

Report by: Cambridgeshire Community Foundation

To: Area Committee – West and Central, 1st November 2012

Wards: Castle, Market and Newnham

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: £4,778				
CCF ref	Group	Project	Requested	CCC Grants Manager Recommendations
WEB 52227	Friends of Midsummer Common	running costs and replacement of mower.	£500	£500
WEB 53994	Centre 33	to increase skills of 10 young volunteers and enable them to undertake their first project.	£3,783	£3,528
WEB 54311	Windsor Road Residents Association	administration, communications, social activities and meetings.	£250	£250
WEB 54407	Christ's Pieces Residents' Association	to create a programme of two lectures a year.	£500	£500

Total	£5,033	£4,778
Budget available	£4,778	£4,778
Budget remaining after recommendations		0

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. West and Central Area Committee 2012-13 Current Applications

4.1 Funding allocated to date: £5,291

CCF ID	Group	Project	AC Grant
WEB45254	St Augustine's Church	to help fund a full programme of talks, concerts and social events.	£2,000
WEB45397	Friends of Histon Road Recreation Ground	to run a one day community event.	£2,261
3578	BRUNK Residents Association	to provide food, refreshments and activities for children for a Jubilee Party.	£250
Officer	Joint Roads Olympic Picnic	Olympic Picnic.	£380
Officer	Richmond Road Residents' Association	Jubilee celebration.	£400
Total			£5,291
Budget			£10,069
Remaining			£4,778

4.2 Grant application background information

West and Central Area Committee 2012-13 grants	CCF ref WEB52227
Applicant: The Friends of Midsummer Common	Ward(s): Market

<p>Purpose of group: 1. To help foster good management practices to protect the environment of Midsummer Common (MC) and address principles of sustainable development.</p> <p>2. To encourage the use and enjoyment of MC by members of the public.</p> <p>3. To discourage spoliation or inappropriate use .</p> <p>4. To ensure that any developments and improvements are within the law.</p>	
<p>Project: running costs and replacement of mower.</p> <p>Breakdown of costs: New petrol mower £200.00; insurance for volunteers £215.00; hire of hall for AGM: £60.00; leaflets and publicity:£25.00</p>	
<p>Total cost: £500</p>	<p>Requested: £500</p>
<p>Expected benefits or outcomes as a result of funding as described by the applicant: This funding will enable us to continue to harness the goodwill and energy of our members to help maintain and improve the look of the Common, and in particular the community orchard. We plan to hold further informal events such as this year's successful "Bug Hunt" held in the orchard in July where parents and children were enthralled by Robert Day (entomologist) as part of National Insect Week, and our recent Sunday morning weeding of hard to reach areas directly beneath trees on the Common. Number of beneficiaries: 1000</p>	
<p>Background information: We need to replace our rather ancient and increasingly unreliable small mower which we use to tidy up the Community Orchard - we should be able to get a new small petrol mower for £200.00. Our members are also involved in practical maintenance of the orchard and more generally the Common - digging, weeding, strimming and grass cutting and we are applying for funding to pay for essential insurance for members for next year (2013/14) at £215.00 to ensure we are covered against accidents and injury.</p> <p>CCF Comments following a conversation with the applicant: Approximately 300 members, 20-50 very active and get involved in working parties at the weekend. Members maintain the orchard and the common itself, recently clearing undergrowth around trees, which can't be accessed by council lawn mower. They also help Cambridge Boaters with their annual litter pick. They have researched the cost of the mower online and think that £200 would be a good contribution, though they may need to spend slightly more, if so, they will make up the difference. 1,000 beneficiaries is based on 300 members, plus a number of visitors to the common on a daily basis walking, cycling, attending fairs and running events.</p> <p><i>The group has been advised that as they plan 'to hold further informal events' they should put in place a Safeguarding Policy.</i></p>	
<p>Previous funding from this Area Committee: £750 in 06/07 to cover start-up costs of resident's group, £1,853 in 09/10 to fund a long-term Community Orchard project including insurance for volunteers; £850 in 10/11 to cover the costs of the AGM and purchase of a shed.</p>	
<p>Recommendation: £500</p>	

<p>West and Central Area Committee 2012-13 grants</p>	<p>CCF ref WEB53994</p>
<p>Applicant: Centre 33</p>	<p>Ward(s): Market</p>

Purpose of group: Centre 33 is here so that all young people have easy access to a confidential, safe place where they can get the support they need to fulfil their potential. We work alongside young people to overcome the effects of poor health, isolation, disadvantage and inequality.

Centre 33 provides free and confidential services. We offer support and advocacy, housing advice, counselling and mental health support, sexual health support and support to young carers. We reach out to young people in their own communities.

Project: to increase skills of 10 young volunteers of RISE and enable them to undertake their first project.

Breakdown of sum requested: staff costs £1372; volunteer travel £77.70; publicity (flyers) £200; team building activity day at Mepal Outdoor Centre £320; venue hire £1014 (8 hours per day for 10.5 days @£12 per hour) ; refreshments Arts Theatre £200; materials £350 (DVD tapes, blank DVD cases, cover printing etc) ; one day of support for leadership skills training from an external professional £250

Total cost: £6077.70 already secured £2,294

Requested: £3783

Expected benefits or outcomes as a result of funding as described by the applicant: Centre 33 "RISE" will enable 10 hard to reach young people who are NEET and disadvantaged who live in West and Central to increase self confidence, skills and experience leading to improved chances of them successfully moving into education, training or employment. **Number of beneficiaries:** 10

Background information: RISE has been developed by young people who are NEET and disadvantaged. Around 50% of lifetime mental illness starts before the age of 14 and continues to have a detrimental effect on an individuals and their family for many years. RISE members have all experienced mental health issues and through consultation with other young people would like to address the issue in a way that is accessible to young people, enabling young people to understand how mental illness affects them, where they can access support, and how they can bring about positive change in their own lives.

CCF comments following conversation with applicant: RISE developed from young people wanting to change other people's perceptions of young people and make a positive impact on society. This group of 10 local young people will be trained in team-building and communication skills and they will go on to mentor another 10 young people and so on. The group want to create a film targetting young people, providing details of mental health issues in an accessible way. They plan to launch the film at The Arts Picturehouse, which will allow them to do this for free. An individual learning plan will be created for each young person involved, helping them to increase their skills and aspire to be something more. The film will be disseminated to local GP surgeries, schools, colleges and health organisations.

Previous funding from this Area Committee: New applicant

Recommendation: £3,528 Grants Manager to liaise with C33 regarding project. Beneficiaries must be West Central. Community Development grants option to pick up if necessary.

West and Central Area Committee 2012-13 grants

CCF ref WEB54311

Applicant: Windsor Road Residents Association

Ward(s): Castle

<p>Purpose of group: 1. Representation on environment in road and adjacent areas 2. Organisation of social activities 3. Support of a temporary nature when needed 4. Representation with Local Authorities and other statutory organisations 5. A residents forum to raise issues of concern or interest 6. Join other residents and and community groups on joint interests 7. Support for residents on safety, inconsiderate behaviour, security and crime issues</p>	
<p>Project: administration, communications, social activities and meetings. Breakdown of costs: Administration £50; Communications £100; AGM and Socials £250</p>	
<p>Total cost: £400</p>	<p>Requested: £250</p>
<p>Expected benefits or outcomes as a result of funding as described by the applicant: Provision of information and activities for residents. Number of beneficiaries: 200</p>	
<p>Background information: 109 dwellings in Windsor Road with 94 household members registered for 2012-2013. All household are invited to participate in any activity. There is a joining fee of £1 and an annual renewal also of £1. CCF Comments: Try to keep running costs as low as possible - £2 registration fee for new members, £1 annual membership fee - all goes towards running costs. Social events are kept to minimal costs, with residents bringing cakes etc. The Spring event is usually linked to the AGM - with some form of entertainment. They don't do any specific fundraising for the Residents Association, they use the membership fees towards costs and apply for grant funding. If this application was not successful they would have to use the reserve funds, which they have kept to cover any insurance excess. Looking forward they may be able to increase fundraising opportunities through street parties, which bring the residents together and offer the chance to raise money. <i>Latest accounts CCF has on file is for the year to March 2010 (at time of writing this report on 9th Oct 2012)</i></p>	
<p>Previous funding from this Area Committee: £250 in 10/11 for activities, social events and newsletters; £400 in 11/12 for administration, communications, social activities and meetings.</p>	
<p>Recommendation: £250 <i>Satisfactory accounts to be received before any future funding will be considered.</i></p>	

<p>West and Central Area Committee 2012-13 grants</p>	<p>CCF ref WEB54407</p>
<p>Applicant: Christ's Pieces Residents' Association</p>	<p>Ward(s): Market</p>
<p>Purpose of group: To protect Christ's Pieces and the surrounding area against congestion, pollution and overdevelopment and to bring local residents together both specifically for the above and generally in social events from time to time (such as the street party to celebrate ten years of the Association in 2011).</p>	

Project: to create a programme of two lectures a year.	
Breakdown of costs: Speaker's remuneration and expenses £100 x2; Printing leaflets (c. 650) to advertise the lecture £50 x2; Hire of church £20 x2; Refreshments up to £80 x2.	
Total cost: £500	Requested: £500
Expected benefits or outcomes as a result of funding as described by the applicant: In individuals, a better knowledge and appreciation of where they live. Collectively, a greater awareness of where we live and of our responsibility for it, and an enjoyment of each other's company. Number of beneficiaries: 50	
Background information: CCF comments following a conversation with the applicant: Local residents have expressed an interest in the history of the area and would therefore be interested in attending lectures on this subject.	
Previous funding from this Area Committee: £500 in 05/06 for a website; £700 in 07/08 for administration and running costs.	
Recommendation: £500	

Political and Religious Promotion

Community Development has 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:

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

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