

Appendix 1 – Cambridgeshire Community Foundation's Role

Cambridgeshire Community Foundation provide a service to set up and further administer the fund.

Their role currently includes:

- Promotion of the fund and encouraging take up by organisations
- Hosting and administering the online information and application forms
- Providing training and guidance on the application forms and process as part of the pre-application formal advice sessions
- Providing ad hoc support to organisations wishing to apply, on the application forms and process
- Carrying out due care and diligence checks on organisations applying to the fund to ensure they are appropriate for Council funding
- Supporting the assessment and selection of projects for funding
- Acting as Recommendation Panel support by collating all score sheets and verifying the final outcome
- Informing applicants of panel outcomes and signposting unsuccessful applicants to other funds and support
- Issuing and agreeing grant award documentation in line with Panel requests, including conditions of award
- Distributing awarded funds in a timely and efficient manner
- Managing the monitoring process and answering queries on that from funded organisations
- Receiving monitoring reports on the performance and spend of grant supported projects
- Comparing progress against stated and agreed project plans, reporting outcomes to the Service Leads and ICF Steering Group
- Supporting projects to achieve targets and outcomes
- Providing Fund updates on a quarterly basis to ICF Steering Group
- Providing data for the annual evaluation report collated from application submissions, grant agreement documentation and project monitoring reports