and provides support services to South Cambridgeshire residents to be free from poverty. Over 1,000 registered members receive their services on a regular basis and 100-150 individuals are supported with a free weekly food parcel that is also delivered for free. Surplus food is collected from local supermarkets, shops, gardens and allotments. They are also a member of the Fareshare scheme and work closely with South Cambridgeshire District Council, Cambourne Town Council, Local Housing Associations, Cambridge Sustainable Food Alliance (including Cambridge County Council representation), Citizens Advice, Papworth Trust, and have onward referral paths in place.</p> <p>The HOPE CIC FOOD Project is based at Cambourne Community Hub and is open to any South Cambridgeshire resident facing hardship due to reasons such as increased inflation rates and energy prices. They also run a Community Hub in partnership with Cambourne Town Council and Cambridge Acre and hold over 10 appointments a week helping clients between gas and electricity with income maximisation and benefit advice and also provide white goods.</p> <p>A Bike Surgery is also held in Cambourne offering free bike repairs and a digital Hub is starting in this month to provide digital support for people who are struggling to stay connect with the digital word.</p> <p>The Hope CIC Mobile Food van currently covers six South Cambridgeshire villages (Cambourne, Papworth, Fulbourn, Linton, Orchard Park, Duxford, Willingham and Fowlmere) and is expanding to include seven villages from this month. Free and food and other essentials are given to any resident in regard to their situation. They also link directly into the SCDC Money income maximisation officer, CAB and other agencies that can offer support to help get to the root cause of a resident’s problems/issues.</p> <p>The current small van is run on diesel. However, they received £15,000 in Zero Carbon Communities funding (in 2023) and £17,000 from Aviva to go towards the purchase a larger electric transit van to help reduce carbon emissions. Through a highly successful crowdfunding campaign, they have now raised the full amount required for the vehicle and are now in a position to proceed with the purchase. The van will be kept on the private driveway belonging to a member of HOPE CICstaff staff. In order to convert the van into a mobile community shop, shelves, flooring, lighting, counters, and steps are now required.</p>	

Total estimated costs for the modifications are £2,160 and £2,000 has been requested from the Community Chest:

- Cost for Plywood sheets- £300
- Timber for Frames- £80
- Fixtures- £100
- Lightings- £100
- Decorations- £100
- Baskets- £100
- Labour cost for fixing-£600
- Panelling cost- £480
- Branding cost-300



£160 is the value of the in-kind contribution that will fund the shortfall.

Green options:

Hope Against Poverty always consider individual requirements before preparing parcels so as cater for dietary, religious, and special food needs and therefore reduce food waste. They also provide and promote reusable carrier bags. It is estimated that switching to an electric van for this project could save around 4,800kg of carbon emissions per year. This is based on a total estimated annual mileage of 20,000 miles- for trips to at least six villages every week, one off emergency food parcel deliveries and picking up donations nearly every day from anywhere in the district. As the project expands to service more villages, this number could raise even higher.

Please note, along with the above ZCC funding, HOPE CIC received Community Chest Grant funding of £2,000 in January 2022 and £2,000 in September 2022

Cllr Stephen Drew:

I support this application. Hope CIC is already providing incredibly important support for residents in Cambourne, and we should be seeking to do all we can to enable this wonderful group of people to enhance the ways it can help those that we serve.

Cllr Helene Leeming:

I would be delighted to support this grant application to the Community Chest to benefit the community of Cambourne and also the wider South Cambs community. This project is important for so many of our council's priorities, including helping support our residents with the cost-of-living crisis, doing so in a green way with the use of the electric van. The applicant has already secured a great deal of grant funding from other sources, and I would be very pleased for the Community Chest grant to help augment this to help convert the van into a mobile shop.

Cllr Shrobona Bhattacharya:

I am happy to support the application for Hope CIC for a Community Chest Grant (CCG).

Total Project Cost:	£2,160	Total Applied For:	£2,000
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Reference	NDPQLJJD			Community Chest Grant
Name of Organisation	Reach Community Projects			
Applicant	Fundraising Manager			
Organisation Type	Charity 1169108			
CCVS Registered	Yes			
Parishes	Little and Great Abington, Balsham, Horseheath, West Wickham, Linton and Castle Camps			
Landowner	N/A			
Project Type	Equipment / capital purchase Materials Startup costs			
Green option considered?	Foodbank cardboard boxes are re-used over and over again			
Documentation Status	Safeguarding	Yes	Accounts	Yes
	Quote	Yes	Mission Statement	Yes
District Councillor Support	Cllrs John and Henry Batchelor			
Parish Council Support – does the PC support this project in principle	Yes – but no supporting evidence of this			
Have the parish council supported the group financially previously? If yes when, what did the group purchase? and how much?	Not stated			
Officer Summary				
<p>Established in 2005 as a debt charity, REACH aims are to relieve and prevent poverty, while tackling the causes. This includes:</p> <ol style="list-style-type: none"> 1. debt counselling, budgeting and money management support. 2. financial assistance with basic costs, such as emergency gas and electric provision. 3. preventative money management lessons in local schools. 4. emergency food supplies to individuals and families in crisis. <p>Currently, the charity serves communities in West Suffolk, South Cambridgeshire and North Essex. Within South Cambridgeshire the parishes supported are Little and Great Abington, Balsham, Horseheath, West Wickham, Linton and Castle Camps and as need grows, this support will expand to include other parishes.</p> <p>Prevention and income maximisation are two of the charity’s most important missions. Clients often don’t know they are entitled to benefits. Securing benefits for and on behalf of clients, not only improves financial wellbeing but helps to begin to eradicate poverty, improve public health outcomes, and promote social cohesion. Alongside benefits work, REACH is working hard to prevent the next generation from falling into debt by tackling the underlying reasons for poverty. For example, by providing money management lessons in schools. Over the next two years, their educator will have reached 2,000 school children in Linton, Mildenhall, Haverhill and Halstead. With three out of four teachers stating that children leave school without adequate financial knowledge (Feb 2024, Money and Pensions Service (MaPS) after a YouGov poll of 1012 teachers), REACH is ahead of the curve with tackling the problem.</p>				

One primary aged student said of a recent session:

"I learnt about how to save money and needs and wants. Needs are things like food, water and clothes. Wants are things like sweets and games".

Due to rising bills and food costs, requests and referrals for help in South Cambridgeshire have continued to rise in spite of the demographic and apparent wealth in this part of the county. Their aim is to reach those who are ashamed, embarrassed, unsure and living a cold, hungry life. 75 people have been helped over the past four months compared to 49 the same four months in the last financial year. Face-to-face help (at home) is provided for clients for as long as it takes, which is particularly useful for those facing digital exclusion or those struggling with mental health problems.

REACH work is done on a multi-agency level, maintaining positive relationships with social prescribers in South Cambridgeshire, particularly from the Granta medical practice. They are keen to partner with local community centres, faith-based organisations and other stakeholders to reach a broader audience. Plans also include developing targeted outreach campaigns using various communication channels including social media and community bulletin boards. A more user-friendly website is also being developed.

Total project costs are £31,950 and £2,000 has been requested from the Community Chest:

- total staffing costs-£29,000
- running costs- £2,950.

The below funding has already been granted for Cambridgeshire:

- The Trussell Trust (who they partner with to provide a food bank)-£6,175
- The National Lottery-£3,000
- Thermosafe- £1,000

Green options:

Foodbank cardboard boxes are re-used over and over again.

Cllr John Batchelor:

I am very much aware of the important work you do in this area and would be happy to support your grant application to the Community Chest Fund. Thank you for continuing to support those in most need.

Cllr Henry Batchelor:

More than happy to support Reach. I know the work they do and it certainly benefits the community, so would support their application.

Total Project Cost:	£31,950		Total Applied For:	£2,000
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Reference	QQVVSZQL		Community Chest Grant
Name of Organisation	Melbourn Fete Committee		

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Applicant	Treasurer			
Organisation Type	Community Group			
CCVS Registered	No			
Parish	Melbourn			
Landowner	PC			
Project Type	Startup costs			
Green option considered?	The environmental impact of the event is minimal. We return the venue to its original state after the event.			
Documentation Status	Safeguarding	Yes	Accounts	Yes
	Quote	Yes	Mission Statement	Yes
District Councillor Support	Yes- Cllrs Jose Hales and Sally-Ann Hart			
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?	£1,500 was provided in 2023. Applications are not yet being processed for 2024.			
Officer Summary				
<p>The first Melbourn Village fete was held in 1986 and the event ran initially for ten years. It then stopped for five years, restarting again in 2003. Covid prevented the fete taking place and in the immediate aftermath, but with the addition of new committee members (totalling 11), it was relaunched with a Family Fun Day in 2023. For 2024 and as a response to the cost-of-living crisis, the Fete Committee are staging a free to enter fete on June 15 with free or low cost (£1-£2) attractions for families. The fete aims to bring together the village community to have fun by providing entertainment and refreshments for all ages. It will also provide opportunities for local clubs, societies and charities to set up stalls and raise money, attract new members and provide entertainment to help with their fundraising (e.g. Homestart). This year there will be music, slides, a climbing wall, face painting, steam engine rides, a classic car show and dinosaur racing just to name a few of the attractions. Funds that are raised are distributed to local good causes that benefit the local community (e.g. Melbourn Action Community Support for their food bank). The fete is widely advertised locally, with 3,000 visitors expected from Melbourn and other south Cambridgeshire villages.</p> <p>Expected expenditure is £5,760 and £2,000 has been requested from the Community Chest:</p> <ul style="list-style-type: none"> • Attractions - £3,000 • Competitions - £60 • Miscellaneous - £2,000 • Publicity - £50 • Raffle - £300 • Site Services - £350 <p>It is hoped that about £2,000 will be raised from local businesses and that a grant from the Parish Council will match any grant provided by the Community Chest. Money will also be raised from approximately 40 stall holders, food vendors and the raffle. Donations totalling £1,150 have already been received from:</p>				

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- AV Engineering- £ 50
- Cheap Storage- £500
- Cherry Park- £350
- Norbury's Building Supplies- £250

The environmental impact of the event is minimal with the venue being returned to its original state after the event.

Cllr Jose Hales:

I have lived in the village of Melbourn for some 26 years and have enjoyed the village Fete more or less every year. This event is an extremely well organised process with a very experienced team. The fete committee also support in their work local based groups who in turn support the village. Offering space to have stands etc or sell their wares, is a very useful and profitable route. I understand that this year the village group Melbourn Action Community Support (MACS) will likely be the recipient of fiscal support following the fete. This will allow MACS to continue running its food bank amongst other community projects. On the basis of above, I strongly support this application.

Cllr Sally Ann Hart:

I would happily support any application for the Fete Committee to SCDC Community Chest Award.

Total Project Cost:	£5,760	Total Applied For:	£2,000
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Biodiversity Application

Reference	QDJLVXNV	Community Chest Grant	
Name of Organisation	Cambourne Church		
Applicant	Church Council member		
Organisation Type	Charity 1149312		
CCVS Registered	No		
Parish	Cambourne		
Landowner	Cambourne Church		
Project Type	Improvements to community buildings and spaces		
Green option considered?	Biodiversity Project		
Documentation Status	Safeguarding	Yes	Accounts
	Quote	Yes	Mission Statement
District Councillor Support	Yes- Cllrs Stephen Drew, Shrobona Bhattacharya and Helene Leeming		
Parish Council Support – does the PC support this project in principle	Yes- Cllr Shrobona Bhattacharya is a member of the Town Council		
Have the parish council supported the group financially previously? If yes	No		

when, what did the group purchase? and how much?	
Officer Summary	
<p>Cambourne Church is a Community Church that began welcoming new residents in 2000. It currently has 93 members. The Church is an ecumenical partnership sponsored by the Church of England, the Baptist Union, the Methodist Church and the United Reformed Church, and in association with the Roman Catholic Church.</p> <p>To celebrate 25 years since the first residents moved into Cambourne in 1999, and to celebrate the formation of the Church a Silver Jubilee Garden is being planned. The aim of the project is to make the church grounds into a high quality, accessible and durable outdoor space for church and the community. This will be a wildlife and produce garden place of and a place of sanctuary.</p> <p>Potential features</p> <ul style="list-style-type: none"> • seating area and seclusion for an outdoor chapel/sanctuary, • wheelchair accessible routes through the garden and adjacent to the car park, • composting area, • wildlife and water area using rainwater from the church roof, • perennial planting including produce/orchard area, • interpretation and education information, • prayer prompts such as artwork/QR codes, • memorial area for Remembrance events. <p>Timescale and process</p> <ul style="list-style-type: none"> • Autumn 2023 seeking the churches ambitions and skills. Engagement and liaison with authorities, advisors, other church or community experience. • Spring 2024 establishing a “no-dig” produce garden, seed swap to produce plug plants for the beds, and consulting on the design of the remaining church grounds in order to apply for grant funding. Apply for funding for rainwater capture from one downpipe off the church roof. • Summer term prepare for launch event and publicity, to tie in with Cambourne Open Gardens 8th-9th June. A chance to gather former contributors to the Church story. <p>The church land will be open to the public on all sides with the Cambourne Foodbank benefitting from the harvested produce.</p> <p>Rainwater from part of the church roof will be harvested in re-used IBC tanks mounted on wooden pallets. This is to help the plantings thrive and avoid carbon-expensive processed drinking water. The produce garden will be "no-dig" organic vegetables. The wildlife areas will be managed in accordance with the Wildlife Trust Cambridgeshire Churchyard Conservation scheme.</p> <p>Funding of £1,200 is being requested from the Community Chest for the rainwater harvesting:</p> <ul style="list-style-type: none"> • 3 x black IBC 1k litre tanks- £900 • Installation cost with fittings, filters etc- ~£300 	



Cllr Shrobona Bhattacharya:

I am happy to support this project. Please count my support for Cambourne Church's Silver Jubilee Garden for the Community Chest Fund.

Cllr Stephen Drew:

I confirm my support for the grant application for the Silver Jubilee Garden in Cambourne.

Cllr Helene Leeming:

I would be very happy to support the Cambourne Silver Jubilee Church Garden Project which they have undertaken to celebrate Cambourne's significant anniversary.

The project will cover the installation of water butts to enable the maintenance of the new garden to be done in a sustainable way using rainwater. It is already a great community project with 16 volunteers involved, however they are keen to work with partners to widen community participation. Initial discussions are underway with SCDC's Physical Activity Locality Coordinator about the garden being used as part of the Groundwork funded Get Out Get Active scheme, which will be coordinated with the town's social prescribers. They are also working with the Wildlife Trust and want to grow food for the foodbank.

This sustainable project will be a great opportunity for community building, keeping people active, improving mental health and should leave a lovely community facility in the centre of our town as we celebrate our 25th anniversary!

Total Project Cost:	£1,200	Total Applied For:	£1,200
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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	✓	✓	x
Biodiversity Grants £10,000	✓	✓	✓
Community-Led Plans £45,780	✓	✓	✓
Cost-Of-Living (£18,468.08)	✓	✓	✓