

Report by: Cambridgeshire Community Foundation

To: Area Committee – East, 18th October 2012

Wards: Abbey, Coleridge, Petersfield, Romsey

Community Development and Leisure Grants 2012-13

1. Introduction

This report reminds members of the process for the allocation of Community Development and Leisure grants by Area Committees, confirms the funds available, seeks approval for applications which have been assessed and lists further applications which are still under review. Further information available in Appendix 1.

The application process has been administered by Cambridgeshire Community Foundation (CCF, registered charity 1103314) since April 2009. CCF advertise available funds; support potential applicants; assess applications; present applications to the Grants Manager at the City Council; and convey the Grants Manager recommendations to Area Committees; advise applicants of Area Committee decisions; facilitate grant payments and seek feedback and monitoring from the funded projects. CCF does not therefore make decisions on the grants awarded from the Area Committee funds.

2. Recommendations

2.1 To consider the grant applications and agree recommendations detailed below.

Current Applications. Available: £15,448				
CCF ref	Group	Project	Requested	CCC Grants Manager Recommendations
WEB 54153	Friends of Mill Road Cemetery	for running costs, hall hire, insurance, publicity.	£400	£300
WEB 54188	Mill Road Winter Fair	to provide better signage and information boards for the Mill Road Winter Fair.	£900	£900
WEB 54804	Cambridge Art Salon	first 'Romsey Art Festival' in Summer 2013.	£900	£900
WEB 55333	Mill Road Bridges	to print and distribute newsletters.	£3,280	£1,640
Total			£5,480	£3,740
Budget available				£16,048
Budget remaining after recommendations				£12,308

3. Background

The total of £84,000 Area Committee funding available in 2012-13 has been increased to £100,690. £71,690 is from the Community Development grants budget and £29,000 is from the Leisure grants budget. These budgets have been merged and allocated to each area committee in accordance with population and poverty calculations.

2012-13		
Committee	%	£
North	37.8	38,060
South	20	20,138
East	32.2	32,423
West Central	10	10,069

4. East Area Committee 2012-13 Current Applications

4.1 Funding allocated to date: £16,375

CCF ID	Group	Project	AC Grant
3408	East Barnwell Friendship Club	contribution towards the cost of hiring a coach for outings	£300
3416	Priory Townswomen's Guild	cost of speakers at meetings	£250
WEB45548	28th Cambridge Scouts	to hold a Queen's Jubilee Street party for all nearby neighbours and residents	£500
WEB45670	SIN Cru	a 6 week long creative project with children and young people	£2,000
3430	Cambridge Music Festival	Drumming project with percussion workshops for disadvantaged children of primary school age	£2,000
WEB9405	Petersfield Area Community Trust	a summer event	£5,000
WEB48403	Christ the Redeemer Church	to provide a week of summer holiday activities and a day trip for families	£950
3571	Cherrytrees Over 50's	an outing to the coast and lunch	£600
CCC OA*	Hemingford Road	Jubilee & Olympics street party	£500
CCC OA	Westering Jubilee Street Party	Jubilee street party	£250
CCC OA	Hope Street	Jubilee street party	£1,000

CCC OA	Priory Road	Jubilee street party	£200
CCC OA	Barnwell Baptist Church	Dudley Road Jubilee street party	£250
CCC OA	Cambridge Community Church	Shinegirl self-esteem course	£1,000
CCC OA	Rawlyn Court Residents Assoc	entertainment evening	£500
CCC OA	Glisson Road Street Party	Jubilee party	£825
CCC OA	Abbey Bowls Club	kitchen equipment	£250
Total			£16,375
Budget			£32,423
Remaining			£16,048

*CCC OA = Cambridge City Council Officer Action authorisation

4.2 Grant application background information

East Area Committee 2012-13 grants	CCF ref WEB54153
Applicant: Friends of Mill Road Cemetery	Ward(s): Petersfield and Romsey
Purpose of group: Friends of Mill Road Cemetery is a volunteer group dedicated to the preservation and enhancement of a major historic and environmental resource.	
Project: for running costs, insurance, hall hire, publicity etc.	
Breakdown of costs: £225 Public Liability Insurance (for volunteer activities, school groups, events and tours); £80 towards running costs for photocopying, stationery, postage; £45 for the AGM Hall Hire; £55 for AGM publicity	
Total cost: £405	Requested: £400
<p>Expected benefits or outcomes as a result of funding as described by the applicant: The Friends of Mill Road Cemetery are a successful group which has an increasing membership, many of whom are trying to trace ancestors buried within the cemetery. The grant will enable the continuation of this group, facilitate their promotion as an organisation and to help attract new members and raise the profile of the site. Donations received from friends and the public help significantly to support the continued grave restoration project. It will enable the volunteers to expand their work with local schools, support site management initiatives such as the meadow restoration and bulb planting as this is a designated city wildlife site. We hope to expand the number of site tours in the coming year and retain our popular programme of events.</p> <p>Number of beneficiaries: 600</p>	

CCF Comments based on telephone interview and feedback from previous awards: The Group is dependent on 'friends' donations/membership for the majority of their income which they use to buy plants, fund grave restorations and events. Members (approx 100) pay between £5- 20 annually. Annual income in year end Mar 2012 £1850, expenditure of £1018 and unrestricted reserve of £1700 at year end. They are applying for a small grant to cover some of the running costs. The group holds a few events throughout the year, including a stall at the Mill Road Winter Fair, guided tours, open days, and a Remembrance Event. They advertise these through leaflets and flyers which are displayed in shops on Mill Road. Overall, the group aims to encourage the local community to come and use the cemetery as an accessible and enjoyable green space to walk their dog, enjoy the wildlife, research the history, visit a family grave, enjoy a walk in the green space, pick blackberries etc. Schools visit the cemetery to work on wildlife projects and Anglia Ruskin for botanical research.

Monitoring from grant awarded in 2011 showed group successfully deployed sum awarded for an event enjoyed by ~80 local people.

Previous funding from this Area Committee: £200 in 04/05 for insurance; £754 in 05/06 for activities and repairs; £186 in 05/06 for insurance; £281 in 97/08 for insurance and leaflets; £1,191 in 07/08 for insurance and restoration; £411 in 10/11 towards running costs and purchase of materials; £450 in 11/12 to run an open day.

Recommendation: Unrestricted reserves could cover running costs. Contribution of £300

East Area Committee 2012-13 grants	CCF ref WEB54188
Applicant: Mill Road Winter Fair	Ward(s): Romsey and Petersfield
Purpose of group: The Mill Road Winter Fair exists to highlight the opportunities that exist on Mill Road, and to foster a sense of mutual respect and community understanding in the area. The Fair encourages groups and individuals to demonstrate and exhibit works and activities which represent their culture and way of life, and promotes interest in representative groups and individuals and their work. It aims to foster friendships throughout the area by providing a common initiative, thus creating a more cohesive community. The event also provides an opportunity for both groups and individuals to raise money for charity by enabling small charities to make contact with a large number of people in a cost-effective way, and by increasing the footfall for those charities already based in Mill Road.	
Project: to provide better signage and information boards for the Mill Road Winter Fair. Breakdown of costs: Fixed signage £350 + £70 VAT; Information boards £1150 + £230 VAT	
Total cost: £1800	Requested: £900

<p>Expected benefits or outcomes as a result of funding as described by the applicant: Aim to improve safety by ensuring a more even distribution of people along Mill Road by using static signs to direct them to a wider range of locations. In addition the use of more and better information boards will help to ensure that people do not miss events, and if these can be continually updated we can avoid frustration when, as is inevitable, there are changes to the programme. We will also be able to use these boards to manage the flow of people to different events. Surveys will be undertaken to monitor the success of the initiatives.</p> <p>Number of beneficiaries: 10,000</p>
<p>Background information: The sum applied for is to cover capital costs only. 50% of the funding required will come from existing funds. All running costs are covered by volunteers.</p>
<p>Previous funding from this Area Committee: £450 in 07/08 for a website; £2,480 in 07/08 for the winter fair; £2,461 in 08/09 for marquee, flooring and other costs of the fair; £3,500 in 09/10 for the winter fair; £1,250 in 10/11 for volunteer, operational and publicity costs; £850 in 11/12 for the winter fair.</p>
<p>Recommendation: £900</p>

East Area Committee 2012-13 grants	CCF ref WEB54804
Applicant: Cambridge Art Salon	Ward(s): Romsey
<p>Purpose of group: The Cambridge Art Salon nurtures art and creative ideas created by the public, for the public. Our unique policy of inclusion reaches out to both marginalised groups and individuals in the arts and creative sectors with a passion for the arts and creativity. We are the only arts enterprise incubator in Cambridge, serving artists and cultural entrepreneurs who need a nurturing, affordable environment to springboard their creative idea.</p>	
<p>Project: for the first 'Romsey Art Festival' in Summer 2013.</p>	
<p>Breakdown of costs: Materials £200; Artists £700; Website £500; Flier / Programme £500; Posters £200; Telephone £200; Volunteers – T Shirts - £50</p>	
Total cost: £2350	Requested: £900
<p>Expected benefits or outcomes as a result of funding as described by the applicant: The Romsey Art Festival will unite and add a sense of pride to residents, businesses and groups within the area and create fresh perspectives on day to day life within Romsey.</p> <p>Romsey is fast becoming a 'cultural quarter' within Cambridge and this festival celebrates that, but keeps the Romsey community at the heart of this development. The festival will integrate community, ethnic and residential groups, roles and relationships through a celebration of local identity, community and art. It will give the public a chance to engage with the community, strengthening relations and attracting new visitors.</p> <p>The festival will raise use art to raise the profile of Romsey to the rest of Cambridge. Even the rest of the UK – or the world! Through social media marketing, the reach of the festival could even be international -making this an ambitious community festival with huge potential. Number of beneficiaries: 2000</p>	

Background information: Grant expenditure will contribute towards Romsey-based artists to facilitate the creation of art with different community groups and relevant publicity. Remaining costs will be covered by a combination of in kind support, plus sponsorship from Romsey businesses who will pay for advertising space on the website and in the programme. Public liability insurance is already provided by the Cambridge Art Salon and all artists will have their own.

Previous funding from this Area Committee: New applicant

Recommendation: £900

East Area Committee 2012-13 grants	CCF ref WEB55333
Applicant: Mill Road Bridges	Ward(s): Romsey and Petersfield
<p>Purpose of group: <i>An extract from the revised Constitution to be adopted at an EGM on 25th October 2012:</i></p> <p>1.To further or benefit the residents the neighbourhood and the local stakeholders of Mill Road Cambridge and its environs (“Mill Road”) without distinction of age race cultural background religion family composition relationship status disability political belief gender sexual orientation or other opinions by associating together the said residents and the local authorities voluntary and other organisations in a common effort to promote for the benefit of the public the interests heritage and rich cultural diversity of Mill Road.</p> <p>2.To facilitate information sharing and encourage community activities.</p>	
<p>Project: to print and distribute a newsletter.</p> <p>Breakdown of costs: Printing four editions of the newsletter, 6,000 copies of each edition are produced.</p>	
Total cost: £3280	Requested: £3280
<p>Expected benefits or outcomes as a result of funding as described by the applicant: To continue to keep the residents of the area informed on local events and organisations. To add to community cohesion which we also foster through our meetings and the Mill-Road.Com website. Number of beneficiaries: 6000</p>	
<p>Background information: The Group (MRB), in furtherance of its aim to unite all people who live and work in the Mill Road area, is building on the friendly spirit and goodwill generated at the once a year Mill Road Winter Fair when the whole community comes together. There are several action groups, societies and special interest organisations in the area each with specific agendas which can be divisive. As you will have seen from the objects of the group set out in Box 1.7 MRB has no political or agenda and seeks to bring people and organisations together to share information and common purpose. The newsletters have been well received.</p> <p>CCF Comments from discussion with applicant : Printing will be done by Elitian in Mill Road, chosen because they provided a competitive quote and are a local business.</p>	
<p>Previous funding from this Area Committee: New applicant</p>	
<p>Recommendation: £1,640 for next 2 editions 2012-13 and encourage group to seek sponsorship and more sustainable way to produce newsletter going forward. Group can apply for 2013-14 funding when appropriate.</p>	

Newsletters

Community Development have reviewed their grant conditions to clarify that grants cannot be used in any way to promote a political or religious organisation or to generate private gain. The organisation will also take care to avoid giving the impression that it supports any political party or candidate in an election and will not give publicity to political parties or to individual politicians or candidates in the six week period leading to an election.

Organisations which promote any political parties, are involved in party politics, or which promote political views are not eligible to apply and grants cannot be used for the promotion of a political party or publicity that appears to be designed to affect public support for a political party.

BACKGROUND PAPERS and research used in the preparation of this report:

Grant applications.

Monitoring from previous grant awards.

Telephone interview.

To inspect these documents contact Marion Branch on 01223 410535 or marion@cambscf.org.uk

Appendix 1

Area Committee Grants – Process and Criteria 2012-13

1. Budget

The total of £84,000 Area Committee funding available in 2012-13 has been increased to £100,690. £71,690 is from the Community Development grants budget and £29,000 is from the Leisure grants budget. These budgets have been merged and allocated to each area committee in accordance with population and poverty calculations.

The amount available for each area is as follows:

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Committee	%	£
North	37.8	38,060
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2. Committee Reports

There will be two rounds for applications to be presented by Cambridgeshire Community Foundation at committees in 2012. This is the second and final for this committee.

Although the Cambridgeshire Community Foundation is unable to attend Chair's briefings for the above committees they are happy to answer any questions at any time. Prior to briefings assessed applications will be accessible via a password protected area on their website and members will be given access to review applications and raise questions prior to committee meetings.

If the Cambridgeshire Community Foundation is unable to attend a committee for any reason an officer from the Grants & Voluntary Sector Support Team will cover wherever possible.

3. Chair's and Officer's Action

In between the above rounds grants, if justified new applications cannot wait until the next round, they will be considered, in line with the Council's constitution, by:

- Officer Action (the Council's Grants Manager) for awards up to £2,000
- Chairs Action for awards £2-£5k

The Chair's Action process is where a recommendation for an award is £2-£5k the report will be sent to Chairs and Spokes of the appropriate committee by CCF following consultation with the Council's Senior Grants Officer. The Chair and Spokes will be expected to respond within 5 working days either approving the award, asking for further information, or rejecting the award, giving reason for rejection. If no response it received the recommendation will stand.

The Officer's Action process is where a recommendation for an award is up to £2k the report will be sent to the Grants Manager to respond within 5 working days either approving the award, asking for further information, or rejecting the award, giving reason for rejection. If no response it received the recommendation will stand.

All awards made by Chair and Officer Action will be included in the next report to committee.

4. Criteria for Grants

Community Development and Leisure grants both have budgets specifically devolved to area committees for local projects. The policy decision for this dates back to Community Development and Leisure Scrutiny Committee 24 March 2005.

The criteria for awarding area committee grants mirrors the Community Development and Leisure grants strategies and priorities (attached as appendix 2) but also gives flexibility for area committees to decide to on area priorities and to award grants for both for capital or revenue expenditure. Themes for 2012-13 will include the Diamond Jubilee and the Olympics.

The money is to enable projects that provide services or activities to benefit people living in one of the four areas of Cambridge City (North, South, East, West/Central). Priority will be give to projects that are aimed at those people whose opportunities are restricted by disability, low income or discrimination.

5. Eligibility to apply

Applications are invited from community groups and voluntary organisations which:

- are 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 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.

Groups, which are actively working towards meeting these conditions, may be considered for funding as well as

- groupings of local residents able to meet basic accountability requirements.

- partnerships of constituted group(s) and local residents.

(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.)

6. Awards

- There is a £5,000 limit on application and grant award levels for any organisation.
- Grants cannot be made retrospectively.
- Councillors will be asked to consider and decide on applications in two area committee cycles a year. Grants may be made between meetings if the applicants can demonstrate that they are unable to wait for the next scheduled grants meeting and will be processed via a Chair's/Officer's Action process.
- Groups receiving a grant will need to provide feedback on how they spent the money and the impact it has made.
- At the end of December 2012 the area committee funds are merged with the main grants budget to enable flexibility to spend the budget on appropriate grants to voluntary organisations.

7. Management of Area Committee Grants

The Community Development Service Review and Strategy 2009-12 went to the Community Services Scrutiny Committee on 15th January 2009. A part of this review focussed on Area Committee Grants - primarily on areas where there are internal and external factors driving the need for change and where there is scope to deliver services more efficiently and effectively. It was agreed to increase the range and availability of funding opportunities for voluntary organisations in partnership with the Cambridgeshire Community Foundation (CCF).

Community Development worked closely with Cambridgeshire Community Foundation and a Service Level Agreement was implemented enabling CCF to manage the area committee grant process from April 2009- 2012. This has been extended for a further year until March 2013.

CCF advertise available funds; support potential applicants; assess applications; present applications to an independent grant panel with local knowledge which will make recommendations for awards; present recommendations to Area Committees; advise applicants of Area Committee decisions; make grant payments and seek feedback and monitoring from the funded projects.

8. Cambridgeshire Community Foundation

Cambridgeshire Community Foundation was established in 2004 as a charity (number 1103314) and limited company (number 04998990) to benefit communities particularly, although not exclusively, in Cambridgeshire.

Their vision is: 'effective giving, thriving communities and enriched lives'. Their purpose is to be the hub for community philanthropy in an area – inspiring and supporting giving that strengthens communities and enriches local life.

A board of trustee directors, chaired by Mr Peter Gutteridge, governs the Cambridgeshire Community Foundation, and a small team of staff led by their Chief Executive, Jane Darlington, oversees day-to-day activities.

Individuals, families and companies can set up a named philanthropic fund at the Community Foundation to support community needs identified and/or particular causes that match donors'

interests. They match applications from groups and individuals to the funds held, and advise donors to ensure their giving is effective. They handle all the administration and ensure all gifts are tax efficient. Many of the funds are held within their endowment, which is invested to maximise resources for grant-making and operations now and in the future. They also manage 'flow-through' funds where donors give amounts annually.

Since 2004 they have distributed just under £5 million in grants and built a unique knowledge of local charitable projects. This expertise has been recognised by the Lottery, National and local Government, Comic Relief, and household names such as Mars and Microsoft, all of whom have commissioned them to distribute money on their behalf.

Their supporters, who include private individuals and companies such as Cheffins, Ridgeons, Marshall, Mills & Reeve, Bidwells and AmeyCespa (previously Donarbon), have chosen Cambridgeshire Community Foundation to help with their charitable giving for a variety of reasons. Some wish to keep their identity private, others wish to cut down on the administration time and the majority seek their knowledge to inform where the needs are greatest.

9. Community Initiatives Funding

For those groups that are new, developing and non-constituted the Grants Manager manages applications through a Community Initiatives process. These groups are unable to apply via the Cambridgeshire Community Foundation so a small amount of area committee funding is decided at officer level for initiatives where a group of residents come together to make an idea happen. These groups are also given other support in their development as required.

10. Neighbourhood Youth Work Funding

There was a neighbourhood youth work fund of £16,690 for work, which will be commissioned by Community Development officers, to be delivered in local areas and undertaken by voluntary organisations. This has now been merged with the area committee budgets and allocated to each area.

11. How to apply

For **Area Committee Grants**, constituted organisations can apply using the online application form accessed through the Area Committee Grants page on the Cambridgeshire Community Foundation website – link below

www.cambscf.org.uk/area-committee-grants.html

Groups wishing to discuss their project or funding request should contact Marion Branch at Cambridgeshire Community Foundation on 01223 410535

For organisations/groups without a constitution or governing document:

Groups will need to apply via **Community Initiatives Grants**. Contact Elaine Shortt in the Council's Grants & Voluntary Sector Support Team who will discuss the project and process with those smaller groups.

Tel: (01223) 457968

Email: elaine.shortt@cambridge.gov.uk

Community Development & Leisure Priorities relating to Area Committees

Community Development

Community Activities

1. Activities which support **children and young people and families experiencing disadvantage:**

- to provide children and young people with opportunities to participate in positive activities, engage in democratic processes, and improve the quality of life in neighbourhoods
- to meet the needs of children and young people in the areas of growth or demographic change

2. Activities which support

- **BME groups**
- **people with disabilities**
- **LGBT groups**
- **women** lacking opportunities to live safe and fulfilling lives
- **community cohesion** - activities helping people from different backgrounds to integrate into the Cambridge community and to get on well together

3. Activities which support **older people** to live socially and physically active lives.

Consideration will be given to specific activities and services that enable those groups and individuals to participate in their communities and improve their own well-being. Activities must include one or more of the following:

- supporting those who are disadvantaged by low income/ disability/ discrimination
- proposals that enable people to participate in decisions and influence the services that affect their lives
- bringing people together to identify common issues and to bring about change
- investigating local needs and developing responsive projects
- increasing the awareness of and celebrating the city's cultural diversity

It is not for personal care services, proselytising or worship or services which are the responsibility of other statutory agencies

2. Social and Economic Deprivation - projects, services or activities which promote **Economic Inclusion**. Supporting organisations that help individuals to overcome barriers to participation in the City's economy. Support, advice and guidance for workless people and those at the risk of worklessness to gain the confidence, motivation, skills and qualifications to engage in rewarding employment or entrepreneurial activities.

3. A Growing City - enabling voluntary and community activity in new communities on fringe sites to flourish and to support the integration with neighbouring parts of the city.

- Community development activities in new developments in the City (see Community Activities above for the type of activities eligible for funding).
- Building capacity in and making links with adjoining neighbourhoods where development is taking place

Leisure

1. Improve access to leisure activities

A targeted approach to improving access to arts and sports for city residents who currently have restricted access, particularly including:

- Minority Ethnic Groups
- People with disabilities
- People on low incomes
- Children, young people and older people at risk of exclusion from leisure opportunities

2. Enhance the City's cultural offer

Arts and sports activities that enhance Cambridge's cultural offer by doing some or all of the following:

- Celebrating Cambridge's cultural identity or local traditions
- Benefiting the local economy
- Reflecting the city's creative reputation through being new, innovative, and ambitious
- Promoting environmental sustainability
- Celebrating the London 2012 Olympic Games and supporting the aims of the City's Olympic Action Plan (available from www.cambridge.gov.uk/olympics)

3. Encourage and support local neighbourhood arts and sports activities that enhance current provision and are for the benefit of local residents