

Pride of Place East Cambridgeshire

A grant scheme by East Cambridgeshire District Council



Grant Aim

Grant funding to help create, tidy up or enhance somewhere special in your community, and benefit the natural environment.

Who can apply?

Applicants must:

- Either be a non-profit group or organisation (including schools) based in East Cambridgeshire or benefiting East Cambridgeshire residents, OR be a Parish Council in East Cambridgeshire.
- Have a written constitution or mission statement.
- Have an elected committee or representative steering group.
- Have a bank account associated to the group / organisation / council, where grants can be payable to.
- Be able to provide an up to date copy of their accounts or, as a minimum, a recent bank account statement.
- Have a Safeguarding Policy, or, if you don't have one, please make it clear what your organisation or group will do to keep children or other vulnerable people safe during the implementation of the project.
- Have an Equal Opportunity Policy. If you don't have one, please make it clear what your organisation or group will do to ensure equality of access to the project.

If you have questions about these criteria, please contact us at prideofplace@eastcamb.gov.uk.

What must the funded project deliver?

The community activity or project must:

- Be located in East Cambridgeshire, meet an identified local need or opportunity, and leave a legacy for the community.
- Ensure equality of access – if full and free public access is not available to the completed project, a clear explanation of who will have access must be set out, and the reasons why any exclusions exist. A project in school grounds may, for example, be an allowable project despite

a lack of full public access. Projects on private land, with restricted, limited or nil public access, will not be approved funding.

- Help us deliver one or more of the following aims:
 - Enhance the natural environment.
 - A sustainable increase in local biodiversity.
 - Enhance or create new, and predominantly natural, public open spaces.
- **Example projects** (not exhaustive):
 - Unkempt areas cleared (eg bramble / litter / rubble clearance) and brought back into use / enjoyment (eg converted to grass / shrub planting / orchard / informal natural play).
 - Tree planting (including orchard) (native only).
 - Bulb planting (appropriate to England).
 - Wildflower seed (native), with appropriate management plan of how it will be maintained.
 - Hedgerow planting (native only).
 - Safety/security measures (e.g. boundary fencing), where this would help improve use and value of land within such safety/security measures.
 - Pond creation / improvement of old pond.
 - Other habitat creation.
 - Bird/bat boxes (to be located in suitable and public viewable areas, but can be located on private buildings).
 - 'Edible' planting areas in local park (e.g. fruit bushes/trees, edible display planting such as rainbow chard).
 - Information / interpretation boards, but only if associated with one of the above measures.
- **Excluded projects** (not exhaustive):
 - Projects predominantly comprising new or enhanced hard landscaping such as paving. However, a small proportion of your project can be hard landscaping.
 - Formal playground equipment (informal play equipment, such as woodland dens, willow hides, climbing tree stumps, etc, is allowed; but metal/plastic manufactured play equipment and matting would not be allowed).
 - Buildings (informal buildings such as wooden hides for viewing wildlife are permitted).
 - Sports related.
 - Projects where there is already a statutory requirement to undertake such works.
 - Projects with no clear link to helping the creation, improvement, public use or better understanding of the natural environment.

What can be funded?

The community activity or project should be one or more of the following:

- the purchase of plants/seeds and equipment associated with their planting (such as tree stakes). Such plants should generally be native species;

- the construction and erection of bird and bat boxes in suitable locations;
- the creation or improvement of wildlife habitats (terrestrial or aquatic);
- the improvement of existing habitat.

What cannot be funded?

- On-going revenue costs or overheads (for example, salaries, rent, advertising, promotional materials).
- Projects that replace funding by other public sector bodies, including parish councils.
- Non-native plants, unless there is clear evidence of natural environment benefit.

How much can be applied for?

A total of up to £100,000 funds are available for distribution as grants during 2023 and 2024. The maximum single grant award is £15,000.

However, £20,000 of the total available funds are reserved for small projects up to £1,000.

All grants can be for 100% of the project's cost.

The Council reserves the right to prioritise projects based on quality and value for money of applications received. Eligibility does not guarantee grant funding.

When can groups apply?

Applications can be submitted from now (June 2023). The end date of the grant scheme is either (i) once all the budget is allocated or (ii) by 30 September 2024 at the latest.

Applications received by the end of June 2023, will be considered and funds awarded by end of July 2023. Thereafter, applications received each month will be considered by the Council in the following month.

Groups can apply at any time until the funding is fully allocated or until 30 September 2024. We will endeavour to keep the website up to date regarding the remaining sums available.

Ideally, the grant awarded should be spent by 31 December 2024. No spend should occur after 31 March 2025.

A group can apply for more than one grant during the lifetime of the scheme (e.g. two grants for two different projects). However, the same group will not be awarded more than one grant in any three consecutive month period.

Project advice

Applicants are advised to seek the most suitable environmentally sensitive options when purchasing items for their projects and ideally this should be evidenced within the application.

For example, the planting of trees, hedgerows, wildflower meadows or other vegetation must be native unless there is clear evidence why this is not appropriate. The construction and erection of bird and bat boxes must be in suitable location, and an expectation that the boxes have been constructed with the environment in mind (eg the use of FSC timber, and without inappropriate wood preservatives applied).

Natural Cambridgeshire have produced a useful [Local Nature Recovery Toolkit](#) which provides guidance, advice and support for Communities wanting to create nature recovery plans, and these may help you identify projects for you to apply for funds.

What supporting documentation is required with this application?

- A copy of your organisation's constitution or mission statement.

- A recent bank statement for the account you would like the grant paid into. Statement must be dated within the last two months. Ideally, a copy of your latest accounts (audited if available) if you have one.
- Detail of the grant sum requested, and proportionate evidence to support that sum requested (such as a quote for the project, or a weblink to the items to be purchased). Broad, but reasonable, estimates of costs are permitted where the final cost is unknown. However, once a grant has been awarded, there will be no opportunity to increase that grant should the cost exceed the estimate.
- A copy of your safeguarding policy, if you have one. If you don't have one, please make it clear what your organisation or group will do to keep children or other vulnerable people safe during the implementation of the project.
- A plan of the proposed work, including a project map and project outcomes*.
- A timeline of the proposed work indicating mileposts and delivery dates*.
- A brief management plan which describes how the project will be sustainable. For example, if your grant application is to plant trees or sow wildflower seeds, who and how will they be maintained?*

[*the details submitted under these criteria should be proportionate to the project proposed. For example, if the project is below £1,000, a simple map and brief description will be sufficient. For higher value projects, a little more detail will be expected. We will get in touch if we feel you have not provided enough information to explain what your project is, where it will take place or when it will take place.]

In addition, the following will be required if relevant to the project:

- Confirmation you are the landowner, or if not, you have clear consent from the landowner.
- Any other relevant material that would support your application.

Special Conditions for Grants of £5,000 or more

If your grant request is £5,000 or more, you should also provide the following information when completing the application form:

- A calculation of the geographical area that the project will take place in, in square meters. A reasonable estimate or rounding up can be given. The area calculated should be identified on a map.
- A description of how the land to be improved is currently used, especially in terms of public use. Ideally, how many people access the land presently, on a daily or weekly basis? And/or do you have any survey work demonstrating what people currently think of the land, what their perceptions are and what they would like to see?
- A commitment to undertake a proportionate amount of survey work within three months of the project completing, to gauge whether there has been an increase in public use, and what the public's views are of the project. For example, you might wish to commit to doing a brief visitor questionnaire, over a period of 1-2 hours and on 2 or 3 different days, asking a few simple questions to visitors, with the aim of trying to assess whether the project has been a success.

How will the grant be paid?

If successful, the applicant will receive the grant payment once we have received acknowledgement of the grant offer and acceptance of the terms and conditions. Larger projects will receive interim payments.

What are the conditions of funding?

Groups that are awarded a grant will be expected to comply with the following conditions as a minimum:

- Funding must only be used for the agreed purpose and spent within 12 months of the award being made, and by 31 March 2025 at the very latest.
- Any publicity must acknowledge the award provided.
- Unused grant must be returned to East Cambridgeshire District Council.
- A brief end of project notification must be submitted to East Cambridgeshire District Council within 3 months of project completion. For example, if you have planted some trees, a brief notification of how many and where. A photograph would be much appreciated.
- Any overspend or miscalculation resulting in increased costs will not be met by East Cambridgeshire District Council.
- 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.

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Grant Application Form

Please read the grant information guidance before completing this application form. If you would like a Word version of this application form, then please contact prideofplace@eastcambs.gov.uk

About your organisation

What type of organisation are you?

	✓	Organisation full name
Parish Council		
Community Group		
Charity		
School		
Other		

If a community group, charity or 'other', please describe what your organisation is and what you do?

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Bank details

If your organisation does not have an organisational bank account, contact prideofplace@eastcambs.gov.uk where we can advise you further

Account name:	
Account number:	
Sort Code:	

Documents

Please provide

- (i) your Constitution or Mission Statement,
- (ii) a copy of a recent bank statement
- (iii) your Safeguarding and Equal Opportunity Policies (see below if you do not have them)

If you do not have a Safeguarding Policy or Equal Opportunity Policy, please describe below how your organisation or group will keep children or other vulnerable people safe during the implementation of the project, and provide equality of access to the project:

Your Project

Please describe your project:

(if appropriate, please continue on a separate sheet, or provide other attachments to explain your project)

Who owns the land where the project is based?

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Do you have the land owners' consent?

Yes	
No	

Which East Cambridgeshire parish is the project located in?

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Please explain how your project, once completed, will be accessed by the wider community

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Please explain how your project, once completed, will be maintained

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Please indicate an approximate start / completion date for your project

Start Date	
Completion Date	

Does your project require any regulatory consents (please indicate all that apply)

- Planning permission Listed Building Consent Building Regulations Approval
 County Highways Approval Other. If so, what:

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Grant Requested

Please give a breakdown of total estimated costs for your proposal. If the Grant will be supplemented by other forms of funding, please explain how much Pride of Place Grant funding you are seeking

Activity / Item	Cost
Total Pride of Place Grant applied for:	£
Other Funding to be used, to supplement the Pride of Place Grant (if any). Add details below:	£

Other Information

Please send:

- ✓ Completed application form
- ✓ Your Constitution or Mission Statement,
- ✓ A copy of a recent bank statement
- ✓ Your Safeguarding and Equal Opportunities policy if you have one
- ✓ Any photographs, maps or other information you feel would help us get a feel for your project.

Please complete the declaration on the next page.

Declaration

By submitting this form, I agree to the following declaration:

- I confirm that I have read and understood the criteria and general conditions under which any grant may be awarded. The information I have given in this form and any supporting documentation is correct to the best of my knowledge.
- I understand that any grant given is discretionary and that eligibility does not confer an automatic right to receive grant aid.
- I understand that no works/purchases should be undertaken until a grant offer has been made and accepted and that the grant may be reclaimed in part or in whole if the conditions of the grant offer are not adhered to.
- It is my responsibility to ensure that all aspects of the project have been considered and that adequate risk assessment, insurances and training of personnel has been undertaken.
- I confirm that the bank account details provided are correct, and I am eligible to act on behalf of the account holder/body.

By ticking this box, I agree to the above declaration

APPLICANT'S DETAILS			
Name:		Address for correspondence:	
Organisation represented:			
Applicant's position at the organisation (eg Chair, treasurer)			
Email:			
Telephone:		Postcode:	
Signature: (can be typed if submitted by email)		Date:	

East Cambridgeshire District Council is committed to protecting the privacy of our users and customers. Our privacy notice, available at <https://www.eastcambs.gov.uk/notices/privacy-notice> is intended to inform you on how we gather, define and use your information. All your personal information will be held and used in accordance with the UK General Data Protection Regulation (UK GDPR).

Submitting your application

Your application and any supporting documents and enquiries should be submitted to;

Strategic Planning Team, East Cambridgeshire District Council, The Grange, Nutholt Lane, Ely, Cambridgeshire CB7 4EE

Email prideofplace@eastcambs.gov.uk

Tel 01353 665555