

Bradford District Local Friendship Grants Guidance Notes – Dementia

Grants from £250 - £2000

The Bradford District Friendship Small Grants scheme is funded by Bradford Council to help community groups within the Bradford District to support people living with dementia to live independently, build friendships and be engaged with their local community.

Applications are invited from small groups in particular, within the Bradford District, who support people living with dementia and their carer(s) who:

- wish to grow and/or publicise their group in a way that will **increase membership**
- wish to grow and develop their group in a way that makes the group's membership and/or activities **more accessible**
- would like support to develop their group to ensure its **future sustainability**

Priority will be given to projects that support or are focused on people living with dementia and their carer(s) and meet some or all of the following criteria:

- Expand existing friendship groups into new areas of the Bradford District
- Grow the membership of new or existing friendship groups
- Enable support groups, friendship groups or activities to become more *sustainable* and self sufficient
- Enable support groups, friendship groups or activities to become more accessible
- Facilitate an event which promotes an accessible friendship or support group, brings people together and/or allows the creation of new support or friendship networks
- Support people to build friendships with each other which can continue outside of volunteer/group support
- Support people to develop their own informal social networks and friendships outside of typical health or social care settings
- Support people to become familiar with and comfortable in venues where activities take place which they may wish to join

- Host new accessible activities to introduce people to new experiences which they may then wish to continue

Projects focusing on carer(s) will be considered, however priority will be given to;

- projects supporting people living with dementia
- projects supporting people living with dementia and their carer(s)

Examples include:

- Purchasing equipment needed for your group to run activities which are of interest to attendees e.g. buying a speaker to allow members to listen to music, dance and sing. Or, buying a piece of arts and craft equipment so you can host crafting sessions. Please note: if you use the funding to buy equipment, it will be your responsibility to maintain this equipment and obtain any insurance needed.
- Hosting a one off welcome event or session to encourage new attendees and showcase what your group has to offer. Please note: whilst you can include purchase of food and beverages for events in your application, this cannot form all of your application
- Supporting a new attendee to feel safe and comfortable to travel to your group location, if they have not felt able to do so before e.g. by having someone help them to travel or by funding their transport for a short period of time. Please note: any travel funding must be short term and have a positive, *personalised* outcome
- Hosting a session whereby your group are able to participate in a new activity, which members may then be able to attend independently in the future e.g. sports classes
- Production of promotional material to advertise your group and what you have to offer, which is accessible to people living with dementia
- Facilitating better accessibility for people living with dementia at a particular venue or group setting, e.g. communication support, assistive technology. Please note: if you use the funding to buy equipment, it will be your responsibility to maintain this equipment and obtain any insurance needed

The scheme will not fund:

- Payment of staff members or volunteers
- Providing food and drink (this can be part of the application but not all of it)

- Paying for travel expenses for any individual who would already be paying for these expenses regardless of this application (e.g. funding a regular volunteer or group member's expenses)
- Paying for rent, bills or other costs which a support group will continue once this funding has been used
- The maintenance or running costs of any equipment you purchase
- The insurance for any equipment you purchase

Please note: There will be further rounds of this grant process or similar over the next 3 years and groups or organisations are welcome to apply for multiple rounds of funding. If you have already successfully applied for a previous round of this funding you are welcome to apply again. However, you cannot submit the same application but may build on a previous application or apply for something different.

How much money is available?

Small grants from **£250 - £2000** are available. **The funding must be spent by Sunday 31st March 2024.** If there are any issues with this, we will work with you on an individual basis.

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

Who can apply?

The grants scheme is primarily targeted at small community groups. Some may not have *governing documents* for their group or a bank account. In this case, help will be available to produce any essential documents and nominate a *guarantor* to be able to receive the grant funds. (See Available Support section).

Larger community groups, registered charities, voluntary and community organisations and social enterprises based in or working across Bradford District with the following may apply:

- *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 welcome to apply.

Application process

Please complete all sections of the application form.

Please note: We understand that the application may be completed by people for whom English is not a first language or someone who has a sensory impairment. Our primary aim is to clearly understand the project you are proposing. Your application will not be assessed on spelling or grammar.

Section 1: Contact Details - We will use these details to contact you about the grant.

Section 2: Information about your organisation/group - This helps us to understand the size and nature of your organisation or group.

Section 3: About the project you are proposing - Please provide as much information as you can about what you are hoping to fund. Include when the project would start and finish, any activities planned and what you will spend the funds on. Remember, this is the only information the *assessment panel* will have about your project, so please be clear and give as much detail as possible.

Section 4: Project Costs - Include the total cost you are applying for and provide a breakdown of costs. If you are buying any equipment let us know here that you are able to maintain this and insure it where appropriate. If you are using *match funding* e.g. (cash, time and equipment, *in kind*, etc.) provide details. Please note: match funding is not essential.

Section 5: Your Organisation/Group Bank Details - Your bank account details are very important as any grant awarded is paid by *BACS* directly into your account. If you are a small group without a bank account you must nominate a group or organisation that is *constituted* to be the *financial holder* of the grant money and be a *guarantor* for the project. **Community Action Bradford and District** (see Available Help section).

If you have a *guarantor*, please use their bank details and provide contact details for them.

Section 6: Declaration - If you are a small group without a *management committee*/board of trustees, the application can be signed by a member of your group. If you are an organisation with a *management committee*/board of trustees/directors, the application must be signed by either the Chair, Secretary or Treasurer.

Section 7: Checklist – Please include the following in your application:

- 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.
- A copy of your *constitution/governing documents* (if your group/organisation has them)
- *Accounts or statement of income* for the last year or months of existence (if your group/organisation has them)

Deadline for applications

Applications with supporting documentation can be submitted until **12noon on Monday 11th September 2023**.

Email applications to grants@cnet.org.uk or post applications to:

Bradford District Local Friendship Grants Scheme
CNet, Enterprise Hub
114-116 Manningham Lane,
Bradford
BD8 7JF

What happens next?

The grants will be funded by Bradford Council and will be administered by Bradford & District Community Empowerment Network Ltd (CNet). All applications will be considered by an *assessment panel* and we will aim to notify you of a decision within four weeks of your application submission. Please note there is no appeals process and all decisions are final, however you may request feedback.

We may contact you to provide further details or to clarify what you have written on your application form.

Evaluation

At the end of your delivery you will be required to complete a short evaluation workbook which will give details of your project, activities provided and the outcomes. Proof of payment, i.e. copy of invoices and receipts for all spending will be required as a part of this process.

The evaluation workbook and all invoices and receipts **must be submitted to CNet by Monday 15th April 2024**.

Workshops

There will be a workshop running during the application stage of this grants scheme, where you can find out more about the criteria for applying, get further guidance on how to apply and ask any questions you may have.

Local Friendship Grants Workshop for Groups supporting those with Dementia

Wednesday 2nd August, 10:00 – 11:30 am

CNet Offices, Enterprise Hub, 114-116 Manningham Lane, Bradford, BD8 7JF

To **book a place** on this workshop please email Alicia.mornin@bradford.gov.uk or phone 07977 160188.

Available support

Community Action Bradford & District (CABAD) are also available for advice on policies and procedures, *constitutions*, set of rules etc. Development Officers are:

Ashraf Miah, Funding - Ashraf@cabad.org.uk 07415 307542

Chris Barker, Governance & Community Assets - Chrisb@cabad.org.uk 07422 966140

Chris Bulmer, Volunteering - Chris.Bulmer@cabad.org.uk 01943 603348

Chris Hancox, Safeguarding - Chrish@cabad.org.uk 07539 684668

Kirsty Gregory, Marketing & Communications - Kirsty@cabad.org.uk 07933 987006

Lincoln Oakley, Enterprise and Trading - Lincolno@cabad.org.uk / 07422 575852

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:

Wendy Collins

CNet

Project Support Officer

01274 305045

wendy@cnet.org.uk

If you physically need support to complete the application, please contact CABAD or CNet on the details above or Alicia Mornin at Alicia.mornin@bradford.gov.uk, to request volunteer support.

Glossary of terms

Accounts or statement of income - gives details of money your group has received or spent, usually over a year.

Assessment panel - the group of people who will decide if we can fund your project. This will include staff from Bradford Council.

BACS - Bankers' Automated Clearing System. An electronic system to make payments directly from one bank account to another.

Constituted - has a constitution/governing document.

Constitution/governing document - a document that outlines what your organisation exists to do, its functions and the rules under which it will operate.

Expenditure - spending the funds received.

Financial holder - the group or organisation who will receive the grant money and keep hold of it until it is spent.

Guarantor - a group or organisation that have agreed to be the financial holder of the grant money on behalf of another group. They must comply with legal requirements.

In kind - providing resources, equipment or time etc. rather than cash

Management committee - the group of people who make decisions about how the group or organisation is run.

Match funding - other funds in addition to the grant to add to the project cost. Could be time or equipment provided in kind. Please note you do not have to have

match funding and if you do, you do not have to apply for grant funding of the exact same amount.

Memorandum of Agreement - document which shows the details of how any funding received will be used and what the group or organisation have to do to receive funding.

Misleading statements (whether deliberate or accidental) - incorrect or false statements.

Outcome(s) - the result of the project.

Personalised - meeting an individual's requirements.

Sustainable / sustainability - able to continue over a period of time.