

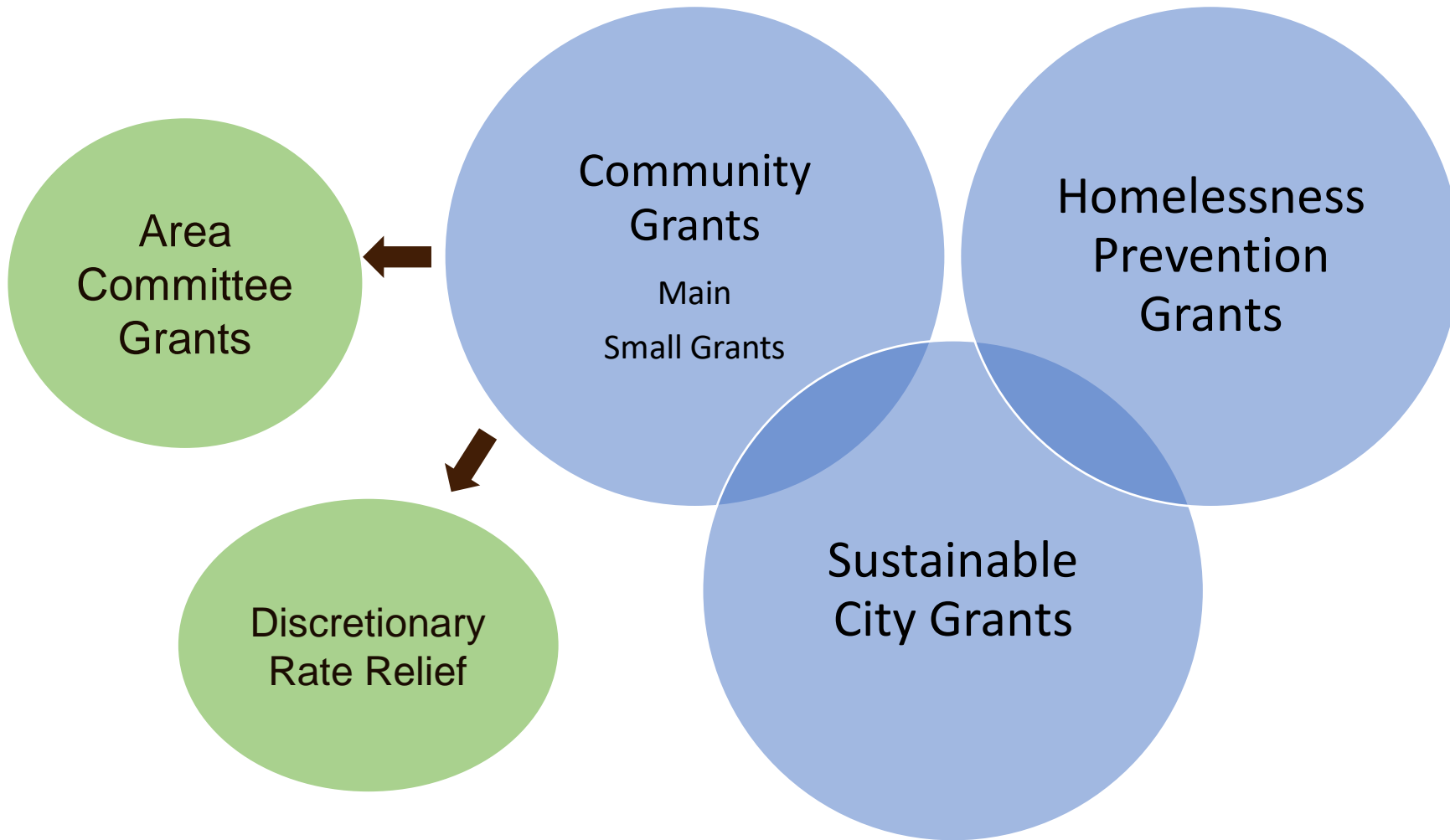
# Cambridge City Council

## Grants Gateway 2024-25

**Julie Cornwell, Community Funding and Voluntary Sector Manager**

# The Grants Gateway

A single process for Cambridge City Council's three major funds



# Community Grants – Main

## Activities

- ✓ Active Lifestyles
- ✓ Arts and cultural
- ✓ Community development
- ✓ Reducing poverty
- ✓ Legal and/or financial advice
- ✓ Employment support
- ✓ Voluntary sector capacity building *related to activities and outcomes*

## Primary Outcome

Reduce social and/or economic inequality for City residents with the most need

## Strategic Outcomes

- Reduce poverty
- Improve skills and confidence to gain employment
- Improve general health and wellbeing
- Communities come together and bring about change
- Stronger voluntary sector in the city

# Community Grants – Small Grants

## Primary Outcome

Reduce social and/or economic inequality for City residents with the most need

## For activities that:

- ✓ Help people be more active
- ✓ Widen access to arts and culture
- ✓ Bring communities together
- ✓ Reduce poverty
- ✓ Reduce social isolation and loneliness

## Community Grants – Small Grants

- For activities where the amount requested from the Council is £2,000 or less (this may increase).
- Maximum of two activities. With a total request of up to £2,000 (this may increase).
- The aim is to reduce the burden on groups applying for small amounts of Council funding.
- There are less questions and the level of detail expected is less.
- However, all applications must:
  - demonstrate there is a **need** for the project
  - clearly set out what the **anticipated impact** of the activity will be and how this will be measured to **prove the benefits** to participants.
- The small grants process was piloted in 23-24 and was well received.
- Think about what funding you really need and be realistic in your application!

## Discretionary Rate Relief (DRR)

To be considered for DRR (**Community Grants**) you must complete a **DRR application form** in full and demonstrate:

- the activities running at your city premises meet our funding priorities and outcomes
- how awarding DRR will reduce social and/or economic inequality, by removing barriers for City residents with the most need, to enable them to access one or more of the funding priorities previously highlighted

The DRR awarded will be proportionate to the number of beneficiaries that are city residents

# Community or Area Committee?

## Community Grants

- Applications invited mid-late August 23
- Deadline – early October 23
- Activities and services for city residents – who live all over the city
- No limit on the funding requests for the Main Grants
- Small grants (£2,000 or less – this upper limit may increase!)

## Area Committee Grants

- Applications invited December 2023
- Closing date links with Committee date (Jan – March 2024)
  - North** - Arbury, East Chesterton, Kings Hedges, West Chesterton
  - South** - Cherry Hinton, Queen Edith's, Trumpington
  - East** - Abbey, Coleridge, Petersfield, Romsey
  - West Central** - Castle, Market, Newnham
- Activities and services for people living within one of the defined areas
- £5,000 limit on funding requests per organisation - not project

# Homelessness Prevention Grants

## Applications will be assessed on:

- Whether the organisation and proposed project meet the eligibility criteria
- How significant the outcomes will be in relation to the amount of funding requested
- The direct, measurable reduction in levels of homelessness and rough sleeping, through either prevention or relief, in Cambridge
- The measurable number of people to be reached and activities to be delivered

## Primary Outcome

Reduce the levels of homelessness and rough sleeping in Cambridge

## Strategic Outcomes

- A. Prevent homelessness and rough sleeping in Cambridge
- B. Relieve homelessness and rough sleeping in Cambridge



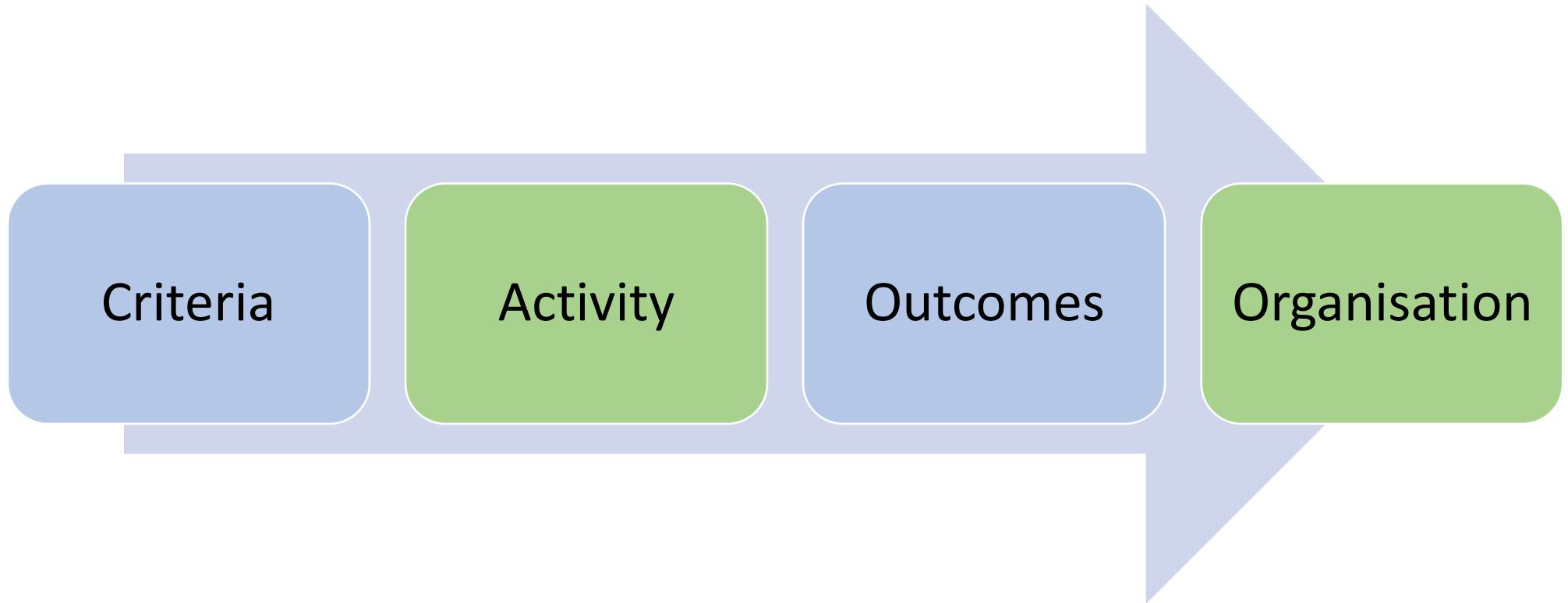
## Sustainable City Grants

- Reducing energy consumption and carbon emissions from homes and businesses in Cambridge
- Reducing consumption of resources, waste and increasing recycling by residents and businesses in Cambridge
- Reducing emissions from transport in Cambridge by promoting sustainable transport and encouraging behaviour change
- Increasing the provision of sustainable food in Cambridge
- Supporting residents and business of Cambridge to adapt to the impacts of climate change

## Outcomes

- A. Reduction of carbon emissions from homes and businesses, including through the promotion and implementation of energy efficiency measures and renewable energy sources
- B. Increased reuse and recycling; and reduction of general waste produced by residents and/or businesses
- C. Increased use of sustainable transport modes (e.g. walking, cycling, public transport, car sharing etc.)
- D. Increased access to sustainably produced food for residents, visitors and those who work in Cambridge
- E. Residents, particularly the vulnerable, supported to prepare and respond to the impacts of climate change (e.g. heatwaves, flooding and water shortages etc.)

# Eligibility to apply



# Application Form Completion

## Before starting your application ensure:

- your organisation is **eligible** to apply
- your activity meets our grant **outcomes and priorities**
- you understand what is required from each **question**
- you can send in all of the required **documents** with your application
- you know how we will process your **data**

**We need information about the applicant, activities and how you intend to deliver and monitor them so that we can assess your grant application.**

## Important note:

- Awards are based on the information contained in your application form
- **Awards can only be spent on the purpose detailed in grant agreements**
- Awards that are not spent for the purpose allocated will need to be repaid

# Accompanying Documents

## Financial (for Main Community Grant)

Evidence financial need and good financial management via:

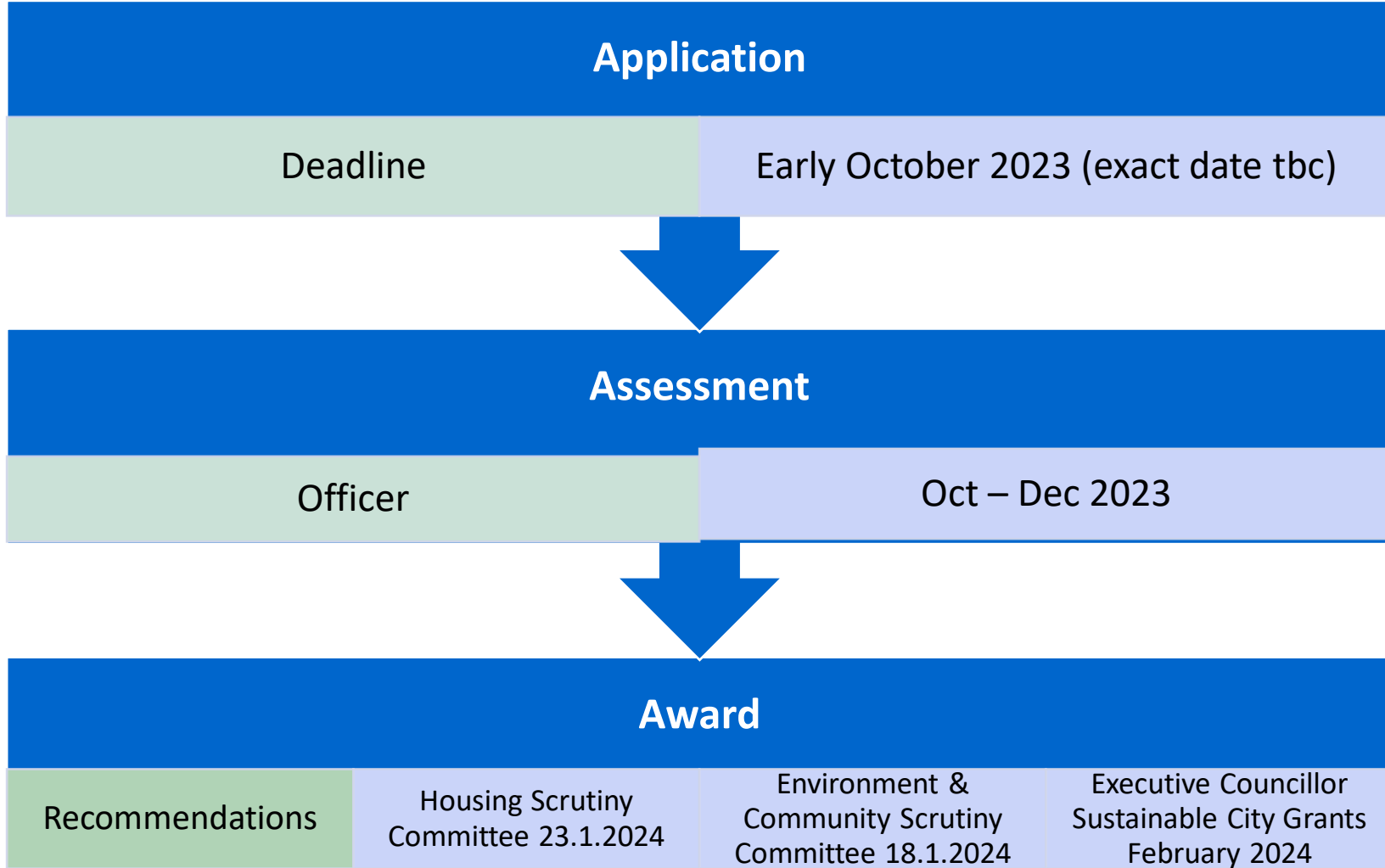
- **Budgets**
  - current (monitored) **and**
  - next year
- **Accounts** – if not complete then send management accounts
- **Bank statement** copy with the organisation's name and address on
- **Restricted funds**
- **Reserves policy** – current (i.e. updated annually), well thought out detailing what is needed

## Other

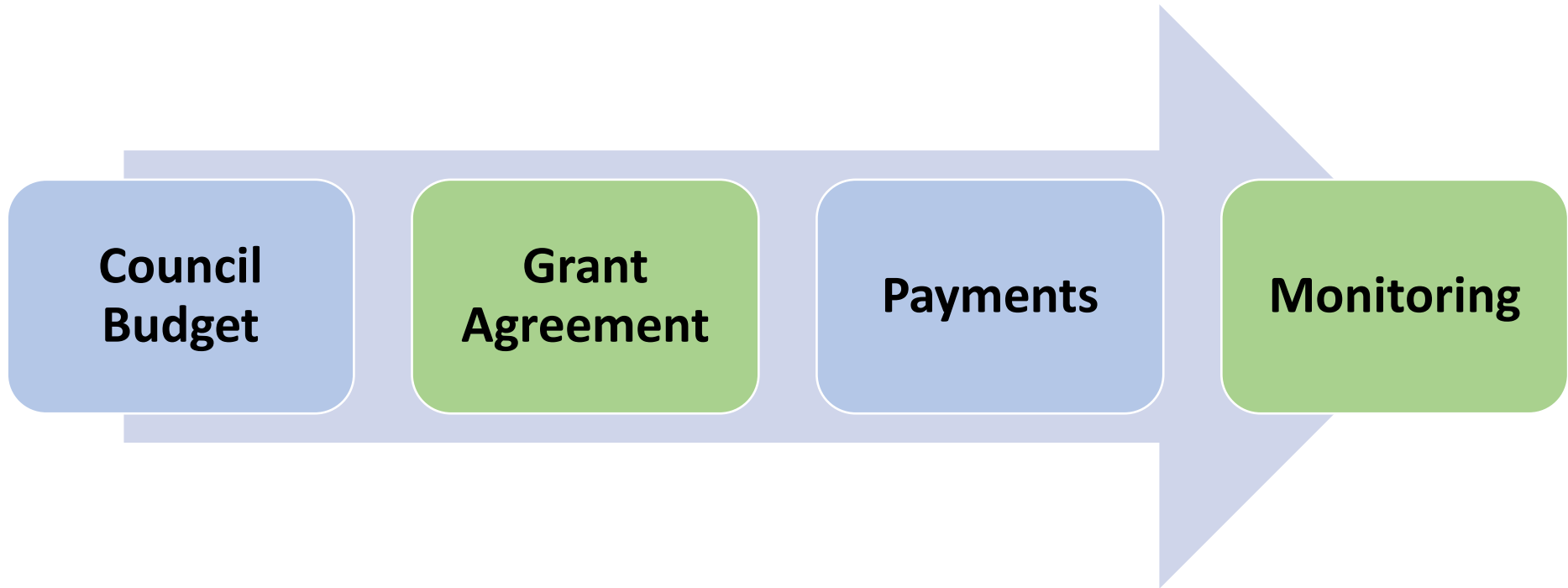
Evidence of good governance

- **Governing Document**
- **Policies**
  - Health & safety
  - Equality & Diversity
  - Data protection
  - Children & Adult Safeguarding
  - Complaints
  - Environmental
- **Insurance**
- **Annual Report**
- **Committee Members**

# Process and Timeline



# Awards



## Key points for a strong application - Evidence

- Activity fits our funding **outcomes and priorities**
- Evidence the **need** for the project - national, local, own organisation
- Clear understanding of the **activity** - what you want funding
- Quality activity that is **well planned** and sustainable
- Activity is **good value**; accurate and reasonable budget and appropriate income has been considered and sourced
- **Organisation** needs our funding - budgets, accounts, reserves policy
- Organisation meets our **eligibility criteria and** is sustainable and well managed
- **Monitoring** systems in place to evidence activity completed, and the outputs and outcomes achieved
- **Fully completed form** - clear, concise, coherent, correct - signed and dated correctly
- All requested **documents** - submitted by the **deadline**
- **No outstanding issues** from previous years

# Submitting Your Application

- **Application form - completed in full**
- **Application Documents**
- **Declaration**
- **Deadline – Early October 2023 – tbc!**



# Help & Support

|                                                                                     |                        |                                                                                                                                                                                                                                                                         |
|-------------------------------------------------------------------------------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Arts and Cultural Activities                                                        | Akua Obeng-Frimpong    | Tel: 01223 457085<br><a href="mailto:Akua.Obeng-Frimpong@cambridge.gov.uk">Akua.Obeng-Frimpong@cambridge.gov.uk</a>                                                                                                                                                     |
| Promoting Active Lifestyles                                                         | Active Lifestyles Team | <a href="mailto:sport@cambridge.gov.uk">sport@cambridge.gov.uk</a>                                                                                                                                                                                                      |
| Legal and/or financial advice, employment, community development, capacity building | Julie Cornwell         | Tel: 01223 457855<br><a href="mailto:grants@cambridge.gov.uk">grants@cambridge.gov.uk</a><br><a href="mailto:Melanie.Baker@cambridge.gov.uk">Melanie.Baker@cambridge.gov.uk</a><br><a href="mailto:Julie.Cornwell@cambridge.gov.uk">Julie.Cornwell@cambridge.gov.uk</a> |
| Employment Support                                                                  | Jemma Little           | Tel: 07563 421053<br><a href="mailto:Jemma.little@cambridge.gov.uk">Jemma.little@cambridge.gov.uk</a>                                                                                                                                                                   |
| Reducing Poverty                                                                    | David Kidston          | Tel: 01223 457043<br><a href="mailto:David.Kidston@cambridge.gov.uk">David.Kidston@cambridge.gov.uk</a>                                                                                                                                                                 |
| Financial information                                                               | Christine Mason        | Tel: 01223457874<br><a href="mailto:Christine.Mason@cambridge.gov.uk">Christine.Mason@cambridge.gov.uk</a>                                                                                                                                                              |
| General application and organisation support                                        | CCVS                   | Tel: 01223 464696<br><a href="mailto:enquiries@cambridgecvs.org.uk">enquiries@cambridgecvs.org.uk</a>                                                                                                                                                                   |
| Sustainable City Grant Queries                                                      | Janet Fogg             | Tel: 01223 457176<br><a href="mailto:Janet.fogg@cambridge.gov.uk">Janet.fogg@cambridge.gov.uk</a>                                                                                                                                                                       |
| Homelessness Prevention Grant Queries                                               | James McWilliams       | Tel: 01223 457813<br><a href="mailto:James.McWilliams@cambridge.gov.uk">James.McWilliams@cambridge.gov.uk</a>                                                                                                                                                           |

# Help & Support



**Cambridge Council for Voluntary Service (CCVS)** provides:

- support on completing application forms
- advice on project development and identifying need
- help to search for alternative funding
- advice on policies and procedures
- help with budgets and finances
- help with outcomes, monitoring, evaluation

Tel: 01223 464696 / 07935 649805      [enquiries@cambridgecvs.org.uk](mailto:enquiries@cambridgecvs.org.uk)

**Cambridge Ethnic Community Forum** - advice and support to local black, Asian and minority ethnic voluntary and community organisations.

Tel: 01223 655241      [cecfenquiries@cecf.co.uk](mailto:cecfenquiries@cecf.co.uk)