

Bradford Council Active Travel Grants Guidance Notes

Grants up to £10,000

Bradford Active Travel Social Prescribing also known as “Travel Well – walk, wheel and cycle” is looking to **support everyday journeys to improve health and wellbeing through being active**. The aim is to support organic and **community led initiatives to enable active everyday journeys**, walking, wheeling or cycling, part of which, may include public transport.

To be eligible for the fund you must be an organisation committed to delivering community led projects across the following areas: **Manningham / Girdlington, Bradford Moor / Barkerend and Keighley Central** (see maps attached). Experience of providing active travel projects and activities is not a requirement, however experience of engaging communities in projects and activities is a requirement.

How much money is available?

Grants of up to £10,000 are available. The funding has to be spent and the **project delivered by 31st March 2025**.

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

Who can apply?

Applications are welcome and encouraged from grassroots community groups within the specified areas (**Manningham / Girdlington, Bradford Moor / Barkerend and Keighley Central**), registered charities, voluntary and community organisations, social enterprises any groups working within an educational environment based in or working across these areas 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

Newly established and/or unconstituted 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 fund:

- Local bike libraries or cycle hire schemes, this may include electrical assisted options
- Purchase of bikes to aid delivery of cycle training
- Secure storage for bikes
- Providing bespoke information such as walking and cycling maps
- Waterproof clothing, suitable footwear, gloves and hats
- Behaviour change programmes
- Active travel training to support community delivery for cycling, walking, wheeling or travel planning / journey planning
- Cycle maintenance workshops

- Promoting and facilitating active travel to build walking or cycling into daily routines
- Adaptive cycles and wheelchair adaptations

This list is not exhaustive, we welcome projects that deliver new and innovative forms of active travel.

The scheme will not fund:

- Projects directly funding changes or additions to infrastructure and physical public area features. This includes streetlights, on street bike parking, new bike paths or tracks, changes to the public highway and/or public land improvements. Only in exceptional circumstances would we fund a permanent structure
- Projects that cannot complete all activities before the end of March 2025
- Costs incurred when making your grant application
- Day-to-day running costs of your organisation, including costs associated with staff not directly involved in the delivery of proposed activities
- Endowments or investments
- Loans or interest payments
- Existing activities where you have already secured funding from other sources
- Fundraising activities for your organisation or others
- Ongoing staff costs
- Contributions towards the purchase of a car/van/minibus
- VAT you can recover (i.e. you must not claim from us any VAT you can claim back from HM Revenue and Customs)
- Organisations with an annual turnover above £500,000
- Activities where the primary focus is on under 18's

Priority will be given to applications that demonstrate:

- The project is driven by an understanding of local needs, and ideas have been developed involving the people within your local community. There should be a strong focus on reducing social and economic inequalities to drive better physical and mental health, **converting everyday journeys into active travel journeys**. Short car trips (under 5 miles) are a prime area for switching to active travel and public transport.
- The grant will be focused on activities that have the **potential to make a meaningful and lasting difference**, increasing active travel and supporting associated health benefits of being more active
- Measures to **tackle inclusion and accessibility barriers** are central to the project

We welcome project ideas that include match funding and partnership working.

Application process

You must fill in all sections of the application form, please ensure you do not go over the word count limit in each section.

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.

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 (please include a delivery plan). Remember, this is the only information the grants assessment panel will have about your project, so please clearly and concisely provide as much detail as possible.

Section 4: 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. Please provide details of match funding, (*in cash, equipment, in kind, etc.*) if applicable.

Section 5: 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 6: 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
- Most recent annual accounts or statement of income for the last year or months of existence
- A project delivery plan
- 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, Friday 14th June 2024** to grants@cnet.org.uk.

What happens next?

The grants will be funded by Active Travel England through Bradford Council, Active Travel Social Prescribing Pilot and will be administered by Bradford & District Community Empowerment Network Ltd (CNet).

All applications will be considered by an assessment panel and will be assessed based on: **funding priorities, sustainable active travel, engagement, wider benefits, deliverability and value for money.**

We aim to notify you of a decision within four weeks of the closing date. The assessment panel reserves the right to decline any application that it does not think meets the guidance.

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 as an audit requirement.

All financial and evaluation monitoring **must** be submitted to CNet by **Tuesday 15 April 2025**.

Payment Process

If your application is successful, your grant will be paid by Bradford Council upon receipt of a signed Memorandum Of Agreement (MOA) and any other documents requested. Payment can take up to 4 weeks.

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, 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 & 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:

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Project Officer

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