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**Small grants for projects that benefit communities – particularly children, young people, their families**

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### Grant Application Form

If this application was not generated by your Youth and Community Coordinator (YCC) you must make contact with your YCC before applying.

Your YCC will explore your idea with you and support you to apply. They may also be able to support you with additional funding and other project/activity considerations and may know of relevant partners who could offer in kind support.



1.

## Introduction

The Community Reach Fund would like to support community projects with children, young people, and their families living in Cambridgeshire. Funds should be spent within 12-18\* months of being awarded. (\* up to 18 months is at the discretion of the YCC.)

2.

## What should projects achieve?

Projects must aim to achieve the following:

- Help community members to develop their own initiatives and by doing so contribute to community resilience
- Be inclusive and have a shared benefit to their communities
- Motivate and empower other community members to take part and by doing so develop social capacity.
- Develop opportunities for children, young people and their families to engage in positive activity which is beneficial to their health and well-being.

Projects should also consider how they might sustain and further develop their projects.

3.

## How much can you apply for?

You can apply for up to £1000. You must be able to evidence how you would match fund a grant by a minimum of 10%. This could be volunteering hours, donations or entry fees of 50p over the course of the project or the donation and loan of resources from other community assets such as your children's centre, school, nursery, library, church, parish council etc. Funds should be spent within 12-18 months of being awarded.

4.

## Presenting your application

Once you have met with your YCC and are ready to proceed please complete this application form. Your application may be enhanced by the addition of further information in one of the three forms below:

- A word document (up to 750 words). You can use photographs to illustrate your application
- A PowerPoint presentation (up to 15 slides with less than 50 words per slide)
- A video presentation (10 minutes maximum)

Please note you will not be required to present this application in person but the presentation you are submitting alongside this application should contain all the information you wish to be considered. You must also include evidence that represents the voice of children, young people and their families you are wishing to support.

Your application should describe:

- What your project aims to achieve and how it will achieve the 4 points listed in section 2
- Why your project is needed and who has helped this idea to evolve
- Who will benefit and how they will benefit
- Where and when it will take place
- How your project will be carried out, including how you are going to use the funding
- How you will record what you have done and what you have achieved
- How the project will help your work be more sustainable
- Any partners or umbrella organisations that will support you as appropriate with financial, governance and safeguarding arrangements eg: your parish council, a local charity, a local faith based organisation or school.



It is important that you can evidence the impact Community Reach funding has had on your project. You will be required to evaluate the impact of any grant funding and submit an evaluation that demonstrates what has been achieved. Your Youth and Community Coordinator will visit your project and support you to plan your evaluation using methods that suit your group/organisation.

You will also be required to submit an evaluation of what the funding has achieved by the end of the twelve month period.

### 5. Submitting your application

You need to fill in the grant form below to support your application. The grant form asks for:

- Basic information about your project
- Information about your organisation. If you are not a constituted voluntary or community group you will need a reference or letter of support from an organisation that will administer the grant on your behalf. Organisations must be legally constituted and have a constitution that allows them to support your project.

You could approach a community voluntary organisation, local school, local council or church. If you are unsure your Youth and Community Coordinator will help you to make these contacts and support you to apply.

Send this grant form together with your application by e-mail or post to the Youth and Community Coordinator in your area.

Area your project will take place	Send by e-mail to...	Telephone Numbers
<b>Cambridge City</b>	<a href="mailto:Paul.Connelly@Cambridgeshire.gov.uk">Paul.Connelly@Cambridgeshire.gov.uk</a>	Office: 01223 729075 Mobile: 07966 042609
<b>South Cambs</b>	<a href="mailto:Amanda.Silvester@cambridgeshire.gov.uk">Amanda.Silvester@cambridgeshire.gov.uk</a>	Office: 01954 286011 Mobile: 07584 490231
<b>East Cambs</b>	<a href="mailto:Lizzi.Wales@cambridgeshire.gov.uk">Lizzi.Wales@cambridgeshire.gov.uk</a>	Office: 01354 750424 Mobile: 07500 224590
<b>Fenland</b>	<a href="mailto:Kerrie.Tonks@cambridgeshire.gov.uk">Kerrie.Tonks@cambridgeshire.gov.uk</a>	Office: 01354 372449 Mobile: 07920 834471
<b>Fenland</b>	VACANCY	Office: Mobile:
<b>Huntingdonshire</b>	<a href="mailto:Alison.Preece@cambridgeshire.gov.uk">Alison.Preece@cambridgeshire.gov.uk</a>	Office: 01480 376208 Mobile: 07797 266504
<b>Huntingdonshire</b>	<a href="mailto:Julie.Gunn@Cambridgeshire.gov.uk">Julie.Gunn@Cambridgeshire.gov.uk</a>	Office: 01945 482996 Mobile: 07917 158927



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## 6. Timescale for applications

The application process is fluid so that it can best respond to the generation of ideas and potential projects within communities. The panel will meet every six weeks to review applications, and your application will be considered at the next meeting.

Please do not assume that any grant will be paid until you receive a letter confirming the grant has been agreed. If your grant is unsuccessful you may be offered further support to re-apply or to identify alternative funding streams by your YCC.



## Project Details

1. What is the title of your project?

2. What is the aim of your project?

### How will it achieve the following?

Help community members to develop their own initiatives and by doing so contribute to community resilience:

Be inclusive and have a shared benefit to their communities:



**Motivate and empower other community members to take part and by doing so develop social capacity:**

**Develop opportunities for children, young people and their families to engage in positive activity which is beneficial to their health and well-being:**

**3. What format have you used to present your project?**

You can present your project in one of 3 ways:

- A word document (up to 750 words). You can use photographs to illustrate your application
- A PowerPoint presentation (up to 15 slides with less than 50 words per slide)
- A video presentation (10 minutes maximum)

**You will not be required to make a presentation in person.**

MS Word

MS PowerPoint

PDF

YouTube video link - please give details

**4. Where will your project take place?**

South Cambs

East Cambs

Huntingdonshire

Cambridge City

Fenland

**5. When will work funded by the grant take place?**

Start date:

Finish date:



**6. Feedback, Evaluation**  
(Please give a date that you expect to submit your end-of-project report/evaluation)

Final evaluation presentation date:

**7. Please give details of the voluntary organisation or community group that will look after the funding for your project?**

Name of Organisation:			
Name of 2 contact people in the organisation who will be responsible for administering funding for your project			
Name	Role in Organisation	Name	Role in Organisation
Contact address:		Contact address:	
Daytime phone no:		Daytime phone no:	
Email address:		Email address:	
Please briefly describe how you are linked to the organization:			



### 8. What is the legal status of the supporting organisation? Is it:

- A Not-For-Profit community organisation
- A Registered Charity  Please give the charity number:
- A Company limited by guarantee  Please give the company number:
- Another form of organisation   
Please give details:

### 9. Supporting organisation - basic financial information

Does the support organisation e.g. Parish Council, school, local charity or voluntary organisation have:

Its own bank account requiring two unrelated people to approve withdrawals? Yes  No

At least three members on its governing body? Yes  No

**Or**

Is the support organisation part of the local authority? Yes  No

### 10. Supporting organisation

#### Constitution

Does the support organisation's constitution permit it to administer funds for your project?  
Yes  No

**Please note: the organisation will be required to provide and copy of their constitution before funding is released to their bank account.**

#### Safeguarding

Does the supporting organisation have a safeguarding policy? Yes  No

Will all supporting organisations staff and volunteers that will be involved in this project, have Disclosure and Barring Service (DBS) checks? Yes  No





## 11. Project Costs

### Expenditure

How much funding are you requesting from the Community Reach Fund (CRF)?

Please list everything you will spend money on. Include VAT if applicable

Estimated cost of planned expenses / things you will buy	Cost less VAT	VAT if applicable
Total		

**Quotations for equipment: You will need to supply quotations with your application for any items of equipment costing more than £200.**

### Match Funding

Does the project have match funding (in cash or in kind?)  Yes  No

What is the total of the match funding in cash? £

If match funding is provided in kind, please outline in the table below, how it is provided and who is providing it:

What support in kind is being offered? E.g. venue; staff time, resources	Who is providing this support?	What is the estimated value of this? Include costs/hourly rates

## 12. Sustainability

Please tell us how you think your project or any equipment funded by the Community Reach Fund could become sustainable/contribute to the sustainability of community activity. Please also identify any support you might need to achieve sustainability.



### 13. Supporting documents

**Please confirm that you are submitting the following with your application form (electronic copies acceptable)**

A copy of your project presentation (or a YouTube video link)   
If the file size for your presentation is too large to be sent as an attached email or you have agreed to another format please contact your YCC contact to agree an alternative arrangement for submitting your presentation

The following essential documents from you or your supporting organisation. Please note we will not consider your application without these procedures in place:

- A copy of their Safeguarding / Child Protection policy
- A copy of their Equal Opportunities Policy
- A copy of their public liability insurance

Three quotations for any equipment costing more than £200 you intend to buy with this grant

Please list any other supporting documents you are submitting with your application

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### 14. Declaration

#### Signatures of people applying for project funding:

I/we make this application with the understanding that I/we have responsibility carrying out the proposed project work, evaluating it and providing an end of project report as agreed

Full name in capitals	Signature	Date



**Signature of person representing the linked organisation that is supporting this application**

Full name in capitals	Position in organisation

- I certify that the information contained in this application is correct
- I am authorised to verify support and take responsibility for this project behalf of the above organisation
- If the information in the application changes in any way I will inform my Youth and Community Co-ordinator immediately
- I give permission for Cambridgeshire County Council to record the information in this form electronically

Signature	Date