

Community Led Gardening & Food Growing Small Grants

Grants up to £2,000

Guidance Notes

The Community Led Gardening and Food Growing Small Grants scheme is **funded by Bradford Council Public Health to improve the mental health and wellbeing of Bradford District citizens.**

The aim is to **support projects focused on key priorities relating to the Joint Health and Wellbeing Strategy for Bradford and Airedale 2018-2023 and the Good Food Strategy 2022** ([Bradford-District-Good-Food-Strategy-Full version.pdf](#) (mylivingwell.co.uk) which encourages community food growing.

The scheme will fund **new or existing community gardening & food growing projects, working with adults, children and young people or undertake inter-generational work.**

Applications are invited from projects that address the following priorities:

- **Increase gardening and food growing in the District:** particularly in areas with significant health inequalities and where these activities are currently lacking or are limited.
- **Looking after or renovating a green space for public or residents' use in a less affluent area.**
- **Support and extend the activities of existing gardening or food growing groups:** this must increase or add some growing of food plants or trees.
- **Connecting:** Focusing on engaging with and connecting people with a higher risk of poorer health and mental wellbeing outcomes to help them retain and/or build relationships / support mechanisms which promote and enhance good health and mental wellbeing.
- **Resilience:** Developing and enhancing individuals' resilience through universal and targeted approaches, providing additional support to those at higher risk of poor health and mental wellbeing due to their environment, individual risk factors or specific life events.
- **Flexibility:** Delivering a service which is designed to respond flexibly to individuals' needs. Positively recognising and supporting innovative and unique needs and response options.

For this reason applications are particularly welcome **from areas of high deprivation and/or poor food environments**, for example areas characterised by a high number of hot food takeaway or fast food premises.

Please note - Unless land is known to be safe for food growing, food plants should be grown in raised beds or planters.

Grants may be used for:

- Purchase of materials, tools and garden machinery.
- Containers or raised beds.
- Topsoil or compost.
- Plants or seeds relating to general gardening or food growing.

- Storage, such as sheds.
- Purchase of services, such as land-clearance (within reason, appropriate to the project and grant award).
- Training for staff or volunteers that is clearly related to establishing or extending gardening and food-growing skills, and / or community development skills in a gardening or food-growing context.
- Improvements to security of sites or storage (within reason, appropriate to the project and grant award).

How much money is available?

Small grants for **up to £2000** are available. The funding must be spent by the **30th of September 2024**.

A full breakdown of costs with written estimates is required as part of the application process.

Who can apply?

The grants scheme is available to community groups, registered charities, and voluntary and community organisations, based in or working across Bradford District with:

- A constitution / governing document
- A management committee / board of directors
- An organisational bank account
- Key policies in place i.e. Health & Safety, Safeguarding, Equality and Diversity

Individuals and/or newly established groups are also encouraged and welcome to apply. They must nominate a group or organisation who comply with all the above points to be the financial holder of the grant money and be a guarantor for the project.

The scheme will not fund:

- Any project that does not have either community or individual health, mental wellbeing, gardening or food-growing as its primary focus.
- Any organisation/group with an annual turnover in excess of £250,000.
- Existing activities, unless to add a significant gardening or food-growing element to those activities.
- Ongoing running costs of your organisation.
- Any shortfall in funding for an existing project or a project where another funder has withdrawn funding.
- Endowments/loan repayments.
- Retrospective applications.
- Disproportionate costs of staff salaries and management costs.
- Management costs higher than 10% of the grant award.
- Political activities.
- Statutory organisations.
- Activities that have direct financial benefit to the organisation's members.
- Duplication of funding for the same project activity.

Priority will be given to projects specifically considering:

- Looking after or renovating a green space for public use in a low-income area.
- New and existing small groups and organisations.
- Considering:
 - Those living with poorer health or mental wellbeing, with or without a diagnosis.
 - Unemployment.
 - Isolation, experiencing loneliness.
 - LGBTQ+ populations.
 - Black, Asian, and Minority Ethnic (BAME) communities and those who are new to living in the UK.

Application Process

You must fill in all sections of the application form.

Section 1: Contact Details. It is very important that this section is filled in accurately, as these are the details we will use to contact you. We will not provide any information / feedback regarding the application to anyone not named on the application form.

Section 2: Information about your organisation / group. This helps us to understand the size and nature of your organisation. We need a commitment that you have / will develop all the policies, procedures and insurances relevant to the running of your organisation. It is your responsibility to meet all legal and liability requirements relating to the service you are proposing to provide.

Section 3: About the project you are proposing. Please provide as much information as you can about what you are proposing. Include a time plan for the implementation of the proposal, giving a breakdown of start and completion dates for expenditure. Remember, this is the only information the grants assessment panel will have about your project, so please clearly and concisely give as much detail as possible.

Section 4: Equal Opportunities. We need to know how you will make sure that those who could benefit from the project the most will know about it and be able to get involved. You need to have thought about how you'll address any difficulties people may have in finding out about and using/ accessing the project.

Section 5: Project Costs. We need accurate information about the costs of the project you are proposing. You need to include the total cost you are applying for and provide an itemised breakdown of each of the items. Although not essential, match funding for the project is encouraged (*in cash, equipment, in kind, etc.*) – please let us know details of any match funding proposed for the project.

Section 6: Bank Details. Your bank account details are very important as any grant awarded is paid by BACS directly into your account. Any errors will cause a delay in you receiving the funding.

Section 7: Declaration. Please make sure the application form is signed by two people from your organisation's management committee / board of trustees / directors. (Chair, Secretary or Treasurer).

Section 8: Checklist: There are a number of additional pieces of information which must be submitted with your application form. Failure to include this information may delay your application or it may mean your application is not considered at all. You must include:

- A copy of your constitution / governing documents.
- Accounts or statement of income for the last year or months of existence.

- Written estimates for all items and services you intend to purchase.
- Name and contact details of a person/organisation who can be contacted for reference purposes. This is a group/organisation reference, not a personal character reference.

Deadline for applications:

Applications with supporting documentation must be submitted by **12 noon, Monday 4th of March 2024** to grants@cnet.org.uk.

What happens next?

The grants will be funded by the Public Health department of the City of Bradford Metropolitan District Council and will be administered by Bradford & District Community Empowerment Network Ltd (CNet).

All applications will be considered by an assessment panel and we aim to notify you of a decision within four weeks of the closing date. Please note there is no appeals process and all decisions are final.

Monitoring & Evaluation

At the end of your delivery a final monitoring and evaluation report will be required which will give details of your project, activities provided and the outcomes. Proof of payment, i.e. copy of receipted invoices for all spending, will be required for audit purposes.

All financial and evaluation monitoring **must** be submitted to CNet by **Tuesday 15 October 2024**.

Available support

Support for completing the application and for advice on policies and procedures, constitutions, set of rules etc. is available from:-

Community Action Bradford & District (CABAD) Development Officers

Ashraf Miah, Bradford East - Ashraf@cabad.org.uk 07415 307542

Chris Barker, Keighley and Ilkley – Chrisb@cabad.org.uk 07422 966140

Chris Hancox, Shipley/Bingley - Chrish@cabad.org.uk 07539 684668

Kirsty Gregory, Bradford West – Kirsty@cabad.org.uk 07933 987006

Lincoln Oakley, Bradford South – Lincolno@cabad.org.uk 07422 575852

Specialist support is available around marketing and communications, developing your trading, governance, looking for funding opportunities, volunteering and safeguarding.

Living Well Community Engagement & Development Staff

Samina Fayyaz, Community Engagement and Development Worker, Bradford West – Samina.Fayyaz@bradford.gov.uk

Mark Burnside, Community Engagement and Development Worker, Shipley priority areas: Windhill / Wrose, Bradford East priority areas: Thorpe Edge / Ravenscliffe / Idle – Mark.burnside@bradford.gov.uk 07582 109691

Amarjit Birdi, Community Engagement and Development Worker, Bradford East priority areas: Bradford Moor, Bowling and Barkerend and Little Horton – Amarjit.birdi@bradford.gov.uk 07977 814170

Mohammed Mahboob, Community Engagement and Development Worker, Shipley & Bradford West – Mohammed.mahboob@bradford.gov.uk

Application forms and guidance documents are available to download at www.cnet.org.uk/projects/grants or can be requested by email.

For more information and/or clarification of any of the above points please contact:

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