

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

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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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Strategic Director - Place

Portfolio:
**Neighbourhoods & Community
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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.

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

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 2nd and the 6th 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 2nd June and 6th 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 12th 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 29th April 2022. No applications will be accepted after this date. Decisions will be taken by an independent grants panel by the Friday the 6th 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

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

Keighley West	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
Worth Valley	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 31st 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 st January
Deadline for submitting queries	15 th February
Deadline for submitting application(s)	19th February
Internal panel reviews	w/c 20 th February
Grant offer letters issued	w/c 27 th February
Online briefing call with successful applicants	w/c 27 th 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 st 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	bradfordeastinformation@bradford.gov.uk 01274 431066
Bradford South	BradfordSouthAreaOffice@bradford.gov.uk 01274 431155
Bradford West	BradfordWestInfo@bradford.gov.uk 01274 432597
Keighley	KeighleyAreaCoordinatorsOffice@bradford.gov.uk 01535 618008
Shipley	ShipleyAreaOffice@bradford.gov.uk 01274 437146

The following must be submitted 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 31st 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	<p>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.</p> <p>- Support is provision that helps reduce the burden of the cost of living.</p>	<p>Survey / count by the project /partner</p> <p>Type of support provided. Postcodes of those supported</p> <p>Equalities data including Gender, Age, Ethnicity and Disability</p>
# Households supported to take energy efficient measures	<p>- 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.</p> <p>- 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</p>	<p>(TBC): An Energy Performance Certificate (EPC) assessment and a copy of the final EPC.</p>

	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"> - Energy efficiency improvements - those living or working within the treated premise. - Engagement schemes - those directly engaging (e.g. reading, viewing, attending). - Direct impact should only be recorded where it can be done so robustly. 	<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

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 01st April 2023 to 31st 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:

Key Event Timetable	Date to complete
Area Committees receive Community Buildings Grant Report	by 20 th January 2023
Community Building Application form and guidance sent out	23 rd January 2023
Community Building Application form to be returned no later than	14 th February 2023
Additional information may be sought from the Group before decision can be made, if the need arises	By 16 th February 2023
Area Committees' Grant Advisory Group meet, to review all submitted applications	W/C 20 th 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 31st 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

Or **Mahmood Mohammed**, Head of Service, Stronger Communities on 01274 437399 or email: 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
	Total recommended yr 1 £54,938	Total recommended yr 2 £36,930