EAST CAMBRIDGESHIRE
COMMUNITY FUND GRANT

Please read these guidelines carefully before completing the application form. You are strongly encouraged to contact officers at the District Council first to discuss your application before submitting a proposal, to help answer any queries on the application process and speed up consideration of your application.

Purpose of the Grant:

The aim of this small community grants scheme is to support local community groups to provide new or develop existing community services and initiatives that improve the quality of life for residents living in East Cambridgeshire.

Who can apply?

Please tick the following to confirm your eligibility to apply for the Community Fund Grant.

If your organisation does not have a written constitution, and/or relevant protection policies please contact a local infrastructure support organisation such as Voluntary and Community Action East Cambridgeshire at angela@vcaec.org.uk or on 01353 666166

Applicants must:

- ☐ Have a written constitution
- ☐ Have a management committee of at least three people: a Chair, Treasurer and Secretary
- ☐ Have their own bank account with a requirement for two signatories for any payments made
- ☐ Be able to provide an up to date copy of their accounts.
- ☐ Provide an Equal Opportunity and Child Protection Policy were applicable

How much money can you apply for?

The fund provides revenue grants between £250 – £1000 for 75% of your total project costs (including VAT, if not exempt). We require 25% of the total project cost as cash or in-kind match funding. Only one grant per group/organisation may be awarded in any financial year (April – March).

Closing date?

Applications will only be accepted during application window periods.

If you are successful?

If your application is successful we will inform you and will contact you to arrange payment options. A maximum of 75% of ECDC funds can be requested upfront.

What can be funded?

- There must be evidence of how the project meets local need, involves and empowers local people, ensures equality of access and an indication of how the project will be sustained.
- This grant scheme cannot give capital funding for buildings but can be used to buy transferrable equipment for the project.
- Grants are for new projects or for developing existing projects.
- Examples of previous successful applications include Funding for Youth group Summer activities, funding a projector for a Community cinema, and supporting an arts festival.

We will not Fund:

- Groups that have more than one year's running costs held as unrestricted reserves.
- Statutory responsibilities (i.e. projects which should be funded by a statutory body).
- Sponsored events.
- Improvements to land or buildings.
- Projects promoting political activities.
- Deficit or retrospective funding (i.e. grants for activities which have already taken place).
- Sports clubs and sports coaches, with the exception of those carrying out projects/services specifically for the benefit of people with disabilities or specific chronic health conditions.
- Faith groups promoting religious, non-community based activities.
- Projects outside East Cambridgeshire.
- National or regional charities with no independent office in East Cambridgeshire.
- Animal welfare.
- General contributions to large appeals (but specific items can be funded).
- Medical research and equipment.
- Grants for more than one year.
- Projects lobbying for a particular cause or action.
- School projects.
- Building or buying premises and freehold or leasehold land rights.
- Minibuses or other vehicles and overseas travel.
- Parish Councils

Submitting your application

Your applications supporting documents and enquiries shouldbe submitted to;

Communities and Partnerships
East Cambridgeshire District Council
The Grange, Nutholt Lane, Ely, Cambridgeshire CB7 4EE
communitygrants@eastcambs.gov.uk - 01353 665555

1 - Applicant's Details

Your Organisation

1.1 Name of your organisation:

1.2 Address of your organisation:

Main Contact Person

These are the details that will be used for correspondence purposes.

Title: Forename(s):   Surname:

Position in Organisation:

Address for correspondence if different from above:

Main Contact's Daytime Phone:

Main Contact's Evening Phone:

Main Contact's Mobile Phone:

Main Contact's E-mail:

1.3 Organisation Start Date:

1.4 What type of organisation are you? (Select tick as many as appropriate):

- A registered charity
  (If yes, please supply number)   ☐

- Unincorporated club or association   ☐

- Community Interest Company   ☐
  (If yes, please specify)

- Company Limited by Guarantee ☐
  (If yes, please supply number)

1.5 Are you part of a larger regional or national organisation?   Yes ☐   No ☐

1.6 Staffing and Volunteers
How many of each of the following are involved in the organisation?

Full Time Staff/Workers   Part Time Staff/Workers

Management Committee   Volunteers
                                                (not incl. management committee)

1.7 Describe briefly the aims and main actives of your organisation:

1.8 Please provide your Voluntary and Community Action East Cambridgeshire Membership Number

2 - Details of Proposed Project

2.1 Project name:

2   g in the last 2 years?
     Yes ☐   No ☐
If yes, please supply details:

2.3 Is this a: (please tick correct box)
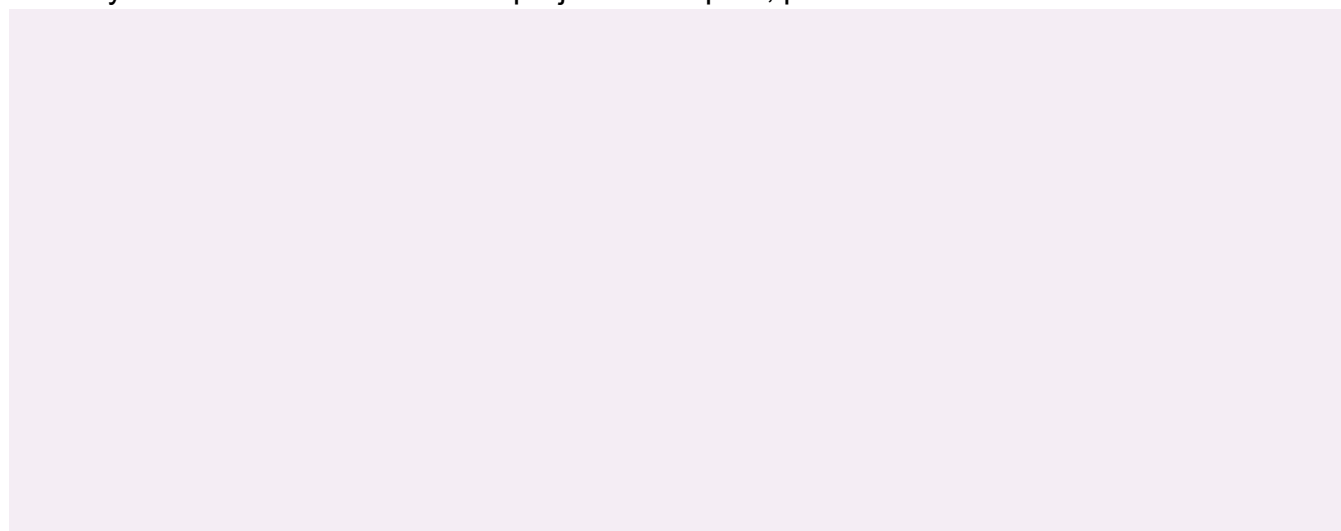New project ☐   A grant to develop existing work ☐

Project/Funding start date: (dd/mm/yyyy)

Project/Funding end date: (dd/mm/yyyy)

cal

https://www.eastcambs.gov.uk/east-cambs-district-council/policy-documents

any

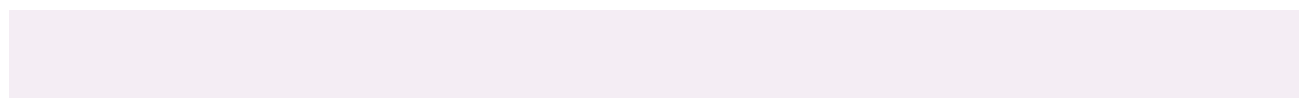2.10 Once the funding has been spent, how will the project be sustained?

2.11 If you have delivered a similar project in the past, please outline how it was successful and

3 - Who Will Benefit?

Beneficiaries

3.1 Approximately, how many beneficiaries from the project will there be?

3.2 Who will the primary beneficiaries for this project be?

☐ NEET (Not in Education Employment or Training)   ☐ Families

☐ Long Term Unemployed   ☐ Carers

☐ Disadvantaged/Low Income   ☐ Local Residents

☐ Lone Parents   ☐ People in Rural Areas

☐ People with Disabilities   ☐ Migrant Workers

☐ Alcohol/Drug Addiction   ☐ Men

☐ Homeless   ☐ Women

☐ Ex-Offenders   ☐ Children and Young People

☐ LGBT+ Groups   ☐ Adults

☐ Black and Minority Ethnic Minority Groups   ☐ Older People

☐ Other (Please specify):

Ethnicity

3.3 Please indicate the primary ethnic group who will mainly benefit from your grant:

Themes

3.4 Choose from the list below the primary theme of the grant application:

☐ Arts and Culture   ☐ IT/Technology

☐ Community Support/Development   ☐ Olympics

☐ Counselling/Advice/Guidance   ☐ Rural matters

☐ Crime/Antisocial Behaviour   ☐ Religion

☐ Disability matters   ☐ Social Inclusion/Integration

☐ Education/Training   ☐ Social Enterprise

☐ Employment   ☐ Social Work

☐ Environment/Recycling/Renewable Energies   ☐ Supporting Family Life

☐ Health & Wellbeing   ☐ Transport matters

☐ Housing   ☐ Volunteering

☐ Other (Please specify):

Age Groups

3.5 What will be the primary age group of the people benefiting from the grant?

☐ Early Years (0-4)　　　　☐ Young Adult (19-25)

☐ Children (5-12)　　　　　☐ Adults (26-65)

☐ Young People (13-18)　　☐ Seniors (65+)

4 - Financial Information

4.1 How much money are you applying for?　**£**

4.2 Do you require payment in advance?　　　☐ Yes　　　☐ No

4.3 Budget breakdown summary (incl. VAT)

Please provide a breakdown of costs, this should include staff, volunteers, expenses, and publicity and activity costs:

| Column A | Column B | Column C |
Activity	Total Cost	Amount requested from ECDC
Total		

*Please note that the total amount requested from East Cambridgeshire District Council in Column C should be the same amount as stated in question 4.1

4.4 Please indicate the level of match funding you have in place and where this funding is coming from. (Please note this must be at least 25% of the total project cost and can be cash or in-kind)

Total Project Cost:　　　　**£**

Match Funding:　　　　　　**£**

Match Funding Provider:

Amount requested from ECDC:　**£**

5 . Declaration

I have read the guidelines for completing this form and have read and understood the criteria and general conditions under which any grant may be awarded. The information I have given on this form and in any supporting documentation is correct to the best of my knowledge.

Signed:

....

Print Name & Position:

....

Date:

....

6 - To be submitted with your application:

☐ Statements of financial activity showing project and loss and including details of unrestricted reserves

☐ Details of management of the organisation

☐ Details confirming other sources of funding

☐ Constitution

☐ Equal Opportunities Policy

☐ Child Protection Policy if required by your organisation/project

Have you completed all sections of this form?
Failure to do so may cause delays to consideration of your application.

APPLICATION FORM

EAST CAMBRIDGESHIRE DISTRICT COUNCIL

East Cambridgeshire
Community Fund Grant
Scheme Guidelines for Applicants

If your organisation is awarded a grant you will be expected to comply with the following conditions:

- Any unused grant will be returned to the Council.
- Grant monies will only be used for the purposes applied for.
- East Cambridgeshire District Council will receive an evaluation of the project.
- East Cambridgeshire District Council reserves the right to impose further conditions prior to the grant being awarded.
- Any publicity must acknowledge the Council and award provided.
- That the grant monies are taken up by the deadline given on the offer letter or if not stated, within 2 months of the date of this letter.
- If your organisation is able to reclaim VAT this must be advised to the District Council. (The grant monies will then be adjusted to the appropriate percentage of the total actual costs excluding the VAT elements).
- The award shall support only actual expenditure on the items identified in the approved application. The grant will not be increased in the case of any over-spend, miscalculation of VAT or other tax liabilities or addition to the original project, unless made as a condition of grant or with prior agreement in writing.
- The balance of funding required for a project must be raised before the Council's grant is claimed and written documentary evidence must be submitted to the District Council to confirm this.
- That evidence is provided to show that your organisation has a satisfactory security of hire for the duration of the funded project.
- That the equipment provided meets the appropriate British/European Safety Standards.
- Assets other than consumables acquired with the help of a District Council grant may not be sold, transferred or disposed of or be offered as security for a mortgage or loan without the prior written permission of the District Council. In the event of your organisation disbanding or ceasing to exist, the assets are to be transferred to another voluntary not for profit organisation with similar aims and objectives.
- Repayment of the grant will be required if the applicant has acted fraudulently or negligently at any time or fails to comply with any of the conditions of the grant.
- The applicant must ensure that the project operates an equal opportunities policy during and after completion, and that nobody is unreasonably denied access to use a facility in receipt of District Council funding.
- A high resolution East Cambridgeshire District Council logo will be supplied to all successful applications to be included on all promotional material.
- The applicant must submit a sufficient end of project report to receive the remaining 25% of the total project costs including; evidence of spend, material costs, invoices, participant registers, photographs and user feedback as appropriate.
- The applicant must provide an up to date child protection policy if required as part your organisations core business or to deliver your particular project.

GDPR & Freedom of Information

We will process the information provided in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. The information you provide will be stored securely by East Cambridgeshire District Council and will be destroyed after 7 years from the date of decision.

The Freedom of Information Act 2000 (FOIA) applies to East Cambridgeshire District Council and therefore information provided by you may have to be disclosed by the District Council in response to a request, unless the District Council considers that a statutory exemption applies. In all cases where information is released, data relating to individuals will be redacted.

Information held by the Council is solely used for providing services and is not made available to any other party other than for the purpose of protecting public funds and the prevention and detection of crime. For more information, please see ECDC's Privacy Statement.