



# Service Support Grants

## To the Voluntary and Community Sector (VCS)

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

April 2023 - March 2026

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- **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 Monday 5<sup>th</sup> September 2022 to Friday 14<sup>th</sup> October 2022. The grant programme can support activities provided in the following years:

01 April 2023 - 31 March 2024

01 April 2024 - 31 March 2025

01 April 2025 - 31 March 2026

**Budgets for these financial year periods remain unconfirmed until February of each respective year and are subject to on-going review, particularly in the light of the current situation regarding public sector finances. In applying to this scheme, VSC organisations are doing so in full acknowledgement of this.**

## 2. Timescales and Deadlines

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

<b>Activity</b>	<b>Timescale</b>
Bidding round launches	9am Monday 5 September 2022
Bidding round closes	5pm Friday 14 October 2022
Applications assessed and panel meets	Assessment and officer panel meeting week commencing 17 October 2022.
Officer recommendations brought to Grants Advisory Committee meeting	<b>25 November 2022</b>
*Organisations notified of decisions, following call-in	5 December 2022 (following 5-day call-in period)
Grant schedules agreed and signed	February 2023
First funding instalments payable	April 2023

- *Needs to be by the end of December in order to meet Compact guidelines for three months notice*

### 3. Eligible Activities by theme

The themes of this grant programme are aligned with our corporate objectives and for each a description of activities supported and indicative funding allocations per annum are given below:

Theme	Indicative allocations	Activities supported
Mental Health and Wellbeing	£24,000	<p>The delivery of services that help mental health and wellbeing of South Cambridgeshire residents. In particular applications that support the following are welcome:</p> <ul style="list-style-type: none"> <li>• Children and young people’s mental health and wellbeing.</li> <li>• The mental health and wellbeing of vulnerable residents.</li> <li>• Projects that address mental health and wellbeing as communities emerge from the COVID-19 pandemic.</li> </ul>
Advice Services	£100,000	<p>The provision of free, independent, confidential and impartial advice and advocacy to South Cambridgeshire residents. Applications that support the following are welcome:</p> <ul style="list-style-type: none"> <li>• Generalist Advice and advocacy: on the rights and responsibilities in the following areas: debt, benefits, employment, housing, legal, relationship and family matters.</li> <li>• Specialist advice and advocacy: to those who are disabled, have caring responsibilities, to families with disabled children and those who would otherwise be unable to live independently</li> </ul> <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 utilising outreach (in-District) service delivery.</p>
Independent Living	£22,000	<p>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. Applications that support the following are welcome:</p> <ul style="list-style-type: none"> <li>• The setup, continuation and expansion of neighbour support schemes (excluding Mobile Warden Schemes<sup>1</sup>)</li> <li>• Support and services for carers</li> <li>• Address loneliness, isolation and living with dementia</li> <li>• The setup, continuation, expansion and or promotion of high quality community transport services and networks</li> </ul>
Support for the voluntary and community sector	£11,400	<p>Organisations providing support to local community groups and charitable bodies who themselves wish to provide services for South Cambridgeshire residents. Applications that support the following are welcome:</p> <ul style="list-style-type: none"> <li>• 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>○ Practical assistance and support including fundraising and training</li> <li>○ General support on governance, management and employment</li> </ul> </li> <li>• The representation of the Voluntary Sector at a strategic level, facilitating third sector involvement in shaping the delivery of public services.</li> <li>• Facilitating consultation and communication. This includes providing an effective liaison function between the District Council and the voluntary, community, charitable and social enterprise sector in South Cambridgeshire.</li> <li>• Assist with the capacity building of the voluntary and community sector.</li> </ul>

<sup>1</sup> Details of the annual Mobile Warden Scheme grant funding can be found on our website: [Mobile Warden Scheme - South Cambs District Council \(scambs.gov.uk\)](https://www.scambs.gov.uk/mobile-warden-scheme)

Arts, Culture and Heritage	£10,000	Delivery of services that support the creative arts, cultural development and preserve the heritage of our local communities
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## 4. Eligibility criteria for applicants

Organisations must:

- 1) Be independently set up for charitable (not for profit), benevolent or philanthropic purposes.
- 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) Join CCVS ready for when they receive their grant funding or clearly justify why they will not be doing so.
- 5) Meet relevant legal responsibilities, including those of an employer, and adopt, implement and monitor good employment practices, including having relevant insurances to cover operations.
- 6) 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.
- 7) 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>
- 8) 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.
- 9) 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.
- 10) Illustrate user and member involvement in policy-making and management as appropriate.
- 11) Illustrate how they recruit and support volunteers as appropriate.
- 12) Adopt appropriate child and vulnerable adult protection, health and safety, DBS checking and GDPR policies as appropriate.
- 13) 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

- 1) 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 may seek advice about the themes before making their application (by calling 01954 713070 or emailing [partnerships@scams.gov.uk](mailto:partnerships@scams.gov.uk)). Changes cannot be made after the closing date for the scheme.
- 2) 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.
- 3) 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.
- 4) Applicants will need to provide details of other funding sources for the project in question and state whether those funds are confirmed or pending.
- 5) Grants > £10,000 will be subject to twice yearly monitoring; grants < £10,000 are subject to monitoring once per year.
- 6) Grants > £15,000 will be made in two six monthly instalments and only on receipt of approved monitoring information.
- 7) 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'.
- 8) 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.
- 9) Grants given on a 3-year basis will be subject to annual review as part of Council budgeting processes.
- 10) Inflationary increases year on year are not guaranteed and it is advised that organisations conduct their financial planning without reliance on such increases.
- 11) Funded organisations are expected to credit SCDC in any literature and to use the SCDC logo where appropriate. Logos will be provided.
- 12) 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.
- 13) Funding agreements include a termination / variation clause which may result in the recouping of unused or misused funds.

## 6. Making your application

1. Applicants are encouraged to complete their online application form via the website. If this is not possible, please contact us for assistance, on Tel: 01954 713070 or e-mail [partnerships@scambs.gov.uk](mailto:partnerships@scambs.gov.uk)
2. Applicants are asked to complete all relevant sections of the online form rather than attaching reports. This enables us to make a fair assessment of your organisation and eligibility for funding.
3. Applicants needing to complete hard copy application forms and accompanying information should send this to: **Service Support Grants, Communications and Communities Team, South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridge, CB23 6EA.**
4. When posting your completed application form, please keep a copy for your files. Please keep a copy of any documentation you send us, as we cannot guarantee returning hardcopy documents.
5. Your application form must be received by the deadline of **5pm, Friday 14 October 2022**. We regret that applications received after this date will not be processed.
6. If you do not receive an automated acknowledgement you should email [partnerships@scambs.gov.uk](mailto:partnerships@scambs.gov.uk) to check that your application has been received.

## 7. Framework for Assessing Project Proposals

	<b>Proposal Assessment Headings</b>	<b>Weighting</b>
1.	Extent proposals align with the <b>eligible activities</b>	20%
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%
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%
4.	Extent to which the proposals constitute a sound, resilient and <b>sustainable business plan</b>	10%
5.	Extent and quality of monitoring offered to <b>measure outcomes and outputs</b>	10%
6.	Extent to which <b>organisational capacities, resources and timescales</b> for delivery of the proposals are considered realistic	10%
	<b>Total</b>	<b>100</b>

<b>Evaluation of answers under each heading</b>	<b>Scoring</b>
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.