



bfunded - Funding FAQs

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1. What should we do if we are successful in two funding bids for the same project?

Sometimes groups apply for the same thing to two or more funders, just in case! If you do this, and find you are successful with more than one funder then you could ask yourself:

- Do you have the time and financial skills to manage the extra funding, including monitoring commitments?
- Will the extra funding really benefit the project?

If you would like to keep all or some of the extra funding, then contact one of the funders to ask:

- Can you use the extra funding to expand the same project?
- Can you use the extra funding for a different project?

Don't be surprised if it is not possible to use the funding for something else and don't be tempted to accept both offers of funding and just see what happens – double funding a project is viewed as serious financial mismanagement and possibly even fraud. It can damage the track record and reputation of your organisation that will affect future funding.

Get more information:

Contact the relevant funders to ask what your options are.

Get help:

- In Bradford: Chris Light, bfunded Funding Advice Worker based at Bradford CVS telephone 01274 722772 or email chris@bradfordcvs.org.uk
- In Keighley, Shipley, Bingley, Ilkley: Lynne Burns, bfunded Funding Advice Worker based at Keighley Voluntary Services. Telephone 01535 665258 to book an appointment.



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2. Funding bids – what do I need?

For most grant funders, your group will need (at least):

- A constitution or other governing document
- A bank account in the group's name with at least 2 people needed to sign cheques
- A management committee with at least 3 members (not related to each other!)

Get more information:

From the bfunded website http://www.bfunded.org.uk/help_and_advice/preparation/preparation/

http://www.bfunded.org.uk/help_and_advice/preparation/checklist/

Get help:

- In Bradford: Peter Tate, Voluntary Organisation Support Officer, based at Bradford CVS. Telephone 01274 722772 or email peter@bradfordcvvs.org.uk
- In Keighley and Ilkley: Shaun O'Hare, based at Keighley Voluntary Services. Telephone 01535 665258 or email shaun@keighleyvs.org
- In Shipley and Bingley, Jenny Tyler based at Shipley and Bingley Voluntary Services. Telephone 01274 781222 or email jenny@sbvs.org.uk

Get training:

- Look out for Fundraising Skills courses in the b-supported training digest available at www.bradfordcvvs.org.uk/training.htm or telephone Diane Fox at CVS Training on 01274 722772.

3. Does my group need to be a charity to get funding?

No. There are a range of funding opportunities available to voluntary and community groups, including charities.

Charitable status does not guarantee extra funding. Becoming a charity has financial and legal implications and will not be appropriate for all groups.

Get more information/ help/ training (On [Charitable status](#))

Get more information/ help/ training (On [funding](#))



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Check the funding guidance. Some funders now include a checklist of what you are required to send.

Most funders will need you to send:

- A signed copy of your constitution or governing document
- Annual accounts or if your group is new, a financial projection for the forthcoming year.

Always check the guidance. If you are unsure, contact the funder before you apply.

Get more information:

Read the funding guidance.

Get help:

- In Bradford: Chris Light, bfunded Funding Advice Worker based at Bradford CVS. Telephone 01274 722772 or email chris@bradfordcvs.org.uk
- In Keighley, Bingley, Shipley, Ilkley: Lynne Burns, bfunded Funding Advice Worker based at Keighley Voluntary Services. Telephone 01535 665258 to book an appointment.

5. How do I find sources of funding?

Voluntary and community groups and social enterprises working in Bradford district can:

1) Register on the funding search page of the bfunded website: <http://www.open4community.info/BRADFORD1/O4Register.aspx?WCI=htmRegister&WCU>

Registration is FREE and you can do as many searches as you like.

2) Get one-to-one advice with finding funding. In Bradford, contact Chris Light, bfunded Funding Advice Worker based at Bradford CVS on 01274 722772 or email chris@bradfordcvs.org.uk. In Keighley, Shipley, Bingley, Ilkley contact Lynne Burns, bfunded Funding Advice Worker based at KVS. Telephone 01535 665258 to book an appointment.

3) Look out for the 6-steps to fundraising skills and Finding Funding courses in the b-supported training digest available at www.bradfordcvs.org.uk/training.htm or telephone Diane Fox at CVS Training on 01274 722772.



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6. We haven't been given a reason why our funding bid was turned down. What should we do?

This is surprisingly common so firstly don't take it personally. It's always worth following up an unsuccessful bid with a phone call or email to the funder, asking for feedback.

Asking for feedback:

- Ask clear, specific questions
- Use unemotional language
- Say why you would like feedback e.g. to improve future funding bids

If the funder still won't give you feedback, you could consider [making a complaint](#). Most public funders such as the Council, PCT and Lottery have a complaints system. However, private funders such as grantmaking trusts may not.

Get help:

- In Bradford: Chris Light, bfunded Funding Advice Worker based at Bradford CVS telephone 01274 722772 or email chris@bradfordcvs.org.uk
- In Keighley, Shipley, Bingley, Ilkley: Lynne Burns, bfunded Funding Advice Worker based at Keighley Voluntary Services. Telephone 01535 665258 to book an appointment.



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Commissioning is the whole process of establishing what needs there are, deciding what services there should be and who should pay for them, and getting the right organisation to provide them, usually in relation to local statutory money (for instance, local authority and health authority money). The government believes that all stakeholders, including users of services, should have a role in commissioning.

Commissioning is an ongoing process:

- Get involved in the planning stage where priorities are set.
- Commissioning can involve grants or contracts.
- The bidding process can have very tight timescales.
- Make sure you have all the necessary policies and procedures before funding opportunities are announced.

Get more information:

From bfunded http://www.bfunded.org.uk/community_support/Bradford_commissioning/

Get help:

- In Bradford: Chris Light, bfunded Funding Advice Worker based at Bradford CVS telephone 01274 722772 or email chris@bradfordcvs.org.uk
- In Keighley, Shipley, Bingley, Ilkley: Lynne Burns, bfunded Funding Advice Worker based at Keighley Voluntary Services. Telephone 01535 665258 to book an appointment.

Get training

Look out for Introduction to Commissioning courses in the b-supported training digest available at www.bradfordcvs.org.uk/training.htm or telephone Diane Fox at CVS Training on 01274 722772.



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8. What is a social enterprise?

A social enterprise is a business with primarily social objectives whose surpluses are principally reinvested for that purpose in the business or in the community, rather than being driven by the need to maximise profit for shareholders and owners.

The Office of the Third Sector describes the range of options available “They can come in many shapes and sizes, from community-owned village shops to large development trusts, and in many legal forms, including community interest companies, industrial and provident societies and companies limited by guarantee, among others.”

Many voluntary and community groups often undertake social enterprise activity, ie trading or selling services, as part of what they do, if it is allowed for under their constitution.

Get more information:

The bfunded website includes resources for social enterprises http://www.bfunded.org.uk/social_enterprise/

Social Enterprise Coalition <http://www.socialenterprise.org.uk/Default.aspx>

Social Enterprise Support Centre <http://www.sesc.info/>

Get help:

In Bradford district. For social enterprise start-up contact Linda Widdop, Business Link Yorkshire 07734 983791, l.widdop@businesslinkyorkshire.co.uk

Get training:

Business Link Yorkshire 0845 6 048 048

Website: www.businesslink.gov.uk/yorkshire

Email: info@businesslinkyorkshire.co.uk



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9. What is social ownership?

A business is usually defined as socially owned if the business objectives are primarily social or environmental, rather than profit generation.

Profits that are made by a socially owned business are put back into the running of the business, to achieve the social or environmental aims, rather than distributed to individuals such as shareholders.

Get more information:

From bfunded http://www.bfunded.org.uk/social_enterprise/

From the Social Enterprise Coalition <http://www.socialenterprise.org.uk/Default.aspx>

Get help:

- In Bradford: Chris Light, bfunded Funding Advice Worker based at Bradford CVS telephone 01274 722772 or email chris@bradfordcvs.org.uk
- In Keighley, Bingley, Shipley, Ilkley: Lynne Burns, bfunded Funding Advice Worker based at Keighley Voluntary Services telephone 01535 665258 to book an appointment.



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10. Can I generate money from trading?

You will need to check:

- Your group's legal status e.g. is it a registered charity or a company limited by guarantee? Different rules apply to these and other legal statuses such as Credit Unions or Unincorporated Associations.
- Your group's constitution or governing document – what powers are listed and do they cover raising funds through trading?
- Legal issues such as VAT, licences and trading standards

Get more information:

(For registered charities) Charity Commission guidance "CC35 - Trustees, trading and tax, How charities may lawfully trade" <http://www.charity-commission.gov.uk/publications/cc35.asp>

(For all groups)

Trading and social enterprise information from NCVO's sustainable funding project <http://www.ncvo-vol.org.uk/sfp/?id=2114>

Get help:

Voluntary Organisation Support Officers (VOSOs):

- In Bradford: Peter Tate, based at Bradford CVS. Telephone 01274 722772 or email peter@bradfordcvs.org.uk
- In Keighley and Ilkley: Shaun O'Hare, based at Keighley Voluntary Services. Telephone 01535 665258 or email shaun@keighleyvs.org
- In Shipley and Bingley, Jenny Tyler based at Shipley and Bingley Voluntary Services. Telephone 01274 781222 or email jenny@sbvs.org.uk

Bradford Kickstart offers support with business development www.bradfordkickstart.com

Get training:

Look out for relevant courses in the b-supported training digest available at www.bradfordcvs.org.uk/training.htm or telephone Diane Fox at CVS Training on 01274 722772.



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11. What is a business plan?

A business plan is a formal way of presenting your group's plans for the future, why they are achievable and how you are going to achieve them. It also usually includes a statement about the financial health of the organisation and information about marketing.

Get more information

From bfunded: http://bfunded.org.uk/business/help_and_advice/preparation/business_planning/

From Business Link Yorkshire: <http://www.businesslink.gov.uk/bdotg/action/layer?topicId=1073869162>

Get help

- In Bradford: Chris Light, bfunded Funding Advice Worker based at Bradford CVS telephone 01274 722772 or email chris@bradfordcvs.org.uk
- In Keighley, Bingley, Shipley, Ilkley: Lynne Burns, bfunded Funding Advice Worker based at Keighley Voluntary Services telephone 01535 665258 to book an appointment.

Get training

Look out for business plan writing courses in the b-supported training digest available at www.bradfordcvs.org.uk/training.htm or telephone Diane Fox at CVS Training on 01274 722772.



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The national Compact is an agreement between government and the voluntary and community sectors to work well together. What makes a good working relationship is explained through codes that list responsibilities for both sectors.

Local Compacts are agreements for partnership working between voluntary and community sector organisations and public sector bodies at the local level. They are informed by the national Compact and Codes.

In Bradford, a local Compact was signed by Bradford and Airedale tPCT and the voluntary and community sectors in 2007.

There is yet to be a Compact agreed with Bradford Council. In the meantime, the national Compact applies to local working relationships.

Get more information:

For a copy of the Local tPCT & VCS Compact visit <http://www.bradfordcvs.org.uk/tpctcompact.pdf>

View the national Compact and codes: <http://www.thecompact.org.uk/>

Get help:

- In Bradford, contact Bradford CVS on 01274 722772 or email cvs@bradfordcvs.org.uk
- In Keighley, contact Keighley Voluntary Services on 01535 665258 or email info@keighleyvs.org
- In Bingley and Shipley, contact Bingley and Shipley Voluntary Services on 01274 781222

NCVO's Compact Advocacy project is a national project that helps voluntary and community groups deal with Compact disputes. The service is free. Details on the NCVO website at <http://www.ncvo-vol.org.uk/compactadvocacy/index.asp?id=1947>



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13. How do I make a complaint against a funder?

First steps:

- What are the facts? Have there been problems on both sides?
- What evidence do you have? This could include notes of conversations as well as letters and emails.

Next:

- Summarise the problem in simple unemotional language e.g. "my application was lost and therefore not considered at the last panel meeting."
- Find out the funder's complaints system, and use it. (Not all private funders e.g. charitable trusts have a complaints system)

Complaints are more powerful if you can say how the problem has affected your group, as well as what you would like them to do to put things right.

Get more information:

For complaints against a public body such as a PCT or council <http://www.publiclawproject.org.uk/documents/GuideMakFormlComp.pdf>

Get help:

- In Bradford: Chris Light, bfunded Funding Advice Worker based at Bradford CVS. Telephone 01274 722772 or email chris@bradfordcvs.org.uk
- In Keighley, Bingley, Shipley, Ilkley: Lynne Burns, bfunded Funding Advice Worker based at Keighley Voluntary Services. Telephone 01535 665258 to book an appointment.

Get training:

<http://www.publiclawproject.org.uk/EmpowerVolSect.html>



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14. Funding cut – what do we do?

- 1) Find out why the funding has been cut and if there is an appeals process.
- 2) If the notice period is less than 3 months find out why, and consider using the Compact to argue for an extension.
- 3) Check your cash flow and budget.
- 4) If the funding cut affects the whole organisation, call an emergency meeting of the management committee and managers.

Possible courses of action:

- Closure/ merger
- Lobbying
- Applying for replacement funding
- Putting the project/ service on hold
- Reducing/ scaling down

Get more information:

South Yorkshire Funding Advice Bureau have put together a factsheet on “What to do in a funding crisis” <http://www.syfab.org.uk/infosht.php?howto=crisis>

NCVO’s website includes a whole section on dealing with financial difficulties <http://www.ncvo-vol.org.uk/askncvo/index.asp?id=452>

Get help

- In Bradford: Chris Light, bfunded Funding Advice Worker based at Bradford CVS telephone 01274 722772 or email chris@bradfordcvs.org.uk
- In Keighley, Bingley, Shipley, Ilkley: Lynne Burns, bfunded Funding Advice Worker based at Keighley Voluntary Services telephone 01535 665258 to book an appointment.



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15. How do we keep projects going?

The key is planning ahead. If you need funding to continue a project, applying to funders at least 9 months to a year before the project is due to close is advisable.

Keep staff and volunteers up to date with plans for applying for funding.

Always have a Plan B! Not many funders have a success rate of over 40%. This means that your application may not be funded. Apply to several (relevant) funders rather than just one.

Get more information

http://www.bfunded.org.uk/help_and_advice/next/

Get help

- In Bradford: Chris Light, bfunded Funding Advice Worker based at Bradford CVS telephone 01274 722772 or email chris@bradfordcvs.org.uk
- In Keighley, Bingley, Shipley, Ilkley : Lynne Burns, bfunded Funding Advice Worker based at Keighley Voluntary Services telephone 01535 665258 to book an appointment.

Get training

Look out for Fundraising Skills courses in the b-supported training digest available at www.bradfordcvs.org.uk/training.htm or telephone Diane Fox at CVS Training on 01274 722772.



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Full cost recovery means ensuring your organisation recovers the full cost of delivering a service or project. Full cost recovery is a process. The aim is to find out the whole cost of projects or services.

Remember that:

- The aim is to recover “core costs” e.g. rent or heating/ lighting costs that relate to the project or service
- Funders have different definitions of “core” and “project” costs so check the guidance.
- Working out your full costs is the first step. Finding a funder or funders, prepared to pay the full amount may take time.

Get more information:

http://www.bfunded.org.uk/help_and_advice/preparation/full_cost_recovery_wycas/

Get help:

WYCAS can help your group do a full cost recovery analysis. The Community Accountant for Bradford District is Dave Collins, telephone 01706 812 676.

Get training:

WYCAS run a number of different courses, including Full Cost Recovery

<http://www.wycas.org.uk/services/financialmanagement.htm>

The CVS Training programme gives details of Full Cost Recovery training taking place in Bradford <http://www.bradfordcvs.org.uk/training.htm>



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17. Where do I get core costs?

Core costs are the things you need to pay for that you can't run your organisation without e.g. space, heat, and lighting.

Very few funders will fund just core costs. Many funders want to fund projects or services and expect groups to do a [full cost recovery](#) analysis and then apply for funding for projects or services that include an appropriate amount to cover part of the organisations core costs.

Get more information:

Search for funding using the bfunded website <http://www.open4community.info/BRADFORD1/Default.aspx>

Get help

- In Bradford: Chris Light, bfunded Funding Advice Worker based at Bradford CVS telephone 01274 722772 or email chris@bradfordcvs.org.uk
- In Keighley, Bingley, Shipley, Ilkley: Lynne Burns, bfunded Funding Advice Worker based at Keighley Voluntary Services telephone 01535 665258 to book an appointment.

Get training

The CVS Training programme gives details of Fundraising Skills training courses taking place in Bradford district <http://www.bradfordcvs.org.uk/training.htm>



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18. How do we go about partnership working?

Things to think about if you are considering working in partnership with another voluntary group or a statutory group such as the tPCT:

- Do you share the same values and aims?
- What legal duties do you both have?
- Would a written partnership agreement help if things go wrong?
- Do the risks involved mean that a formal contract is necessary?

Get more information:

On working in partnership <http://www.ncvo-vol.org.uk/askncvo/index.asp?id=3706&terms=partnership>

A useful report on cross-sector partnership working <http://www.ncvo-vol.org.uk/publications/publication.asp?id=1491&terms=partnership>

Get help

- In Bradford: Chris Light, bfunded Funding Advice Worker based at Bradford CVS telephone 01274 722772 or email chris@bradfordcvs.org.uk
- In Keighley, Bingley, Shipley, Ilkley: Lynne Burns, bfunded Funding Advice Worker based at Keighley Voluntary Services telephone 01535 665258 to book an appointment.



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The Bradford District Partnership (BDP) was created in 2008 to act as the district's Local Strategic Partnership (LSP). Local Strategic Partnerships (LSPs) are local bodies that bring together the local authority, the voluntary and community sector and the local business sector in a local authority area.

The Government requires districts to have an LSP to assist in the planning and delivery of more effective services for local people.

The Bradford District Partnership (BDP) is now geared to ensuring that the district's Sustainable Communities Strategy – the Big Plan and Local Area Agreement (LAA) are delivered in the best way possible. It aims to ensure that all the partners work closely together to make things happen.

Get more information:

Download The Bradford District Partnership (BDP) – A Quick Guide as an Acrobat pdf document from www.bfunded.org.uk/assets/uploads/files/bdp_quick_guide.pdf

The Big Plan, www.bradford.gov.uk/bigplan

Get help

Contact Sarah Moss, Strategic Funding Officer (bfunded), based at KVS on 01535 665258 or email sarah@keighleyvs.org

Or for more information about the Partnership contact Roz Hall, Assistant Director Partnerships, CBMDC roz.hall@bradford.gov.uk or 01274 433716 or visit Bradford Council's website http://www.bradford.gov.uk/government_politics_and_public_administration/public_administration/bradford_district_partnership.htm



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20. LEGI Funding – how do I get it?

The Local Enterprise Growth Initiative (LEGI) is a government initiative. In 2006 Bradford Council was successful in bidding for LEGI funding and has set up a wide range of support to people who are thinking of working for themselves, and to new businesses in Bradford District that are hoping to grow and develop.

Contact Bradford Kickstart for more information on the following opportunities:

- Intensive support for entrepreneurs – working with a business counsellor
- Access to skills for entrepreneurs - a dedicated skills brokerage service
- Access to finance for entrepreneurs - small loans are available
- The Business Enablement project helps people with any physical or sensory disability by providing aids or equipment or adaptations for their home or workplace so that they can trade.
- A professional services subsidy - access services such as book-keeping, web design

Get more information

Bradford Kickstart, www.bradfordkickstart.com

Get help

Contact a Bradford Kickstart advisor on, 0800 953 9503 (freephone), email: info@bradfordkickstart.com



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Charitable status and being a registered company (being incorporated) are two different legal structures.

If eligible, voluntary and community groups can choose to be either, or both. There is a new legal structure “charitable incorporated organisation” (CIO) for groups who want, and are eligible for, charitable status and being incorporated.

Get more information on charity status:

From the bfunded website: http://www.bfunded.org.uk/help_and_advice/preparation/charitable_status/

From the Charity Commission: <http://www.charity-commission.gov.uk/registration/default.asp>

Get more information on companies limited by guarantee:

<http://www.companieshouse.gov.uk/>

Get help:

Voluntary Organisation Support Officers (VOSOs):

- In Bradford: Peter Tate, based at Bradford CVS. Telephone 01274 722772 or email peter@bradfordcvs.org.uk
- In Keighley and Ilkley: Shaun O'Hare, based at Keighley Voluntary Services. Telephone 01535 665258 or email shaun@keighleyvs.org
- In Shipley and Bingley, Jenny Tyler based at Shipley and Bingley Voluntary Services. Telephone 01274 781222 or email jenny@sbvs.org.uk

Get training

Look out for Legal Structures training courses in the b-supported training digest available at www.bradfordcvs.org.uk/training.htm or telephone Diane Fox at CVS Training on 01274 722772.



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22. Who will sponsor our group?

Small local companies, national organisations and individuals are all approached for sponsorship funding.

Some things to consider:

- Do you have similar values and aims?
- What can you offer in return for sponsorship (e.g. information, publicity, improved image)?
- Target your requests and follow up with a polite phone call
- If you are a small group, think local first.
- Sponsorship could be goods or services instead of cash

There are also some sponsorship match funding schemes such as Sportsmatch <http://www.sportsmatch.co.uk/> and V match fund <http://www.wearev.com/>.

Get more information:

From bfunded: http://www.bfunded.org.uk/help_and_advice/funding/companies/

Get help:

- In Bradford: Chris Light, bfunded Funding Advice Worker based at Bradford CVS telephone 01274 722772 or email chris@bradfordcvs.org.uk
- In Keighley, Bingley, Shipley, Ilkley: Lynne Burns, bfunded Funding Advice Worker based at Keighley Voluntary Services telephone 01535 665258 to book an appointment.