

Cambridge City Council

United with Ukraine

Tier 3 Application Form - Help Notes

Please read this document carefully before you start work on your application for funding and ensure:

- your organisation is eligible to apply (please refer to Appendix B in addition to the full eligibility criteria listed on the [United with Ukraine Grant](#) page)
- your activities meet our grant funding priorities
- you understand what is required from each question
- you send in all the required documents with your application

Please

- ensure your answers are concise, focussed, specific, relevant and provide sufficient detail but not too much that we lose the key points you wish to make
- do not cut and paste from previous applications
- do not assume we know things about your organisation – please answer each question in full

Front Page

Organisation Name

Type the name of your group/organisation as stated on your governing document

Priorities

Q1 Which of the funding priorities does your application meet? - Tick one or more of the priorities appropriate to your activity. It will **not** increase your chances of funding if you tick more than one, however if you include multiple activities in this application, please tick all

priorities that apply. You will need to link them to individual activities later in the application, in Q17.

Working with refugees

Q2 Please summarise the experience of your organisation delivering activities funded by the United with Ukraine (UwU) grant, or the track record of your organisation working with refugees and asylum seekers in the UK. - It is important you evidence your track record as only groups with experience of delivering UwU funded projects, or with a strong track record of working with refugees, can apply for a Tier 3 award. Please only provide a summary of your experience, telling us what activities you have delivered, when and where and who was the target audience. For UwU funded activities you can simply list all awards you have received from us.

If you are not able to evidence the above, your organisation is not eligible for Tier 3 funding and should explore applying for Tier1 or Tier 2 funding in the first instance.

Q2a Please let us know what connections you have with the refugees fleeing the war in Ukraine who live in Cambridge. - If your organisation does not have a strong connection to refugees from Ukraine based in Cambridge, you will need to contact us before applying to discuss your eligibility.

Q3 Please share one or more example of positive change that's been brought about by the work undertaken by your organisation. This should illustrate how your organisation has successfully supported and/or created improved outcomes for refugees and asylum seekers in the UK. Please focus on the difference you have made to refugees rather than listing activities you have provided to them. We want you to articulate the impact your organisation has had on refugees in the past.

Please provide at least one, but no more than three, examples of positive change you've contributed to.

Activity

You can request funding for more than one activity or project in this application. You should ensure you adequately describe and evidence the need and impact of each activity. We will need separate information on each question for each activity, including separate costings. Please name each individual activity or provide it with a unique number, for example Activity 1, Activity 2, etc. Ensure the information you provide is comprehensive enough to enable us to assess your application. Unclear applications may not be considered.

Q4 What specific activity do you want funding for? -

Tell us concisely and specifically what activity you want us to fund. Include details such as: what is the activity, number of sessions, dates, times, days, duration, locations, content of the sessions, etc.

It is important we know exactly what you want to do with the funding you are applying for. What, how and when will it be done. Use words such as to provide, run, organise or produce. This detail also gives us an indication of how well planned and thought through your activity is. Do not include "why you are running this activity" in this box, as a different question covers this (Q16). If you have a business or project plan, please send it with your application. Please provide **a detailed timeline for the project**, highlighting key milestones.

Please ensure you have permission from the landowner if your activity is taking place on land you do not own. For City Council owned land you will need to complete a 'Notice of Intent' and should allow 4 weeks for a decision to be made.

<https://www.cambridge.gov.uk/hire-a-park-or-open-space-for-your-event>

Q5 How have you, or will you, consult with or involve your beneficiaries in planning the design and development of the activity? - We want to understand how you have involved beneficiaries /service users in planning the activity to know what they want so that your activities will meet their needs.

Q6 What partners are involved in helping you deliver this activity? - We want to know if anyone else is helping you to deliver the activities and what their involvement is. We welcome help and support from others. We accept applications where two or more organisations are working together (also known as a consortium) but one organisation needs to be the lead and take responsibility and be accountable for the funding. The lead partner must be a voluntary organisation and not a statutory or private organisation.

Q7 How will you ensure that you will provide a high-quality and culturally appropriate activity? - We want to know how you will ensure the activity will be delivered to a high standard. Include evidence such as: qualified coaches will be used, providers of food will have appropriate food hygiene certificates, use of an appropriate volunteer policy, volunteers will be appropriately trained and supervised, suitable risk assessments will be undertaken and control measures implemented, insurance is in place, if needed.

Tell us about any quality accreditations your organisation has (Advice Quality Standard or equivalent, Trusted Standard, Museum Accreditation, etc.). Also, list any governance toolkits the organisation uses, such as the Club Matters Health Check. For groups applying to provide access to Legal Advice Services (legal, immigration advice, welfare benefits, money/debt advice) for disadvantaged residents – we will only fund organisations who have the Advice Quality Standard or its equivalent and have appropriate referral systems. We will not fund activities for people to give advice who are not appropriately trained and supervised. Please ensure

you explain how your proposed activity is culturally appropriate for the groups you're intending to reach. By culturally appropriate activity, we mean one that meets participants' cultural heritage and language needs.

Q8 How and where will you promote and publicise your activity? - We want to know how people will get to know about your activity and how you will target those that your activity is aiming to help. We will not fund expensive publicity and are looking for realistic, free or cost-effective promotion of your activity. State your main social media and digital platforms.

Q9 Will this activity take place entirely within the Cambridge City area? - The United with Ukraine grant can only cover the cost of Cambridge based activities (or trips that take beneficiaries outside of Cambridge), but we understand some projects might operate in a wider geographical area. If your project is countywide, covers multiple areas or is nationwide, please let us know where it will operate.

Beneficiaries

A beneficiary is the person your activity is for – the person who benefits from your activity. You may also think of them as customers, participants, visitors, members, clients, service users, etc.

Our funding is only for people who live within the Cambridge City boundary. These are the 14 wards of: Arbury, Abbey, Castle, Cherry Hinton, Coleridge, East Chesterton, Kings Hedges, Market, Newnham, Petersfield, Queen Edith's, Romsey, Trumpington, and West Chesterton. If you are not sure where these wards are located, please check the [Cambridge Ward Map](#).

We will not fund activities for people who live in South Cambridgeshire, (for example Orchard Park, Milton,

Histon, Waterbeach, Girton, Haslingfield, Cambourne) or in other parts of Cambridgeshire.

Your activity can include people who live beyond the City boundary, but we will only consider funding a proportionate amount for the percentage of beneficiaries who are City residents. Please ensure you calculate this accurately.

Q10 Beneficiaries - who is the activity for? - We want to know who your activity is for: how many individuals, where they live, and their age range (**Table 2**). Complete **Table 1** with estimated figures for direct beneficiaries and calculate the percentage of the total residents for each geographical area. A direct beneficiary is someone actively participating in the activity and not just observing the activity (such as audiences at a performance etc).

Please use **Table 3** to tell us about any **indirect** beneficiaries of your activity, such as audiences of any performances or parents of children attending funded sessions. Please provide an estimate figure for each group of indirect beneficiaries of your activities.

Q11 Please let us know who will benefit from your activity? - Who are the City residents that will specifically benefit from this activity - who are your target group for the activity for example, refugees from Ukraine, refugees from another country (please specify), hosts, families, adults, children and young people, older people, LGBTQ+, people with disabilities, minoritised people, low-income families and individuals.

Q12 If you are holding sessions, what do you expect the average attendance to be? - If you are holding sessions, we want to know what you expect the average attendance at each session to be.

Q13 Please detail how you will engage (reach/enrol) beneficiaries in your project. - Please include any existing experience working with your beneficiaries to deliver similar work or share details of an outreach plan if there is one.

Q14 You will need to monitor actual direct beneficiary numbers, and evidence how many are City residents fleeing the war in Ukraine. - Tell us how you will monitor the actual direct beneficiaries of your activity (number, age range and where they live)? For example, will you use any of the following: log attendance at meetings, events, annual member survey, beneficiary feedback forms or interviews.

If you receive any funding from us, we will expect this monitoring to be undertaken and a comparison of estimated and actual beneficiaries to be made.

Q15 What safeguarding measures will be implemented to protect the safety and wellbeing of vulnerable groups (for example young people) benefiting from the proposed activity? - Please tell us what practical steps will be taken to safeguard your beneficiaries, list any procedures you will follow. If you are delivering activities for children, young people or adults with care and support needs, please tell us what the staff-to-attendees ratio will be and how many of your staff or volunteers will have DBS checks.

Outcomes & Impact

Q16 Why is this activity needed and what evidence do you have to support this need? - Explain both why this activity is needed and what evidence you have to support this need.

What do we mean by need? Outline succinctly what the issue is to be addressed and give an analysis of it, what would happen if it was not addressed and how the issue will be resolved. Describe any gaps (especially in local

provision) and challenges. Please provide evidence that there is a need and details of any research you may have carried out. This could include brief/succinct local/national statistics, case studies, surveys, consultations, etc.

Q17 How will your activity/activities meet one or more of the United with Ukraine funding priorities? - Explain how your activity/activities will meet the priority/priorities you've selected in Q1. Include: how you are going to do this and what will be reduced/improved/supported.

Q18 Please tell us what difference you think this activity will make to the refugees fleeing the war in Ukraine.

Please list all outcomes you hope to achieve - detailing what will change as a result of your activity? You need to tell us the outcomes of your activity and how they link to the funding priority you've selected in Q1. It will not necessarily increase your chances if you meet more than one, but if you are applying for multiple activities you will need to link them to their unique outcomes and the priorities they individually meet.

What do we mean by outcome? An outcome is the difference the activity has made to the beneficiary. (This could be different for each beneficiary or there could be a set of consistent outcomes for a group of people). Outcomes are the **changes** that actually occur when you carry out activities, they are **not** the activity itself. Describe the specific benefits by using words that denote change, such as: better, increased, reduced, less, greater and improved; for example: "activity will improve participants' confidence in speaking English." Useful information:

<https://www.ncvo.org.uk/help-and-guidance/strategy-and-impact/impact-evaluation/#/>

https://www.tnlcommunityfund.org.uk/funding/programmes/people-and-places-medium-grants/guidance-on-tracking-progress_or

Q19 How will you be able to evidence that your activity meets its outcomes outlined in Q18 above?

How will you measure and evidence that you have made a difference? - Explain how you will monitor and evaluate your activity and be able to evidence that the difference has been made. How, or when, will you know if your project has been successful? Will you seek feedback from applicants? Please provide an outline of how you are going to collect data to measure (e.g. surveys of beneficiaries, before and after comparisons, etc), analyse and understand what you are doing and ultimately provide evidence about what your project has achieved. If you have a monitoring, evaluation and learning plan in place, please provide details of it here. Tell us who will carry out your monitoring and evaluation. This could be staff within your organisation or a person or organisation who you will need to employ or contract.

Q20 Please tell us about what you feel the legacy of your project/activity will be? - What will have been the overall impact on beneficiaries, your organisation, the groups you work with? Will there be anything tangible as a result of your activity? If you have a longer-term vision for your activity beyond this funding, please tell us about it.

Finances – Your Budget for this Activity

This section is to enable you to give us a broad picture of the finances for the activity being applied for. **It is not a substitute for the more detailed whole organisation budget**, which you must also submit as a supporting document with your application.

Q21 Expenditure – we want to know the main costs of the activity being applied for, making sure **they match the figures in the whole organisation budget** you submit with your application. Please provide quotations and ensure these figures are as accurate as possible. Do not include 'in kind' support/contributions on the budget e.g. volunteer time, free use of room etc, **this can be detailed in question 24.**

Q22 Income - Please list all expected sources of income for this activity, with amounts. Include applications to other funders and put donations, sponsorship, ticket sales on separate lines. We do not expect to be the sole funder of activities and will only fund a proportion related to City beneficiaries who are refugees from Ukraine. Please do not include 'in kind' support/contributions as we want actual estimated income only. Please list all grant bids you have already made or intend to make to fund this activity. If a bid is in progress please let us know when you will find out if you were successful. If your bid to another funder has not been successful please still include it in the table and use the Confirmed column to indicate you did not receive an award by saying 'Nil award' or 'No award'.

Q23 How much are you requesting from Cambridge City Council and what percentage is this of the total cost of the activity? - Use the figures in Q21 & Q22 to show us how much you are requesting from Cambridge City Council and what percentage this is of the total cost of the activity.

Ensure you are not requesting funding which is disproportionate to the percentage of refugees from Ukraine who are City resident beneficiaries.

Please note that as the grant comes from public funds, you must let us know about any surplus you make from the activity and we reserve the right to require you to pay back all or part of the grant.

Q24 Please provide any comments and/or calculations to evidence your activity is good value for money. - Please state any evidence of value for money or added value e.g. detail of any 'in kind' support/ contributions, use of volunteers, sharing of functions/ services, partnership work etc.

Q25 How will you sustain your organisation and this activity into the future? - Tell us what will happen to the project or activity once the funding has expired. It may be that the project aims have been achieved and the project can be successfully closed. If the project is intended to become an on-going activity tell us how you anticipate the work to be funded and delivered in the future. Will you plan to get other or additional funding for your organisation and the activity after the funding period covered in this application? Please do not rely on applying for a United with Ukraine Grant in the future and tell us what plans you have put in place to ensure activity can continue after the funded period.

Q26 Does funding from the United with Ukraine grant fund help you to obtain funding from other sources? - We want to know if funding from us helps lever in funding from other sources. Tell us how much and where from. Include if other funders require 'match funding' for your organisation or activity. Does our funding add value?

Your Organisation

Q27 We can see your aims from your constitution / governing document. Briefly describe what your organisation does. - We want to know what your organisation does in general and not just the activities you want funding for. We can see your aims from your constitution / governing document, so we are looking for a brief description of your core activities and areas you work in. (max 100 words)

Q28 How will you ensure that your work is coordinated with, and complementary to, the work carried out by other organisations. - Please refer to how you work with other community organisations and other service providers, including local authorities? It is very important for your organisation to ensure that there is no duplication of provision already being delivered either by Cambridge City Council or other local organisations. We may not be able to consider applications if we believe a similar service is already provided elsewhere.

Q29 How do you ensure that your team (staff and volunteers) are well trained, managed, and supported to do their jobs effectively? - Please tell us how you support the wellbeing of your team and how you recruit and screen team members. We want to know how you safeguard team members? Please let us know how you support and develop your team. Do they receive regular supervision? Do you offer them internal or external training and development opportunities? Can your team access clinical supervision or mentoring if needed? If you have volunteers, please let us know if you have a volunteer handbook and let us know who manages your volunteers.

Q30 Please provide details of all employees, freelancers (and voluntary workers) that will be working on the project and providing funded activities. - Please list all roles involved in the delivery of the project. If a specific role had multiple individuals delivering it, please list them all and add a number to each entry, for example, Support Worker 1, Support Worker 2, Teaching Assistant 1, Teaching Assistant 2 etc. Please include all volunteers individually and put '0' in column three which refers to annual costs (do not include cost of volunteer expenses or training).

Q31 It is essential that financial need for this grant can be evidenced. Please insert relevant figures from your

latest annual accounts so we can assess whether your organisation needs funding from us.

Q32 You are required to send us a copy of your reserves policy with your application form. We need to have a clear understanding of your policy and that it explains and justifies the reserves held.

What do we mean by reserves? Reserves are the part of the unrestricted funds that are freely available to spend on any of the organisation's objectives/purposes.

Q33 Please complete the information requested in the table relating to your organisation. Living Wage: we actively encourage organisations that employ to pay, or work towards paying, the Real Living Wage
<https://www.cambridge.gov.uk/living-wage>

See Appendix A for further information on our financial expectations of organisations that we fund.

Organisation Eligibility Check

You must confirm your organisation meets our eligibility criteria by completing the table in full.

If you cannot tick every box in the checklist (or put N/A where applicable, for example if you do not employ people you would not require employment procedures), then your organisation does not meet our criteria.

Application Documents

Your application will be regarded as incomplete if any of the documents are missing. Incomplete applications cannot be considered for funding.

The documents listed in the table on the application form must be submitted, along with the application form.

If you are a new group, contact us as soon as possible to discuss the implications for your application:

grants@cambridge.gov.uk

Documents required to be submitted with your Application Form:

- Latest set of annual accounts (if not complete by our application deadline, attach draft accounts or latest set of management accounts)
- Budget for your current financial year (for the whole organisation, updated to show actual figures to date and include opening and closing balances)
- Budget for your next financial year (including all income and spending plans for the whole organisation, opening and closing balances and the activities you are applying for)
- Copy of bank statement covering the period of your accounting year end. (If this page does not have the name of the organisation, please also include a page that does have the name of your organisation)
- Reserves Policy
- Latest report of activities (e.g. your annual report; chair and treasurer's report from your AGM etc.)
- Governing Document / Constitution or Rules
- Insurance document – photocopy/scan/screenshot
- Health & Safety Policy
- Safeguarding - child and/or adult protection
- Equality & Diversity Policy
- Environmental Policy
- Confidentiality / Data Protection (GDPR) Policy
- Complaints Policy
- A list of your current Committee / Board Members or Trustees (include position held: Chair, Treasurer, etc.)

Declaration

It is important that your organisation's management committee members/trustees read and understand the

statements in the declaration as this forms part of any grant agreement if awards are made.

The person signing the application form should be authorised by your organisation's committee to do so and this may need to be evidenced if an award is made.

Submitting your application – Important Information

Please check that you have:

- answered all the questions on the application form
- attached all the supporting documents required
- signed all the forms

Email the application form/s and supporting documents required to: grants@cambridge.gov.uk

Applications are open on a rolling basis.

Appendix A

Our Financial Expectations

Responsibilities of committee members/trustees of organisations we fund

General responsibilities

Ensure that all money and assets are used:

- efficiently and effectively
- wholly to meet the objects of the organisation as set out in its governing document
- only for the purposes for which they were given
- on expenditure authorised specifically or approved as part of an overall annual budget

Ensure that the organisation:

- prepares, implements and revises its own financial regulation and control systems and safeguards all assets and money
- keeps all records for the same 12-month period as its agreed financial year
- prepares all necessary documentation
- stores all financial records securely for at least 7 years (6 years and the current year)
- meets all legal and other obligations under charitable law, the Companies Act, HM Revenue & Customs, employment law, and common law
- circulates information to all members, trustees and funders as required
- establishes adequate cover for financial duties and responsibilities and is not dependant on one person ensuring that no single individual has sole responsibility for any single transaction from authorisation to completion and review

Exercise reasonable care and ensure that the organisation:

- does not enter into financial commitments without having sufficient funds to cover them
- pays all statutory deductions and taxes and claims all due relief
- has appropriate and adequate insurance

Establish, implement, monitor and revise financial management systems and procedures.

Charity Commission guidance on internal financial controls <http://www.charitycommission.gov.uk/detailed-guidance/money-and-accounts/internal-financial-controls-for-charities-cc8/>

NCVO have some detailed guidance on Financial Procedures:

<https://www.ncvo.org.uk/help-and-guidance/governance/financial-procedures-manual/#/>

Budgeting

Prepare annual budgets (for the whole organisation) for the following financial year, based on past experience and reasonable estimates of the costs of an approved work programme.

Trustees should start working on this in enough time for it to be ready by the start of the financial year that it covers.

Annual budgets should contain:

- an opening balance
- all estimated receipts/income, analysed under activity/service headings and listing separately all sources including statutory sector grants
- all estimated expenditure, analysed under activity/service headings
- a closing balance

Overheads and full cost recovery

Full cost recovery is the system by which organisations secure funding for the full cost of a project/activity by including both the direct costs of the project and a relevant portion of overhead costs within funding applications.

Further help can be obtained by visiting:

<https://www.tnlcommunityfund.org.uk/funding/funding-guidance/full-cost-recovery>

<https://www.ncvo.org.uk/help-and-guidance/funding-income/all-about-grants/preparing-your-budget/#/what-will-your-project-cost>

Monitor the budget regularly (quarterly, termly or half yearly as appropriate):

- review their current year's budget in line with actual income and expenditure
- decide on appropriate action to deal with overspends and underspends
- Revise the budget accordingly

Record keeping

There should be some paperwork for each financial transaction e.g. invoice, receipt, petty cash voucher, letter from funder etc.

- record all financial transactions in a book keeping analysis system that allows the identification of restricted receipts and payments
- reconcile accounts with bank statements monthly
- check and reconcile petty cash systems weekly
- receipts and invoices must be on official headed paper and must have been prepared by the payee

Accounts & Annual Reports

Accounts: All charities must prepare accounts and make them available on request.

Prepare accounts for every year, always using the same agreed 12-month period, and take the full set of accounts to the Annual General Meeting for consideration and approval.

They must contain brought forward and carried forward figures, information about income and expenditure and a balance sheet/statement of assets and liabilities; reporting separately on Restricted Funds.

Prepare accounts and have them checked in accordance with your organisation's status, income and governing document. See guidance links:

Interactive guide:

<http://www.charitycommission.gov.uk/running-a-charity/money-and-accounts/accounts-how-to-prepare-them/>

Detailed guidance:

<https://www.gov.uk/government/publications/charity-reporting-and-accounting-the-essentials-november-2016-cc15d>

Deposit copies with Charity Commission, Companies House, and funders as required. Charities full accounts must be made available to any member of the public who requests a copy.

Trustees' Annual Reports: All registered charities must also prepare a trustees' annual report and make it available on request.

What to put in your annual report depends on your charity's income and value of assets.

Detailed guidance see link:

www.gov.uk/guidance/prepare-a-charity-annual-return

Reserves

Prepare, agree and review a reserves policy which meets Charity Commission guidelines

<http://www.charitycommission.gov.uk/detailed-guidance/money-and-accounts/charities-and-reserves-cc19/>

- decide what eventualities need to be covered by money kept in reserve and how much is needed
- re-calculate annually the amount of money needed by the items in the reserves policy
- report the reserves policy and the current situation as part of the annual accounts

We need to have a clear understanding of your policy and that it explains and justifies the reserves held.

A statement in your annual accounts should detail how much should be kept in reserves according to your policy, how much you actually have in reserves and an explanation of how any significant difference between the two will be dealt with.

Unrestricted Funds

- **Unrestricted Designated Funds** are part of the unrestricted funds that trustees have earmarked for a particular purpose without restricting or committing the funds legally. The notes in the accounts should explain the purpose of designated funds.

For our consideration they must be realistic, supported by a structured plan and indicate the time they are likely to be spent.

- **Unrestricted General Funds** are unrestricted funds that have not been earmarked for a particular purpose and can be spent at the discretion of the trustees in accordance with the organisation's objectives

Appendix B – Ensure your organisation meets the eligibility criteria

You should be able to answer ‘yes’ to every statement or ‘not applicable’ if it is not appropriate for your organisation, for example, if your organisation does not employ people you would not require employment procedures.

✓	The organisation applying for this funding acknowledges the information in the application documents and confirms the organisation:
GOVERNANCE	
	is independently set up for charitable, benevolent or philanthropic purposes and does not operate for private, commercial or personal profit/gain
	is not a statutory organisation or was not set up by a statutory organisation, or is not managed wholly or partly by a statutory organisation
	has a legal structure that is appropriate to the size and nature of the organisation, with a governing document, e.g. constitution, memorandum of association or set of rules, which sets out the aims and rules governing the organisation
	decides policy and overall management practice through a committee of a minimum of 3 unrelated , elected, unpaid volunteers (<i>by unrelated we mean people who aren't family members, such as siblings, parents and children; married couples or civil partners; or people living at the same address</i>)
	has systems and structures in place to manage the affairs of the organisation efficiently and effectively e.g. holds regular, quorate meetings, plans and monitors activities, keeps minutes and circulates information to group members
	involves members and users in policy-making, service planning and in management, where appropriate
	researches and meets the needs of local people and is able to demonstrate or evidence why this activity or service is required
	complies with all statutory and legal responsibilities applicable to our organisation and its regulatory body
	meets the legal responsibilities of an employer and adopts, implements, and monitors good employment practices and procedures
	recruits and supports volunteers
	has up to date, appropriate and adequate insurance cover
	demonstrates good governance and management by having policies and procedures for the following which are adopted, implemented, monitored and reviewed and comply with legislation

	a) Health and Safety - covering staff, volunteers and users, and includes risk assessments appropriate to activities
	b) Safeguarding - child and/or adult protection
	c) Equality & Diversity
	d) Environmental - reducing carbon footprint, energy efficiency, reducing waste, and increasing recycling
	e) Confidentiality / Data Protection (GDPR)
	f) Complaints
	g) Disclosure and barring service (DBS) checks for all paid and unpaid volunteer staff working with children and vulnerable adults

FINANCES

See Appendix A on Application Help Notes

demonstrates good financial management and sustainability by:

- a) keeping proper and adequate financial records to explain all transactions, the organisation's financial position and audit trails of decisions made
- b) preparing statutory accounts meeting legal requirements and complying with any external scrutiny required by law or the organisation's governing document
- c) preparing budgets and monitoring them at least quarterly and preparing revised financial forecasts based on actual spend
- d) presenting regular reports on the organisation's financial position to the management committee
- e) preparing a reserves policy detailing the level of reserves held and an explanation and calculation of why they are held and updates this annually
- f) ensuring that effective financial systems and procedures have been established, are being consistently followed and are in line with best practice and legal requirements
- g) reviewing internal financial controls to ensure they are adequate and being complied with to provide a robust system for managing financial risk. Ensure all expenditure has dual authorisation and documented accordingly, including but not limited to cheques, purchase orders, invoices, receipts and electronic transactions. For on-line transactions and debit card payments the Recipient will keep a written record evidencing the transactions
- h) not being reliant on Cambridge City Council funding alone

charges users at a reasonable level and offers concessionary rates to low-income residents

can demonstrate they need financial support for the activity and do not have free reserves that could be used for this purpose

applies to all relevant statutory agencies for funding and undertakes their own fundraising

has used any previous City Council grants for the purpose awarded and reported these as restricted funds in accounts

WORKING WITH REFUGEES

has experience of delivering activities funded by a United with Ukraine (UwU) grant, or a good track record of working with refugees and asylum seekers in the UK

can demonstrate connections to refugees fleeing the war in Ukraine who reside in Cambridge, or to local organisations supporting refugees from Ukraine who reside in Cambridge

GENERAL

does not promote any political parties, is not involved in party politics, or does not promote political views

	will provide any information required to support their application
	has returned satisfactory monitoring and evaluation, accounts or other information requested in connection with any previous funding from the Council on time

If you need help to improve your practices, policies or procedures or just want to have an organisational health check please contact Cambridge Council for Voluntary Service by email:

enquiries@cambridgecvs.org.uk

Appendix C – Privacy Notice

Privacy Notice

The Grants Team collects personal data for the following activities:

1. To respond to grant enquiries
2. To process grant applications
3. To process awards, payments and grant agreements
4. To monitor grant awards and ensure public money has been spent for the purpose allocated
5. To provide information about Council grants and voluntary sector support and activities

We collect names, addresses, email addresses, telephone numbers (mobile, landline and work numbers), and photographs (relating to funded projects) via online, phone, face to face, or other written interactions.

We process your data with a view to entering into a contract with the organisation you represent.

Information on your rights regarding your personal data you provide us is available at www.cambridge.gov.uk (search for Privacy Notice).

We will not share your personal data with external agencies or individuals. However, we may process the information you provide to prevent and detect fraud in any of our systems and may supply information to government agencies, law enforcement agencies, internal audit, regulators or other external bodies for such purposes. We do not routinely process any information about you outside the European Economic Area (EEA), except in rare cases, where we use all appropriate safeguards.

We only keep your personal information as long as necessary. Please refer to our [Retention Policy](#) for more information.

We will review mailing lists annually. You can contact us at any point if you no longer want to be informed about grant opportunities.

We will delete enquiry information which did not result in an application after one year.

If you have a query regarding your rights please contact the Data Protection Officer who can be contacted by emailing infogov@3csharedservices.org or you can write to the Council and mark your letter for the attention of the Data Protection Officer. Alternatively, you can call 01223 457000.

You have the right to lodge a complaint with the Information Commissioner's Office (ICO).