

United with Ukraine Grant Funding Scheme Cambridge City Council

Introductions

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Overview

Funding Priorities

- navigating life in the UK
- promote community cohesion and integration
- deliver money advice and management
- support access to employment
- increase confidence in speaking English
- enhance wellbeing, including activities for children

Apply for up to £2,000 or £5,000 depending on your eligibility

Example Projects:

- Information sessions on how to access the NHS, the UK school system or private sector housing
- Community events for refugees from Ukraine and/or hosts
- Events that connect refugees from Ukraine into their local community
- Advice and information on accessing welfare benefits, managing finances and bills
- CV writing, interview preparation, transitioning skills to the UK jobs market, starting up a business
- Sessions where people can practice English with fluent speakers
- Arts and craft sessions, activities for children, activities for older people and other activities that support positive mental health and wellbeing

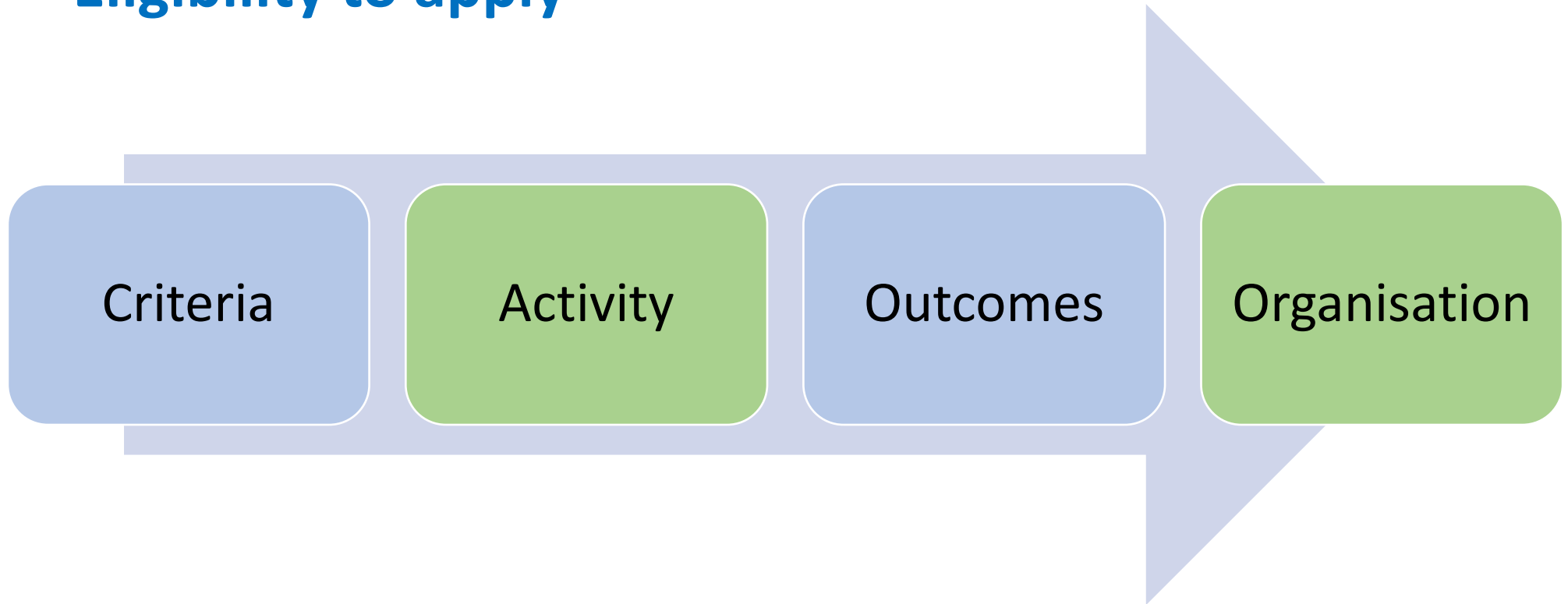
Maximum award

| Tier | Maximum amount available | Who can apply |
|--------|--------------------------|--|
| Tier 1 | £2,000 | <p>Newly formed groups and organisations without track record.</p> <p>Groups of residents who have not previously received funding from Cambridge City Council.</p> |
| Tier 2 | £5,000 | <p>Established groups with good track record.</p> <p>Constituted not-for-profit organisation such as a registered charity, a company limited by guarantee, an unincorporated association or club, a community interest company, or a charitable incorporated organisation.</p> |

Good to know

- You can apply for a grant at any time and will be informed whether you have been successful within four weeks of us receiving all the paperwork that we require.
- We will fund one activity at a time and you must submit evidence that you have spent the grant as agreed before you can apply for any more funding.
- Applications will be assessed on a first-come, first-served basis, with funding being allocated until the provisional total fund of £100,000 is exhausted.
- All applications must:
 - demonstrate there is a **need** for the project
 - clearly set out what the **anticipated impact** of the activity will be and how this will be measured to **prove the benefits** to participants.
- Application is done fully online.

Eligibility to apply



Activities we cannot fund

- Activities that are for religious instruction or worship or involve proselytising. Religious groups can apply for non-religious activities but will need to demonstrate that the activity is inclusive to all faiths and religions
- Activities that promote or appear to support a political party
- **Activities that have already happened**
- Expensive food and refreshments that are not integral to the activity's outcome
- **Activities that include hiring a bar or buying alcohol**
- **Activities that will make a private, personal or commercial profit**
- Fundraising activities, including for charity shops
- **Activities that are for people who can afford to pay**
- Competitive activities
- **Activities that will be held outside Cambridge**, unless there is no suitable location in the city (such as day trips to the seaside)
- **Activities that include trips to outside the United Kingdom or other unreasonable locations.** We will only consider entrance fees and the use of cars in exceptional circumstances

Group Eligibility

please refer to website for full eligibility requirements

Your group must be one of the following:

- A constituted not-for-profit organisation such as a registered charity, a company limited by guarantee, an unincorporated association or club, a community interest company, or a charitable incorporated organisation
- A group of local residents who keep simple financial records and have a dual-controlled bank account
- A partnership of constituted groups and local residents

Your group must meet the following conditions, or be actively working towards meeting them:

- You must have a constitution or set of rules defining your aims and procedures.
- You must decide policy and overall management practice through a committee of **at least three unrelated, elected, unpaid volunteers**. By 'unrelated' we mean people who are not immediate family members, married couples or civil partners, or people living at the same address
- You must have structures in place to manage your affairs efficiently, hold regular meetings to plan and monitor activities, keep meeting minutes, and circulate information to group members
- You must keep proper financial records and show that financial help is needed
- You must have a group bank account or be taking steps to identify an organisation that could hold the funds for you

Application Form Completion

Before starting your application ensure:

- your organisation is **eligible** to apply
- your activity meets our grant **outcomes and priorities**
- you understand what is required from each **question**
- you can send in all of the required **documents** with your application
- you know how we will process your **data**

We need information about the applicant, activities and how you intend to deliver and monitor them so that we can assess your grant application.

Important note:

- Awards are based on the information contained in your application form
- **Awards can only be spent on the purpose detailed in grant agreements**
- **Awards that are not spent for the purpose allocated will need to be repaid**

Accompanying Documents

- A spreadsheet showing your activity's costs and sources of income
 - [Download the activity income and expenditure template \[ODS, 6Kb\]](#)
- A signed copy of your organisation's governing document (for example, your constitution or set of rules)
- A copy of your most recent annual accounts, if your group is more than one year old
- A copy of a bank statement for your organisation's account from the last three months, showing your organisation's name
- Your risk assessment for the activity
- Your safeguarding policy, if children or vulnerable adults can participate in your activity

Process and Timeline

Deadline

On a rolling basis, until all funds are exhausted



Funding Decision

4 weeks from receipt of all essential information and documentation



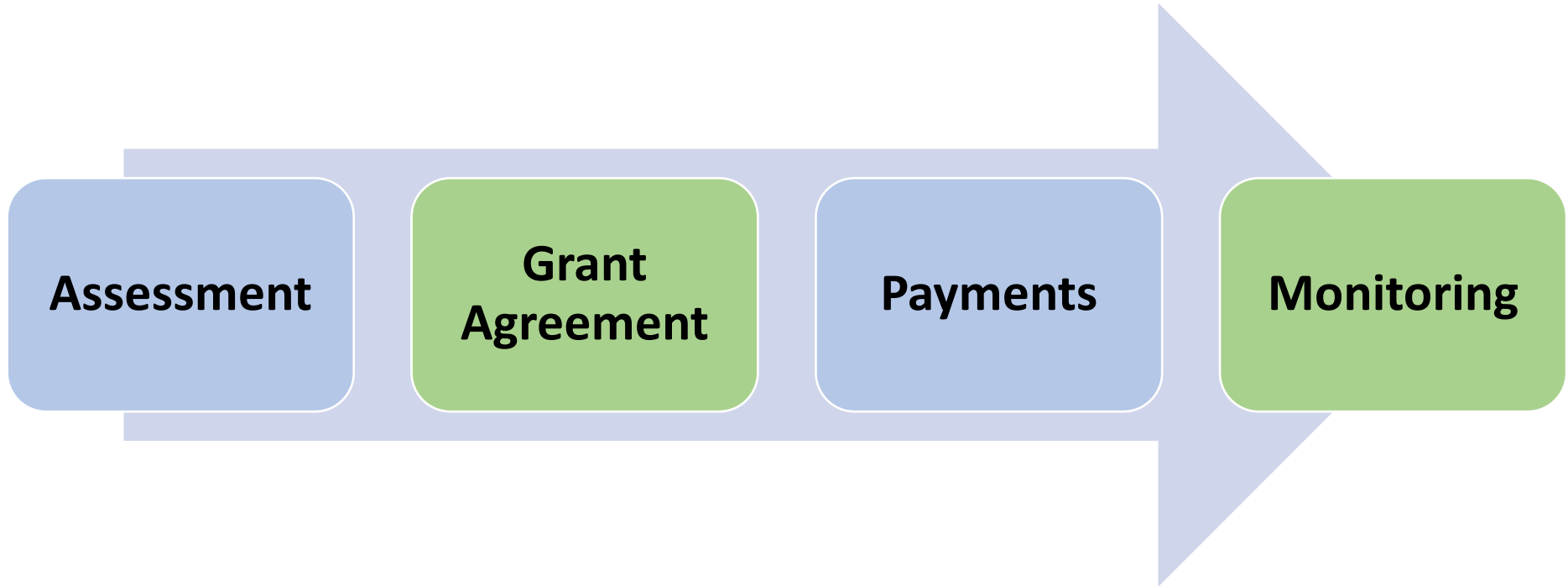
Awards

Signed Grant Agreements

Compliance with mandatory
grant conditions

Please allow administrative time
for processing of your award

Awards



Key points for a strong application – What to evidence

- Activity fits our funding **outcomes and priorities**
- Evidence the **need** for the project - national, local, own organisation
- Clear understanding of the **activity** - what you want funding
- Quality activity that is **well planned** and sustainable
- Activity is **good value**; accurate and reasonable budget and appropriate income has been considered and sourced
- **Organisation** needs our funding - budgets, accounts, reserves policy
- Organisation meets our **eligibility criteria and** is sustainable and well managed
- **Monitoring** systems in place to evidence activity completed, and the outputs and outcomes achieved
- **Fully completed form** - clear, concise, coherent, correct All requested **documents** - submitted by the **deadline**
- **No outstanding issues** from previous years if you applied for funds to CCC before

Help & Support

| | | |
|---|------------------------|--|
| Promoting Active Lifestyles | Active Lifestyles Team | sport@cambridge.gov.uk |
| General grant support | Agnieszka Korfel | grants@cambridge.gov.uk Agnieszka.korfel@cambridge.gov.uk |
| Supporting refugees | Community Safety Team | ukraine@cambridge.gov.uk Community.safety@cambridge.gov.uk |
| Financial information | Christine Mason | Tel: 01223457874 Christine.Mason@cambridge.gov.uk |
| General application and organisation support | CCVS | Tel: 01223 464696 enquiries@cambridgecvs.org.uk |

Help & Support



Cambridge Council for Voluntary Service (CCVS) provides:

- support on completing application forms
- advice on project development and identifying need
- help to search for alternative funding
- advice on policies and procedures
- help with budgets and finances
- help with outcomes, monitoring, evaluation

Tel: 01223 464696 / 07935 649805 enquiries@cambridgecvcs.org.uk

Cambridge Ethnic Community Forum - advice and support to local black, Asian and minority ethnic voluntary and community organisations.

Tel: 01223 655241 cecfenquiries@cecf.co.uk