

Bradford District Local Friendship Grants

Guidance Notes – Sensory Impairment

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 sensory impairments to live independently, build friendships and be engaged with their local community.

In these guidance notes '**sensory impairment**' refers to a person having a **visual and/or hearing impairment and/or who is Deaf**.

Applications are invited from small groups in particular, within the Bradford District, who support people living with sensory impairment 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 who have a sensory impairment 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

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 sensory impairments
- Facilitating better accessibility for people living with sensory impairment at a particular venue or group setting, e.g. funding a hearing loop, 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
- Projects which support under 16 year-olds only (all projects must be supporting at least some people aged 16+).

Please note: This scheme is running between April 2023 and March 2026, there will be multiple rounds of grants per year for which groups/organisations are welcome to apply for any they feel are relevant to their project aims. 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 Friday 30th January 2026.** 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, but other groups are welcome to apply. Some may not have *governing documents* for their group or a bank account. In this case, help may 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** can assist with this (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 **12 noon on Tuesday 22nd April 2025**.

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

Bradford District Local Friendship Grants Scheme

CNet

10 Mornington Villas

Bradford

BD8 7HB

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 the application deadline.

The panel reserves the right to include past performances within the evaluation stage and this may influence the outcome.

Please note we may contact you to provide further details or to clarify what you have written on your application form. There is no appeals process and all decisions are final, however you may request feedback.

If successful, any proposed changes or extensions to the project must be requested in writing prior to any changes taking place, along with an explanation of why the changes need to be made. These will then be assessed and either agreed or declined.

If successful, you will be required to sign up to the Connect to Support community directory to advertise your group.

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, as will Equality, Diversity and Inclusion (EDI) data for participants.

The evaluation workbook and all invoices and receipts **must be submitted to CNet by Friday 13th February 2026** (If your project finishes earlier than the deadline for the funding to be spent, you are welcome to return your monitoring earlier than this date.)

Workshop

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.

Please note there will be a BSL interpreter at this session.

Local Friendship Grants Workshop for Groups supporting those with Sensory Impairment

Thursday 6th March 2025, 11.00 am – 1.00 pm

Morley Street Resource Centre, 124 Morley Street, Bradford, BD7 1BB

You can also join this session via Microsoft Teams

To **book a place** on this session, please email or phone Sensory Needs Service Reception at sns.general@bradford.gov.uk or on 01274 435001.

Available support

CNet has a number of How To... guides, including for writing a grant application, available on their website. These can be accessed here: <https://cnet.org.uk/reports-and-resources>

Community Action Bradford and District (CABAD) can offer some support to organisations. More information can be found here: <https://cabad.org.uk/groups/>

Community First Yorkshire offers a range of resources: <https://www.communityfirstyorkshire.org.uk/resources/>

The **Bradford Council Sensory Needs Service** can offer clarity and guidance around applications, although they cannot support you to complete all of the application. Please contact Catherine Smith on 01274 435001.

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, clarification of any of the above points, or if you require support to complete your application, please contact:

Wendy Collins
Project Support Officer
CNet
01274 305045
grants@cnet.org.uk

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.

Partnership 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 partnership 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.