

# Sustainable City Grants 2025-26

## Application Guide & Privacy Notice



**Sustainable City Grant funding priorities support Cambridge City Council's objectives outlined in the Council's Climate Change Strategy, maximising benefit to city residents on low incomes and/or small and medium sized enterprises (SME)**

**Closing date: midday on Wednesday 18 September 2024**

This document contains important information to help you understand the eligibility criteria, funding priorities and specific outcomes for this funding programme. Please read the information carefully. Our **Process Timetable**, **Financial Guidance** and **Privacy Notice** are in the Appendices.

### **2025-26 Priorities and Outcomes**

**All applications MUST:**

**1. Address one of the funding priorities:**

- A. Reduce energy consumption and carbon emissions from homes and businesses in Cambridge
- B. Reduce consumption of resources, waste and increasing recycling by residents and businesses in Cambridge
- C. Reduce emissions from transport in Cambridge by promoting sustainable transport and encouraging behaviour change
- D. Increase the provision of sustainable food in Cambridge
- E. Support residents and businesses of Cambridge to adapt to the impacts of climate change

## 2. Achieve one or more of the funding outcomes:

- A. Reduction of carbon emissions from homes and businesses
- B. Increased reuse, recycling and reduction of general waste produced by residents and/or businesses
- C. Increased use of sustainable transport modes
- D. Increased access to sustainably produced food
- E. supported residents and business, better able to prepare and respond to the impacts of climate change such as heatwaves, flooding or water shortages.

## 3. Demonstrate how the project will enable the following to take part, or benefit, in the activities and what support will be provided

- **City residents** with the most need, including those on low incomes, or
- **SMEs** (Small and medium sized enterprises with less than 250 employees and no more than £50m turnover / £43m balance sheet total)

## 4. Demonstrate how the proposed project builds on experience, if the project has previously been delivered, to either increase the impact (for example: additional and different events, more beneficiaries supported) or addresses the funding priorities in an alternative or innovative way in order to achieve the required outcomes.

### Application Checklist

#### Applications will be assessed on:

- Whether the organisation and proposed project meet the eligibility criteria
- How significant the outcomes will be in relation to the amount of funding requested
- The direct, measurable carbon savings the project is able to achieve
- The measurable number of people reached by the project and the number of activities to be delivered

#### Ensure applications clearly explain the following:

##### a. What specific activity/activities will the project involve?

- What **types** of activities will be delivered?
- **How many** events, workshops, stands, press releases, articles etc. will be delivered?
- **When** will these be delivered – timetable, frequency?

##### b. How will it be delivered?

- Include **links or partnerships** with businesses, other organisations or existing events
- **How** will the activities **engage** with and encourage participation from residents and businesses?
- **Quantify** the number of residents and businesses to be engaged / that will benefit from the project

##### c. If the project has previously been delivered - how does the proposed project build on the experience to increase the impact or address the funding priorities in an alternative or innovative way in order to achieve the required outcomes?

**d. How does the project address one of the funding priorities on page 1 of this document?**

**e. Quantify the funding outcomes the project aims to achieve:**

- Amount of electricity, gas, or other fuel estimated to be saved or reduced (kWh) and therefore carbon emissions (CO<sub>2</sub>)
- Amount of waste reduced, re-used, recycled, or diverted from landfill
- Increase in the use of sustainable transport (and thus reduction in the use of diesel or petrol powered vehicles) for example: walking, cycling, public transport, car sharing etc.
- Increase in access to sustainable, locally produced food
- Improved preparedness and resilience to the impacts of climate change (for example: flooding, heatwaves, water shortages)

**f. How will you measure, record and monitor the project activities, participants and outcomes of the activity quantified above?**

- If an award is made you will need to sign a grant agreement which will require you to provide monitoring information to ensure the grant has been spent for the purpose allocated and the activities and outcomes have been achieved

**Examples of good projects are those that:**

**a) Reduce energy consumption and therefore carbon emissions**

- Amount of electricity, gas or other fuel estimated to be saved or reduced detailed in the application form

**b) Reduce consumption of resources and waste**

- Amount of waste reduced, re-used, recycled, or diverted from landfill detailed in the application form

**c) Increase the use of sustainable transport**

- Reduction in the use of diesel or petrol powered vehicles, replaced with walking, cycling, use of public transport, car sharing, electric vehicles etc. detailed in the application form

The grant supports voluntary and community groups to deliver activity in the city which will help deliver the Council's Climate Change Strategy's objectives. Please include sufficient detail on how the project will achieve the outcomes listed at 2. and how the activity will result in significant reductions in carbon emissions and/ or waste. **The grant cannot fund capital costs (for example: fixed, one-time expenses for assets such as buildings and their fixtures, vehicles, equipment etc.) or research and feasibility studies.**

**Maximum Funding - £10,000 per organisation**

Organisations can apply to deliver more than one project, but the total amount cannot exceed £10,000.

**Ensure your organisation meets the eligibility criteria**

We will only fund voluntary and community organisations that meet our eligibility criteria (see below). 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. If you are applying on behalf of a recently formed organisation, please contact [grants@cambridge.gov.uk](mailto:grants@cambridge.gov.uk) to enquire which documents would be essential for your organisation.

<b>Y or NA</b>	<b>The organisation applying for this funding acknowledges the information in the application documents and confirms the organisation:</b>
<b>GOVERNANCE</b>	
	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, for example: 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 <b>unrelated</b> 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, for example: 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
	<b>demonstrates good governance and management by having policies and procedures for the following which are adopted, implemented, monitored and reviewed and comply with legislation</b>
	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
<b>FINANCES - See Appendix 3</b>	
	<b>demonstrates good financial management and sustainability by:</b>
	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 and all expenditure has dual authorisation and is documented accordingly
	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
<b>GENERAL</b>	
	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: preferably by email: [enquiries@cambridgecvs.org.uk](mailto:enquiries@cambridgecvs.org.uk) Tel: 07935 649805

## Can you apply?

**If you cannot answer 'YES' to all of the following you are not eligible to apply**

<b>Y</b>	Does the project you want funding for meet the funding priorities and outcomes?
<b>Y</b>	Will the project be located in the City?
<b>Y</b>	Does the project benefit residents and/or SMEs in Cambridge?
<b>Y</b>	Will the project be completed by 31 <sup>st</sup> March 2026
<b>Y</b>	Does your organisation meet our eligibility criteria, can it manage public funds appropriately and does not have free reserves that could fund the activity? <b>See Appendix 3</b>

## How to apply for a Sustainable City Grant 2025-26

Application documents can be:

- downloaded here [Apply for a Sustainable City Grant - Cambridge City Council](#) or
- requested by emailing [grants@cambridge.gov.uk](mailto:grants@cambridge.gov.uk), making it clear which organisation you represent and which of the following documents you require:
  - Sustainable City Grant Application Form
  - Additional Activity Application Form (you will need to complete this if you want to apply for more than one activity)

### Completing the Application Form

1. **Application Guide** – use this document to ensure you provide the necessary information and detail to make a strong application.

2. **Application webinar** - the Grants team and Cambridge Council for Voluntary Service (CCVS) are holding a **webinar** for organisations to find out more about our funding, application process and forms on Tuesday 6 August 2024, 7 – 8:30pm. The session will start promptly and the recording will be available to view from: [Community Grants over £5,000 - Cambridge City Council](#) until the application closing date.

To register for the webinar please email [grants@cambridge.gov.uk](mailto:grants@cambridge.gov.uk)

3. **Individual queries** – Contact the following for help relating to general or specialist queries:
- Sustainable City projects Janet Fogg Tel: 01223 457176  
[sustainablecity@cambridge.gov.uk](mailto:sustainablecity@cambridge.gov.uk)
  - Financial information Christine Mason Tel: 01223 457874
  - **Advice on policies and procedures and guidance on competing the application form Contact CCVS direct** preferably by email: [enquiries@cambridgecvs.org.uk](mailto:enquiries@cambridgecvs.org.uk) Tel: 07935 649805 to book a 1-1 session.

## Submitting your application

Applicants will need to ensure that they have:

- checked their project and the organisation meets our eligibility criteria
- answered all the questions on the form
- submitted **ALL** the required accompanying documents

Completed forms, along with all of the application documents specified, must be returned to: [grants@cambridge.gov.uk](mailto:grants@cambridge.gov.uk) by the deadline:

**midday on Wednesday 18 September 2024**

**Applications will not be accepted after this date and incomplete applications will not be eligible**

## What happens next?

**Process Timetable** - the timetable in **Appendix 1** details the process for dealing with your application.

**Appeal** - there is no right to appeal on award recommendations. All decisions made are final.

**Disclaimer** - we have tried to make sure that the information we give is correct. We do not assume and hereby disclaim any liability to anyone for loss or damage caused by mistakes or omissions in the information we provide, whether these mistakes or omissions are caused by negligence, accident or any other reason. We do not endorse or recommend any of the organisations that we mention in this information.

### **General Data Protection Regulations (GDPR)**

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

**Please see our privacy notice attached as Appendix 2 which explains how we will process your data**

## Appendix 1 – Sustainable City Grant 2025-26 Process Timetable

<p><b>Midday on Wednesday 18 September 2024</b></p>	<p><b>DEADLINE</b> for the return of <b>2025-26 Sustainable City Grant Applications</b>.</p> <p>The contact person named on your application form will be sent an email acknowledging receipt.</p> <p><b>If you have not heard from us by 2 October 2024 please contact us as we may not have received your application.</b></p>
<p><b>October 2024 - Mid-December 2024</b></p>	<p>Council officers assess your application and prepare a report for the Executive Councillor for Climate Change, Environment and City Centre.</p> <p>The report contains recommendations for funding based on the information provided in your application and previous monitoring of awards.</p>
<p><b>January 2025</b></p>	<p>The Executive Councillor will then decide 2025-26 provisional grant funding levels, subject to approval of the overall Council budget in February 2025.</p> <p>Organisations that have applied for funding will be notified of decisions by e-mail.</p>
<p><b>13 February 2025</b></p>	<p>The Council approves its overall 2025-26 budget, after which the Executive Councillor will confirm actual grant funding awards.</p> <p>Organisations will only be contacted if there are any changes to the provisional January decision on their grant level.</p>
<p><b>March 2025</b></p>	<p>Grant Agreements will be sent to organisations detailing awards and conditions. Awards will be paid by BACS (transferred directly into organisation’s bank accounts) once the Grant Agreement is signed and returned to us along with any other outstanding information (including previous monitoring reports).</p> <p>Payments are made from 1 April 2025.</p>
<p><b>April 2025</b></p>	<p>Whole grants or first instalments will be processed. Organisations will receive notification of the grant transfer direct into the organisation’s bank account.</p>

## Appendix 2 – 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](http://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](mailto: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).



# Appendix 3

## 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 \(tnlcommunityfund.org.uk\)](http://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 form 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 \(www.gov.uk\)](#)

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 \(www.gov.uk\)](https://www.gov.uk/guidance/charity-reserves-building-resilience-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.