

Area Committee Grants 2015-16

Can and how do you apply?

Area Committee Grants have changed in alignment with the council's new Community Grants programme which now focusses on reducing social and economic inequality

Area Committee Grants are available to voluntary and community groups for activities meeting our funding priorities and outcomes that benefit people living in one of the four areas of Cambridge City:

- | | | |
|---------------------|---------------------|---|
| North | covering the wards: | Arbury, East Chesterton, King's Hedges & West Chesterton |
| East | covering the wards: | Abbey, Coleridge, Petersfield & Romsey |
| South | covering the wards: | Cherry Hinton, Queen Edith's & Trumpington |
| West Central | covering the wards: | Castle, Market & Newnham |



Funding Priorities – What will we fund?

We are looking to fund projects and activities that make a difference to people in one of the areas (North, South, East or West Central) by either:

- reducing social or economic inequality or
- tackling crime, the fear of crime or anti-social behaviour

and they must meet one of our funding priorities listed below.

Funding priorities that could be considered are:

1. sporting activities
2. arts and cultural activities
3. community development activities
4. legal and/or financial advice
(Organisations applying to give legal advice and support must have The Advice Quality Standard (AQS) or equivalent)
5. employment support
6. capacity building of the voluntary sector to achieve the above
7. community projects aiming to tackle crime, the fear of crime or anti-social behaviour

See Appendix 1 for examples of what we will and will not fund

Who will we fund?

- community groups and voluntary organisations
- groupings of local residents able to meet basic accountability requirements
- partnerships of constituted group(s) and local residents

Community groups and voluntary organisations need to meet, or to be actively working towards meeting these conditions:

- be independently set up for charitable or philanthropic purposes
- have a constitution or set of rules defining aims and procedures and decide policy and overall management practice through a committee of elected, unpaid volunteers
- meet the needs of Cambridge residents in the local area and are open to all eligible users
- have structures in place to manage affairs efficiently, hold regular meetings to plan and monitor activities, keep minutes and circulate information to group members
- involve members and users in policy-making and in management and recruit and support volunteers, where appropriate
- meet the legal responsibilities of an employer and adopt appropriate health and safety policies and practices including child and vulnerable adult protection measures, if appropriate
- adopt good environmental and equal opportunities practices
- keep proper financial records and show that financial help is needed

Organisations are not eligible if they are set up and/or managed wholly or partly by a statutory organisation; seek a grant for religious instruction or worship; operate for private gain or are connected with any political party or are involved in party politics.

Funding Available

A total of £80,000 Area Committee funding is available in 2015-16 from the Community Grants budget (subject to the confirmation of the Council's budget in February 2015) and this has been allocated to as follows:

Area Committee	£
North	27,680
East	24,320
South	17,000
West Central	11,000
Total	80,000

How to apply

Before applying please ensure that your planned activity:

- will reduce social and / or economic inequality for those with the highest needs or tackle crime, the fear of crime or anti-social behaviour
- meets one of our funding priorities
- is for Cambridge city residents who live in one of the areas - North, South, East or West Central areas only.

We will not fund activities from the Area Committee Grants fund where beneficiaries/participants live in different areas. If this is the case please call us to discuss your application before applying.

Ensure you have returned any monitoring and other documents required from all previous years funding – *we will not fund organisations that have outstanding documents or information*

Please note:

- There is a **£5,000 limit** on application and grant award levels for any one organisation per area (*organisations can apply for projects up to £5,000 for each area. Please discuss with us if you are planning multiple bids*)
- If your group has a large surplus we will not fund you during 2015-16. You can apply again in the future if the surplus has been sufficiently reduced
- Grants cannot be made retrospectively
- Groups receiving a grant will need to provide feedback and evidence on how the money has been spent and the impact it has made
- Please evidence why your activity is needed. This can be done by:
 - asking your members of the group what they need or want to do during 2015-16 – eg could be by a show of hands or a paper survey.
 - looking at the monitoring from the previous year – comments made by members, case studies etc can make useful evidence of how they benefitted
- You also need to evidence that your members are experiencing economic or social exclusion (unless your project relates to priority 7, tackling crime, the fear of crime or anti-social behaviour)

Completing and submitting the application form

Please contact the Grants Team to discuss if your activity and organisation is eligible, and if so, we will send you an application form:

01223 457857 or email grants@cambridge.gov.uk

All applicants must complete the Area Committee application form and submit it to the Grants Team on grants@cambridge.gov.uk before the deadline. Please ensure you have adequately answered **ALL** questions and have submitted **ALL** documents requested.

Applications will not be accepted after the deadline detailed in the table below for each of the Area Committees:

Committee	Application closing date 12 noon	Committee date
North	Monday 23 rd February 2015	9 th April
East	Monday 23 rd February 2015	9 th April
South	Monday 23 rd February 2015	30 th March
West Central	Monday 16 th March 2015	23 rd April

What happens next?

- Applications will be considered at the relevant area committee on the date in the above chart. *There is no right to appeal against grant award decisions.*
- Applicants will be notified of the outcome within five working days of the committee date
- Successful applicants will be required to sign funding agreements and provide any outstanding information before the funding is released

Applications may be made after the main area committee grants round if there is funding available and they will be considered on an individual basis.

It is unlikely there will be funding left after April, so please make sure you apply within the timescales for committee.

Help and Support

We are holding **two free workshops** to go through the application form, eligibility criteria and funding priorities in more detail. If you would like to attend one of these you **need to book a place** by contacting us at grants@cambridge.gov.uk or by phoning 01223 457875. We just need the names of people wishing to attend, the organisation they are representing and a contact email/telephone number.

1. **Monday 2nd February 2015 6pm – 7.30pm** Meadows Community Centre Room 3
1 St Catharine's Rd, Cambridge CB4 3XJ
2. **Thursday 12th February 2015 2.30pm – 4pm** Meadows Community Centre Room 2

Cambridge Council for Voluntary Service (CVCVS) can help you complete your application form or with policies, good practice and procedures.

Tel: 01223 464696 enquiries@cambridgecv.org.uk .

If you are applying on behalf of a new organisation please contact Elaine Shortt, Senior Grants Officer on 01223 457968 to discuss what is appropriate to submit with your application.

Appendix 1: What we will and will not fund

The following tables give examples of what we would consider funding with appropriate outcomes:

Sporting Activities

- activities focussing on improving physical activity levels for those currently inactive (tackling sedentary behaviour)
- swimming for children and adults who cannot swim more than 25m unaided
- informal sport and recreation
- approaches to tackling obesity
- reducing inequality in opportunity to be physically active eg: through low income, disability, gender, cultural need

NB - Equipment will only be considered as part of a fully costed activity meeting our funding requirements

Arts & Cultural Activities

We have a broad and open definition of arts and culture including music, drama, visual art, film, and other creative activity.

- activities for groups of people who face barriers to accessing art enabling participation
- inclusion activities which bring people together to improve mental and physical wellbeing
- targeted projects to improve access to the arts including activities for minority ethnic groups, people with disabilities, and those on low income

Community Development Activities

Activities which bring people together:

- to improve wellbeing (*not clinical health activities*) and reduce social isolation
- from different communities to improve and develop cohesion and integration
- to reduce inequality, particularly through low income
- to have a voice and influence services which affect them

Employment Support

- activities for those who face particular barriers participating in the City's economy e.g. mental and physical disability
- activities for those who have lost confidence
- activities which directly relate to pre-employment
- support, advice and guidance for unemployed people to gain motivation, skills and confidence to engage in rewarding employment

Legal & Financial Advice

Organisations applying to give legal advice and support must have The Advice Quality Standard (AQS) or equivalent (eg Age Concern's Quality Mark).

- general advice on welfare benefits, debt, housing and employment
- general advice for those who face barriers of illiteracy or language
- helping people access advice who cannot use the internet
- outreach work on legal advice for those who cannot access main services
- helping those in debt, or at the risk of becoming in debt, manage their finances

Capacity Building of the Voluntary Sector *relating to the above activities*

Activities which help strengthen the capacity of voluntary organisations, including:

- start up support
- developing organisational sustainability
- developing strong governance, management, policies and procedures
- financial support, e.g. funding applications, income generation, shared services, financial management, identifying and seeking different sources of income, partnership development, business plans
- improving skills, knowledge, sharing expertise and good working practice
- stimulating volunteering opportunities and supporting good volunteering practice.

Safer Neighbourhoods

For projects that help tackle one or more of the following:

- crime
- the fear of crime
- anti-social behaviour

Examples of what we will not fund:

- **Activities and support that are the remit of another statutory organisation** such as the County Council, Health Authority, another service in Cambridge City Council or another District Council. eg: children's centres, toddler and playgroups, school curriculum activities, breakfast and afterschool clubs, general youth clubs, homelessness, personal care, childcare, carer's groups, day centres, older people's lunch clubs, victims of domestic violence, young offenders, clinical health or issues groups, immigration advice
- **Worship or the promotion of religion or religious activities.** Religious groups may apply for non-religious activities but will need to demonstrate that the activity does not promote a religious view in any way
- **The promotion of a political party** or publicity that appears to be designed to affect public support for a political party
- **Personal care services or funding for individuals**
- **Activities**
 - in retrospect – activities that have already happened or have already been paid for
 - with food and refreshments that are not integral to the outcome and are not reasonably costed and proportionate. This will be assessed on a case by case situation.
 - where there is a private, personal or commercial gain or are for fundraising purposes, or charity shops
 - for those who can afford to pay
 - which are competitive or held outside Cambridge, unless there is no other provider in the city
 - that include trips, projects or excursions outside the United Kingdom
- **Running costs of organisations** – we only fund fully costed activities which may include a realistic and proportionate amount of organisational running costs
- **Publicity** that is not related to an eligible activity and is not reasonably costed
- **Apprenticeship schemes**
- **Language lessons and cultural classes**
- **Staff, self-employed, or contracted costs** which exceed those agreed for City Council workers

We actively encourage organisations that employ people to pay, or work towards paying, the living wage.