

# **Grants to small community groups & voluntary organisations**

## **How to apply for Cambridgeshire County Council Grant Funding for April 2010 to March 2011**

***via Cambridgeshire Community Foundation  
or Young Lives***

*Translations of this leaflet into different languages and formats can be arranged on request  
to Dawn Rogers: tel: 01223 699220 email: dawn.rogers@cambridgeshire.gov.uk*



### **The Small Grants Scheme 2010/11**

Cambridgeshire County Council is keen to ensure that small community and voluntary organisations are aware of The Small Grants Scheme: if you have been sent this in error or if this brochure has been sent to the wrong address please advise Cambridgeshire Community Foundation or Young Lives - see page 4 for contact details.

## **Introduction to the Small Grants Scheme**

The County Council will allocate approximately £115,000 of funding for small grants in 2010/11. These are grants of up to £3,000 to support **small community and voluntary groups with a total income of less than £50,000pa.**

## **How to apply for a small grant**

- The Grant Application Forms are NOT attached to this brochure.
- **For grants to support Vulnerable Adults**, once you have read all of the eligibility criteria below, and you wish to apply –you can make an application online by going to [www.cambscf.org.uk](http://www.cambscf.org.uk) or contact **Cambridgeshire Community Foundation** to request a hardcopy of the grant application form. *Please do not use an application form from last year as changes have been made.*
- **For grants to support Children**, young people and families; once you have read all of the eligibility criteria below, and you wish to apply – you should request a copy of the Grant Application Form from **Young Lives** [www.young-lives.org.uk](http://www.young-lives.org.uk)
- Your completed application **must be submitted by Friday 2nd October 2009.**
- Applications for capital funding related to buildings, office equipment etc will not be considered

## **Who Can Apply?**

Cambridgeshire County Council offers small grant funding to community groups that deliver services, which contribute to the Council's objectives and priorities. To be eligible to apply your group must

- Be a not for profit organisation (individuals and commercial undertakings cannot apply for support)
- Have an income from all sources in the previous financial year which is less than £50,000
- Be undertaking work which directly benefits residents of the Cambridgeshire County Council area
- Be engaged in activities which fit with the Council's key fund criteria & priorities for small grants as outlined later in this brochure
- Be in need of financial help (as a rule of thumb if you have reserves of approximately one years trading / expenditure you are less likely to be supported)

and therefore in these circumstances if you wish to apply you must provide an explanation of why you are requesting additional funding)

- Be properly managed - applicants are expected to have and comply with a constitution, rules or other governing instruments
- Have a bank account in the name of the organisation with cheques etc authorised by 2 signatories
- Promote equality of opportunity
- Comply with the appropriate recruitment checks using the disclosure service of the Criminal Records Bureau. Grants will not be given to voluntary groups working with children / young people / vulnerable adults without confirmation that relevant volunteers & staff employed have been CRB checked and cleared and have robust and appropriate safeguarding policies and procedures in place.
- If your organisation needs support with any of the above (i.e. setting up constitutions, safeguarding, equal opportunities and vulnerable adults policies, etc) you should contact the voluntary sector development agencies in Cambridgeshire. These include the Councils for Voluntary Service and Volunteer Centres in the Districts, as well as specialist agencies such as Young Lives for children's voluntary organisations. Please ask Young Lives or Cambridgeshire Community Foundation for advice in the first instance.

## **OTHER CONDITIONS**

### **Groups seeking Core Funding**

The Council is keen to support groups that have not previously applied and new groups that are starting up. Groups seeking core running costs need to show how they are planning to strengthen their group and create sustainability in future years. Details showing how the group will increase its own capacity by, for example, increasing the number and diversity of volunteers, offering training for staff/volunteers in general management, and seeking or establishing new sources of funding/income, are required.

### **Match Funding**

The Council does not expect to be the sole source of funding. Match funding is not a requirement, however; applicants will be expected to show what other sources of funding have been sought.

### **Monitoring**

All those receiving grants are required, to complete and submit a short monitoring form 6 months after the award of the grant. This monitoring will look at how the grant has assisted the group in its delivery of service / improvement of its own operations.

### **Youth Groups**

The Council will not award grants to any **local authority managed** youth groups including Parish, City, District and County Council run groups.

Applications made by local authority youth workers will not be considered. Whilst support may be provided in submitting the bid, applications must be made by the chair of the trustees/management/support committee or a lead worker who is NOT affiliated with the local authority.

## Considering making an application?

**For an application form**, if you are unsure if you are eligible, if you would like more information or help with completion of the form, or have any other questions, **please contact:**

- **Cambridgeshire Community Foundation (CCF)** – for work with vulnerable adults
- **Young Lives** – for work with children, young people and families.

Ethnic minority organisations are currently under-represented in some aspects of grant aid and Cambridgeshire Community Foundation and Young Lives are available to advise organisations providing relevant services how to apply.

### Timescale

Your Fully Completed Application Form should be submitted (preferably electronically by email or online) ASAP and **by the deadline date of 2nd October 2009**. We regret that applications received after this date will not be processed.

If you post your completed application form, please keep a copy for your files and check the postage you need to pay – a standard first class stamp is unlikely to be sufficient.

**All applications will be acknowledged in writing within 10 days of receipt. If you do not receive an acknowledgement you should call to check that your application has been received, as unpaid postage cannot be met.**

**Decisions will be notified in writing by end January 2010.**

## Contact details for questions, help and getting your form:

For grants towards work with Vulnerable Adults applications to the Cambridgeshire Community Foundation can be made online or forms can be requested by telephone or email.

For grants towards work with children, young people and families, application forms are available from the Young Lives website or via email or by telephone request.

**Cambridgeshire Community  
Foundation  
The Quorum  
Barnwell Road  
Cambridge  
CB5 8RE**

**Tel: 01223 410535**

**Email: [info@cambscf.org.uk](mailto:info@cambscf.org.uk)  
Website: [www.cambscf.org.uk](http://www.cambscf.org.uk)**

**Young Lives  
1<sup>st</sup> Floor  
11 Bridge Street  
St Ives  
Cambridgeshire  
PE27 5EH**

**Tel: 01480 494 333**

**Email: [mso@young-lives.org.uk](mailto:mso@young-lives.org.uk)  
Website: [www.young-lives.org.uk](http://www.young-lives.org.uk)**

## The KEY FUND CRITERIA / PRIORITY AREAS for the Small Grants Scheme

The application can be for funds to

- support innovation in service delivery
- provide first time funding
- support the core costs of an established service; (conditions apply – see page 3)

### • **Children, Young People and Families**

## **Small grants to support work with children and young people**

Children and Young People’s Services are providing around £45,000 for small grants to support local voluntary and community sector organisations.

Grants are available for work with 0 -13 and 13-19 year olds (to 25 for young people with learning difficulties and disabilities) and in each of our 3 area directorate locations.

The following chart shows you what funding is available where:

	Huntingdonshire	East Cambs & Fenland	South Cambs & Cambridge City
0-13 years	£6,000	£6,000	£6,000
13-19/25 years	£9,000	£9,000	£9,000
<b>Total</b>	<b>£15,000</b>	<b>£15,000</b>	<b>£15,000</b>

You can apply for up to £3,000 per grant application. Work we would particularly like to support includes:

- Capacity building
- Innovation
- Work to help children and young people:
  - be healthy,
  - stay safe,
  - make a positive contribution – e.g. help others, be involved in volunteering,
  - enjoy and achieve e.g. enjoy learning and taking part, achieve economic well being / be successful in education, training or work.
- Support delivery of Big Plan 2 priorities – for more information visit <http://www.cambridgeshire.gov.uk/childrenyoungpeople/cypsp/plansandstrategies/cypscypspasbig.htm>
- Work to help children and young people be involved in the design and development of services.

Applications should be made via **Young Lives**.

## • **Vulnerable Adults**

Small grants to support work with adults who are vulnerable through being

- In old age, with a disability, or dealing with mental health issues
- Carers looking after those suffering long term illness, friends or family to assist them living independently in the community
- People dealing with a traumatic event (such as bereavement, rape)

### **Older People**

The County Council's vision is of communities in which older people are truly engaged, exercising choice and control over their lives – where they participate in the activities of the community, contribute to its “social capital” and experience a sense of fulfilment. The focus will be on independence, the promotion of inclusion and well-being and the prevention of illness and social isolation. In seeking to achieve the above the Council specifically aim to:

- Support more people to live at home
- Reduce the numbers of older people living in residential care
- Develop more alternatives to institutional care settings – such as extra care and sheltered schemes
- Develop community based services which anticipate and respond to older people's needs – thus reducing the numbers of emergency and unnecessary hospital admissions experienced by older people
- Provide more responsive and integrated services – thus reducing the need to transfer older people around the system and the time it takes to do this when it is appropriate to do so.

These principles are in line with the Department of Health document 'Our Health, Our Care, Our Say', 2006

[http://www.dh.gov.uk/en/Healthcare/Ourhealthourcareoursay/DH\\_065882](http://www.dh.gov.uk/en/Healthcare/Ourhealthourcareoursay/DH_065882)

### **Disability Services**

The County Council's vision has a number of key principles. These are:

- Fully integrated services organised around the needs of the individual
- Enabling those with a disability to live full and active lives in their own communities
- Minimising the use of institutional care whether it be residential care, day care or a hospital setting
- Developing community based services that support the need of the individual – this includes work, social opportunities and access to the right benefits
- Ensuring people have maximum control over their own life and choices through the use of person centred plans and direct payments
- Working with other agencies (for example, District Councils and the voluntary sector) to develop access to a range of ordinary facilities within the community.

### **Mental Health**

The County Council's vision is to provide a range of community based services in partnership with other organisations for adults of a working age to promote well-being, independence, social inclusion and support for carers.

Applications for grants for work with vulnerable adults should be made via  
Cambridgeshire Community Foundation (CCF)

***HAVE YOU REQUESTED A GRANT APPLICATION FORM?***

*Cambridgeshire Community Foundation (CCF)*

For online form visit [www.cambscf.org.uk](http://www.cambscf.org.uk)

Or call for hardcopy of form 01223 410535

*Young Lives*

[www.young-lives.org.uk](http://www.young-lives.org.uk)

01480 494333