



# South Cambridgeshire District Council

## Service Support Grants

### To the Voluntary and Community Sector (VCS)

## Application and Delivery Criteria & Guidance Notes for the scheme

April 2019 - March 2022

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## 1. Summary of Service Support Funding Scheme to the Voluntary and Community Sector

South Cambridgeshire District Council (SCDC) is committed to creating and supporting local community groups and organisations to deliver services for South Cambridgeshire residents. The Service Support Grant funding scheme to the Voluntary and Community Sector (VCS) has been designed by the Council as a contribution to meeting this commitment. The scheme offers 3 year funding support agreements to eligible VCS organisations for the delivery of community support and development services in South Cambridgeshire. This document provides specific guidance to assist VCS organisations in applying for grant funding to deliver these services. Applications will be accepted from 24 September 2018 to 16 November 2018.

The grant programme can support activities provided in the following years:

01 April 2019 - 31 March 2020

01 April 2020 - 31 March 2021

01 April 2021 - 31 March 2022

Budgets are provisional until agreement by Full Council in February for the financial year starting in April. For this reason, grant awards will not be confirmed until after this meeting. Please be aware of this when applying to the scheme.

The themes of this grant programme are aligned with the Council's objectives. For each theme an outline description and indicative funding allocation per annum is given below:

Theme	Services supported	Indicative allocation p.a.
Community Transport	Delivery, development and promotion of Community Transport services	£15,000
Specialist Welfare Advice	Free, independent, confidential and impartial advice and advocacy to residents who are disabled, carers and to families with disabled children	£5,000
General Welfare Advice	Free, independent, confidential and impartial advice to residents on their rights and responsibilities in the following areas: Debt, Benefits, Employment, Housing, Legal, Relationship and Family matters	£80,000
Independent Living	Delivery of services that allow residents to maintain their independence; reduce rural isolation; tackle loneliness, depression and isolation; offer support to carers	£20,000
Fit to Learn	The delivery of services that help pre-school children develop strength, coordination, language and communication skills and good mental health	£4,000
Support for parishes and communities	Delivery of services to support and enable effective, sustainable and legal operation of community and voluntary sector organisations and their representation at a strategic level	£10,000

## 2. Timescales and Deadlines

The following table outlines the various stages of the application and decision-making process:

Activity	Timescale
Bidding round launches	Monday 24 September 2018
Bidding round closes	Friday 16 November 2018
Applications assessed and panel meets	19-30 November 2018
Officer recommendations brought to Grants Advisory Committee/Lead Cabinet member for Finance	13 December 2018
Call in period	14 - 21 December 2018
Organisations notified of awards subject to confirmation at Full Council Budget-setting meeting in February	By end of December 2018
Awards confirmed and funding agreements signed	March 2019
First funding instalments payable	April 2019

### 3. Eligible Activities by theme

Theme	Who can apply?	Activities supported
Community Transport	Operators of community transport schemes and parish councils delivering / planning to deliver transport services within South Cambridgeshire and for South Cambridgeshire residents.	<ul style="list-style-type: none"> <li>(a) Delivery of community transport services within South Cambridgeshire and to residents of South Cambridgeshire</li> <li>(b) Engagement with geographic communities or user groups to               <ul style="list-style-type: none"> <li>o Promote existing services to increase take up of provision</li> <li>o Develop new services which meet identified need.</li> </ul> </li> <li>(c) Development of the quality and capacity of community transport schemes.</li> <li>(d) Development of learning networks to advance good practice and cooperation among Community Transport providers.</li> </ul>
Generalist Welfare Advice	Not for profit organisations	<p>The provision of free, independent, confidential and impartial advice to South Cambridgeshire residents on their rights and responsibilities in the following areas: Debt, Benefits, Employment, Housing, Legal, Relationship and Family matters.</p> <p>Applicants must describe how residents will access the services offered and demonstrate capacity to meet the needs of those unable to travel to district centres.</p>
Specialist Advice	Not for profit organisations	<p>The provision of free, independent, confidential and impartial advice and advocacy to South Cambridgeshire residents who are disabled, carers and to families with disabled children.</p> <p>Applicants must describe how residents will access the services offered and demonstrate that they have capacity to meet the needs of those unable to travel to district centres.</p>
Independent Living	Organisations providing support to South Cambridgeshire residents to maintain their independence and reduce rural isolation, either through service provision or a means of access to services.	<ul style="list-style-type: none"> <li>(a) Support the set up and continuation of good neighbour and befriending schemes (excluding Mobile Warden Schemes<sup>1</sup> and Community Transport Schemes).</li> <li>(b) Offer advice, information and support to those who would otherwise be unable to live independent lives;</li> <li>(c) Support carers; and/or</li> <li>(d) Tackle loneliness, dementia and depression.</li> </ul>
Fit to learn	Not for profit organisations	The delivery of services which help pre-school children develop strength, coordination, language & communication skills and good mental health
Support for Parishes and Communities	Organisations providing support to local community groups and charitable bodies who themselves wish to provide services for South Cambridgeshire residents.	<ul style="list-style-type: none"> <li>(a) The provision of services and support to enable effective, sustainable and legal operation in the provision of services and activities for South Cambridgeshire residents, including               <ul style="list-style-type: none"> <li>o Practical assistance and support including fundraising and training</li> <li>o General support on governance, management and employment</li> </ul> </li> <li>(b) The representation of the Voluntary Sector at a strategic level, facilitating third sector involvement in shaping the delivery of public services.</li> <li>(c) The facilitation of consultation and communication, including providing an effective liaison function between the District Council and the voluntary, community, charitable and social enterprise sector in South Cambridgeshire and assist in capacity building of the voluntary sector</li> </ul>

<sup>1</sup> Details of the annual Mobile Warden Scheme grant funding can be found on our website: <https://www.scams.gov.uk/content/mobile-warden-scheme-grants>

## 4. Eligibility criteria for applicants

Organisations must:

- 1) Be independently set up for charitable (not for profit), benevolent or philanthropic purposes. (N.B. Parish councils may also apply under the Community Transport theme only).
- 2) Decide policy and overall management practice through a committee of elected, unpaid volunteers (a management committee or board of trustees).
- 3) Have a constitution, mission statement or set of rules, aims and procedures.
- 4) Meet relevant legal responsibilities, including those of an employer, and adopt, implement and monitor good employment practices, including having relevant insurances to cover operations.
- 5) Research, understand and meet the needs of South Cambridgeshire residents and be open to all eligible users as defined by the organisation's constitution or rules.
- 6) Have systems and structures in place to manage their affairs effectively and efficiently, hold regular meetings to plan and monitor activities, keep minutes and circulate information to group members.
- 7) Illustrate user and member involvement in policy-making and management as appropriate.
- 8) Illustrate how they recruit and support volunteers as appropriate.
- 9) Adopt appropriate child and vulnerable adult protection, health and safety and DBS checking policies, as appropriate.
- 10) Prepare budgets, keep relevant financial records, monitor income and expenditure at least quarterly and prepare proper accounts. If part of a national or regional organisation, please only provide information relating to your branch. Please provide evidence of a 'business' account for the organisation, and of two cheque signatories. Please also submit your current audited accounts and annual report.
- 11) Demonstrate a *need* for financial support. You will be asked for details of your policy on unrestricted reserves, based on Charity Commission guidelines, please visit the Charity Commission's website for further information:  
<https://www.gov.uk/guidance/charity-financial-reserves>
- 12) Charge service users where applicable at an appropriate rate in line with other local services. SCDC will not subsidise projects that are deemed to be under or over-charging clients.

## 5. Other Information

- a. Only one application per organisation will be accepted, although activities relating to more than one theme may be funded. Applicants should state the theme(s) under which they wish their grant application to be considered. Applicants are encouraged to seek advice about the themes before making their application (via Siobhan Mellon, Development Officer 01954 713395 [siobhan.mellon@scambs.gov.uk](mailto:siobhan.mellon@scambs.gov.uk)). Changes cannot be made after the closing date for the scheme.
- b. Grant funding can be used for core costs and project costs where there is an identified and evidenced need. Applicants must state whether sums applied for relate to core costs, project costs or full cost recovery.
- c. Grants over £15,000 will be made in two instalments at the beginning of each six-month period and only on receipt of approved monitoring information.
- d. Applications will be accepted from individual organisations and from consortia, where one lead agency has been identified. For consortium applications, details must be given throughout of all partners involved and how grant funding will be allocated. The lead agency must consider funds held on behalf of partners as 'restricted'.
- e. Organisations in receipt of funding will need to submit monitoring information, details of which will appear in accompanying funding agreements and grant paperwork. Lead agencies in consortium applications will be responsible for monitoring project and financial information on behalf of partners.
- f. Grants given on a 3-year basis will be subject to annual review as part of Council budgeting processes.
- g. Inflationary increases year on year are not guaranteed and it is advised that organisations conduct their financial planning without reliance on such increases.
- h. Funded organisations are expected to credit SCDC in any literature and to use the SCDC logo where appropriate. Logos will be provided.
- i. SCDC endeavours to put in place joint funding agreements and monitoring processes with other relevant funders where this is of benefit to the funded organisation.
- j. SCDC does not make match funding a requirement. However, we do not expect to be the sole source of funding and applicants must show what other sources of funding have been sought.
- k. Funding agreements include a termination / variation clause which may result in the recouping of unused or misused funds.

## 6. Making your application

- Applicants are encouraged to complete their application form in typed, electronic format using the electronic form which can be downloaded from the website. If this is not possible, please contact us for assistance, phone Siobhan Mellon on tel 01954 713395 or email [Siobhan.mellon@scambs.gov.uk](mailto:Siobhan.mellon@scambs.gov.uk).
- Applicants are asked to complete all relevant sections of the form rather than attaching reports. This enables us to make a fair assessment of your organisation and eligibility for funding. Completed application forms can be returned by e-mail to [duty.communities@scambs.gov.uk](mailto:duty.communities@scambs.gov.uk)
- Completed application forms in hard copy and accompanying information should be sent by post to:  
Siobhan Mellon, Development Officer, South Cambridgeshire Hall,  
Cambourne Business Park, Cambourne, Cambridge, CB23 6EA.
- When posting 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.
- Your application form must be received by the deadline of **5pm, Friday 16 November 2018**. We regret that applications received after this date will not be processed.
- All applications will be acknowledged by post or email within 5 days of receipt. If you do not receive an acknowledgement you should call to check that your application has been received.
- Provisional funding awards will be made in December 2018 You will be notified of these in writing by the end of December. Confirmation of awards will be made following the Full Council budget setting meeting in February.

## 7. Framework for Assessing Project Proposals

	Proposal Assessment Headings	Weighting
1.	Extent proposals align with the <b>eligible activities</b>	20% (x4)
2.	<b>Value for money</b> <ul style="list-style-type: none"> <li>Extent that proposals will benefit South Cambridgeshire residents and communities</li> <li>The extent of additionality the proposals provide to known existing or future service support in the district</li> </ul>	30% (x6)
3.	Extent that the <b>need for the proposals has been evidenced</b> <ul style="list-style-type: none"> <li>Relevance, pertinence and accuracy of evidence</li> <li>Extent of community involvement in determining need</li> <li>Extent of risk to the South Cambridgeshire residents and communities of not funding proposals (specifying priority groups at greatest risk)</li> <li>Extent to which proposals would not be realised without financial support from the District Council</li> </ul>	20% (x4)
4.	Extent to which the proposals constitute a sound, resilient and <b>sustainable business plan</b>	10% (x2)
5.	Extent and quality of monitoring offered to <b>measure outcomes and outputs</b>	10% (x2)
6.	Extent to which <b>organisational capacities, resources and timescales</b> for delivery of the proposals are considered realistic	10% (x2)
	<b>Total</b>	<b>100</b>

Evaluation of answers under each heading	Scoring
Proposals meet the required standard in all material respects	5
Proposals meet the required standard in most material respects, but are lacking or inconsistent in others	4
Proposals fall short of achieving expected standard in a number of identifiable respects	3
Proposals significantly fail to meet the standards required, contain significant shortcomings and/or are inconsistent with other proposals	2
Completely fail to meet required standard	1
Nil response (no answer provided)	0

### Post-assessment feedback to applicants

Total assessment scores and rankings will be made available to all applicants following the conclusion of the Council's assessment of all eligible applications.

Further feedback on the breakdown of scoring under the above six headings will be made available to all applicants on request.