

# Report of the Bradford East Area Co-ordinator to the meeting of Bradford East Area Committee to be held on Wednesday 6 December 2023

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## Subject:

Allocation of Combined Funding 2023-2024 – Round 2.

## Summary statement:

This report summarises the applications received from eligible local organisations, across the Bradford East Constituency, from the amalgamation of funding from United Kingdom Shared Prosperity Fund (UKSPF), West Yorkshire Mayor's Cost of Living fund (CoLF) and Household Support Fund (HSF) for Round 2.

## EQUALITY & DIVERSITY:

Decisions will need to be made in line with Equal Rights legislation. This will require Area Committees to assess the potential equality impact of any decisions they make. The District Plan and Locality Plans are underpinned by a cross cutting principle of tackling inequality in our communities. These combined funds will set out a program of activity that supports this as a core outcome. 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, we will support this approach, address inequality and improve opportunities for communities across Bradford East.

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**Overview & Scrutiny Area:** Corporate

## 1. SUMMARY

- 1.1 This report summarises the applications received from eligible local organisations, across the Bradford East Constituency, from the amalgamation of funding from the UK Share Prosperity Fund (UKSPF), West Yorkshire Mayor's Cost of Living fund (CoLF) and Household Support Fund (HSF) for Round 2.

## 2. BACKGROUND

- 2.1 The City of Bradford Metropolitan District Council (CBMDC), via its Constituency Area Offices, has invited applications from eligible local organisations to apply for funding available from The West Yorkshire Mayor's Cost of Living Fund (WYCA CoLF) £287,000, Household Support Fund (HSF) £172,000 and United Kingdom Share Prosperity Fund, UKSPF £135,000. These are actual sums for community grants once £120,000 has been transferred from the Cost of Living Fund to Bradford Credit Union for affordable loans and support for school uniforms.

- 2.2 The UKSPF Programme replaces the European Structural and Investment Fund following Brexit. 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. The allocation for West Yorkshire is £80,486,557 over a 3-year period, with £7,578 million allocated for the Bradford District. It is a three-pillar framework for allocating this funding:

Pillar 1 - Communities and Place

Pillar 2 - Supporting Local Business

Pillar 3 - People and Skills

- 2.3 Applications from eligible local organisations, across the Bradford East constituency, were invited to apply from the total funding of £141,848.00. The funds from CoLF, HSF and UKPSF were combined to provide emergency local services and support during the cost-of-living crisis, specifically for food banks/parcels, warm places, debt advice and support for mental health.

Examples of support can be (not an 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
- Tangible items for vulnerable groups (slow cookers, hot water bottles, flasks, blankets)

- 2.4 All grants will be distributed via the Area Co-ordinator's Neighbourhood Teams who cover the 5 Parliamentary Constituencies in the district, which are Bradford East, Bradford East, Bradford West, Shipley and Keighley.

- 2.5 The Stronger Communities Team developed a single application process and criteria required for the combined funding and these funds will be administered through this team. The funding went live in September 2023, with a closing date for receipt of applications of 30 September 2023. The closing date for Round 2 applications was 17 November 2023.

2.6 At its meeting on 7 November 2023, the Area Committee allocated £95,675 from the initial funding that was available. The table below provides further details: -

Bradford East Allocation	£141,848.00
Amount allocated on 7 November 2023	£ 95,675.00
Total amount available for Round 2	£ 46,173.00

## 2.6 Funding Allocation and delivery plan

2.7 The West Yorkshire Lord Mayor’s Cost of Living Fund, Household Support Fund and UKSPF when combined, total £594,000 in grants. Each area was offered a baseline budget of £50,000 and the remaining balance of £344,000 was shared by applying the deprivation index formula. As stated in 2.2. of this report applications from eligible local organisations across the Bradford East Constituency were invited to apply from the total funding of £46,173 for Round 2.

2.8 The minimum grant value an organisation could apply for in each constituency was £2,000 and the maximum grant value up to £10,000. The grant must be spent by 31st March 2024 and monitoring forms to be returned by end of June 2024.

2.9 The approval process will be through the Grants and Advisory Groups (GAGs) and the approval at Area Committee meetings held on 7th November 2023 and 6<sup>th</sup> December.

2.10 Funding is delegated to Area Committees to distribute to the Voluntary and Community Sector, the Grants Advisory Group (GAG) is made up of elected members nominated by the Area Committee at the beginning of each municipal year to help support the decision-making process in conjunction with the Area Co-ordinator. Once all grant applications are appraised and before moving to contracting, the Area Co-ordinator and the GAG are expected to report their decision to the full Area Committee to enable agreement to proceed contracting.

2.11 Monitoring and evaluation will be undertaken, and the information collected will include:

- a. nature of the support received (e.g. warm space/food parcel etc)
- b. financial value of the support (estimated where appropriate)
- c. other key beneficiary information as far as possible, including ward, gender, ethnicity, and disability.

2.12 Data will be collected (including case studies) to enable the timely evaluation of Fund impacts to be undertaken by the Combined Authority, such as:

- a. improved health and wellbeing,
- b. increased aspirations/motivation/participation,
- c. reduced barriers to inclusion and employability,

## 2.12 Timeline

The table below sets out the key dates for the allocation of Round 2 of funding:

Deadline for submitting application(s)	17 November 2023
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Grant Advisory Group Panel	Week commencing 20th November 2023
Area Committee Approval	6 <sup>th</sup> December 2023
Grant offer letters and Memorandum of Agreements issued	December 2023
Payments made by Bradford Council	December 2023
Ongoing monitoring: Claims submitted incl. delivery of outputs and progress reports.	February to March 2024
Projects Completed	31st March 2024
Completion Monitoring/Final reports	30th June 2024

### **3. OTHER CONSIDERATIONS**

3.1 There are no other considerations.

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

4.1 Each area was offered a baseline budget of £50,000 and the remaining balance of £344,000 was shared by applying the deprivation index formula. See section 2.6 of this report for more information on the financial context. Management of the administration sits centrally within the Stronger Team.

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

5.1 There are no risk management or governance issues.

### **6. LEGAL APPRAISAL**

6.1 There are no legal appraisal issues to highlight.

### **7. OTHER IMPLICATIONS**

#### **7.1 SUSTAINABILITY IMPLICATIONS**

The District Plan and Locality 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 TACKLING THE CLIMATE EMERGENCY IMPLICATIONS**

The work planned on greening areas of Bradford, working with community groups on decarbonisation and supporting households with the costs of living crisis all support their agenda.

#### **7.3 COMMUNITY SAFETY IMPLICATIONS**

There are no community safety implications arising from this report.

#### **7.4 HUMAN RIGHTS ACT**

There are no human rights implications arising from this report.

## **7.5 TRADE UNION**

There are no trade union implications arising from this report.

## **7.6 WARD IMPLICATIONS**

This is detailed within the main body of the report and is key to the successful delivery of the grants allocated, to improve quality of life for residents across the Bradford East constituency, to support the Bradford East Ward Plans.

## **7.7 AREA COMMITTEE LOCALITY PLAN IMPLICATIONS**

As above in 7.6 and to support the delivery of priorities in the Bradford East Constituency Locality Plan.

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

The District, Locality and Ward plans contain specific outcomes that relate to children and young people. Grants allocated from these funding pots will bring direct and indirect benefit to them, addressing local priorities of need and deprivation.

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

There are no issues arising from this report.

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

There are no not for publication items.

## **9. OPTIONS**

- 9.1 To agree the proposals for the allocation of funding outlined in Appendix C.
- 9.2 To amend the proposals for the allocation of funding

## **10. RECOMMENDATIONS**

- 10.1 That the Area Committee agree the proposals for the funding allocations as outlined at Appendix C.
- 10.2 That the Grants Advisory Group be thanked for their work with this funding.

## **11. APPENDICES**

Appendix A - Combined Funding Guidance Document – Round 2  
Appendix B - Combined Funding Application Form – Round 2  
Appendix C - Proposed Allocation of funding (to be tabled at the Area Committee meeting)

## **12. BACKGROUND DOCUMENTS**



Combined funding Guidance – BMDC – September 2023

## Call for funding applications round 2 Bradford East Area Only: Measures to Reduce the Impacts from the Cost of Living Crisis for Households in the Bradford District

### Summary

This is round 2 call out. Please note an eligible organisation cannot be awarded more than a total of £10,000 in the Bradford East area.

Community groups/organisations based in or working in Bradford East are invited to apply for this funding.

Groups must be in a position to spend the funding and complete the project delivery by 31 March 2024. There are no exemptions to this mandatory requirement.

The City of Bradford Metropolitan District Council (CBMDC) via its Constituency Area Offices is inviting applications from eligible local organisations to apply for the combined funding of UK Shared Prosperity Fund (UKSPF), Householder support fund (HSF) West Yorkshire Mayor's Cost of living Fund (WYCA C of LF) to deliver support to households and individuals to reduce the cost of living.

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 applying 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 East, Bradford West, Keighley and Shipley) has been allocated a proportion of the combined 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. The grant must be spent by the programme end date of 31<sup>st</sup> March 2024.

Applicants can include up to 10% 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
- Tangible items for vulnerable groups (slow cookers, hot water bottles, flasks, blankets)

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/constituency/locality must submit a separate application form to each relevant Area Office and make it clear in each application that they have done this and which constituencies/wards they have applied for.**

**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:

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

### How to apply



The table below sets out key dates and eligibility criteria:

<b>Call launch</b>	<b>Early November 2023</b>
<b>Deadline for submitting application(s)</b>	<b>17 November 2023</b>
<b>Internal Grants Panel Meetings</b>	<b>Week commencing 20 November 2023</b>
<b>Report to Area Committee</b>	<b>6 December 2023</b>
<b>Grant offer letters issued</b>	<b>December 2023</b>
<b>Payments made by Bradford Council</b>	<b>December 2023</b>
<b>Ongoing monitoring: Claims submitted incl. delivery of outputs and progress reports.</b>	<b>December 2023 to March 2024</b>
<b>Programme end</b>	<b>31st March 2024</b>

**Questions prior to the deadline, and completed application forms must be submitted to the Bradford East Area Office via the below e-mail address:**

Bradford East	<a href="mailto:Bradfordeastinformation@bradford.gov.uk">Bradfordeastinformation@bradford.gov.uk</a> Tel: 01274 431066
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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 of Bradford East.
- 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
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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:

- Receipts or invoices for goods/services bought, showing clearly date of purchase, goods/service bought, and supplier details
- Evidence of payment leaving applicant organisation's bank account such as business/organisation bank statement matching the invoice details

**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.

- 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 by the applicant by the deadline 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. Successful applicants details will be shared with WYCA and may be approached for comment or further information from the WY Mayor's Office.

2.9. 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 also facilitate the option to report a decrease metric.</p>	<p><b>(TBC):</b> An Energy Performance Certificate (EPC) assessment and a copy of the final EPC.</p>
# People reached	<p>Number of people directly impacted by the UKSPF intervention. The definition of direct impact will vary across interventions e.g.:</p> <p>- Energy efficiency improvements - those living or working within the</p>	<p>Number of people supported.</p> <p>Number of premises and / or households supported.</p>

	<p>treated premise.</p> <ul style="list-style-type: none"><li>- Engagement schemes - those directly engaging (e.g. reading, viewing, attending).</li><li>- Direct impact should only be recorded where it can be done so robustly.</li></ul>	
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*Definitions taken from UKSPF Indicators 13.07.22 and WYCA version 2 January 2023.*



Application form Round 2 – Bradford East  
Measures to Reduce the Impacts from Cost of Living Crisis for Households  
in the Bradford district

<b>Before completing this application, confirm you have read and agree with the criteria in the ‘Call for funding’ document (tick box)</b>	<input type="checkbox"/>
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**Applicant details**

<b>Organisation/business name</b>	
<b>Type (select from drop down)</b>	Choose an item.
<b>Companies House/Other number</b>	
<b>Year established/incorporated</b>	
<b>Number of FTE employees</b>	
<b>Number of volunteers</b>	
<b>Address</b>	
<b>Post code</b>	
<b>Website / Social media links</b>	
<b>Contact person name</b>	
<b>Telephone number</b>	
<b>E-mail address</b>	
<b>Bradford area (drop down)</b>	Choose an item.
<b>Are you applying to more than one area?</b>	Choose an item.
<b>Ward(s) please state</b>	

*(Note: if you are applying to deliver activity in more than one area, submit one application to each relevant area)*

**Bank details**

<b>Account payee name</b>	
<b>Bank name</b>	
<b>Sort code</b>	
<b>Account number</b>	
<b>Full address of bank including post code</b>	

*This information must match the bank statement copy provided as part of this application.*



Combined Funds – UKSPF, HSF, WYCA  
BCMDC Cost of Living support programme, Round 2 - 2023

1. Please provide a clear description in no more than 500 words of the activity you are applying for within the box below including what you want to do, why there is a need, where this will be held, who will benefit etc
2. Please provide details of what difference this will make and wider project benefits in the box below

3. Please provide details of anticipated outputs and outcomes to be achieved from this project

Number of households receiving support	
Number of households supported to take up energy efficiency measures	
Number of people reached	

Outputs need to be delivered by the end of the programme.  
See the Call document for definitions.

4. Please provide details of anticipated outputs and outcomes to be achieved from this project

Timescale for project (note: end date for delivery must be by 31 <sup>st</sup> March 2024)	Start	Click or tap to enter a date.	End	Click or tap to enter a date.
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5. Please clearly provide details of total cost and a clear breakdown of total expenditure

Total grant value (delivery)	£
Management & Administrative cost (max 10% of grant value)	£
<b>Total value applied for</b>	<b>£</b>
Please provide details of any other funding applied for, if this has been secured or not including who will benefit	

Activity 1 – details of expenditure itemise individually	
Details of expenditure	Cost
Estimate of total cost	£

Activity 2 – details of expenditure itemise individually	
Details of expenditure	Cost



Combined Funds – UKSPF, HSF, WYCA  
BCMDC Cost of Living support programme, Round 2 - 2023

<b>Estimate of total cost</b>	<b>£</b>	

(Copy the table above if you include more than two activities)

**6. Other related grants**

Has your organisation received any funding from Bradford Council in the past 12 months?	Choose an item.
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Name of funds	Project Details (including completion date)	Amount Received

**7. Additional evidence to be attached with this application form**

Evidence of constitution / governance document	<input type="checkbox"/>
Bank statement clearly stating your organisation’s name and bank details (transactions can be redacted)	<input type="checkbox"/>
Safeguarding policy for working with children and vulnerable adults (if applicable)	<input type="checkbox"/>
Copy of public liability insurance	<input type="checkbox"/>
Copies of quotations	<input type="checkbox"/>

**8. Declaration**

I confirm that the information provided in this form is correct. I agree with the criteria and terms & conditions set out in the Call document. I have attached all the requested documents.

<b>Print name</b>	
<b>Signature</b>	
<b>Position in organisation</b>	
<b>Date</b>	



**Funded by  
UK Government**

**APPENDIX B**

Combined Funds – UKSPF, HSF, WYCA  
BCMDC Cost of Living support programme, Round 2 - 2023

**Submit the application form and requested documents via email by 17 November 2023 to [Bradfordeastinformation@bradford.gov.uk](mailto:Bradfordeastinformation@bradford.gov.uk).  
For more information contact Bradford East via the email address or call 01274 431066.**

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To be tabled for the Area Committee meeting

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