

Community Grants 2025-26

Application Form Help Notes – for requests over £5,000



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

- your organisation is eligible to apply
- your activity meets our grant funding outcomes and 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 in sufficient detail but not containing so much that we lose the key points you wish to make
- 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

Application Information Summary

Complete this table **after** you have completed the application form by using the information or figures you have entered into the corresponding sections of the application form.

Closing date: midday on Wednesday 18 September 2024

Late and/or incomplete applications will not be considered

Priorities

Q1 – Mark **X** against one or more of the priorities appropriate to your activity. It will **not** increase your chances of funding if you mark more than one.

What do we mean by these priorities? See the **Application Guide** for further information about the priorities and examples of what we will and will not fund in relation to these.

Activity

All applications MUST demonstrate how the funding will reduce social and/or economic inequality for City residents with the greatest need.

If you wish to make more than one application, (for example, apply for more than one activity) please use the **Additional Activity Form** emailed with the application form. You must complete a separate Additional Activity Form for each additional activity you want to apply for.

You should only group a number of activities on the main application form if they can be adequately described and evidenced in one form for example, we will need separate information on each question for each activity, including separate costings. Ensure the information you provide is comprehensive enough to enable us to assess your application. Unclear applications may not be considered.

Q2 - Please give details of the activity you want funding for. Tell us concisely and specifically what activity you want us to fund. Include details as appropriate including: 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 will be done and 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 question 12 covers this. If you have a business or project plan please send with your application.

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.

[Hire a park or open space for your event - Cambridge City Council](#)

Q3 - We want to understand how you have involved beneficiaries /service users in planning the activity to know what they want and that it will meet their needs.

Q4 - 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 from consortiums, but one organisation needs to be the lead organisation and take responsibility and be accountable for the funding. The lead partner must be a voluntary organisation and not a statutory or private organisation.

Q5 - 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. etc.

Tell us about any quality accreditations your organisation has (Advice Quality Standard or equivalent, Trusted Standard, Matrix Standard, Museum Accreditation, etc.). Also list any governance toolkits the organisation uses such as the Club Matters Health Check. For groups providing access to independent advice and advocacy including welfare, housing and 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.

Q6 - 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.

Q7 – Tackling climate change is one of the Council’s key policy priorities. We declared a climate emergency in 2019 and shared a vision for Cambridge to be net zero carbon by 2030 in our Climate Change Strategy. It is therefore important that our funding works towards achieving that goal. Please set out the steps you will take to reduce the environmental impact of the proposed activity.

Beneficiaries

What do we mean by beneficiary? 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.

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.

Q8 - We want to know who your activity is for.

For individuals we want to know: how many, where they live, and their age range. Complete the table with estimated figures and calculate the percentage of the total residents for each geographical area by:

100 divided by Total B x by the estimated number of beneficiaries for a location, gives the percentage for that location.

Targeting: who are the City residents that will specifically benefit from this activity - who are your target group for the activity for example, disabled people, LGBTQ+ people and people from minority ethnic communities, young/older people, low income families and individuals etc.

Q9 - If you are holding sessions, we want to know what you expect the average attendance at each session to be.

Q10 - We want to know how you have estimated beneficiary figures stated in Q8 and Q9 above. This could be based on previous attendance at similar activities, the capacity of a room, the number of seats in a coach, surveys, a sports coach limit per club etc.

Q11 - Tell us how you will monitor the actual direct beneficiaries of your activity (number, age range and where they live)? For example: log attendance at meetings, events, annual member survey, beneficiary feedback forms or interviews.

A direct beneficiary is someone actively participating in the activity and not just observing the activity (such as audiences at performance etc).

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.

Outcomes

Q12 - Explain both why this activity is needed and what evidence you have to support this need.

What do we mean by need? Say 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 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.

Q13 - Explain **how** your activity will reduce social and/or economic inequality for City residents with the greatest need. Include: how you are going to do this and what will be reduced.

What do we mean by social and economic inequality?

We want our funding to reach those who need it the most, those who are excluded from ordinary living patterns and activities. Activities need to address disadvantage through unemployment, low income, and barriers to social, art, culture, sport and recreation activities.

Explain what specific barrier/s will be removed to enable City residents to access the activity. Not all activities will remove a barrier. They may meet a specific need in a different way such as fill a gap.

What do we mean by barrier? A barrier is something that prevents, stops or blocks people from being able to access activities and services. Funding can be used to overcome this barrier, for example: poverty, low income, low literacy levels, or a particular equalities issue.

Q14 & 15 - Your activity must achieve our primary outcome and one or more of our strategic outcomes. You need to tell us the outcomes of your activity and how they link to **our** primary and strategic outcomes. It will not necessarily increase your chances if you meet more than one. If you are a small group and the answer to both Q14 and 15 is the same, please state on Q14 "see below".

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 particular benefits by using words that denote change for example, better, increased, reduced, less, greater and improved. Useful information:

[Evaluation | NCVO](#)

[Guidance on tracking progress | The National Lottery Community Fund \(tnlcommunityfund.org.uk\)](https://www.tnlcommunityfund.org.uk)

Explain **how you will monitor** your activity and be able to evidence that the difference has been made, for example: surveys of beneficiaries, before and after comparisons, feedback, case studies etc.

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.

Q16 - 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 get quotations and ensure these figures are as accurate as possible. Do not include “in kind” support/contributions on the budget for example; volunteer time, free use of room etc, this can be detailed in question 19.

Q17 - 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. Please do not include ‘in kind’ support/contributions as we want actual estimated income only.

Q18 - Use the figures in Q16 & Q17 to show us how much you are requesting from Cambridge City Council and what percentage this is of the total cost of the activity. $18C = \text{Box B divided by Box A} \times 100$. Ensure you are not requesting funding which is disproportionate to the percentage of 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.

Q19 - Please state any evidence of value for money or added value, for example, detail of any “in kind” support/ contributions, use of volunteers, sharing of functions/ services, partnership work etc.

Impact

We expect to receive requests for more funding than is available. It is important that we understand the impact on your activity and organisation if we are not able to make your organisation an award or we award you less than requested.

Q20 - We want to know the impact on your activity if we are only able to make a contribution towards the amount applied for. Tell us what could be done for different amounts of funding. We want to know amounts and what changes would be made, for example: fewer beneficiaries, fewer sessions, shorter timescale, some elements of the activity would not happen. This information will help us understand if we are unable to fund the whole amount, if a contribution will be useful. Please include details of any property relationships your organisation has with Cambridge City Council, for example: lease, rent, hire with amounts, length of lease etc.

Q21 - 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?

Q22 Please include any future issues you anticipate will impact on your organisation in 2025-26 such as reduction in funding from other funders, property issues (please state if you have a property relationship with the City Council), staffing issues (for example, reduction in staff), potential redundancies.

Discretionary Rate Relief

Q23 & Q24 If you are applying for a grant for an activity and would also like to apply for Discretionary Rate Relief (DRR) for your organisation, please complete question 23 & 24. **The DRR only Application Form should be completed if you are not applying for funding for an activity from the Community Grant Fund.**

To be considered for DRR you must demonstrate the activities taking place at your premises meet our funding priorities and outcomes by completing the form in full.

Complete the table giving full details of the premises you want to be considered for DRR.

The DRR awarded will be proportionate to the number of beneficiaries that are city residents.

Any DRR awarded will be for a fixed 12-month period from 1st April 2025 to 31st March 2026.

Your Organisation

Q25 - 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 (max 100 words).

Q26 - 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.

Q27 - 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.

Q28 - 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

[Living Wage - Cambridge City Council](#)

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 put Yes in every box in the checklist (or put NA if not 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 do not have all of the policies and procedures in place see page 8 in the Application Guide for help and support.

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). Please redact/block out transactions that contain personal information about an individual.
- Reserves Policy – see Page 8/9
- Latest report of activities (for example: your annual report; chair and treasurer's report from your AGM etc.)
- Governing Document / Constitution or Rules
- Insurance document – copy of current policy
- 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/s
- completed the summary table on the front page
- completed and attached any **Additional Activity Forms**
- attached all the supporting documents required
- signed all the forms

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

The deadline for completed applications is midday on Wednesday 18 September 2024

Applications will not be accepted after this date

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

[Internal financial controls for charities \(CC8\) - GOV.UK \(www.gov.uk\)](#)

NCVO have some detailed guidance on Financial Procedures:

[Financial procedures manual | NCVO](#)

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:

[Full cost recovery | The National Lottery Community Fund \(tnlcommunityfund.org.uk\)](#)

[Preparing your budget | NCVO](#)

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 for example: 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:

[Prepare a charity's annual accounts - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Detailed guidance:

[Charity reporting and accounting: the essentials November 2016 \(CC15d\) - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

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:

[Prepare a charity annual return - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Reserves

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

[Charity reserves: building resilience \(CC19\) - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

- 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

