

## Agenda for a meeting of the Keighley Area Committee to be held on Thursday, 15 December 2016 at 6.00 pm in Council Chamber - Keighley Town Hall

### Members of the Committee – Councillors

CONSERVATIVE	LABOUR	THE INDEPENDENTS	INDEPENDENT
Ali (Ch) Brown Mallinson BM Smith	M Slater Bacon Farley	Hawkesworth	K Hussain

### Alternates:

CONSERVATIVE	LABOUR	THE INDEPENDENTS	INDEPENDENT
Gibbons Miller Poulsen Rickard	Pullen Abid Hussain Lee	Naylor	

### Notes:

- This agenda can be made available in Braille, large print or tape format on request by contacting the Agenda contact shown below.
- The taking of photographs, filming and sound recording of the meeting is allowed except if Councillors vote to exclude the public to discuss confidential matters covered by Schedule 12A of the Local Government Act 1972. Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted. Anyone attending the meeting who wishes to record or film the meeting's proceedings is advised to liaise with the Agenda Contact who will provide guidance and ensure that any necessary arrangements are in place. Those present who are invited to make spoken contributions to the meeting should be aware that they may be filmed or sound recorded.
- If any further information is required about any item on this agenda, please contact the officer named at the foot of that agenda item.

***Decisions on items marked \* are not Executive functions and may not be called in under Paragraph 8.7 of Part 3E of the Constitution.***

**From:**

Parveen Akhtar

City Solicitor

Agenda Contact: Jane Lythgow

Phone: 01274 432270

E-Mail: jane.lythgow@bradford.gov.uk

**To:**



## **A. PROCEDURAL ITEMS**

### **1. ALTERNATE MEMBERS (Standing Order 34)**

The City Solicitor will report the names of alternate Members who are attending the meeting in place of appointed Members.

### **2. DISCLOSURES OF INTEREST**

(Members Code of Conduct - Part 4A of the Constitution)

To receive disclosures of interests from members and co-opted members on matters to be considered at the meeting. The disclosure must include the nature of the interest.

An interest must also be disclosed in the meeting when it becomes apparent to the member during the meeting.

*Notes:*

- (1) Members may remain in the meeting and take part fully in discussion and voting unless the interest is a disclosable pecuniary interest or an interest which the Member feels would call into question their compliance with the wider principles set out in the Code of Conduct. Disclosable pecuniary interests relate to the Member concerned or their spouse/partner.*
- (2) Members in arrears of Council Tax by more than two months must not vote in decisions on, or which might affect, budget calculations, and must disclose at the meeting that this restriction applies to them. A failure to comply with these requirements is a criminal offence under section 106 of the Local Government Finance Act 1992.*
- (3) Members are also welcome to disclose interests which are not disclosable pecuniary interests but which they consider should be made in the interest of clarity.*
- (4) Officers must disclose interests in accordance with Council Standing Order 44.*

### **3. INSPECTION OF REPORTS AND BACKGROUND PAPERS**

(Access to Information Procedure Rules – Part 3B of the Constitution)

Reports and background papers for agenda items may be inspected by contacting the person shown after each agenda item. Certain reports and background papers may be restricted.



Any request to remove the restriction on a report or background paper should be made to the relevant Strategic Director or Assistant Director whose name is shown on the front page of the report.

If that request is refused, there is a right of appeal to this meeting.

Please contact the officer shown below in advance of the meeting if you wish to appeal.

(Jane Lythgow - 01274 432270)

#### **4. PUBLIC QUESTION TIME**

(Access to Information Procedure Rules – Part 3B of the Constitution)

To hear questions from electors within the District on any matter this is the responsibility of the Committee.

**Questions must be received in writing by the City Solicitor in Room 112, City Hall, Bradford, BD1 1HY, by mid-day on 13 December 2016.**

(Jane Lythgow - 01274 432270)

### **B. BUSINESS ITEMS**

#### **5. THE ALLOCATION OF THE COMMUNITY BUILDING GRANTS (EXTENDED COMMUNITY CENTRE CORE COSTS)**

1 - 38

The report of the Strategic Director, Environment and Sport (**Document “V”**) sets out the Community Building Grants allocation process. Community Building Grants are for Voluntary and Community Sector organisations to support them in meeting their associated building related costs.

This item was deferred at the meeting on 24 November 2016 to allow additional information to be provided.

**Recommended -**

- (1) That the proposed allocation process for Community Building Grants be noted.**
- (2) That the Keighley Area Coordinator be requested to organise meetings of the Area Committee’s Grant Advisory Group to consider Community Building Grant applications for funding from groups within the Keighley Area.**



- (3) That the Keighley Area Coordinator be requested to provide a further report to a meeting within the 2016-17 municipal year with recommendations from the Grant Advisory Group on how to allocate the Community Building Grants funds available.**

(Corporate Overview and Scrutiny Committee)

(Amiria Khatun – 01274 437467)

THIS AGENDA AND ACCOMPANYING DOCUMENTS HAVE BEEN PRODUCED, WHEREVER POSSIBLE, ON RECYCLED PAPER



## Report of the Strategic Director of Environment and Sport to the meeting of Keighley Area Committee to be held on 15<sup>th</sup> December 2016.

**V**

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### **Subject:**

**The allocation of the Community Building Grants (extended community centre core costs).**

### **Summary statement:**

This reports sets out the Community Building Grants allocation process. Community Building Grants are for Voluntary and Community Sector organisations to support them in meeting their associated building related costs.

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Steve Hartley Strategic Director  
Environment and Sport

**Portfolio:**  
**Neighbourhoods and Community Safety**

Report Contact: Amria Khatun  
Stronger Communities Coordinator  
Phone: (01274) 437467  
E-mail: [amria.khatun@bradford.gov.uk](mailto:amria.khatun@bradford.gov.uk)

**Overview & Scrutiny Area:**  
**Corporate**



## 1. SUMMARY

- 1.1 This reports sets out the Community Building Grants allocation process. Community Building Grants are for Voluntary and Community Sector organisations to support them in meeting their associated building costs.

## 2. BACKGROUND

- 2.1 As part of the budget decision on the 25<sup>th</sup> February 2016, Bradford Council agreed to reduce the discretionary support available to voluntary and community sector (VCS) organisations.
- 2.2 In setting the budget for 2016/17 onwards, three specific budget reductions were proposed in relation to rental subsidies, business rate relief and community development to take effect from 1<sup>st</sup> April 2017. These are:
- a) **Remove rent subsidies provided to VCS organisations**
  - b) **Reduce Community Development grants**
  - c) **Remove discretionary business rate relief to not for profit organisations**
- Community Centre Core Costs Grants** were included with the three proposals as requested by the sector during the Council's budget consultation.
- 2.3 A review was undertaken of the different types of support given to the VCS and a proposal developed. This proposal merges the remaining support available into one Community Building Grant and devolves the decision making to Area Committees in order to increase fairness, transparency and accountability.
- 2.4 The aim of the review was to find the most effective way to invest the remaining resource and ensure effective use of the funds. Given the significant reductions in available funds the Review Group prioritised community buildings and consequently there will be no money available for community development workers.
- 2.5 The Review group concluded that the best way forward is to combine all remaining resources and establish a single process, based on an extended core costs model.

### Financial Allocation

- 2.6 Apportionment of the remaining budget is based upon a formula that factors in current support levels and also the needs based formula that was used and agreed by Executive to allocate the previous community development and core costs fund.
- 2.7 The original intention was to use the formula used to determine the allocation to Area using the 'Needs Based Formula' developed for the allocation of Community Centre Core Costs and Community Development for the years 2015-17. (This formula had taken into account a wide range of needs and was thus more than an index of deprivation). However the Review Group was concerned that Areas currently with high number of current beneficiaries would find it difficult to adjust and therefore it would be appropriate to base the Area split on a combination of the



'Needs Based Formula' and the 'Current Allocation to beneficiaries' on a transitional basis for the allocation of Community Building Grant funds for the years 2017-19.

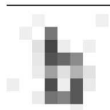
Following the transitional principle it was decided to weight equally between the 'Needs Based Formula' and the 'Current Beneficiaries percentage by Area'. This is how the allocation calculation was made that was approved by the Strategic Director in consultation with the Portfolio Holder as a 'Transitional Formula'.

- 2.8 The VCS Buildings Review Group, chaired by the Strategic Director Environment and Sport used this formula to recommend the allocation of funding levels to each Area. The group's recommendation was agreed by the Regeneration, Planning, and Transport Portfolio Holder on behalf of Council Executive.
- 2.9 The allocation is within the delegated powers of the Strategic Director (Article 14.20.1 of the Constitution – implement decisions of the Council and Executive within their area of responsibility, and 14.20.3 – taking decisions in relation to the discharge of the Council's and Executive's functions within their area of responsibility after consultation with the appropriate Portfolio holder).
- 2.10 The available budget across the District, for 2017-18 is £436k (and 2018-19 subject to equivalent budget being available). The new grants will commence from 1 April 2017.
- 2.11 A ring-fenced allocation is available to support organisations supporting District Wide activity and community of interest groups. All five Area Chairs will be invited to consider these applications, and their recommendations will be approved by Bradford West Area Committee. The rationale for the District wide provision being allocated by Bradford West is that several district wide organisations are based there.
- 2.12 Table 1 includes the current levels of support each area received and the allocated amounts for each Area Committee for 2017-2018 for the Community Building Grant.

**Table One**

	<b>Current 2016/17amount</b>	<b>Amount 2017/18</b>
East	£208k	£99.4k
South	£71k	£50.7k
West	£295k	£122.8k
Keighley	£124k	£64.4k
Shipley	£98k	£52.7k
District wide provision	£94k	46k
Total	£890k	£436k

- 2.13 It will be the responsibility of each Area Committee to make decisions on the allocation of the 2017-18 budget (and 2018-19 subject to equivalent budget being available).



## **Feedback from the consultation**

2.14 Current recipients of all the different types of buildings related support and community development funding have been invited to participate in a consultation. This consultation period concluded on the 9<sup>th</sup> November 2016. Analysis of the feedback will inform the implementation of the proposal and will be shared with the Grant Advisory Groups (GAGs) and where appropriate any feedback about individual organisations will also be directed to the GAGs.

## **3. OTHER CONSIDERATIONS**

### **Importance of Community Buildings**

3.1 Helping to ensure that communities are safe, clean and active is a Council priority. Whilst we can no longer fund community development workers we can facilitate this approach by supporting community buildings to stay open and become hubs of local activity and community led development. The 'People Can' approach to community support will contribute to building stronger sustainable communities in the following ways:

- Increase the active participation of residents in their neighbourhoods and communities
- Meeting space for community groups
- Local base to deliver a range of services including advice work
- Places to deliver activities and access to practical resources

### **Framework to be deployed by Area Committees in the allocation of grants**

3.2 The Area Committees will use their existing Grants Advisory Group in the same way they have for Community Centre core costs and community development grants. The Grants Advisory Group will assess applications and make recommendations to Area Committee for determination.

3.3 Grants will be available for up to two years.

3.4 The Area Committee may choose to develop a scoring system for allocation of funds with the support of the Neighbourhood Service central team

3.5 The main priority of these grants is for organisations with low levels of resources and without the funds to pay the full cost of running the centre without support.

3.6 Community buildings receiving a contribution to their building related costs through a grant will be expected to be well run facility in the following respects:

- To be accessible to everyone within the local community, including young people
- Well maintained and clean facilities
- Have a responsible charging policy





- Have financial systems and controls in place
  - Have a strong and responsible management committee
  - To work in partnership with other agencies
- 3.7 The Neighbourhood Service Central team will support the Grants Advisory Group to enable a consistency of approach across the five Areas and will also including distributing the expressions of interest (application) packs.
- 3.8 Whilst administration of the grants will be undertaken centrally within the Neighbourhoods and Customer Service, the Ward Officer will be the main contact to monitor progress and they will ensure that issues raised are being addressed.
- 3.9 Current recipients of buildings related support and community Development Commissions were notified, following the Council decision in February 2016, of the proposed changes to circumstances and the probability of the termination of their current agreements on the 31 March 2017.
- 3.10 The Area Office staff, Revenues and benefits, asset management, the Central team and the voluntary sector infrastructure organisations will work with applicants to consider alternative sources of support such as sharing of spaces, community asset transfer, small business rates relief or registering as a community amateur sports club

#### **4. FINANCIAL & RESOURCE APPRAISAL**

- 4.1 The approved reduction identified in the Council budget 2017-2018 is presented in this report.

#### **5. RISK MANAGEMENT AND GOVERNANCE ISSUES**

- 5.1 There is a risk that some of the organisations currently receiving support will not be successful in the Community Buildings fund due to significantly reduced resources. However there are various avenues organisations could pursue which may help reduce the negative impact. These include, becoming a registered charity which will entitle organisations to 80% rate relief, or to register as a small business and rates will be off set by government initiatives. There is also additional support available to sports clubs who register as a Community Amateur Sports Club with HMRC, which would also, reduces the rates charges by 80%.
- 5.2 In addition Ward Officers and Voluntary Organisations support officers will continue to provide support to areas and organisations.

#### **6. LEGAL APPRAISAL**

- 6.1 This work relates directly to the Local Government Act 2000 and to the Duty of Well-being placed upon the Council to promote and improve the well-being of the District.
- 6.2 Under the Councils Constitution at Article 12, the Executive can delegate/devolve



the discharge of functions to Area Committees. In discharging these functions, all decisions made must be in accordance with policies, strategies, plans or criteria agreed by the Council or Executive and within the approved budget.

## **7. OTHER IMPLICATIONS**

### **7.1 EQUALITY & DIVERSITY**

7.1.1 The progressive distribution of grants to Areas with higher level needs will aid the development of initiatives which reduce inequalities.

7.1.2 Priorities supported will promote fairness and inclusion while supporting Bradford Keighley Area Committee's commitment to equal opportunities for all, including those protected characteristics identified within the Equalities Act 2010.

### **7.2 SUSTAINABILITY IMPLICATIONS**

7.2.1 Resources available to Keighley Area Committee, described in this report, and used to support the Keighley Area Committee Action Plan and will directly support the delivery of the District's Plan and promote and contribute to the People Can Make a difference approach.

### **7.3 GREENHOUSE GAS EMISSIONS IMPACTS**

7.3.1 Actions to assist in identifying the greenhouse gas impacts of potential projects to be funded through this budget will be undertaken. These will include a consideration of, for example, energy efficiency opportunities in purchasing new equipment or refurbishing or modifying buildings.

### **7.4 COMMUNITY SAFETY IMPLICATIONS**

7.4.1 None.

### **7.5 HUMAN RIGHTS ACT**

7.5.1 None.

### **7.6 TRADE UNION**

7.6.1 There are no implications related to Trade Unions arising from this report.

### **7.7 WARD IMPLICATIONS**

7.7.1 The activity outlined in this report affects the whole district and all organisations which currently receive buildings related support in Keighley. The creation and devolution of the Community Building Fund to Area Committees will establish a more tailored provision and more accountability at a ward level.



## **7.8 WARD PLAN IMPLICATIONS**

- 7.8.1 The activities outlined in this report contribute to priorities within the Keighley Area Ward Plans.

## **8. NOT FOR PUBLICATION DOCUMENTS**

- 8.1 None.

## **9. OPTIONS**

- 9.1 Keighley Area Committee adopts the recommendations outlined in this report.
- 9.2 Keighley Area Committee adopts the recommendations outlined in this report, with amendments.
- 9.3 Keighley Area Committee decides not to accept the recommendations outlined in this report.

## **10. RECOMMENDATIONS**

- 10.1 Keighley Area Committee notes the proposed allocation process for Community Building Grants.
- 10.2 Keighley Area Coordinator is requested to organise meetings of the Area Committee's Grant Advisory Group to consider Community Building Grant applications for funding from groups within the Bradford Keighley Area.
- 10.3 Keighley Area Coordinator will bring a further report to a meeting within the 2016-17 municipal year with recommendations from the Grant Advisory Group on how to allocate the Community Building Grants funds available.

## **11. APPENDICES**

- 11.1 Appendix 1: Community Buildings Grant application pack
- 11.2 Appendix 2: Community Building grants Consultation report

## **12. BACKGROUND DOCUMENTS**

- 12.1 Executive Amended Budget Recommendation to Full Council – Agenda item 7A, 25<sup>th</sup> February 2015

Amended Budget Recommendation to Full Council

Community Building Grant Consultation Process document (available upon request from Amria Khatun)





## Appendix 1

### **Community Building Grants - Expression of Interest Form guidance notes**

#### **Introduction**

This guidance note is to support the completion the Community Building Grants Expression of Interest Form. The Form will be used to determine what your Community Facility can offer in terms of provision, support and meeting the needs of the local community. Before the Area Committee finalises which organisations will receive grant funding, additional information may be sought.

#### **Background**

The Council's budget continues to be under intense pressure as a consequence of both a shrinking national financial settlement and increased demand on services due to demographic change. Within this context the Council increasingly needs to find new ways to support and empower communities to identify self help solutions rather than relying on public funding.

As you may be aware, budget proposals regarding discretionary rate relief and rental subsidies offered by the Council along with community development work were considered by Council in February 2016. Officers were requested to undertake a review of the subsidies and support covering the three budget proposals but also extend the review to include grants allocated for community centre core costs.

The independent voluntary and community sector is well placed to support communities to help themselves. Expressions of Interests for the Community Building Grants will only be considered from voluntary and community sector organisations based within the Bradford District, businesses and statutory organisations will not be eligible to access these funds.

Helping to ensure that communities are safer, clean and active-communities is one of the District's priorities.

#### **FORM COMPLETION NOTES**

The Expressions of Interest (EOI) Form package is available from: [Annette.wray@bradford.gov.uk](mailto:Annette.wray@bradford.gov.uk)

Please note that the Grants Advisory Group have many 'EOI' forms to read and digest, therefore it is advisable to keep your responses concise and to the point. If necessary please extend the boxes.

#### **SECTION 1 – ELIGIBILITY AND GOVERNANCE FOR A GRANT**

Firstly, confirm that your facility conforms to the following definition of a community facility;

**'A building / part of a building or land operated by local community members, with volunteers and in some cases alongside paid staff, that it exists to provide a range of local services for local people and run by local committees meeting the needs of all in the community or interest group'.**

#### **Eligible to apply for a Grant**

Community Building grants are only to be awarded to organisations that demonstrate they can support communities in the following ways:

- Meeting space for community groups
- Local base to deliver a range of services
- Places to deliver activities
- Provide access to practical resources

The main priority of community building grant is to support organisations with low level of resources, which do not attract enough funds to pay the full cost of running the facility without this grant.

### **Preferences**

Preference may be given to fund eligible community resources that do not have any paid workers associated with it.

Organisations with substantial income may not be the preferred option for this funding.

### **Not eligible for this Grant**

Community Building grants will not contribute to the running of the following:

- a) Community venues with a license to sell alcohol on an ongoing basis.
- b) Facilities not serving everyone within the local Community by being exclusive and having membership restrictions, however it will be recognised that some organisations limit some of their activities to single group usage e.g. women only sessions at some points in the week
- c) Facilities with substantial reserves that could be used to pay for the community building costs.
- d) Schools, Academies and other educational institutions are not eligible for this funding.
- e) Allotments are not eligible for this funding.

Grants will be awarded for up to two years (the value of the grant may alter subject to equivalent budget being available for 2018-19).

## **SECTION 2 – ABOUT YOUR ORGANISATION**

Community Facilities who receive a contribution to their core costs through a grant will be expected to be well run, with respect to the following:

- To be accessible to everyone within the local community and or young people
- Well maintained and clean facilities
- Have a responsible charging policy, appropriate to the facilities available
- Have robust financial systems and controls in place
- Run by a strong and responsible voluntary management committee
- To work in partnership with other agencies
- Generic community activities as opposed to Facilities designed for a limited section of the community
- Must be available for bookings
- Be on and up to date on the \*\*DIVA database
- May be a District wide community of interest group

*\*\* The DIVA Bradford project brings together information on voluntary and community sector groups from across Bradford District in a single searchable directory.*

### **Criteria and conditions of organisations receiving funding**

These criteria will form the basis for making recommendations for grant allocation. The following will be assessed to determine the suitability of the organisation seeking funding.

- Organisation is registered with the Diva database (or agrees to register prior to grant can be released)
- Bradford District based Voluntary Sector Organisation
- Meets the eligibility criteria / all requested paperwork is in order
- Have a good track record
- The completion of any forms required by the date specified in the timetable, and provision of all relevant financial information
- Agreement to work with the Area Committee and partners around developing quality and evaluation systems for your work
- Agreement to provide appropriate monitoring information about the support you provide during the duration of the funding period

### **SECTION 3 – RESOURCES AND BUDGET**

The total funding available for 2017-19 is much lower than the amount needed to fund every group at the current level, individual organisations are unlikely to receive more than in 2016-17.

Grants will be for a maximum of 2 years from 01<sup>st</sup> April 2017 to 31<sup>st</sup> March 2019. Subject to compliance with the funding agreement, continuous satisfactory performance and subject to the Councils annual budget review.

Please complete the budget section to give an indication of what your expression of interest would cost if the Area Committee chooses to fund your Facilities.

### **SECTION 4 – MONITORING AND PERFORMANCE**

The Community facilities will be monitored through the close working relationships with the Area Coordinator's Offices and Area Committees. There will be a requirement to take part in an annual monitoring visit, which will cover the production of all eligibility criteria documents / procedures and there is a requirement to submit your most recent Annual Accounts with this expression and for successful groups; a copy of your current Public (and where necessary) Employer Liability Insurance schedule/s.

As part of this process Organisations will need to provide a completed impact assessment to help support the Area Committee in making decisions.

Organisations receiving funding will be expected to comply with the conditions of the grant agreement.

## **Appendix 1:**

### **Definition of a Community Facility**

‘A building / part of a building or land operated by local community members, with volunteers and in some cases alongside paid staff, that it exists to provide a range of local services for local people and run by local committees meeting the needs of all in the community or interest group’.

## **Appendix 2: Timetable VCS Community Building Grants**

It is envisaged that this will be the time table for the Community Building Grants:

<b>Key Event Timetable</b>	<b>Date to complete</b>
Consultation event and 4 weeks of open communication	19 <sup>th</sup> Oct to 9 <sup>th</sup> Nov ‘16
Area Committees receive resulting Community Buildings Grant Report	23 <sup>rd</sup> Nov to 15 <sup>th</sup> Dec ‘16
Community Building Expression of interest form and guidance sent out	W/c 30 <sup>th</sup> Nov ‘16
Community Building Expression of interest form to be returned no later than	By Monday 9 <sup>th</sup> Jan ‘17
All 2016-17 CD Worker and Community Centre Core Cost Granted groups to receive cessation of funding letter for current grant.	Before 31 <sup>st</sup> Dec ‘16
(1) Area Committees’ Grant Advisory Group meet, to review all Expressions of interest (EOIs) submissions	By 31 <sup>st</sup> Jan ‘17
(2-Optional) Area Committees’ Grant Advisory Groups 2 <sup>nd</sup> meeting to review any additional information requested to support EOIs	By 31 <sup>st</sup> Jan ‘17
Report to Area Committee, presenting the Grant Advisory Group findings and proposals for funding decision.	Feb/Mar ‘17
<i>Optional Step 1: Additional information may be sought for Area Committees if the need arises</i>	<i>Feb/Mar ‘17</i>
<i>Optional Step 2: Revised data to be resubmitted to Area Committee for final decision</i>	<i>Feb/Mar ‘17</i>
All applicants to be notified of the final outcome of the process	Within 3 weeks of Area Committee
Grants will be awarded for two years (the value of the grant may alter in subject to equivalent budget being available for 2018-19).	01 <sup>st</sup> April 2017

### **Process**

1. (As per the timetable) Expressions of Interest submissions will be invited by email or by post from Community Groups that are on or are in the process of appearing in the DIVA database and meet the criteria
2. The submissions which meet the standard Accountable Body eligibility criteria will be split into the Areas to which they relate (with District Wide / Communities of Interest expressions being dealt with separately) and these will all be checked for compliance and eligibility.
3. The Expressions of Interest will then be scanned and passed to the Area Grant Advisory Groups for discussion (more detail may be requested where necessary) and recommendations.



4. The recommendations of the Grant Advisory Group exercises will be taken to the Area Committees for approval.
5. All applicants will be notified of the Area Committee decisions before the end of March or earlier if possible to do so.

Further information, any specific questions, help or you want to discuss whether this grant is appropriate for your organisation:

**Rental subsidies** please contact Estate Manager Belinda Gaynor, on 01274 434309 or email: [belinda.gaynor@bradford.gov.uk](mailto:belinda.gaynor@bradford.gov.uk)

**Discretionary rates** please contact the Business Rates Team on 01274 437744 or email [Business.rates@bradford.gov.uk](mailto:Business.rates@bradford.gov.uk)

**General Community Building Grant (CBG) queries** you can contact Ward Officers through the Area Co-ordinator's Offices on:

- Bradford East 01274 431066
- Bradford South 01274 431155
- Bradford West 01274 432597
- Shipley 01274 437146
- Keighley 01535 618008

**Community Development Worker's assistance** with the grants process, the contact details will be available from the Area Offices.

Contact details for the 'Voluntary Organisation Support Officers (VOSOs)' who can assist with this process are:

**Chris Barker** – (for Keighley) through KIVCA 01535 665258 or email [chris@kivca.org.uk](mailto:chris@kivca.org.uk)

**Clive Whittaker** through Bradford CVS: 01274 722772 or email [clive@bradfordcvs.org.uk](mailto:clive@bradfordcvs.org.uk)

**Lincoln Oakley** through Bradford CVS: 01274 722772 or email [lincoln@bradfordcvs.org.uk](mailto:lincoln@bradfordcvs.org.uk)

**Sarah Moss** at Shipley & Bingley Voluntary Services: 01274 781222 or email: [sarahmoss@sbvs.org.uk](mailto:sarahmoss@sbvs.org.uk)

For any process questions, please contact Programme Support Officer **Annette Wray** on 01274 431332 or email at [annette.wray@bradford.gov.uk](mailto:annette.wray@bradford.gov.uk)

Or **Amria Khatun** as the Stronger Communities Delivery Co-ordinator on 01274 437467 or email: [amria.khatun@bradford.gov.uk](mailto:amria.khatun@bradford.gov.uk)

*Community Building Grants*

**Expression of Interest Form  
2017-2019**

**Department of Environment and Sport**

*NEIGHBOURHOOD AND CUSTOMER SERVICES*

**3<sup>rd</sup> Floor Argus Chambers, Britannia House  
BRADFORD  
BD1 1HX**

**Neighbourhood and Customer Services  
Community Building Grants**

<b>Tick only ONE</b>		Tick		Tick		Tick
<b>To which Area Committee are you submitting your Expression of Interest:</b>	Bradford East		Bradford South		Bradford West	
	Shipley		Keighley		District Wide	

<b>Name of organisation</b>	
<b>Name of contact</b>	
<b>Position of contact</b>	
<b>Telephone of contact</b>	
<b>Mobile telephone of contact</b>	
<b>Email of contact</b>	
<b>Best method and time for making contact</b>	
<b>Alternative contact</b>	

**Deadline for Expressions of Interest**

**Monday 9<sup>th</sup> January 2017**

Please note that emailed applications acceptable;  
with signed copies to follow.

Please send to [Annette.wray@bradford.gov.uk](mailto:Annette.wray@bradford.gov.uk)

<p><b>The Bradford Metropolitan District definition of a community organisation is:</b></p> <p><b>‘A building / part of a building or land operated by local community members, with volunteers and in some cases alongside paid staff, that it exists to provide a range of local services for local people and run by local committees meeting the needs of all in the community or interest group’.</b></p>	
<p>Please tick to confirm that your organisation meets this definition.</p>	

## SECTION 1 – GOVERNANCE OF YOUR COMMUNITY ORGANISATION

<p><b>1.1 Who is involved in running your organisation?</b>  <i>(for example - Management Committee, Partner Organisations, etc)</i></p>	
<b>Documents to hold, for possible submission at a later date</b>	<b>Tick</b>
1.2 Please confirm you have a list of names /addresses and responsibilities for the Management Committee / Trustees	
1.3 Please confirm you have a list of the names /addresses and responsibilities of Volunteers	
1.4 Please confirm if you employ staff; that you have a list of Full time and Part time Paid Staff with names and responsibilities	
1.5 Please confirm you have a list of the names /addresses and responsibilities of any other members	

1.6 Please provide:	<i>Tick that you have included</i>
<b>1.6.a Annual Budget Projection for 2017-18 and 2018 -19</b> <i>(this must cover all income and expenditure not just the Neighbourhood and Customer Service contribution)</i>	
<b>1.6.b Most recent set of audited /Independently Examined accounts</b>	

*If your group has not already provided the following up to date information to Neighbourhood and Customer Services please submit with this Expression of Interest form.*

<b>1.6.c Please note that we will also require a copy of your current Public (and where necessary) Employer Liability Insurance if you are successful in being awarded a grant.</b>
---

1.7 Does your organisation have:	<i>Tick where appropriate</i>
<b>A set of rules/constitution</b>	
<b>Equal Opportunities policy</b>	
<b>Complaints policy</b>	
<b>Health &amp; Safety policy</b>	
<b>A volunteers policy or have adopted Bradford's 'Good Practice Guide in Working with Volunteers'</b>	
<b>A quality system in place or working towards one - confirmed in writing</b>	
Where employing staff:	<i>Tick where appropriate</i>
<b>Sample Contract of Employment including Terms &amp; Conditions</b>	
<b>Discipline &amp; Grievance procedure</b>	
<b>Employers Liability Insurance</b>	
<b>Safeguarding Policy</b>	

<b>1.8 Who owns the building?</b>

<b>1.9 If you do not own the building, do you currently have a lease for the building? If yes, what date does this lease expire</b>

## SECTION 2 – ABOUT THE COMMUNITY ORGANISATION

<b>2.1 What geographic area do you cover?</b> (e.g. ward, estate/s, street boundaries)
<b>2.2 What other community organisation are there within your defined area or nearby? Do you have any links to or partnership arrangement with them? Explain how these work.</b>
<b>2.3 Describe how the work of your organisation contributes to partnership work with other voluntary and statutory agencies</b>
<b>2.4 What activities take place at your organisation, and how often is it used by other organisations for delivering services or for private lettings?</b> <b>Does the Committee expect these activities to continue?</b>
<i>Please extend the box if required.</i>
<b>2.5 Please indicate the number of <u>regular</u> users of each of the activities provided by your centre as detailed in no. 2.4 above. Please state how you can evidence this, e.g. do you keep records of attendees?</b>
<b>2.6 Explain how the work of your organisation contributes to meeting the needs of the local community/interest group and how you measure the impact of your work, (please refer to the Ward and District Plans)</b>

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<b>2.7 Describe your plans for the development of the work of your organisation over the next two years and how you are working towards sustainability.</b>
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<b>2.8 Describe how the work of your organisation reduces demand on other voluntary and statutory services</b>
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<b>2.9 What is your charging policy and do you expect to earn any projected income?</b>
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<b>2.10 Which of the Districts Priorities will this grant contribute to? How?</b>	
Better skills, more good jobs and a growing economy	
A great start and good schools for all our children	
Better health, better lives	
Safe, clean and active communities	
Decent homes that people can afford to live	

### **SECTION 3 – RESOURCES AND BUDGETS**

**Only complete either 3.1 **OR** 3.2**

<b>3.1 How much funding are you requesting for your organisation? FOR COMMUNITY ORGANISATIONS WITH PAID STAFF</b>			
Please give a breakdown of how much your organisation's total core running costs are against the following items and the amount of contribution you are seeking the Council to make through this Expression of Interest. Please note that staffing costs and management fees should not be included.			
<b>Item</b>	<b>Detail</b>	<b>Total Annual Cost</b>	<b>Expected Council Contribution</b>
Maintenance	Security		
	Repairs		
	Appliance servicing		
	Safety etc		
	Other, please specify		
Telephone	Cost towards line rental		
Business Rates			
Water Rates			
Heating/Lighting			
Rent			
Mortgage		£	£
<b>Total Contribution Requested from Bradford Council's Community Building Grant =</b>			£



**3.2 How much funding are you requesting for your organisation?****FOR COMMUNITY ORGANISATIONS WITHOUT PAID STAFF**

Please give a breakdown of how much your organisation's total core running costs are against the following items and the amount of contribution you are seeking the Council to make through this Expression of Interest.

Please note that staffing costs and management fees should not be included.

Item	Detail	Total Annual Cost	Expected Council Contribution
Insurance	Buildings		
	Contents		
	Public liability		
Maintenance	Security		
	Repairs		
	Appliance servicing		
	Safety etc		
	Other, please specify		
Telephone	Cost towards line rental		
General Community Centre running expenses to a maximum of 25% of costs such as:	Postage, stationary etc		
	AGM publicity, membership costs etc.		
	Legal/Professional - accountants, solicitors		
Business Rates			
Rent			
Mortgage			
		£	£
<b>Total Contribution Requested from Bradford Council's Community Building Grant =</b>			£

**3.3 Please give details of secured funding**

- how much funding you have for place 2017-19
- from what funding source
- what this funds
- when it expires
- what % of this contributes to running costs at the centre.

From	For	2017-19 £:	When does it expire?	% towards core costs

**3.4 Projected income to be generated by activities run at the centre, including the hire of facilities to other organisations / groups / individuals.**

Income from: (e.g. other	For	2016-17 £:	% towards
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Org or individuals)	(e.g. room hire)		core costs

### 3.5 Reserves.

**Please indicate the estimated level of reserves held on 31<sup>st</sup> March 2017.**

Restricted	Purpose	Unrestricted	Purpose
£		£	
£		£	
£		£	
£		£	

### 3.6 Have you applied for other funding to support your building / land costs?

**Yes:**

**No:**

If yes, please give details of other funding applied for, how much you have applied for, what this is to fund, and dates you expect to have a decision by. You should also indicate what % of this will contribute to running costs of the building / land

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## SECTION 4 – MONITORING AND PERFORMANCE

	<b>Yes:</b>
<b>4.1 You agree to the annual monitoring visit from a member of the Area Office and close working relationship.</b>	
<b>4.2 You agree to provide access to the policies and procedures of the Community organisation and to comply with the eligibility criteria.</b>	
<b>4.3 You agree to keep documentation current over the period of the funding provided.</b>	
Any Monitoring comments you wish to add:	

Please remember, if you have not already provided them, to enclose a projected budget/s (covering all income and expenditure not just any award from Neighbourhood and Customer Services) and a copy of your most recent audited/inspected accounts with your application.

## **SECTION 5 - DECLARATION & SIGNATURES**

This submission should be signed by 2 people authorised by the management committee.

Signature (1)

Name in BLOCK CAPITALS

Position in Group

Signature (2)

Name in BLOCK CAPITALS

Position in Group

Date of submission

On Completion please return to: -

**Annette Wray  
Department of Environment and Sport**

***NEIGHBOURHOOD AND CUSTOMER SERVICES***

**3<sup>rd</sup> Floor Argus Chambers, Britannia House  
BRADFORD  
BD1 1HX**

**By Monday 9th January 2017**

Dear Management Committee

We are writing to you as a current recipient of a Rental Subsidy; Discretionary Rate Relief or Community Centre Core Cost Grant 2016-17.

If your organisation requires funds from Bradford Council to cover any Buildings or Land costs for 2017-2019 from the 1<sup>st</sup> April 2017, you will need to complete this form.

The purpose of this Assessment is to help the Area Committee's Grants Advisory Group to evaluate what the community impact will be if your organisation is unsuccessful in getting a Community Buildings Grant (CBG) for the 2 years from April 2017 to March 2019.

### **Community Impact Assessment**

#### **1. Will you able to meet your building related costs without a CBG?**

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#### **2. If not, what will be the impact of not receiving a CBG?**

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#### **3. Will some groups be affected more negatively than others? YES/NO**

Please indicate the level of negative impact on each of the protected Characteristics (Equality Act 2010)?

(Please indicate high (H), medium (M), low (L), no effect (N) for each)

Protected Characteristics:	Impact (H, M, L, N)
Age	
Disability	
Gender reassignment	
Race	
Religion/Belief	
Pregnancy and maternity	
Sexual Orientation	
Sex	
Marriage and civil partnership	
<b>Additional Consideration:</b>	
Low income/low wage	

**4. If you have identified HIGH impact for any particular group please explain further what these impacts are?**

--

**5. Apart from securing a CBG what else will your organisation do to continue to provide a service to your local community?**

Seek alternative funds	
Increases charges	
Share the building with others	
Leave the building and provide services from another place	
Other	

**6. What positive difference will your organisation make if you are successful in being awarded funds and will it be sustainable after the 31 March 2019?**

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**7. How will you ensure that you are able to meet all your building related costs from 1<sup>st</sup> April 2019 onwards?**

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**8. Please provide:**

- Updated budget for the current year from the 1<sup>st</sup> April 2016 to date
- A forecast for the full 12 months to 31 March 2017.

**9. DECLARATION:** I certify that the information recorded on this sheet is a true and complete record to the best of my knowledge and belief. I also certify that the expenditure is in accordance with the grant agreement and will not be counted against the expenditure reported to any other funder.

**9a. Signed by Chair:** \_\_\_\_\_ **Date** \_\_\_\_\_

Name Printed: \_\_\_\_\_

**9b. Signed by a Member of Management Committee:**

\_\_\_\_\_ **Date** \_\_\_\_\_

Name Printed: \_\_\_\_\_

Please respond asap and no later than **9<sup>th</sup> January 2017**.





Summary Consultation Report

November 2016

## 1. Introduction

This report presents the findings from a consultation undertaken about the proposal for a Community Building Grant.

## 2. Background

As part of a budget decision on 25 February 2016, Bradford Council agreed to reduce the discretionary support available to Voluntary and Community Sector (VCS) organisations.

In setting the budget for 2016/17 onwards, three specific budget reductions were proposed in relation to rental subsidies, business rate relief and community development. These are:

- a) **Remove rent subsidies provided to VCS organisations**
- b) **Reduce Community Development grants**
- c) **Remove discretionary business rate relief to not-for-profit organisations**

**Community Centre Core Costs Grants** were included with the three proposals as requested by the sector during the Council's budget consultation.

**It is proposed that these changes will take effect from 1st April 2017.**

A review was undertaken of the different types of support given to the VCS and a proposal developed. The aim of the review was to find the most effective way to invest the remaining resource and ensure effective use of the funds. This resulting proposal merges the remaining support available into one Community Building Grant and devolves the decision making to Area Committees in order to increase fairness, transparency and accountability.

Given the significant reductions in available funds the review group prioritised community buildings. Consequently there will be no money available for community development workers.

The review group concluded that the best way forward is to combine all remaining resources and establish a single process, based on an extended core costs model.

### **3. Consultation**

The consultation period lasted four weeks, closing on 9 November 2016. Prior to this the public had opportunities to feed back on the budget proposals which have led to these reductions for community development and buildings related support.

#### **a) Methodology**

- One open meeting - 150 recipients of current support were invited
- Written representation

##### Consultation meeting

More than 60 people representing organisations from across Bradford District as well as the infrastructure support organisations and voluntary sector support officers attended the meeting on 19 October 2016.

Following a presentation attendees were asked to feed back their concerns and issues.

Four questions were asked:

What are the opportunities presented by this process?  
What are the challenges?  
What alternative suggestions or ideas do you have?  
Should there be a maximum limit?

##### Written representation

Thirty one written representations were made from individual organisations and Bradford CVS.

## **4. Results**

The responses have been relatively detailed with some key emerging themes.

### **a) Acknowledging contribution to society and community impact**

Respondents are very concerned that the proposal to cut funding to the sector does not properly take into account the contributions made by the VCS to society or the savings made by people accessing early intervention support through these organisations.

Many representations detailed concerns for the roles of their organisations in the community and expressed their dismay that the true value of the voluntary sector was not being sufficiently considered.

Several organisations asked if a Community Impact Assessments had been carried out.

### **b) Fear of closure**

Nearly all attendees said they have grave concerns about sustainability. Seven of the written representations explicitly said that they would not be able to remain open if there were any more increases in rents or rebates [?]. Many organisations said the reduced rents and rates are a 'lifeline'.

### **c) Accumulative and compounding impacts**

Concern was raised about removing community development workers at a time when they could have helped support communities and devise innovative ways to raise funds. Organisations are experiencing difficulty in securing funding from other sources due to limited availability and increased competition.

### **d) Equity**

There were several points made about equitable access to and distribution of the funds. Such as:

- Smaller charities feel at a disadvantage to bigger national ones (with local base) which have professional fundraisers who help access this and other funds.
- Some bigger organisations feel that this process may disadvantage them if preference is given to unstaffed organisations
- There are concerns about organisations who work with specific groups of people, e.g. women or girls, that they may be excluded
- Fear was expressed that the Area Committee process will not be fair and political views will distort the process.
- There was concern over how deprivation and need may be taken into account in allocations between areas

- In order to make it fair and equitable, the Council is undermining successful organisations which have worked hard to stay in existence.
- In order to make it fair and equitable, the Council is undermining successful organisations which have worked hard to stay in existence.

#### **e) Commercial market rates**

There was a very strong feeling at the event and in written representations that if organisations have to pay commercial rates for dilapidated, out of date buildings then the Council should behave as a responsible landlord and bring the builds up to regulation and provide high quality on-going maintenance in keeping with the rents they are charging.

#### **f) Concerns about individual circumstances**

Nearly all representations had questions about individual circumstances. Concerns range from affordability of full rent and rates to eligibility for the new Grant.

#### **g) The consultation process**

Concerns include short timescales and who was invited to participate in the consultation process i.e. current or potential recipients.

#### **h) Community Asset Transfer (CAT)**

Respondents were concerned that asset transfer was not an easy process and queried whether it would be possible to look at the process and make it quicker for organisations who would like to pursue a CAT.

#### **i) Small Business Rate Relief**

The key question was: 'Has the Council identified how many organisations are eligible and has this been factored into calculations of the savings?'

Once the legislation is in place the information will be updated.

#### **j) The District Plan**

Several respondents said that they support many of Bradord Council's District Plan outcomes including actions that state 'the VCS will open and use buildings to support different services' and communities. They felt that reducing rents and rates subsidy was not consistent with this aim.

#### **k) Cost benefit analysis**

Respondents said the Council had not undertaken a thorough enough cost/benefit analysis for the proposal. They suggested that though the Council may save a significant amount of money the District will lose important social capital.

It was asked if organisations cannot afford full rates and rents and have to vacate the premises, would new tenants be found and would the projected income be generated.

#### **l) Further questions:**

- Will there be a limit on the amount anyone can apply for?
- Will funding be agreed for two years or only one?
- Do the Area Committees have sufficient knowledge to make those decisions?
- There are concerns around the compact process notice periods. Timescales for implementation are too tight.

#### **m) Alternative ideas**

A few ideas were suggested at the consultation event:

- Include people from the VCS sector in developing proposals, e.g. £100K for community development work available to draw in match funding to increase amount of community development work done, e.g. central team. The assembly steering group have offered this on numerous occasions.
- Is there a role for Parish Councils to support community buildings?
- Are there energy saving grants e.g. solar panels?
- Merge small organisations to minimise use of facilities and reduce costs.
- Is the Council willing to sell assets?

### **5. Summary**

Although, respondents accepted the challenges facing the Council, they felt that reducing buildings related support could undermine the voluntary sector at a time when the Council and other public services are not able to provide the same range, quality and quantity of services.

Respondents said that the plan to charge commercial rents and rates at the same time as removing community development support was not well thought out. They were sceptical that the expected savings would materialise and even if they did, the savings would be cancelled out by increase in cost of maintaining, renovating and letting vacant and sub-standard buildings. Savings would be cancelled out by the decrease in support to communities which could increase demand for public sector services.

Community Buildings Grant  
November 2016

Frequently asked questions

This document presents answers to some of the questions which were raised throughout the consultation period. This document should be read in conjunction with the Consultation Report.

**1. When was the decision taken to reduce the subsidies and support given to the Voluntary and Community Sector (VCS)?**

This was decided by Full Council on the 25<sup>th</sup> of February when elected councillors agreed the Budget for 2016/17 and 2017/18.

**2. How will you decide on who is funded and who isn't? Who will make these decisions?**

Decisions will be made by the Council's Area Committees. These consist of local ward members. They will be supported by the Council's Neighbourhood and Customer Service, Estate Management and Revenues and Benefits Service.

**3. When will the new fund become operational?**

Groups will be invited to make an expression of interest from November 2016. They will be informed of their allocations in February 2017 and funding will start from April 2017.

**4. Can communities of interest or other District-wide groups apply?**

Yes they can. However, we want to encourage people to make best use of their building and support the wider community by enabling other sections of the community to access buildings when they are not being used by specific community of interest groups.

**5. We are a school whose hall is used by the community at the weekends can we apply?**

No, the fund is not open to schools.

**6. We own the building but lease the land from the Council. Can we apply to the Community Buildings Grant?**

Yes, the grant is in respect of land and property assets.

**7. Our organisation has never applied for support with our buildings cost. Can we apply to this fund?**

Groups based in Bradford District, who do not currently receive rate relief, rental subsidies, CD worker grants or Community Centre Core Cost grants can apply for this funding.

**8. When will rent subsidy and discretionary rate rebates end?**

The business rates apply from 1<sup>st</sup> April 2017 as per the new rating list.

New rents will be negotiated as leases come to an end. The amount payable will revert to the full rent payable in accordance with the terms of each individual tenancy agreement.

**9. If we successfully apply for a Community Asset Transfer (CAT) will we still have to pay rent and rates?**

You will be required to pay rent and rates in accordance with the agreed terms of the Community Asset Transfer.

**10. We have registered with HMRC as a community and amateur sports club. This means we get 80% relief on business rates. Do we get the same level of reduction on our rent?**

No, all rent subsidy on Council owned property comes to an end.

**11. How are property rental rates decided for community buildings? Is it negotiable?**

Rents are negotiable. The basis for how rents are determined is set out in the rent review clauses of each tenancy agreement.

**12. How is the rateable value of a community organisation decided?**

This is determined by the Valuation Office Agency (part of HMRC). The Rateable Value broadly represents the yearly rent the property could have been let for on the open market on a particular date.

**13. If organisations are not able to afford the increased rates and or rents, what happens to the existing leases? Will the Council enforce them?**

If, after decisions on Community Buildings Grants are made, an organisation feels they are unable to pay their rent we would encourage you to contact the Council's Estates Management Team straight away.

**14. If we are going to pay more to the Council, will the Council increase the maintenance they carry out on the property and land in line with the increase?**

The Council will carry out maintenance as per the terms of each tenancy. The Council will not carry out repairs and maintenance where leases state that tenants are responsible for all repairs and maintenance.

**15. Has the Council taken into account that organisations have spent thousands of their own finances on maintaining and improving the building?**

The majority of the Council's tenants which currently receive rent subsidy have entered into tenancy agreements which specify that tenants are responsible for all repairs and maintenance to the buildings. Rental subsidies have been a form of grant assisting tenants with building-related costs.

Where tenants have carried out improvements with the consent of the Council as landlord any increase in value attributable to the improvements will be disregarded at rent review.

**16. We are a building with lots of tenants. Who will you deal with; the building as a whole or each individual sub-tenants?**

The Council will only deal with its tenant. The Council as landlord has no involvement in any subletting that the tenant may have entered into.

**17. When will organisations hear whether they will be eligible for Small Business Rate relief and should they still apply for a Community Building Grant?**

We are currently waiting for government legislation to confirm the new limits which will apply to the Small Business Rates Relief. Until this is clear, you should complete an application for a Community Building Grant.

**18. What is Mandatory Rate Relief and how will we know if we are eligible?**

This is business rate relief which is available to organisations which are registered Charities or registered Community Amateur Sports Clubs.

If you currently receive this, it will continue from 1<sup>st</sup> April 2017.

**19. Has the Council undertaken an impact assessment on the proposal, to remove subsidy for rents and rates and community development workers? Does the Council understand the challenges this may create for the VCS?**

We value the significant contributions the VCS make to the District and recognise that this is a significant period of change. Therefore, the Council will continue to provide support for community groups through the VCS Infrastructure agreements and the Voluntary Organisations Support Officers.



We have conducted an impact assessment as part of the budget proposal and consultation process. Each organisation which applies for the funding will be asked to complete an individual impact assessment which will be considered as part of the decision making process.

## **20. What support is available to help organisations through this period of change?**

**Rental subsidies** (Estates Management Team; as part of Estates & Property) please contact Estate Manager Belinda Gaynor, on 01274 434309 or email: [belinda.gaynor@bradford.gov.uk](mailto:belinda.gaynor@bradford.gov.uk)

**Discretionary rates** please contact the Business Rates Team on 01274 437744 or email [Business.rates@bradford.gov.uk](mailto:Business.rates@bradford.gov.uk)

**General Community Building Grant (CBG) queries** you can contact Ward Officers through the Area Co-ordinator's Offices on:

- Bradford East 01274 431066
- Bradford South 01274 431155
- Bradford West 01274 432597
- Shipley 01274 437146
- Keighley 01535 618008

**Community Development Worker's** can assist with the grants process, the contact details will be available from the Area Offices (numbers above).

Contact details for the 'Voluntary Organisation Support Officers (VOSOs)' who can assist with this process are:

**Chris Barker** – (for Keighley) through KIVCA 01535 665258 or email [chris@kivca.org.uk](mailto:chris@kivca.org.uk)

**Clive Whittaker** through Bradford CVS: 01274 722772 or email [clive@bradfordcvs.org.uk](mailto:clive@bradfordcvs.org.uk)

**Lincoln Oakley** through Bradford CVS: 01274 722772 or email [lincoln@bradfordcvs.org.uk](mailto:lincoln@bradfordcvs.org.uk)

**Sarah Moss** at Shipley & Bingley Voluntary Services: 01274 781222 or email: [sarahmoss@sbvs.org.uk](mailto:sarahmoss@sbvs.org.uk)

The Council will seek to secure some additional support through the CVS and SBVS on a time limited period.

For any process questions, please contact Programme Support Officer **Annette Wray** on 01274 431332 or email at [annette.wray@bradford.gov.uk](mailto:annette.wray@bradford.gov.uk)

Or **Amria Khatun** as the Stronger Communities Delivery Co-ordinator on 01274 437467 or email: [amria.khatun@bradford.gov.uk](mailto:amria.khatun@bradford.gov.uk)

If you feel that you will have difficulties in paying either rent, or business rates, then you need to discuss alternative arrangements with the appropriate service, to avoid getting into arrears.