



## **BINGLEY BUBBLE COMMUNITY PARTNERSHIP**

### **SMALL GRANT FUNDING GUIDE**

**2023-2024**

**PLEASE READ THE FOLLOWING INFORMATION BEFORE APPLYING FOR A GRANT**

#### **Background**

The Bingley Bubble Community Partnership supports the communities and patients served by Baildon Medical Practice, Bingley Medical Practice, Oak Glen Surgery, Springfield Surgery and Wilsden Medical Practice (including Cullingworth Medical Practice) - and has a presence in one of the Bradford localities (Shipley).

We are the community partnership lead or joint lead for the following wards (where there are the highest numbers of Bingley Bubble PCN registered patients):

- Bingley
- Bingley Rural
- Baildon (joint CP lead with WISHH CP)

Bingley Bubble CP expects to allocate in the region of £15000 for small grants in 2023/24. This is funded by Bradford District & Craven Health & Care Partnership.

Grants of £500 and over are available for groups or individuals who can deliver project work relating to one or more of the priorities below within one or more parts of the Bingley Bubble CP area. Please note our grants are typically up to a maximum of £2000.

<b>Community Partnership Priorities (System)</b>
<ul style="list-style-type: none"><li>• Prevention of ill health</li></ul>
<ul style="list-style-type: none"><li>• Reduction of healthcare inequalities</li></ul>
<b>Bingley Bubble CP Local Priorities</b>
<ul style="list-style-type: none"><li>• Improving and supporting mental wellness</li></ul>

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| <ul style="list-style-type: none"><li>• Improving and supporting healthy lifestyles</li></ul> |
| <b>Bingley Bubble CP Focus Groups</b>   |
| <ul style="list-style-type: none"><li>• Elderly, frail and housebound</li></ul>               |
| <ul style="list-style-type: none"><li>• Carers</li></ul>                                      |
| <ul style="list-style-type: none"><li>• Children and young people</li></ul>                   |

<b>Bingley Bubble CP Focus Groups</b>
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| <ul style="list-style-type: none"><li>• Elderly, frail and housebound</li></ul> |
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| <ul style="list-style-type: none"><li>• Carers</li></ul> |
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| <ul style="list-style-type: none"><li>• Children and young people</li></ul> |
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### **Criteria for grant applications**

- Groups or individual applying for a grant should have a base or be able to operate within the Bingley Bubble Community Partnership area
- Grants cannot be awarded for retrospective payments (events/purchases that have already taken place)
- Applications towards the cost of refurbishments of buildings or capital building costs will not be considered
- Groups / organisations should normally only expect the maximum of one grant per financial year
- Grants cannot be used to fund political or religious activities
- Applications for school curricular related activities will not be funded
- Failure to fully complete the application form with all required information will result in delay to consideration of the application or its rejection – but please contact us (details below) if you need help or support with the application process
- Please note that some of the data collected as part of this funding bid will be shared with members of the community partnership and external partners

### **Application process**

Bingley Bubble CP will fund at least one small grant funding round in 2023/24. Should the grant budget not be fully allocated in this first round, or if further funding become available, we may run a second round. We also intend to run a small grants process in subsequent years.

The deadline for applications for 2023/24 Bingley Bubble CP small grants is 30<sup>th</sup> November 2023

Applications will be considered by the Bingley Bubble CP leadership team during week commencing 11<sup>th</sup> December 2023

### **Grant management and monitoring**

- A memorandum of understanding for small grants will be signed and returned by grant recipients prior to invoices for project funding being paid

- Monitoring arrangements and timescales will be agreed on a case-by-case basis for each project with the Community Health and Wellbeing Coordinator and Project Manager and are intended to be light touch and proportionate
- As a minimum, a short report (which could be in video form) will be required at the end of the project
- You may also be invited to present on your project at the Bingley Bubble CP Leadership Team meeting.
- Bingley Bubble Community Partnership and Bradford District Health & Care Partnership shall be identified in any publicity relating to activities funded by the grant; logos will be provided

***Please contact Helen Smiley with any queries about the scheme and to obtain an application form:***

[helen.smiley@thebridgeproject.org.uk](mailto:helen.smiley@thebridgeproject.org.uk)

07787 422792

Please feel free to share this information with any other groups or organisations in the wider community who fit the criteria and may be interested in applying for an Bingley Bubble CP grant



**Proposal Form for Small Grants (£500 and over) October 2023**

<b>Name of group / project / organisation</b>	
<b>Contact name / role</b>	
<b>Contact telephone number</b>	
<b>Contact e-mail address</b>	
<b>Contact postal address including post-code</b>	
<p><b>Please provide details about your group / project organisation</b> – its background, aims, target population group, location, etc,</p> <p>Where applicable please include charity or company registration numbers</p>	

<p><b>Please identify which of our priorities and / or focus groups will benefit from the awarding of this grant? Please tick all that apply</b></p>	<b>Community Partnership Priorities (System)</b>	<b>Tick</b>
	Prevention of ill health	
	Reduction of healthcare inequalities	
	<b>Priorities (Bingley Bubble CP)</b>	<b>Tick</b>
	Improving mental health	
Promoting and supporting self-care and healthy lifestyles		

	<b>Focus Groups (Bingley Bubble CP)</b>	
	Elderly, frail and housebound	
	Carers	
	Children and young people	
<b>Why are you applying for this grant and what will the funding be used for?</b>		
<b>If granted what difference / impact will the grant make? How many people are expected to benefit?</b>		

### **Grant monitoring**

Please note that Bingley Bubble Community Partnership will require either a short report (in written or video form) or an in-person presentation at a CP meeting on the impact of all grants awarded. The timing of reports, or any exceptions to this requirement, to be agreed with Community Health and Wellbeing Coordinator and Project Manager. Agreed monitoring arrangements will be set out in the memorandum of understanding for small grants to be signed and returned by each grant recipient.

<b>Signed</b>		<b>Date</b>	
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**Small Grant Interim Report (1 page maximum) –  
*where required for longer projects***

<b>Project:</b>	
<b>Key contact &amp; date of report:</b>	
<b>Key activities and progress against project objectives to date</b>	<b>Next steps / future activities</b>
<b>Are there any key issues or risks you want Bingley Bubble CP to be aware of or where you need help or support from Bingley Bubble CP and its members?</b>	



### End of Project Evaluation Form

<b>Name of organisation &amp; project</b>		
<b>Contact name and details</b>		
<b>Date and value of small grant award</b>		
<b>Which of Bingley Bubble CP's priorities did your project meet?</b>		
<b>Please provide a summary of your original grant proposal</b>		
<b>Please provide a summary of actual delivery</b>		
<b>How many people did you reach in total? How does this compare with what was planned / hoped?</b>		
<b>Please enter the numbers of people reached against how they would describe their gender.</b>	<b>Male</b>	
	<b>Female</b>	
	<b>Prefer not to say/other</b>	
	<b>0-10</b>	
	<b>11-18</b>	

<p><b>Please enter the numbers of people against their self-reported age ranges.</b></p> <p><i>To consider inclusion of data on other protected characteristics / any other key data measures where appropriate on a project by project basis <b>To discuss</b></i></p>	<b>19-30</b>	
	<b>31-50</b>	
	<b>51-65</b>	
	<b>65+</b>	
<p><b>Tell us how improved health and wellbeing has been self-reported.</b></p>		
<p><b>Are there any lessons learnt for future projects (for yourself and / or for Bingley Bubble CP)?</b></p>		
<p><b>Any other information you would like to include?</b></p>		

<b>Signed</b>		<b>Date</b>	
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