

## 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>

--

<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>
---

--

<b>2.8 Describe how the work of your organisation reduces demand on other voluntary and statutory services</b>
--

--

<b>2.9 What is your charging policy and do you expect to earn any projected income?</b>
---

--

<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
--------------------------	-----	------------	-----------

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

--

## 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?**

--

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

--

#### **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?**

--

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

--

**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**.

