



Community Fund Grant Application Form

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.

Eligibility for application

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, www.vcaec.org.uk/ ([opens in new window](#)).

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 where applicable

not hold more than one years unrestricted reserves

How much you are able to apply for

The fund provides revenue grants between £250 and £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 to March).

Closing date

Applications will only be accepted during application window periods.

What happens 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 East Cambridgeshire District Council (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 (that is, projects which should be funded by a statutory body)
- sponsored events
- improvements to land or buildings
- projects promoting political activities
- deficit or retrospective funding (that is, 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, unless providing services from a specific location within the district specifically for East Cambridgeshire residents
- 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 should be submitted to the following.

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

Applicant's details

Your organisation

Name of your organisation

Address of your organisation

Main contact person

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

Title

Forename/forenames

Surname

Position in organisation

Address for correspondence if different from above

Main contact's daytime mobile phone

Main contact's email

Organisation start date

What type of organisation are you? (select 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)

Are you part of a larger regional or national organisation?

Yes

No

Staffing and volunteers

How many of each of the following are involved in the organisation?

Full time staff/workers

Management committee

Part time staff/workers

Volunteers (not including management committee)

Describe briefly the aims and main activities of your organisation.

Details of proposed project

Project name

Have you received grant funding before from us or received any funding in the last 2 years?

Yes

No

If yes, please supply details below.

Please select which of the following is correct.

This is a new project

This is a grant to develop existing work

What are your start and end dates or what period the grant will cover?

Project/funding start date (dd/mm/yyyy)

Project/funding end date (dd/mm/yyyy)

Which area (estate, street, town, village) do most of the people who will benefit come from?

Describe your project or activity and how the grant will be used to support its success.

Does your project contribute towards achieving the objectives of any relevant, current local strategy? (If so, please state the strategy and explain how your project contributes towards it). [Current council strategies can be found at eastcambs.gov.uk](http://eastcambs.gov.uk)

What is the need for your project and how has it been identified? Please give details of any consultations that have taken place.

Please outline the benefits and outcomes that you expect to achieve as a result of the funding?

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

If you have delivered a similar project in the past, please outline how it was successful and please give details of its financial sustainability.

Who will benefit

Beneficiaries

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

Who will the primary beneficiaries for this project be?

NEET (Not in Education Employment or Training)

Long term unemployed

Disadvantaged/low Income

Lone parents

People with disabilities

Alcohol/drug Addiction

Homeless

Ex-Offenders

LGBT plus Groups

Black and Minority Ethnic Minority Groups

Other (please specify below)

Ethnicity

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

Themes

Choose from the list below the primary theme of the grant application.

Arts and culture

Community support/development

Counselling, advice, guidance

Crime, antisocial behaviour

Disability matters

Education, training

Employment

Environment, recycling, renewable Energies

Health and wellbeing

Housing

IT, Technology

Olympics

Rural matters

Religion

Social inclusion/integration

Social enterprise

Social work

Supporting family life

Transport matters

Volunteering

Other (please specify below)

Age groups

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

Early Years (0 to 4)

Children (5 to 12)

Young People (13 to 18)

Young Adult (19 to 25)

Adults (26 to 65)

Seniors (65 plus)

Financial information

How much money are you applying for?

Do you require payment in advance?

Yes

No

Budget breakdown summary (including VAT)

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

Activity

Total cost

Amount requested from ECDC

Activity

Total cost

Amount requested from ECDC

Activity

Total cost

Amount requested from ECDC

Activity

Total cost

Amount requested from ECDC

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Total cost

Amount requested from ECDC

Activity

Total cost

Amount requested from ECDC

Total costings

Total amount requested from ECDC

Please note that the total amount requested from East Cambridgeshire District Council should be the same amount as stated in question 'How much money are you applying for?'.

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

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.

Signature

Print name and position

Date

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.



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 and 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.