



## Agenda for a meeting of the Keighley Area Committee to be held on Tuesday, 27 June 2023 at 6.00 pm in Council Chamber - Keighley Town Hall

### Members of the Committee – Councillors

LABOUR	CONSERVATIVE	GREEN
Firth M Hussain Lintern Zaman	Brown Loy P Clarke Glentworth	Whitaker

### Alternates:

LABOUR	CONSERVATIVE	GREEN
Robinson Godwin Slater	Nunns Poulsen Nazam Herd	Russell

### 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.

### From:

Asif Ibrahim  
 Director of Legal and Governance  
 Agenda Contact: Jane Lythgow  
 Phone: 07970 411623  
 E-Mail: jane.lythgow@bradford.gov.uk

### To:

## A. PROCEDURAL ITEMS

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

The Director of Legal and Governance will report the names of alternate Members who are attending the meeting in place of appointed Members.

### 2. APPOINTMENT OF CHAIR (Standing Order 35)

To appoint a Chair for the Municipal Year 2023-2024.

### 3. APPOINTMENT OF DEPUTY CHAIR (Standing Order 35)

To appoint a Deputy Chair for the Municipal Year 2023-2024.

### 4. 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 must consider their interests, and act according to the following:*

<b>Type of Interest</b>	<b>You must:</b>
<i>Disclosable Pecuniary Interests</i>	<i>Disclose the interest; not participate in discussion or vote; and leave the meeting <u>unless</u> you have a dispensation.</i>
<i>Other Registrable Interests (Directly Related)</i> <b>OR</b> <i>Non-Registrable Interests (Directly Related)</i>	<i>Disclose the interest; speak on the issue <u>only if</u> the public are also allowed to speak, but otherwise not participate in the discussion or vote; and leave the meeting <u>unless</u> you have a dispensation.</i>
<i>Other Registrable Interests (Affects)</i> <b>OR</b>	<i>Disclose the interest; remain in the meeting, participate and vote <u>unless</u> the matter affects the financial interest or</i>

*Non-Registrable  
Interests (Affects)*

*being*

*(a) to a greater extent than it affects  
financial interests of a majority of  
inhabitants of the affected ward, an*

*(b) a reasonable member of the public  
knowing all the facts would believe  
would affect your view of the wider  
interest; in which case speak on the  
only if the public are also allowed to  
speak but otherwise not do not  
participate in the discussion or vote  
leave the meeting unless you have  
dispensation.*

- (2) Disclosable pecuniary interests relate to the Member concerned or their spouse/partner.*
- (3) 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.*
- (4) Officers must disclose interests in accordance with Council Standing Order 44.*

## **5. MINUTES**

**Recommended –**

**That the minutes of the meeting held on 16 March 2023 be signed as a correct record (previously circulated).**

(Jane Lythgow – 01274 432270)

## **6. 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)

## 7. PUBLIC QUESTION TIME

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

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

**Questions must be received in writing by the Director of Legal and Governance in Room 112, City Hall, Bradford, BD1 1HY, by mid-day on Friday 23 June 2023.**

(Jane Lythgow – 01274 432270)

## B. BUSINESS ITEMS

### 8. **OLDFIELD LANE, OLDFIELD, KEIGHLEY - CONSIDERATION OF OBJECTION TO PROPOSED SPEED LIMIT REDUCTION** 1 - 8

The Strategic Director, Place, will present a report (**Document “A”**) which outlines an objection received from a resident to the reduction in speed limit proposed for Oldfield Lane, Oldfield, Keighley.

The objector’s comments and corresponding officer response are included in Appendix 2 to Document “A”.

**Recommended –**

- 1. That the objection be overruled and the proposed speed limit order be implemented.**
- 2. That the objector be advised accordingly.**

(Simon D’Vali – 01274 434674)

### 9. **UK SHARED PROSPERITY FUND** 9 - 20

The report of the Strategic Director, Place, (**Document “B”**) provides a review of the UK Shared Prosperity Fund and an outline of how the devolved funding will be distributed in Bradford. The report focuses on the role of the Area Committees in terms of decision maker of local funding and influencer of the district delivery.

**Recommended –**

**That the contents of Document “B” be noted and an annual report on the progress of the UK Shared Prosperity Fund be accepted.**

(Ingunn Vallumroed – 07816355406)

**10. GRANT ALLOCATIONS 2022/2023**

21 - 40

The report of the Strategic Director, Place, (**Document “C”**) informs Members of the grants awarded to projects within the Keighley Area by the Area Co-ordinator’s Office in the financial year 2022/23.

**Recommended –**

- 1. That the Keighley Area Co-ordinator, under delegated powers, having responsibility for making decisions on all grant applications administered by the Keighley Area Co-ordinator’s Office, after seeking guidance from the Grants Advisory Group, be approved.**
- 2. That the membership of the Grants Advisory Group (GAG) as the Chair, Deputy Chair and opposition spokesperson of the Keighley Area Committee for the municipal year 2023/24 be approved.**
- 3. That the Keighley Area Co-ordinator’s office continue to ensure the effective allocation of all grant funding by providing appropriate support and advice to applicants.**

(Jonathan Hayes – 01535 618008)

**11. DATES OF FUTURE MEETINGS FOR THE MUNICIPAL YEAR 2023 - 2024**

**Recommended –**

**That the meetings of Keighley Area Committee for the remainder of the municipal year 2023-24 be held at 1800 hours on the following dates –**

**Wednesday 26 July 2023  
Thursday 14 September 2023  
Thursday 19 October 2023  
Thursday 16 November 2023  
Wednesday 13 December 2022  
Thursday 1 February 2024  
Thursday 14 March 2024**

(Jane Lythgow – 07970 411623)

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## Report of the Director of Place to the meeting of Keighley Area Committee to be held on 27<sup>th</sup> June 2023

**A**

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### Subject:

Consideration of 1 objection received from a local resident to a proposed speed limit reduction on Oldfield Lane, Oldfield which is part of a wider reduction in speed limits in the area. The objector wants to reduce the speed limit further, from the proposed 40mph to 30mph. Oldfield Lane is currently a national speed limit.

### Summary statement:

This report deals with an objection received from a resident to the reduction in speed limit proposed for Oldfield Lane, Oldfield.

### EQUALITY & DIVERSITY:

It is expected that there will be no disproportionate impact from the items recommended for implementation within this report; however, any elements where a potential disproportionate impact is identified, through more detailed investigation and design, will be subject to Equality Impact Assessments.

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David Shepherd  
Strategic Director of Place

### Portfolio:

Regeneration, Planning & Transport

Report Contact: Simon D'Vali  
Phone: (01274) 434674  
E-mail: [simon.dvali@bradford.gov.uk](mailto:simon.dvali@bradford.gov.uk)

### Overview & Scrutiny Area:

Regeneration & Environment

## **1. SUMMARY**

- 1.1. This report deals with an objection from a local resident to a proposed speed limit reduction on Oldfield Lane, Oldfield. This reduction is part of a wider reduction in speed limits in the area. The objector wants to reduce the speed limit further, from the proposed 40mph to 30mph. Oldfield Lane is currently a national speed limit.

## **2. BACKGROUND**

- 1.2. In June 2022, this Committee approved a casualty reduction scheme on Oldfield Lane/Harehills Lane/Hob Cote Lane, Oldfield within its capital work programme. This section of road, on the outskirts of Oakworth that leads through Pickles Hill and Oldfield has a national speed limit. There are a number of residential driveways that lead off Hob Cote Lane and Oldfield Lane as well as a primary school and terrace houses with on-street parking.
- 1.3. The proposals consist of a 20mph speed limit Order on Oldfield Lane through Oldfield and past the school, a 30mph speed limit order on the section of Oldfield Lane west of the village to its junction with Scar Top Road and a 40mph speed limit Order on Oldfield Lane east of Oldfield, Harehills Lane up to The Grouse public house and Hob Cote Lane to the 30mph speed limit at Denby Hill.
- 1.4. The objection relates to the section of Oldfield Lane subject to a proposed 40mph speed limit. No objections relate to the remainder of the scheme.
- 1.5. Details of the proposals on Oldfield Lane/Harehills Lane/Hob Cote Lane subject to the objection are shown on drawing no. P/HS/THN/104847/CON-1B which is attached as Appendix 1.
- 1.6. The proposed Speed Limit Order was advertised for a 3-week period (2<sup>nd</sup> March to 23<sup>rd</sup> March 2023) on-site and within the local press, resulting in one objection being received. The objectors and officer comments are shown in Appendix 2 of this report.

## **3. OTHER CONSIDERATIONS**

- 3.1 This report has not been considered by the Overview and Scrutiny Committee.

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

- 1.7. The costs necessary to introduce the proposed scheme have been allocated from this Committees capital allocation.



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

5.1 There are no risk management and governance implications.

## **6. LEGAL APPRAISAL**

6.1 There are no legal implications at present.

## **7. OTHER IMPLICATIONS**

### **7.1 SUSTAINABILITY IMPLICATIONS**

1.1.1. There are no sustainability implications.

### **7.2 GREENHOUSE GAS EMISSIONS IMPACTS**

1.1.1. There are no implications regarding greenhouse gas emissions impacts.

### **7.3 COMMUNITY SAFETY IMPLICATIONS**

1.1.1. The proposed reduction in speed limit is considered necessary:

- To modify vehicle speeds and reduce the potential for traffic collisions, and the number and severity of personal injuries.

### **7.4 HUMAN RIGHTS ACT**

1.1.2. There are no implications for human rights.

### **7.5 TRADE UNION**

1.1.1. There are no trade union implications.

### **7.6 WARD IMPLICATIONS**

1.1.1. The proposed scheme is situated in the Worth Valley ward.

### **7.7 AREA COMMITTEE ACTION PLAN IMPLICATIONS (for reports to Area Committees only)**

1.1.2. In June 2022, this Committee approved this casualty reduction scheme on Oldfield Lane/Harehills Lane/Hob Cote Lane, Oldfield within its capital work programme.

### **7.8 IMPLICATIONS FOR CORPORATE PARENTING**

1.1.2. There are no issues arising from this report

## **7.9 ISSUES ARISING FROM PRIVACY IMPACT ASSESMENT**

1.1.3. There are no issues arising from this report

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

1.2. None

## **9. OPTIONS**

### 1.2. Option 1 (Recommended)

- That the objection be overruled and the proposed reduction in speed limit be approved as advertised
- The proposed 40mph speed limit be implemented along with the rest of the scheme
- That the objector is advised accordingly.

### 1.3. Option 2 (Not recommended)

- That the objection be upheld, and the proposals abandoned completely.
- That the objector is advised accordingly.

### 1.4. Option 3 (Not recommended)

- Members may prefer to take a course of action other than that indicated in the above options or recommendations

## **10. RECOMMENDATIONS**

1.1. That the objection be overruled

1.2. That the proposed speed limit order be implemented

1.3. That the objector be advised accordingly.

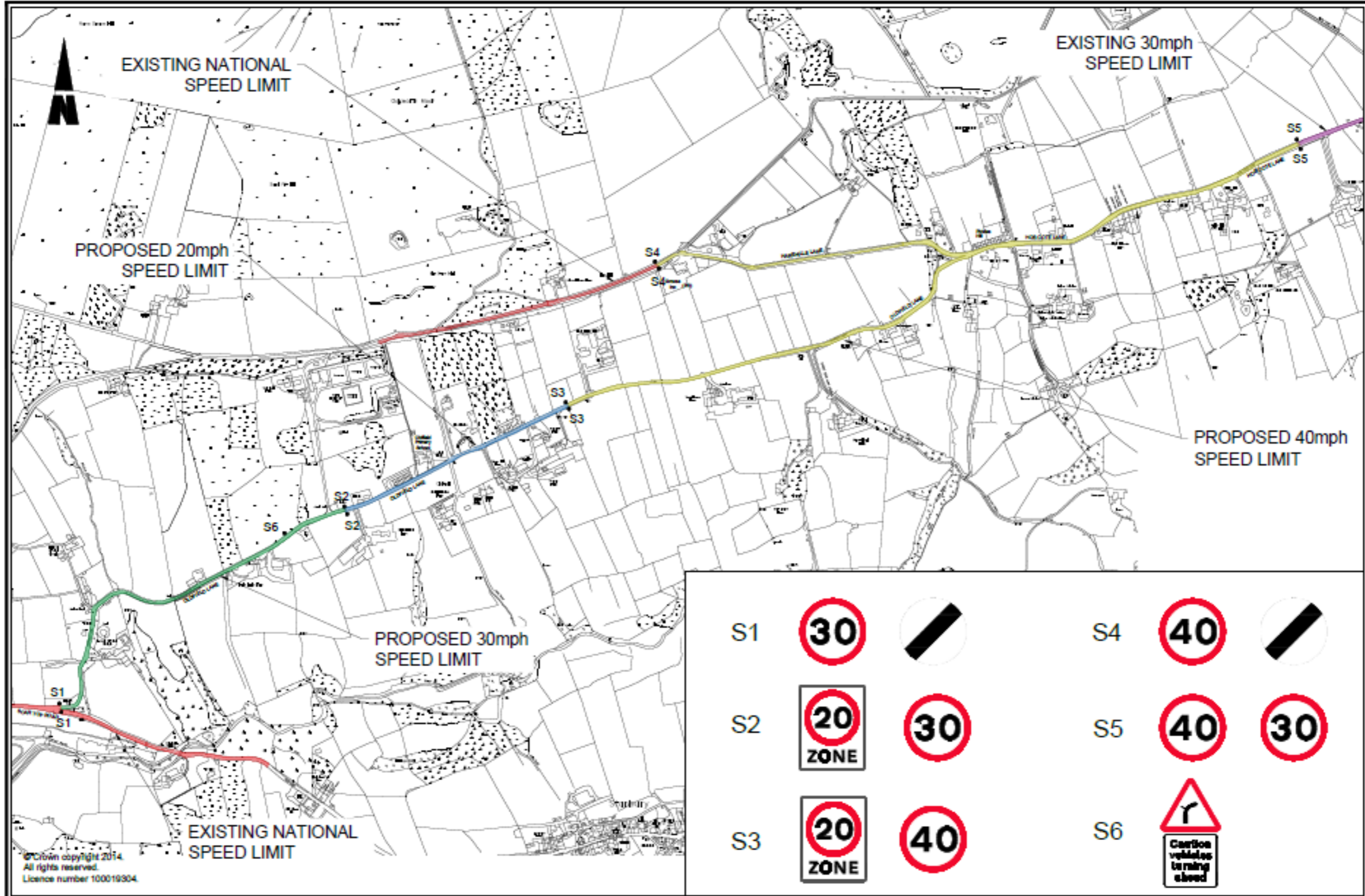
## **11. APPENDICES**

1.1. Appendix 1 – Drawing no. P/HS/THN/104847/CON-1B (Scheme proposals as formally advertised)

1.2. Appendix 2 – Objector's and officer comments.

## **12. BACKGROUND DOCUMENTS**

1.1. None

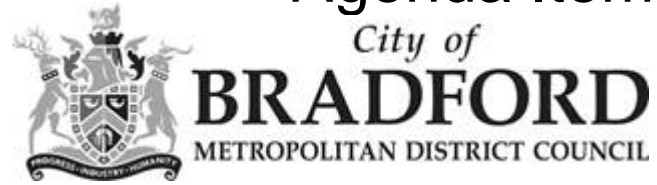


<p>City of <b>BRADFORD</b> METROPOLITAN DISTRICT COUNCIL</p> <p>Department of Place Strategic Director: Steve Harley</p>	<p>Planning, Transportation &amp; Highways Service Traffic &amp; Highways North Room 2 - Stradcliffe Depot Rough Edge Avenue Keighley BD21 4BX</p>	<p>Project <b>OLDFIELD VILLAGE AND SURROUNDING AREA</b></p>		<p>Design: CJH</p>	<p>Drawn: CJH</p>	<p>Checked: CJH</p>	<p>Released: CJH</p>	<p>Drawing Title <b>PROPOSED SPEED LIMIT CHANGES</b></p>
		<p>Client</p>	<p>Design No. PIHS/THN/104847/CON-1B</p>	<p>Revision</p>	<p>Initials</p>	<p>Date</p>	<p>Approved: CJH</p>	<p>Date: JULY 22</p>

## Appendix 2

<b>Objector's comments</b>	<b>Officer comments</b>
<p>I wish to raise an issue with you about the proposed speed limits on Oldfield Lane.</p> <p>It is excellent news that the speed limit will be 20mph in the immediate area of Oldfield Primary School. This is long overdue.</p> <p>The rest of the lane in the direction of Ponden will be 30mph, which is so appropriate for this narrow and twisting lane, which has a number of properties with direct access onto the lane. Also the area around the lane is farm land and there are often animals being moved on the lane.</p> <p>I strongly object to the rest of the lane in the direction of Pickles Hill being 40MPH as the nature of the lane and usage are just the same as the Ponden end of the lane which is to be 30MPH.</p> <p>I request for the above stated reasons that you change the speed limit to the Pickles Hill end of the lane to 30MPH.</p> <p>Further to my e mail of 9th March there is one additional point I wish to add.</p> <p>I strongly object to the rest of the lane in the direction of Pickles Hill being 40mph, for the reasons in my e mail with the addition of the following point. The lane is frequently used by large agricultural machinery which travels at very slow speed.</p> <p>I request for the above stated reason and the reasons set out in my e mail of 9th March that you change the speed limit to the Pickles Hill end of the lane to 30mph.</p>	<p>The reasoning behind making this section of Oldfield Road 40mph is to tie-in to the changes along Hob Cote Lane, which will also be 40mph.</p> <p>The section of Oldfield Lane mentioned, whilst having numerous bends, does not have the same lack of visibility/acuteness that the lower section to Scar Top has. Whilst the vehicles using the road are the same the road can be navigated at higher speeds due to the road layout.</p> <p>Also, the recommended minimum length for a section of speed limit is 600m. This explains why the section of straight road from the 20mph at Oldfield to the bends near Scar Top is also a 30mph speed limit and not 40mph. Care should also be taken to ensure speed limits do not fluctuate up and down over short lengths.</p>

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## Report of the Director of Place to the meeting of the Keighley Area Committee to be held on 27<sup>th</sup> June 2023

**B**

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**Subject:****UK Shared Prosperity Fund****Summary statement:**

This report provides a review of the above funding opportunity and provides an outline of how the devolved funding will be distributed in Bradford. The report will focus on the role of the Area Committees in terms of decision maker of local funding and influencer of the district delivery.

**Equality & Diversity**

The district plan ambitions have been used to design the program for UKSPF in Bradford. The District Plan is underpinned by a cross cutting principle of tackling inequality in our communities. UKSPF will set out a program of activity that supports this as a core outcome. Corporately as a Council we have committed to keeping equalities at the heart of what we do – ‘This means everyone can access services regardless of their background, that we embrace our different communities across the whole district and that we build an inclusive organisation.’ In collaboration with partners UKSPF will support this approach and will address inequality and improve opportunities for communities across the district.

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Phone:  
E-mail: David.shepherd@bradford.gov.uk

**Portfolio: Alex Ross-Shaw**

Report Contact:  
Ingunn Vallumroed  
Programme Delivery Manager  
Phone:07816355406  
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**Overview & Scrutiny Area: Regeneration**

Ruth Davison,  
Head of Policy, Performance, Partnerships  
and Research  
Phone: (01274) 432111  
E-mail: ruth.davison@bradford.gov.uk

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## 1. SUMMARY

UKSPF replaces the European Structural and Investment Fund following Brexit. The Allocation for West Yorkshire is £80,486,557. It is allocated over a 3-year period, with approx. £12 million delivered in 2022-23, £21 million in 2023-24, and £48 million in 2024-25. The three-pillar Framework allocating UKSPF funding operates across these pillars, Pillar 1 (Communities and Place), Pillar 2 (Supporting Local Business) and Pillar 3 (People and Skills). WYCA is supporting a two-tiered approach to distribution of the funding. £7.578 million of the UKSPF funding will be allocated to Bradford.

This paper provides an update on Year 1 activity as well as budget and proposed activities for Year 2 for the allocated funding through Area Committees.

## 2. BACKGROUND

### UKSPF Programme

The UK government released the UKSPF prospectus in April 2022 as part of its central mission to level up the whole of the United Kingdom. Key outcomes were identified to:

- Boost productivity, pay, jobs and living standards by growing the private sector, especially in those places where they are lagging.
- Spread opportunities and improve public services, especially in those places where they are weakest.
- Restore a sense of community, local pride and belonging, especially in those places where they have been lost.
- Empower local leaders and communities, especially in those places lacking local agency.

CBMDC has designed the approach to UKSPF based on its district plan priority outcomes: Children have the best start in life, Residents achieve good health and wellbeing, Sustainable economic growth and decent work for all, Safe, sustainable and inclusive communities and Action at all levels to address climate and environmental change. The plan is underpinned by the United Nations Sustainable Development Goals. Our strategic analysis of the above drivers has led to CBMDC's delivery plan for UKSPF being based on Three strategic themes:

- Circular (Green and Inclusive) Economy
- Building Community Infrastructure through volunteering
- Culture is our Plan.

### Area Committees as Decision Maker in UKSPF

Please find in Appendix A the interventions and financial allocation that will be designed and delivered through the Keighley Area Committee.



Appendix A.1 sets out the Keighley area committee allocation with budgets and outputs/outcomes to be delivered across the district.

Year 1 saw the procurement of a cost-of-living grant programme with delivering continuing until August 2023, see Appendix B for application form, the call document and list of final beneficiaries.

### Area Committee Influence on the district UKSPF Programme

The district UKSPF programme has been designed and will involve several funding opportunities that can be shaped using the priorities identified within the Locality Plan for Keighley.

Examples include which businesses will be the focus for business support and distribution of grant funding to run cultural events.

The regeneration team have met with the Chair and the Area Co-ordinator to ensure that approach is progressed as we move into years two and three of the funding.

In addition to planning for Year 2, relevant officers are starting work now to plan ahead for Year 3, ensuring stakeholders have the greatest opportunity possible to prepare for and bid for upcoming funding.

### **3. OTHER CONSIDERATIONS**

None

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

Appendix A details the agreed allocation of UKSPF funding for each area. The external funding received will be used in conjunction with existing budgets and other funding streams where possible to maximise outcomes.

The proposal does not require any additional finding from the Council with administration and management being managed within existing budgets and the permitted aspects of UKSPF funding allocated to such.

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

The allocated funding will be overseen by the Wellbeing Board in Bradford, Chaired by the Council Leader. A project board is in development.

### **6. LEGAL APPRAISAL**

Allocation of UKSPF funding must be applied in a consistent manner for which it is provided. This reports to set forth principles of application, and each individual

specific proposal must ensure compliance with the criteria.

## **7. OTHER IMPLICATIONS**

### **7.1 SUSTAINABILITY IMPLICATIONS**

The district plan is underpinned by sustainability goals. As the priorities have been set using the district plan the outcomes achieved from this funding help us achieve our district goals on sustainability.

### **7.2 GREENHOUSE GAS EMISSIONS IMPACTS**

The work planned on greening areas of Bradford, working with businesses on decarbonisation and supporting household with the costs of living crisis all support this agenda.

### **7.3 COMMUNITY SAFETY IMPLICATIONS**

Creating civic pride through the implementation of UKSPF will have a secondary benefit of building community cohesiveness and will increase safety and the perceptions of safety.

### **7.4 HUMAN RIGHTS ACT**

There are no specific issues arising from this report.

#### **7.5.1 TRADE UNION**

There are no specific issues arising from this report.

#### **7.5.2 WARD IMPLICATIONS**

This is detailed within the main body of the report and is key to the successful delivery of the programme.

### **7.7 AREA COMMITTEE ACTION PLAN IMPLICATIONS (for reports to Area Committees only)**

See above.

### **7.8 IMPLICATIONS FOR CHILDREN AND YOUNG PEOPLE**

The district plan contains specific outcomes that relate to children and young people. Interventions planned will bring direct and indirect benefit to them as a result of the district plan being the backdrop to the program.

### **7.9 ISSUES ARISING FROM PRIVACY IMPACT ASSESMENT**

There are no specific issues arising from this report.

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

None

**9. OPTIONS**

None.

**10. RECOMMENDATIONS**

- 1) That the contents of this report are noted.
- 2) That the Area Committee accept an annual report on the progress on UKSPF delivery.

**11. APPENDICES**

Appendix A – Keighley Area Committee Funding Allocation

Appendix B – “Cost of Living” funding programme information for the Keighley Area Committee

**12. BACKGROUND DOCUMENTS**

None

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## Appendix A

### UKSPF – Keighley Area Committee allocation

Further information on the Interventions at the end of this document.

#### Year 1 activity - complete

Intervention	Theme	Activity	Budget	Minimum Outputs (Y1-3) as set out in WYCA contract – 5 AREAS	Minimum Outcomes (Y1-3) as set out in WYCA contract – 5 AREAS
E11 – Investment in capacity building and infrastructure support for local civil society and community groups.	Community Infrastructure and Volunteering	Allocation towards 'Cost of Living' grant programme.	£ 41	Number of organisations receiving grants - 2 Number of organisations receiving no- financial support - 30	Improved engagement number - 100
E13: Community measures to reduce the cost of living, including through measures to improve energy efficiency, and combat fuel poverty and climate change.	Community Infrastructure and Volunteering	'Cost of Living' grant programme (grant application process by area).	£ 61,354	Number of organisations receiving grants - 10 Number of households receiving support - 400 Number of households supported to take energy efficiency measures - 50 Number of people reached - 400	Increased take up of energy efficiency measures - 5
Total			£61,395		

Year 2

Intervention	Theme	Activity	Budget	Minimum Outputs (Y1-3) as set out in WYCA contract – 5 AREAS	Minimum Outcomes (Y1-3) as set out in WYCA contract – 5 AREAS
E11 – Investment in capacity building and infrastructure support for local civil society and community groups.	Community Infrastructure and Volunteering	Capital grant round (activity needs deciding).	£10,828	As above	As above
		Revenue rollover from Y1 – committed to Community Buildings Fund	£18,013		
E12: Investment in community engagement schemes to support community involvement in decision making in local regeneration.	Landscape & Conservation with Communities	Landscape and conservation projects (activity needs deciding).	£27,071	Number of organisations receiving grants - 2 Number of organisations receiving non-financial support - 200	Improved engagement numbers - 400
Total			£55,912		

**Year 3**

<b>Intervention</b>	<b>Theme</b>	<b>Activity</b>	<b>Budget</b>	<b>Minimum Outputs (Y1-3) as set out in WYCA contract – 5 AREAS</b>	<b>Minimum Outcomes (Y1-3) as set out in WYCA contract – 5 AREAS</b>
E11 – Investment in capacity building and infrastructure support for local civil society and community groups.	Community Infrastructure and Volunteering	Capital	£72,175	As above	As above
E35 - Activities such as enrichment and volunteering to improve opportunities and promote wellbeing.	Community Infrastructure and Volunteering	Revenue	£72,175	Number of volunteering opportunities supported - 100	Number of volunteering opportunities created as a result of support - 100
Total			£144,351		

## **Government objectives for each pillar / intervention**

Pillar 1: Communities and Place

Interventions: E11, E12, E13

Objectives:

- Strengthening our social fabric and fostering a sense of local pride and belonging, through investment in activities that enhance physical, cultural and social ties and amenities, such as community infrastructure and local green space, and community-led projects.
- Building resilient, safe and healthy neighbourhoods, through investment in quality places that people want to live, work, play and learn in, through targeted improvements to the built environment and innovative approaches to crime prevention.

Pillar 3: People and Skills

Interventions: E35

Objective (E35):

- Supporting people furthest from the labour market through access to basic skills



## Cost of Living grant programme - Keighley

20 applications were received for this round of UKSPF funding in Keighley, amounting to requests for £164,573. The table below gives details of the successful applicants:

<b>Organisation</b>	<b>Awarded</b>
Age Uk Bradford District	£5,523
Airedale Voluntary Drug & Alcohol Agency Ltd	£5,000
Carers Resource	£1,000
Eden Community Association	£4,000
Highfield Community Association	£4,500
Inspire Highfield	£4,705
Joint Activities & Motor Education Project	£7,666
KAWACC	£5,000
Keighley Healthy Living Network	£5,000
Kly Ukrainian Cultural & Community Centre	£2,000
Moor Time	£2,000
Sangat Community Centre	£5,000
The Parish of Keighley	£10,000
<b>Total</b>	<b>£61,394</b>

## Outputs and Outcomes

First progress reports due middle of July. Grant recipients are contracted to deliver on the following:

1. Number of households receiving support
2. Number of households supported to take energy efficiency measures
3. Number of people (or households) reached

An update will be provided for the next area committee meeting.

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## **Report of the Strategic Director – Place to the meeting of Keighley Area Committee to be held on 27 June 2023**

**C**

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### **Subject:**

Grant Allocations 2022/23

### **Summary statement:**

This report informs the Area Committee of the grants awarded to projects within the Keighley Area by the Area Co-ordinator's Office in the financial years 2022/23.

### **EQUALITY & DIVERSITY:**

Equality assessments – the grant schemes described in this report are open to, and actively promoted to, groups working in and with all the diverse communities in the Keighley Area.

Equality objectives – the work undertaken by organisations in receipt of the grants described in this report contributes to Objective 3 of the Council's equality objectives by helping them to actively engage with their communities and enabling more people to take part in the life of the District.

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David Shepherd  
Strategic Director - Place

**Portfolio:**  
**Neighbourhoods & Community  
Safety**

Report Contact: Jonathan Hayes  
E-mail [jonathan.hayes@bradford.gov.uk](mailto:jonathan.hayes@bradford.gov.uk)  
Phone : 01535 618008

**Overview & Scrutiny Committee:**  
**Corporate**

## **1. SUMMARY**

This report informs the Area Committee of the grants awarded to projects within the Keighley Area by the Area Co-ordinator's Office in the financial years 2022/23.

## **2. BACKGROUND**

- 2.1** This report gives details of four grant schemes that were administered by Keighley Area Co-ordinator's Office during the financial year 2022/23 (see Appendices A-D). These schemes were designed to support a range of projects and activities within the Keighley Area. Applications for grants were considered from groups and organisations working for the benefit of people living in the Keighley Area.
- 2.2** Information on the grant schemes, and how to apply, was available on the Bradford Council website and sent out by the Area Co-ordinator's Office to its well-established network of community groups and organisations. To be eligible for consideration, applications had to meet the criteria set out for each grant scheme.
- 2.3** The Area Co-ordinator's Office, promoted the grant schemes, supported and advised potential applicants, assessed the received applications and prepared officer recommendations.
- 2.5** The Area Co-ordinator, under delegated powers, is responsible for making decisions on the received applications. These decisions are made following guidance received from the Grants Advisory Group (GAG), whose membership is the Chair, Deputy Chair and Opposition Spokesperson of the Area Committee.

## **3. OTHER CONSIDERATIONS**

- 3.1** There are no other considerations arising directly from this report.

## **4. FINANCIAL AND RESOURCE APPRAISAL**

### **4.1 Financial**

These grant schemes were funded from Bradford Council's approved base budget or from income secured from external sources. Therefore, there were no further financial or resource implications placed on the Council in the awarding of these grants.

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

- 5.1** There are no significant risk management or governance issues arising out of the recommendations of this report

## **6. LEGAL APPRAISAL**

- 6.1** There is no legal requirement for the Council to provide small grants for one off projects in local communities.

## **7. OTHER IMPLICATIONS**

### **7.1 Sustainability Implications**

Groups are encouraged to engage in additional fundraising activities and are assisted in raising their awareness of opportunities for future development and sustainability. Groups are also encouraged to work collectively, particularly on issues of shared interest.

## **7.2 Greenhouse Gas Emissions Impacts**

There are no significant gas emission impacts arising from the recommendations in this report.

## **7.3 Community Safety Implications**

Projects are assessed on their ability to operate within appropriate guidelines. Many of the projects supported are either directly or indirectly concerned with the enhancement of life in local communities, providing safe environments for activities to take place or helping to tackle crime and the fear of crime.

## **7.4 Human Rights Act**

There are no direct Human Rights implications arising from the recommendations below.

## **7.5 Trade Union Implications**

There are no Trade Union implications.

## **7.6 Ward Implications**

Applications for grants are encouraged from, and allocated to, projects that impact on all Wards in the Keighley Area.

## **7.7 Area Committee Action Plan Implications**

The award of these grants enables voluntary and community organisations to contribute to a number of the priorities within the Keighley Locality Plan 2022/25.

## **7.8 Implications for Corporate Parenting**

No implications.

## **7.9 Issues arising from Privacy Impact Assessment**

The contact details and information relating to grant applicants is held in compliance with the Neighbourhood & Customer Services' Privacy Statement.

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

None.

## **9. OPTIONS**

**9.1** That members note the report. The purpose of this report is to inform Members of the allocation of grant funding.

## **10. RECOMMENDATIONS**

- 10.1** Keighley Area Committee approves that the Keighley Area Co-ordinator, under delegated powers, has responsibility for making decisions on all grant applications administered by the Keighley Area Co-ordinator's Office, after seeking guidance from the Grants Advisory Group.
- 10.2** Keighley Area Committee approves the membership of the Grants Advisory Group (GAG), to be the Chair, Deputy Chair and Opposition Spokesperson of the Keighley Area Committee, for this municipal year 2023-24.
- 10.3** Keighley Area Committee requests that the Keighley Area Co-ordinator's Office continues to ensure the effective allocation of all grant funding by providing appropriate support and advice to applicants.

## **11. APPENDICES**

Appendix A: Community Chest Grants 2022/23

Appendix B: Jubilee Grants 2022/23

Appendix C: UK Shared Prosperity Fund

Appendix D: Community Buildings Grants 2022/23 & 2024/25

## **12. BACKGROUND DOCUMENTS**

None.

## Appendix A

### Community Chest Grants 2022/23

## **CRITERIA FOR APPLICATIONS**

Applications will only be considered from groups/organisations that either operate in, or benefit people who live in the Keighley Constituency area.

Applications will be considered to assist community based activities which will be of benefit to the community, and where the activity could not go ahead without financial assistance. Special consideration will be given to projects that target issues of deprivation and disadvantage.

<b>Examples of what will be funded:</b>	<b>Examples of what won't be funded:</b>
<ul style="list-style-type: none"><li>● Equipment (from pots and pans, to plants and publicity)</li><li>● One off events</li><li>● Building improvements</li><li>● Start up costs for new groups</li></ul>	<ul style="list-style-type: none"><li>● Ongoing revenue costs (room hire, insurance, salaries, staffing costs eg speakers/tutors fees, rent etc)</li><li>● Activities of a religious/political nature</li><li>● Activities funded retrospectively</li><li>● Secondary fundraising</li></ul>

The organisation should be a non-profit making voluntary organisation where membership is open (i.e. no discrimination of membership on grounds of sex, race religion, occupation or opinion).

The maximum allocation from the Community Chest will not exceed £500.00 for any individual project. Projects which cross boundaries can be considered by a number of Area Committees, but the total grant will not exceed £500.00.

Groups which have applied for and received funding in previous years will not be funded for the same or repeated project.

Groups/organisations should normally expect only one grant per financial year.

Keighley Area Committee expects organisations to make every effort to be self-supporting, and will favour grants where other funding/fundraising has been secured.

Projects should demonstrate that appropriate child and adult protection policies are in place together with any necessary Health and Safety arrangements.

Projects should not contravene Council Policy Guidelines in areas of equality of opportunity (i.e. no discrimination of membership on grounds of sex, race, religion, occupation or opinion).

## Grants Awarded

Ward	Organisation	Purpose of grant	Value Awarded
Area Wide	Nebula Girls Group	Indoor & Outdoor activity sessions	£500.00
	Missing Peace Wellbeing & Support CIC	Christmas Day community meal	£300.00
	Healthy Growth Initiative	Catering for Keighley Creative Art Festival	£250.00
	Space to Inspire	24 city of culture logos	£500.00
	The Men of Worth Project CIC	Recording device to use for archiving purposes and transcribing	£255.00
	Keighley Angling Club	Fishing equipment for family lessons	£500.00
Craven	Friends of Silsdens Green Places	Gardening equipment	£461.50
	St Stephens Church	Water butt, composter, planters & various gardening items	£410.00
Ilkley	Friends of Ilkley Riverside Parks	Improvements to Riverside Memorial Gardens	£500.00
	Christchurch Ilkley	Games for the Youth Hangout	£491.26
	Ilkley Pride	Ilkley Pride Event 2022	£500.00
	Dementia Friendly Ilkley Action	Dementia Awareness Afternoon	£500.00
	Friends of Ilkley Rail Station	Advertising banners/publicity, plants & top soil	£500.00
Keighley Central	Keighley Sea Cadets	Blackout blinds & cadet prize evening	£500.00
	Step by Step	Community event - food, drink, trophies, publicity	£250.00
	International Communication and Leadership School	Keighley Culture Festival event	£360.00
	Sangat Community Centre	4 Community Café & family fun sessions	£250.00
	Highfield Community Film Collective	Community Film Event	£475.00
	Eden Community Association	Purchase of PA system	£200.00
Keighley East	Morton in Bloom	Flower beds maintenance	£500.00
	Riddlesden St Marys PTA	Equipment for a Winter Wonderland	£300.00
Keighley West	The New Keith Thompson Centre	Family Christmas Party	£250.00
	Bracken Bank & District Comm Ass	Halloween & Christmas events	£250.00
Worth Valley	Haworth Riding for the Disabled Group	Contribution towards cost of Awards Ceremony	£250.00
	Friends of Holden Park	Winter songs event	£195.31
	Worth Valley Explorers	Purchase of items such as compasses, first aid kits, whistles & maps	£480.00
	14th Keighley (Haworth) Scout Group	Purchase of hammocks for overnight trips	£494.00
	Haworth Central Park Bowling Club	Purchase of wheelchair ramp	£84.00
	Lees cum Cross Roads Village Association	Christmas lunch for elderly residents	£250.00

## Appendix B



## Jubilee Grants 2022/23

### **Scheme Guidance notes.**

The Platinum Jubilee celebrates 70 years of Her Majesty the Queen's reign and to mark this occasion Bradford Council is offering small grants, of up to £250, for communities to come together to join with the national celebrations that will take place between the 2<sup>nd</sup> and the 6<sup>th</sup> of June 2022.

People all over the country are being invited to come together with friends, neighbours and others they don't yet know for street parties, picnics or barbeques.

The weekend will be an opportunity to celebrate all that Britain's diverse communities hold in common.

An event can be anything from a small gathering in a garden, park or driveway, to a larger party with trestle tables down the middle of your street.

Many neighbours and groups will be able to organise without any additional funding. For those who will need a little help we have some funding to help as many people take part as possible.

We are able to award small grants of up to £250 to support local Platinum Jubilee activities and events across the Bradford district. This can include any of the following:

- A Street Party
- Community Barbeque
- A Pot Luck Supper
- A Picnic

We are particularly keen to fund events that will offer opportunities to bring different communities or generations together or that involve young people in designing and leading the celebrations in their communities and will consider applications of up to £500 who provide strong evidence of this.

### **Eligibility**

- We will prioritise applications that are being especially organised to celebrate the Platinum Jubilee, as opposed to regular or annual events that are merely being re-branded as Platinum Jubilee Events.
- All events and activities ideally take place between 2<sup>nd</sup> June and 6<sup>th</sup> June 2022 however we would welcome applications for events that take place after this date as long as they take place no later than the 12<sup>th</sup> June 2022
- Grants need to be made via registered community or voluntary groups or other organisations with a constitution and **bank account** (we will accept applications from Parish Councils and other similar bodies)

We understand that groups of local residents may want to come together to organise a street party. We would ask that you either find a local registered community group or organisation that is willing to accept and manage the grant on your behalf, **or** that you provide us with details of an appropriate referee to contact – e.g. Ward Officer, Youth Worker, Warden Community Worker, someone from West Yorkshire Police, your local head teacher etc.

A condition of the grant is that you are willing to display the official logos prominently on all marketing and publicity material, and that you give permission for the event to be more widely publicised if appropriate via our social media and through sharing your information with the Telegraph & Argus. In addition, for this Fund, we will not pay for the cost of purchasing alcohol or fireworks.

## Deadlines

More information about celebrations in the district can be found [here](#)

The closing date for applications is 5 pm on Friday 29<sup>th</sup> April 2022. No applications will be accepted after this date. Decisions will be taken by an independent grants panel by the Friday the 6<sup>th</sup> May 2022. All applicants will be notified of the results of the grants panel.

For further information and helpful hints and ideas about the Queen's Platinum Jubilee please go to <https://platinumjubilee.gov.uk/>

Queries / completed applications to;  
[Jubilee.grants@bradford.gov.uk](mailto:Jubilee.grants@bradford.gov.uk)

## Grants Awarded

Ward	Organisation	Purpose of grant	Value Awarded
Area Wide	Keighley Parish Shared Church	Picnic on the Park	£250
	Dementia Friendly Keighley	Memories of the Jubilee	£250
	Keighley District Scouts	Low Wood beacon lighting	£250
	Missing peace wellbeing support	A right royal picnic	£250
	The Parish of Keighley	Cream Tea on the Green	£250
Ilkley	Ilkley Youth and Community Association	Queens P J BBQ	£250
	The Clarke Foley Centre	Clarke Foley Jubilee Spinathon	£500
	Ilkley Pride & Diversity Group	Ilkley Pride & Diversity Jubilee Flag project	£250
	Residents of Mayfield Gardens	Street party/lunch	£250
Keighley Central	Highfield Food Coop	Our Neighbourhood Queen's Jubilee Party	£240
	Highfield Community Association	Highfield Queens Platinum Jubilee Celebration	£400
	KAWACC	Jubilee Event	£250
	Sangat Community Assoc.	Sangat Community picnic and barbeque	£250
	Eden Community Association	The Queen's Platinum Jubilee celebration in Lund Park	£500
Keighley East	Residents of Moss Carr Road	Queens Jubilee Street Party	£400
	Keighley Albion 1	Keighley Albion Jubilee BBQ and funday	£250
	Riddlesden war Memorial Institute	Afternoon of Celebration	£250
	East Morton Gala Committee	Queens' Jubilee Gala Day	£500
	The Riddlesden Pub Company Ltd	The Willow Tree Jubilee celebration	£450
Ward	Organisation	Purpose of grant	Value Awarded

<b>Keighley West</b>	Greystones Drive Residents	Jubilee Celebration	£200
	The Reservoir Tavern	The Reservoir Jubilee Garden Party	£500
	ACLI Keighley	Italian Festival	£500
	St Johns Church Ingrow	Cream Tea in the Church	£250
	Braithwaite Village Association	Braithwaite Village Jubilee Lunch	£250
<b>Worth Valley</b>	Haworth Riding for the Disabled Group	Haworth RDA riders and volunteers street party for the Queen	£250
	Lees cum Cross Roads Village association	The Big Jubilee Picnic in the Park	£500
	Oxenhope Cricket Club	Village Jubilee Event	£500
	West Lane Baptist Centre	West Lane Platinum Jubilee Street Party	£250

### Appendix C

### UK Shared Prosperity Fund

# Call for funding applications: Measures to Reduce the Impacts from the Cost-of-Living Crisis for Households in the Bradford district

## Summary

The City of Bradford Metropolitan District Council (CBMDC) via its Constituency Area Offices is inviting applications from eligible local organisations to apply for the new UK Shared Prosperity Fund (UKSPF) to deliver support to households and individuals to reduce the impacts from the cost-of-living crisis.

UKSPF succeeds the old EU structural funds and will over the next three years invest in three local priorities:

1. Communities and place;
2. Support for local businesses;
3. People and skills.

This call comes under “**Priority 1**”.

Households have suffered over the past months from the increase in costs including energy and food. There is now further funding available to support organisations in the Bradford district to deliver help to those households that need it the most. It is similarly recognised that organisations are also under strain due to financial pressures at the same time as there is a significant increase in demand for services based within local places.

Due to the urgency of the support needed, organisations tendering to deliver this support are required to read the funding call timetable below carefully, and only apply if they are confident the organisation can meet the timescales in addition to the other funding criteria set out.

## Programme details

Each Bradford Constituency Area Office (Bradford East, Bradford South, Bradford West, Keighley and Shipley) has been allocated a proportion of the UKSPF funding that is aimed at reducing the cost of living. Organisations can propose to deliver support in one or more area. We expect each area’s allocation to be divided across multiple organisations.

The support needs to meet one or more of the following outputs:

1. Number of households receiving support;
2. Number of households supported to take energy efficient measures;
3. Number of people reached.

In addition, applicants are expected to provide an increase to the following baseline numbers (if relevant to the activity proposed):

1. Improved engagement numbers;
2. Increased uptake of energy efficient measures.

The minimum grant value an organisation can apply for in each area is £2,000 and the maximum grant value is up to £10,000 (note: Bradford West and South may approve grants up to max £15,000). The grant must be spent by the programme end date of 31<sup>st</sup> August 2023.

Note: VAT registered organisations must exclude VAT as part of their application.

Applicants can include up to 12% of the value of the grant as Management & Administrative costs for delivering the support. This must be set out clearly in the application form.

Examples of support can be (not exhaustive list):

- Food (or other such as hygiene, clothes) parcels

- Establishing new or extending existing warm places
- Support and advice
- Measures to improve energy efficiency for households

Each organisation must in the application form set out clearly what the funding will be spent on, how they intend to distribute the support / undertake activity. The funding can be used to support an existing activity, please set that out clearly in the application form.

Organisations wanting to deliver support in more than one area must submit a separate application form to each relevant area.

**Note: the funding is revenue only, as such cannot be used towards capital expenditure such as refurbishments or building upgrades.**

## Scoring priorities

The following priorities will be considered when assessing and scoring the bids:

- Locally based organisations
- Activity linked to priorities contained within the Locality Plan(s) and / or Ward Plan(s) for the relevant constituency
- Value for money (number of outputs delivered for funding required)
- Evidence for successful delivery of previous/current grant programmes (if applicable)
- Ability to deliver within the timescales given.

## How to apply

The table below sets out key dates and eligibility criteria:

Call launch	w/c 31 <sup>st</sup> January
Deadline for submitting queries	15 <sup>th</sup> February
<b>Deadline for submitting application(s)</b>	<b>19<sup>th</sup> February</b>
Internal panel reviews	w/c 20 <sup>th</sup> February
Grant offer letters issued	w/c 27 <sup>th</sup> February
Online briefing call with successful applicants	w/c 27 <sup>th</sup> February
Payments made by Bradford Council	March
Ongoing monitoring: Claims submitted incl. delivery of outputs and progress reports.	April - August
Programme end including all money spent	31 <sup>st</sup> August 2023

**Questions prior to the deadline, and completed application forms must be submitted to the relevant District Area Office via the below e-mail address(es):**

Bradford East	<a href="mailto:bradfordeastinformation@bradford.gov.uk">bradfordeastinformation@bradford.gov.uk</a> 01274 431066
Bradford South	<a href="mailto:BradfordSouthAreaOffice@bradford.gov.uk">BradfordSouthAreaOffice@bradford.gov.uk</a> 01274 431155
Bradford West	<a href="mailto:BradfordWestInfo@bradford.gov.uk">BradfordWestInfo@bradford.gov.uk</a> 01274 432597
Keighley	<a href="mailto:KeighleyAreaCoordinatorsOffice@bradford.gov.uk">KeighleyAreaCoordinatorsOffice@bradford.gov.uk</a> 01535 618008
Shipley	<a href="mailto:ShipleyAreaOffice@bradford.gov.uk">ShipleyAreaOffice@bradford.gov.uk</a> 01274 437146

The following <b>must be submitted</b> with your application form:	✓
1. Your Organisation's constitution or rules	
2. Latest audited accounts or bank statements	
3. Quotations from expenditure listed and details of any income anticipated	
4. Any other relevant information to support your application	

## Eligibility criteria

### 1. Applicant Eligibility

- 1.1. Organisations based in the Bradford district can apply for this funding within the respective Constituency area(s).
- 1.2. The organisations must be constituted and provide evidence of this with the application by enclosing a copy of the organisation's constitution or relevant governance document.
- 1.3. The organisation must provide details of their bank account.
- 1.4. The organisation must pass all CBMDC due diligence checks.
- 1.5. If the applicant has received funding from CBMDC to deliver projects previously, they must be able to demonstrate successful delivery of the project(s). Inability to demonstrate this may result in the application being rejected.
- 1.6. Any type of organisation can receive funding, subject to subsidy control policy. Declaration of previous funding received must be completed in the application form.
- 1.7. The following scoring methodology will be used:

Score	Term	Explanation
0	Unacceptable	Failed to provide a response, or the response provided is wholly inconsistent with the specified Contract requirements and standards with respect to this criterion
1	Poor	The response has material weaknesses, issues or omissions, lacking detail, clarity and/or evidence with regard to many elements of the criterion, and associated specified Contract requirements and standards.
2	Fair	The response has some weaknesses, issues or omissions, lacking detail, clarity and/or evidence with regard to at least one element of the criterion, and associated specified Contract requirements and standards with respect to this criterion.
3	Satisfactory	The response addresses all elements of the criterion and associated specified Contract requirements and standards; but is not fully detailed or fully backed up with clear evidence in some areas; some issues, weaknesses, or omissions in some areas.
4	Very Good	The response covers all elements and almost all of the other elements of the criterion and associated specified Contract requirements and standards; and with relevant and detailed information, backed up with clear evidence; with a few minor issues, weaknesses, or omissions.
5	Outstanding	The Response covers all elements of the sub criterion and associated specified Contract requirements and standards; and with a high level of relevant and detailed information, backed up with clear evidence; and demonstrates a robust and coherent understanding of the requirements; and with no issues, weaknesses or omissions.

### 2. Funding terms

- 2.1. The funding will be issued as a grant, to deliver the agreed activity as set out in the grant application and final grant agreement.

- 2.2. The activity must take place after the grant offer letter has been issued, and not have been paid for previously. If this is for continuing a project, please clearly demonstrate the additionality the funding requested will provide.
- 2.3. Successful organisations are required to submit to deadlines set out in the grant offer letter, for the relevant period, a completed claim form including evidence of outputs achieved and evidence of eligible defrayal documents:
- 2.3.1. Receipts or invoices for goods/services bought, showing clearly date of purchase, goods/service bought, and supplier details
- 2.3.2. Evidence of payment leaving applicant organisation's bank account such as business/organisation bank statement matching the invoice details
- 2.3.3. Date of purchase/payment must be **after** the offer letter date (grants will not cover activity that occurred before the date of the offer letter).
- 2.4. Grant payments will **not** be made for any activities outside of what is agreed in the grant agreement.
- 2.4.1. Changes to agreed activity **must** be discussed first with the relevant area office, there is no guarantee a change will be allowed.
- 2.5. Any grant monies not defrayed (including submission of satisfactory evidence) by the applicant by the deadline of 31<sup>st</sup> August 2023 will need to be repaid to CBMDC.
- 2.6. You commit to deliver certain outputs and/or outcomes as part of your grant agreement. Information on how to evidence delivery of these will be set out in your grant offer letter.
- 2.7. If evidence of outputs and outcomes delivered is not demonstrated and evidenced within the agreed timescales or to the specification set out in the grant agreement, the funder **will** request the grant payment is returned by the applicant.
- 2.8. The relevant output definitions are:

Output	Definition	Minimum evidence requirement
# Households receiving support	A 'household', as defined in the 2011 Census is: 'one person living alone; or a group of people (not necessarily related) living at the same address who share cooking facilities and share a living room or sitting room or dining area', includes houses, bungalows, flats, and maisonettes.  - Support is provision that helps reduce the burden of the cost of living.	Survey / count by the project /partner  Type of support provided. Postcodes of those supported  Equalities data including Gender, Age, Ethnicity and Disability
# Households supported to take energy efficient measures	- A 'household', as defined in the 2011 Census is: 'one person living alone; or a group of people (not necessarily related) living at the same address who share cooking facilities and share a living room or sitting room or dining area', includes houses, bungalows, flats, and maisonettes.  - Energy efficiency means any measures which could improve a households Energy Performance Certificate rating. It is not required to shift the letter rating, only to make progress towards this. Reporting will	<b>(TBC):</b> An Energy Performance Certificate (EPC) assessment and a copy of the final EPC.

	also facilitate the option to report a decrease metric.	
# People reached	<p>Number of people directly impacted by the UKSPF intervention. The definition of direct impact will vary across interventions e.g.:</p> <ul style="list-style-type: none"> <li>- Energy efficiency improvements - those living or working within the treated premise.</li> <li>- Engagement schemes - those directly engaging (e.g. reading, viewing, attending).</li> </ul> <p>- Direct impact should only be recorded where it can be done so robustly.</p>	<p>Number of people supported.</p> <p>Number of premises and / or households supported.</p>

Definitions taken from UKSPF Indicators 13.07.22 and WYCA version 2 January 2023.

## Grants Awarded

Ward	Organisation	Purpose of grant	Value Awarded
Area Wide	Age Uk Bradford District	Advice & Caseworker, extension of warm space provision, support costs	£ 5,523
	Joint Activities & Motor Education Project	Staffing, transport, resources, slow cookers	£ 7,666
	Kly Ukrainian Cultural & Community Centre	Provision of food parcels	£ 2,000
	Airedale Voluntary Drug & Alcohol Agency Ltd	Extending of Warm Space provision, slow cookers, blankets etc	£ 5,000
District Wide	Carers Resource	Provision of flasks for unpaid carers	£ 1,000
Ilkley	Moor Time	Saturday session for young people with additional needs	£ 2,000
Keighley East, West & Central	Keighley Healthy Living Network	Budgeting sessions, 'Cook for Less' sessions, 'Young Chef' sessions, Toiletries packs	£ 5,000
	Sangat Community Centre	Food parcels and extension of warm space	£ 5,000
Keighley Central	Eden Community Association	Warm Space Extension, energy saving workshops	£ 4,000
	Inspire Highfield	Cooking sessions, energy efficient measures, marketing, hygiene products	£ 4,705
	KAWACC	Food parcels and extension of warm space	£ 5,000
	Highfield Community Association	Support worker and food parcels	£ 4,500
Keighley Central & West	The Parish of Keighley	Good Food shop (social supermarket) and pop-up shop products	£ 10,000

### Appendix D

### Community Buildings Grants 2022/23 & 2024/25



# Community Building Grants - Application Form Guidance Notes

## Introduction

This guidance note is to support the completion the Community Building Grants Application 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.

Helping to ensure that communities are safe, strong and active communities is one of the District's priorities.

Applications for the Community Building Grants will only be considered from voluntary and community sector organisations registered or in the process of becoming registered with the Charities Commission based within the Bradford District, businesses and statutory organisations will not be eligible to access this funding.

## FORM COMPLETION NOTES

The Application (EOI) Form package is available from: [Stronger.Communities@bradford.gov.uk](mailto:Stronger.Communities@bradford.gov.uk)

Please note that each Area Grants Advisory Group will receive many application forms to read and evaluate, therefore it is advisable to keep your responses concise and to the point. If absolutely necessary you can extend the boxes electronically.

## SECTION 1 – ELIGIBILITY AND GOVERNANCE FOR A GRANT

Firstly, ensure that your community facility conforms to the following definition;

**'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
- Have appropriate policies / procedures in place. (See part 1.7 of the application form).

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 grant assistance.

### **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) 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
- b) Facilities with substantial reserves that could be used to pay for the community building costs.
- c) Schools, Academies, Nurseries and other educational institutions are not eligible for this funding.
- d) Allotments are not eligible for this funding.
- e) Parish Councils are not eligible for this funding.

Grants will be awarded for up to two years (subject to Council budget for 2024-25).

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

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

- To be accessible to everyone from the local community
- Well maintained, safe 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
- Open to work in partnership with other agencies
- Aspiring to become DDA compliant wherever possible
- Generic community activities as opposed to Facilities designed for a limited section of the community
- Must be available for bookings
- May be a District wide community of interest group

## **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.

- 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, including the provision of all relevant financial information
- Agreement to work with the Area Committee / Area Office and partners around developing quality and evaluation systems for your work
- Agreement to provide appropriate monitoring information about the support you provide / services delivered and a plan of action about how to increase income during the duration of the funding period

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

The total funding available for 2023-25 is much lower than the amount needed to fund every group at the current level, and if successful for another 2 year period (subject to finding and Council budget for 2024/25), organisations are very unlikely to receive more than in 2022-23.

Grants will be for a maximum of 24 Months from 01<sup>st</sup> April 2023 to 31<sup>st</sup> March 2025 and are 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 how much your Application would cost if the Area Grant Advisory Group and Area Committee chooses to fund your Facilities.

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

The Community facilities will be monitored through the close working relationship with the Area Coordinator's Offices on behalf of the Area Committee. 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 to provide; a copy of your current Public (and where necessary) Employer Liability Insurance schedule/s and Budget Forecasts for 2023-24 and 2024-25.

As part of this process currently Community Building Grant funded Organisations will need to provide a completed impact assessment for information in the decision making process.

Organisations receiving funding will be expected to comply with all 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 for VCS Community Building Grants Process

This is the proposed time table for the Community Building Grants 2023-25:

<b>Key Event Timetable</b>	<b>Date to complete</b>
Area Committees receive Community Buildings Grant Report	by 20 <sup>th</sup> January 2023
Community Building Application form and guidance sent out	23 <sup>rd</sup> January 2023
Community Building Application form to be returned no later than	14 <sup>th</sup> February 2023
Additional information may be sought from the Group before decision can be made, if the need arises	By 16 <sup>th</sup> February 2023
Area Committees' Grant Advisory Group meet, to review all submitted applications	W/C 20 <sup>th</sup> February 2023
All applicants to be notified of the final outcome of the process	March 2023
Grants will be awarded for up to 24 months (subject to Council budget for 2024-25).	March 2023

### Process

1. (As per the timetable) Application submissions will be invited by email from Community Groups that meet all criteria.
2. The submissions which meet these requirements will be divided into the Areas to which they relate as ticked on page 2 (with District Wide / Communities of Interest expressions being dealt with separately) and these will all be checked for compliance, eligibility and completeness.
3. The Application will then be scanned and passed to the Area Grant Advisory Groups (GAGs) for discussion and recommendations (more detail may be requested if necessary), with a further GAG meeting if necessary for clarity of decision.
4. The recommendations of the Grant Advisory Group will then be taken to the Area Committees for review and approval.
5. All applicants will be notified of the Area Committee decisions as soon as possible and before the 31<sup>st</sup> March 2023 where possible.

For further information, any specific questions, assistance or to discuss whether this grant is appropriate for your organisation please contact:

General **Community Building Grant (CBG)** 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

For any process questions, please contact Grants and Commissioning Officer **Riad Terzic** on 07811017002 or email at [riad.terzic@bradford.gov.uk](mailto:riad.terzic@bradford.gov.uk)

Or **Mahmood Mohammed**, Head of Service, Stronger Communities on 01274 437399 or email: [mahmood.mohammed@bradford.gov.uk](mailto:mahmood.mohammed@bradford.gov.uk)

Organisation	Grant Recommended 2023-24	Grant Recommended 2024-25
Dementia Friendly Keighley	£4,238	£2,655
Eden Community Association	£4,238	£2,655
Friends of Silsden Town Hall	£4,238	£2,655
Hainworth Wood Community Centre	£4,238	£2,655
Highfield Community Association	£4,238	£2,655
Inspire Highfield	£2,570	£2,570
KAWACC	£4,238	£2,655
Keighley Creative	£4,238	£2,655
Keighley Healthy Living	£3,250	£2,655
Oxenhope Community Association	£4,238	£2,655
Roshni Ghar	£4,238	£2,655
Sangat Community Association	£4,238	£2,655
The Good Shepherd Centre	£4,238	£2,655
The Lions Den Shed	£2,500	£2,500
	<b>Total recommended yr 1 £54,938</b>	<b>Total recommended yr 2 £36,930</b>

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