

South Cambridgeshire District Council



Grants for Mobile and Community Warden Schemes in South Cambridgeshire

Criteria and guidance notes 20XX-XX

Please note down your **reference number** on your application. If you tick *save for later* on your online form you will need your unique reference number to return to your form at a later time.

Section	Contents	Page
1	Summary	2
2	Timescales and deadlines	2
3	Eligibility criteria	2-3
4	Other information	3
5	Making your application	4

1. Summary

SCDC will allocate approximately £XX,XXX* of grant funding to Mobile and Community Warden Schemes in 20XX-XX.

*Budgets are unconfirmed until approval at Council on [DAY MONTH YEAR] and are subject to review, particularly in the light of the current situation regarding public sector finances. In applying to this scheme you are doing so in acknowledgement of this.

2. Timescales and deadlines

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

Stage	Timescales
Scheme open for applications	XX November 20XX
Deadline for applications	5 pm, XX January 20XX
Allocation of funding decided	By XX February 20XX
Organisations notified of funding decisions	By XX March 20XX
Grants paid	From 1 April 20XX

3. Eligibility Criteria

Please note: SCDC will be happy to discuss the following with small groups and start-ups.

In order to be eligible to receive funding, organisations must:

- Be **independently**-set up for charitable (not-for-profit), benevolent or philanthropic purposes.
- Decide policy and overall management practice through a committee of elected, unpaid volunteers (a management committee or board of trustees).
- Have a constitution, mission statement or set of rules, aims and procedures.
- Meet relevant legal responsibilities, including those of an employer, and adopt, implement and monitor good employment practices, including having relevant insurances to cover operations.
- Research and meet the needs of South Cambridgeshire residents and be open to all eligible users as defined by the constitution or rules.
- Have systems and structures in place to manage their affairs efficiently, hold regular meetings to plan and monitor activities, keep minutes and circulate information to group members.
- Involve users and members in policy-making and management, where appropriate.

- Recruit and support volunteers in line with a volunteers policy, where appropriate.
- Adopt appropriate child and vulnerable adult protection, health and safety and **CRB Disclosure and Barring Scheme (DBS)** checking policies.
- Ensure appropriate training for paid and voluntary staff, and the management committee or board of trustees e.g. safeguarding, scams awareness
- Prepare budgets, keep relevant financial records (adhere to Making Tax Digital if relevant), monitor income and expenditure at least quarterly and prepare proper accounts. If part of a national or regional organisation, please only provide information relating to your branch.
- Please provide evidence of a 'business' account for the organisation, and of two cheque signatories. Please also submit your current audited accounts and annual report.
- Demonstrate a *need* for financial help. You will be asked for details of your policy on unrestricted reserves, based on Charity Commission guidelines (visit <https://www.gov.uk/government/publications/charities-and-reserves-cc19> for further information).
- Charge service users at an appropriate rate in line with other local services, where applicable. SCDC will not subsidise projects that are deemed to be under or over-charging clients.

4. Other information

- Only one application per organisation will be accepted. If in doubt, applicants should seek advice before making their application as changes cannot be made after the closing date for the scheme.
- Grant funding can be used for core costs and project costs where there is an identified and evidenced need.
- Applications will be accepted from individual organisations and from consortia, where one lead agency has been identified. For consortium applications, details must be given throughout of all partners involved and how grant funding will be allocated. The lead agency must consider funds held on behalf of partners as 'restricted'.
- Organisations in receipt of funding will need to submit monitoring information, details of which will appear in accompanying funding agreements and grant paperwork. Lead agencies in consortium applications will be responsible for monitoring project and financial information on behalf of partners.
- Funded organisations are expected to credit SCDC in any literature and to use the SCDC logo where appropriate. Logos will be provided.
- SCDC endeavours to put in place joint funding agreements and monitoring processes with other relevant funders where this is of benefit to the funded organisation.
- SCDC does not make match funding a requirement for this grant scheme. However, we do not expect to be the sole source of funding and applicants must show what other sources of funding have been sought.

- Funding agreements include a termination / variation clause which may result in the recouping of unused or misused funds. SCDC will endeavour to ensure Compact compliance at all times. Please visit <https://www.cambridgeshire.gov.uk/council/communities-&-localism/voluntary-sector/> for more information.

5. Making your application

- Applicants are encouraged to complete their application form on-line. If this is not possible please contact us for assistance.
- Applicants are required to complete all relevant sections of the form rather than attaching reports. This enables us to make a fair assessment of your organisation and eligibility for funding.
- Sections 2(g) and 3(d) ask for details of the geographical area/s your organisation's work covers. Please give information pertaining to South Cambridgeshire on a Ward or Parish basis, or state that the work will take place 'district wide' where relevant.
- For help with your application form please contact [FIRSTNAME LASTNAME] on firstname.lastname@scambs.gov.uk or 01954 713344.
- Your application form must be submitted by the deadline of **5 pm XX January 20XX**. We regret that **applications received after this date will not be considered**.
- **Please keep a record of your application number for future reference.**
- All applications will be acknowledged by post or email within 10 working days of receipt. If you do not receive an acknowledgement, please call to check that your application has been received.
- Funding allocations will be confirmed on XX February 20XX and organisations notified in writing by XX March 20XX.