



*City of*  
**BRADFORD**  
METROPOLITAN DISTRICT COUNCIL

**Department of Adult Social Care & Health**

**Local Community Support  
Grants Process**

**Guidance Notes**

**2<sup>nd</sup> September 2024**

## GUIDANCE NOTES FOR APPLICANTS

It is essential to comply with the following instructions in the preparation and submission of your grant application submission. The Council reserves the right to reject a grant application submission that does not fully comply with these instructions.

### 1. Instructions for applying

- Applicants may seek clarification or ask questions about the grant process or regarding the contents of these guidance notes by submitting a request via email:  
[ASCGrantsInbox@bradford.gov.uk](mailto:ASCGrantsInbox@bradford.gov.uk)
- Applicants should not approach council staff directly to answer such queries as any answers given should be available to all potential bidders on Connect to Support.

1.2 The application must be returned electronically by email, by post or delivered in person. Email: [ASCGrantsInbox@bradford.gov.uk](mailto:ASCGrantsInbox@bradford.gov.uk)

By post:

Tahira Parveen  
People Commissioning Team  
5<sup>th</sup> Floor, Britannia House,  
Hall Ings,  
Bradford,  
BD1 1 HX

Delivered in person:

If delivering in person, this should be arranged beforehand by contacting Tahira Parveen on 07970 830 199, or Ben Oxlade-Parker on 07582 109803.

1.3 Applicants should retain a copy of their completed application for their information.

1.4 The Council shall not be bound to accept any application.

1.5 The Council's Standard Conditions of Grant Agreement form part of this grant process. By participating in this process, an applicant confirms acceptance of the terms and conditions of this grant process as laid out in these guidance notes and the Grant Agreement. Any failure to comply may result in the application being rejected.

1.6 Delivery will be as outlined in the guidance notes, application form and grant agreement.

1.7 Indicative timetable; this process is intended to follow the timetable below:

Grant Process Starts	2 <sup>nd</sup> September 2024
Deadline for Questions	8 <sup>th</sup> November 2024

Deadline for applications	22 <sup>nd</sup> November 2024
Evaluation of applications	26 <sup>th</sup> November – 20 <sup>th</sup> December 2024
Grants Awarded	2 <sup>nd</sup> January 2025
Grants Start Date	1 <sup>st</sup> April 2025

1.8 The Council reserves the right to amend this timetable and the dates are provided for indicative purposes only.

1.9 Clarification questions must be submitted no later than 8<sup>th</sup> November 2024. Any clarification questions received after this date will not be answered.

1.10 Please note that unless you mark your question as ‘in confidence’ the Council will share all questions and answers with all potential bidders. If the Council considers that in the interest of transparency and fairness the ‘in confidence’ request is unable to respond on a confidential basis it will inform the applicant who has submitted the request and agree on how to proceed.

1.11 The application form must be completed in English and must be submitted no later than 22<sup>nd</sup> November 2024 at 5pm. Any application received after this date and time will not be accepted.

1.12 Applications must be completed in full and signed and dated. Partial applications will not be accepted.

1.13 Applications cannot be changed after the submission deadline.

1.14 Applications should only be completed by the constituted organisation and fund holding body. **No applications will be accepted by organisations applying on behalf of another organisation where a management fee is applied.**

1.15 If you are applying for more than one project please apply for all projects on one application form.

1.16 The applicant may not transfer, novate or assign the grant award, or any part thereof, without the prior written consent of the Council.

1.17 The Council, at its discretion, may not award a grant and will not be responsible for any costs incurred by respondents in replying to this grant process.

## 2. Criteria for applying

These notes are to help you understand the criteria we will use to determine whether we can award a grant. Therefore, please read them carefully and refer to them when you are completing your application.

2.1 This is a process for any groups who wish to be considered for funding for local activities in communities, which may be focussed on older people, people with a learning disability and/or who are neurodivergent, or communities of interest.

### **3. You must be able to demonstrate**

A commitment to the Department of Adult Social Care & Health's vision for: "Bradford District residents to be happy, healthy and at home. We will work together to create a local place where people can make choices about their health and wellbeing."

As well as the strategic objectives to:

- Work with people's strengths to promote well-being, self-care and independence, with support appropriate to their needs, including encouraging people to actively move around where possible.
- Work with health, local government and voluntary sector partners to respond to peoples' holistic needs, maximising how we use our collective resources sustainably.
- Enhance and uphold people's rights and choices to enable people to live the life they choose regardless of age or disability.
- Enhance communities, building on the unique and diverse strengths of Bradford District to enable people to make positive choices.
- Improve people's experience by increasing our understanding of the impact and benefit of what we do.
- Use this knowledge to innovate and improve the way we work and commission services and evidence your group is supporting this.

3.1 A Constitution or Governing Document that is acceptable to the Council that shows you are a 'not for profit' organisation.

3.2 Public Liability and applicable Employers' Liability Insurance.

3.3 A project budget for the one (1) year the funding covers.

**3.4 Copies of independently inspected or audited accounts for the years 2022/2023, and 2023/2024, if operating in this period.**

3.5 Have in place policies including, but not limited to: Safeguarding, Complaints, Equality, Diversity and Inclusion, Volunteering, Health & Safety and where appropriate Recruitment and Selection.

## **4. Things we expect you to have in place**

4.1 Ways of ensuring your project is accessible and welcoming.

4.2 Ways of planning activities that:

4.2.1 The people who attend the group say they want to do and reflect their interests. This may mean you have to support people to think about all the varied things that they may want to do.

4.2.2 Focus on what people can do to support themselves and each other and enhance or maintain people's level of independence, including encouraging people to actively move around where possible. That means focusing on what people can do rather than what they can't do and supporting people who attend the group to run the group.

4.2.3 Are fun, varied and challenging and include giving people opportunities to explore new interests or get involved in things they used to do, adapted where necessary.

4.2.4 Engage people in their local communities and activities that are taking place, including those that connect people of different ages and cultures.

4.3 Opening times of the project need to reflect the needs and wishes of people attending or wishing to attend, including consideration of the needs of carers where appropriate.

4.4 Projects need to evidence value for money in the activities they offer.

4.5 Projects need to think creatively about meeting demand including ways of supporting people to make their own arrangements to get to the group.

4.6 A plan for how you will support people to make arrangements to meet up at other times or organise activities for themselves outside of and independent of the group.

4.7 Ideas for how you will keep improving your group.

4.8 Activities may be delivered from more than one venue and do not need to be buildings based or at a fixed location.

4.9 How groups can adopt a flexible approach to support people to access the group who have more significant care needs.

4.10 To encourage people who might be isolated and not involved in any groups or activities in your community to attend the group.

4.11 Include the ability to ensure that 5-10% of front-line staff time (volunteers where appropriate) is used in delivering community connecting work, where

you will be connecting people to other universal services to support people's health and social care needs.

## 5. Other important information

### 5.1 Grant funding:

5.1.1 The **maximum** amount we will fund is £11,918.30 p.a. per project. Each organisation can apply for up to three (3) grants.

5.1.2 If you are applying for more than one project, please describe them in order of preference on the application form, with Project 1 being first choice, and so on.

5.1.3 We will only allow groups with an annual turnover of below £500k to apply for their own groups/activity. However, we will reserve the right to prioritise groups with an annual turnover below £300k who are applying for their own groups/activity (evidence of most recent accounts need to be shared upon request).

5.1.4 Where organisations are applying to facilitate the development of groups which will then be user led, we will allow applications where they have a turnover of up to £1.5mil. (evidence of most recent accounts need to be shared upon request).

5.1.5 Grant funding provided as a result of this process shall be used to support core running costs such as staff salaries, volunteer expenses, rent, room hire charges and insurances.

5.1.6 We require there to be geographical coverage across the Bradford district and the budget will be divided accordingly.

5.1.7 We require there to be provision for older people and people with a learning disability and/or who are neurodivergent, however, we will also fund communities of interest projects and welcome applications which are for projects open to all.

5.1.8 Grant funding shall not be used to fund food or transport to the project. These should be paid for by those attending activities and facilities. How much people will be asked to contribute should be clearly listed.

5.1.9 Funded organisations are expected to generate income through fundraising, charges etc. to contribute to the running of service.

5.1.10 Staff and volunteers will need to be sufficient for the expected number of people attending. They will need to be able to ensure the health and safety and wellbeing of people attending whilst at the project and be able to respond to potential emergency situations.

5.1.11 Comply with the Equality Act 2010.

5.1.12 Make staff and volunteers aware of what the signs of abuse are and how to report a safeguarding concern.

5.1.13 Make staff and volunteers aware of the cultural diversity in Bradford district and how to be welcoming to all.

5.1.14 All grants will start on the 01.04.2025, run for one (1) year ending on the 31.03.2026 Funding of grants may change subject to the Council's annual budget setting process.

5.1.15 Payments against any grant awarded will be made in equal six monthly payments throughout the funding period in advance of the delivery period and in line with the conditions as described in the Grant Agreement document.

5.1.16 Monitoring: Funded organisations will be expected to submit two six-monthly reports of both qualitative and financial information throughout the grant period.

## **6. Monitoring**

6.1 Please see link below an **example** of the monitoring workbook which funded organisations will be expected to submit.

<https://forms.office.com/Pages/ResponsePage.aspx?id=0N-4KBaqLEGbJrhFuazRqVggfOxgMrNMvt6m7ZdcLEtUMUtSVDIzUUtBSVRBRIITU1pKTFBMQIFBUCQIQCN0PWcu>