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UK Government



City of
BRADFORD
METROPOLITAN DISTRICT COUNCIL

Arts, Culture and Heritage Grants

Heritage Action Zone - Taste BD Interactive Piece

Guidance notes

- Bradford Council has a fund of £4,000 to design *and deliver* a new food-focused public engagement activity as part of BD: Taste 2nd and 3rd May. This activity should take inspiration from the story of the Rimmingtons poisonous humbugs. There could be scope to create opportunities for people to share their own memories, stories and experiences of the Heritage Action Zone (HAZ) area. There is a hope the successful commission will involve the creation of a new 'Bradford Humbug' or sweet which can be handed out during the festival from a mobile food cart.
 - This funding is possible with support from Historic England and the Heritage Action Zone
1. We are inviting applications from creatives/ groups/ organisations that have experience in designing and delivering similar projects. The interactive, heritage and food connection should be strongly represented in the application. Please note private limited companies are not eligible to apply.
 2. These proposals need to support and align with the 'Culture is Our Plan' strategy.
 3. Applications should demonstrate strong community support and engagement, including audience participation at the event.
 4. 1x grant to the value of £4,000 will be available. All events must take place, along with all related expenditure by 3rd May 2026.
 5. All grants are for revenue costs only.
 6. This funding application window opens on Tuesday 31st March 2026 and closes on Monday 13th April 2026 applications must be submitted by 10am Monday 13th April 2026
 7. Applicants will be informed of the outcome of their submission by Tuesday 14th April 2026.
 8. Late applications will not be accepted. Applications without a granular budget and relevant experience will not be accepted. Each question in the application form will be scored up to 5 points by a mixed staff panel with extensive experience of grant programmes. The panel's decision is final and cannot be challenged.



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9. Applications should only be made on the attached form and then returned to the email address at the start of the form.
10. Grants will be paid upfront to successful applicants. Please note if your application is successful you will be required to provide, within a week from notification, multiple (ideally three) quotes for as many aspects of your budget as is reasonable to show value for money has been sought. Estimates may be accepted for some lines. Robust financial procedures must be followed.
11. All monies given to an organisation must be accounted for in full, and successful applicants are required to provide copies of all receipts and invoices detailing how the money was spent, as well as a bank statement evidencing those amounts being paid, within two weeks of the event delivery. Successful applicants are also required to submit a short report on the project following delivery.
12. Any subsequent applications from an organisation will not be considered by Bradford Council if the above condition is not complied with.
13. Applicants must, as part of the application process, provide the organisation's constitution, insurances, safeguarding policy (if applicable), and bank statements in the applicant's name, in addition to full details of the project to be funded including a budget on the application form below.
14. Applicant organisations are encouraged to use local artists, suppliers, musicians and others who are based within the Bradford District.

15. Eligibility

16. Applications will only be considered from creatives/groups/organisations that are based in the Bradford District. They must also be registered within Bradford District.
17. The grant will be able to pay / contribute towards the costs associated with the activity such as entertainment, artists, performers etc. activities should be community-led, and must show how they support arts and culture, the local business economy and audiences.
18. Your activity must take place on 2nd and 3rd May and run for the duration of the festival or if discussed and agreed there may be 'showtimes' there must be at least three 'showtimes' per day.
19. Organisations applying for grants should ensure that they have a bank account in their organisation's name as grant payments can only be made into that organisation's bank account. Applications need to be made by a registered charity, community or voluntary group or a sole trader. The activity must be run by the organisation submitting the application.
20. Applications from individuals will not be eligible, though sole traders are eligible. You will need to send a CV and evidence of your sole trader business account. If you are not known to the CBMDC Culture Team, you will also be required to send a letter of support from a registered business such as one of CMBDC's Regularly Funded Organisations.
21. It is a condition of the grant that you must display the official Council logo and Historic England logo's prominently on all marketing and publicity material, and that you give permission for the commission to be more widely publicised if appropriate via Bradford

Council's social media and through sharing your information with other media platforms and promoters. If you are successful in your application, branding and logos guidance will be issued to you to use.

22. Projects should support Council Policy Guidelines in areas of equality of opportunity (i.e., no discrimination of membership on ground of sex, race, religion, occupation or opinion).
23. The organisation should be one where membership is open (i.e., no discrimination of membership on grounds of sex, race, religion, occupation or opinion).
24. Grant funding cannot be applied retrospectively. This means grant awards cannot be made for any events or activities which have taken place before you have received confirmation that your application has been considered and approved.
25. This funding cannot be used to fund religious or political activities.
26. This funding should not be used to enable fundraising for a secondary body.
27. Applicant organisations must be experienced in delivering arts and cultural events / projects / public facing activities.
28. Applicant organisations must have relevant insurances including public liability to a minimum of £5 million.
29. Management costs must not exceed 20% of the project proposal.
- 30.

Please return this form to culturegrants@bradford.gov.uk. The deadline for applications is specified in the Guidance Notes.

ABOUT YOU

Name of applicant	Application type (Individual / Organisation / Partnership)	Contact email	Contact phone

ABOUT YOU

If you are an organisation - or if you are the lead organisation for a partnership - please tell us:

Lead application or organisation legal name	
Address	
Postcode	
Website if applicable	
Are you based in the Bradford district?	
Do you have a bank or building society account in name of the lead applicant / organisation?	
What is the legal status of you or your organisation?	
Company registration number if applicable	
Charity registration number if applicable	
VAT registration number if applicable	
Year organisation formed	
Organisation turnover in last full financial year	

ABOUT YOUR PROJECT

What is the name of your project?	
Please give a short description of your project (maximum 600 characters/100 words)	
What is the start date of your activity?	
What is the end date of your activity?	

What art forms does your project include?	
How much funding are you applying for?	£
Please tell us if your activity is mainly intended to benefit any particular group of people? For instance, people of a particular location, age, gender, ethnicity or faith.	
If your activity takes place in a specific place, please tell us its postcode:	NA

Which ward(s) will your activity take place in? Mark those that apply with an x					
<input type="checkbox"/>	Baildon	<input type="checkbox"/>	Great Horton	<input type="checkbox"/>	Royds
<input type="checkbox"/>	Bingley	<input type="checkbox"/>	Heaton	<input type="checkbox"/>	Shipley
<input type="checkbox"/>	Bingley Rural	<input type="checkbox"/>	Idle and Thackley	<input type="checkbox"/>	Thornton & Allerton
<input type="checkbox"/>	Bolton and Undercliffe	<input type="checkbox"/>	Ilkley	<input type="checkbox"/>	Toller
<input type="checkbox"/>	Bowling and Barkerend	<input type="checkbox"/>	Keighley Central	<input type="checkbox"/>	Tong
<input type="checkbox"/>	Bradford Moor	<input type="checkbox"/>	Keighley East	<input type="checkbox"/>	Wharfedale
<input type="checkbox"/>	City	<input type="checkbox"/>	Keighley West	<input type="checkbox"/>	Wibsey
<input type="checkbox"/>	Clayton & Fairweather Green	<input type="checkbox"/>	Little Horton	<input type="checkbox"/>	Windhill & Wrose
<input type="checkbox"/>	Craven	<input type="checkbox"/>	Manningham	<input type="checkbox"/>	Worth Valley
<input type="checkbox"/>	Eccleshill	<input type="checkbox"/>	Queensbury	<input type="checkbox"/>	Wyke

How many people will benefit from your activity?

Artists/creatives	Participants	Volunteers	Live audience	Broadcast/online audience

What and how many things will you create?

New cultural activities, products or commissions?	
Days employment for artists and creatives?	
Performances or exhibition days?	
Education, training or participation sessions?	

MORE ABOUT YOUR PROJECT

Please answer each question following the prompts, answers should be no longer than that stated in the box, but can be shorter. If you would prefer, you can answer these questions via a video or an audio recording. Any recording should run no longer than 15 minutes. Please contact us to arrange sharing the recording: culturegrants@bradford.gov.uk

Q1 Tell us about your project (max 500 words)
<i>Please tell us about your project concept and about any relevant experience you have of designing or delivering similar projects?</i>

Q2 How will your project links to the Heritage Action Zone and history of Bradford District? (max 350 words)
<i>How have you explored the history of the HAZ and Bradford District? How will your project be inclusive? How does it reflect the diversity of the district?</i>
Q3 How will you deliver the project successfully? (max 500 words)
<i>Please tell us more about you or your organisation. Please also include; who is leading on the project and involved in delivery of the commission, relevant experience; your timelines how the project will be health and safety compliant; details of relevant insurances, risk assessments and safety and safeguarding processes in place. Your expected outcomes and outputs from the event.</i>
Q4 Please tell us how the project supports the environment? E.g using recycled materials, using low or zero emissions, sourcing local artists etc. (max 350 words)
<i>Please tell us about how you are working to ensure you are reducing your impact on the environment. How does your design support a more sustainable community?</i>

Q5. Please tell us how your project meets the aims of our Cultural Strategy, Culture is Our Plan (max 350 words)

Please highlight which of the ambitions is reflected most in your festival/event. You will need to identify at least 2 of the 10 ambitions and we will be looking to support applications that contribute to a range of the ambitions. Please see the website for more information: www.cultureisourplan.co.uk

Q6. Please tell us about your budget and project finances (max 350 words)

*Please provide an explanation of your budget breakdown. Include details of any funding you have secured or what your plan is to secure additional funding. Articulate any key budget pieces of information you feel necessary. Are there any financial risks to your project and how will you tackle them? **Note: you are required to submit a separate budget.***

BUDGET

Please complete the budget below with all costs to be covered as part of the grant. You will be asked to provide three quotes where possible for each item if successful, if not submitted with your application. Please add more lines if required.

#	Item	£ Cost	Preferred Supplier	Quote Provided? Y/N

INCLUSION MONITORING

Please help us monitor our ambition that 50% of Bradford’s creative workforce, audiences and cultural leadership will be drawn from people currently underrepresented in the Cultural and Creative Industries sector. The information we collect will be kept confidential and secure in accordance with the Data Protection Act and we will not use this information to assess your application.

Organisations only:

How many people do you employ in your workforce?	
How many people are there on your board of directors or trustees?	

If you are applying as an organisation, please complete the first two columns.
If you are applying as an individual, please complete the final column only.

1. Age: how many people are aged:	Workforce	Board	You as an individual
18 - 24			
25 - 34			
35 - 44			
45 - 54			
55 - 64			
65 - 74			
75 - 84			
85+			
Prefer not to say			
Not known			

2. Long term health and disability* Does your health or disability prevent you from doing things you want to, need to or have to?	Workforce	Board	You as an individual
Yes			
No			
Prefer not to say			

*Disability or health issues are those which have lasted, or are expected to last, at least 12 months, and include problems relating to old age.

3. Gender identity & Sex. How many people are?	Workforce	Board	You as an individual
Man			
Woman			
Non-binary			
Prefer not to say			

3b. Is your/your workforce/board’s gender different from that they were assigned at birth?	Workforce	Board	You as an individual
Yes			
No			
Prefer not to say			

3c. Sex: How many people are:	Workforce	Board	You as an individual
Female			
Intersex			
Male			
Prefer not to say			

4. Race, ethnic or cultural origin. How many people are:	Workforce	Board	You as an individual
Asian/Asian British Chinese			
Asian/Asian British Bangladeshi			
Asian/Asian British Indian			
Asian/Asian British Pakistani			
A different Asian/ Asian British background			
Black African			
Black Caribbean			
A different Black/African/Caribbean background			
White and Asian			
White and Black African			
White and Black Caribbean			
A different mixed/multiple ethnic background			
White English/Welsh/Scottish/Northern Irish/British			
White Irish			
White Gypsy or Irish Traveller			
A different white background			
Prefer not to say			
Not known			

5. Sexual orientation. How many people are:	Workforce	Board	You as an individual
Bi-sexual			
Gay man			
Gay woman or lesbian			
Heterosexual or Straight			
Other			
Prefer not to say			
Not known			

DECLARATION

I agree to CBMDC terms and conditions	Choose an item.
I confirm I am authorised to make this application	Choose an item.

I confirm the information supplied is true and correct	Choose an item.
Signature	
Name	
Date	

ARTS, CULTURE AND HERITAGE GRANT CHECKLIST FOR ORGANISATIONS

Please complete the following policy checklist.

To safeguard the Bradford Council investment and ensure that all our funded projects are well managed and provide good quality services, organisations must achieve the following Baseline Standards. Does your organisation have?

Legal Structure: An appropriate legal structure, set out in a constitution or memorandum & articles of association, which clearly outlines the aims and rules governing the organisation.	Choose an item.
Annual Accounts: Annual financial reports for your last full year of trading that are produced and externally reviewed, and which show your income, expenditure, assets and liabilities. Depending on your organisation size and legal status this might be audited accounts or independently examined accounts.	Choose an item.
Financial Management: Regular, monthly or quarterly management accounts for the organisation and any associated projects. Have in place procedures, which enable the organisation, board or trustees to undertake their legal obligation to monitor income and expenditure on a regular basis.	Choose an item.
Equal Opportunities: Adoption and implementation of an equal opportunities policy which reflects current legislation, Equalities Act 2010 and the Human Rights Act 1998 and provide appropriate training for trustees, staff and volunteers.	Choose an item.
Employment: Comply with all employment law, including legislation on Stakeholder Pensions (if appropriate). All staff and volunteers have appropriate job descriptions and contracts etc.	Choose an item.
Insurance: Appropriate insurance certification to cover your Organisation - for example, public liability, employer's liability, professional indemnity (where appropriate) and when public events are to be held, the appropriate licenses and insurance is obtained.	Choose an item.
Confidentiality: Comply with General Data Protection Regulation (GDPR) 2018 and have a written policy.	Choose an item.
Monitoring & Evaluation: A commitment to collate appropriate qualitative and quantitative information for the purpose of monitoring and evaluating the organisations performance.	Choose an item.

Management Committee: If you have a management committee or board, the members are aware of and can carry out their legal responsibilities.	Choose an item.
Child Protection: Meet the statutory requirements for the safeguarding of Children and vulnerable adults (if appropriate).	Choose an item.
Sustainable Development: a commitment and action plan to improve the environmental performance of the organisation.	Choose an item.

DECLARATION

I agree to CBMDC terms and conditions	Choose an item.
I confirm I am authorised to make this application	Choose an item.
I confirm the information supplied is true and correct	Choose an item.
Signature	
Name	
Date	

ATTACHMENTS

Please tick the box to confirm you have attached/completed all required information:

Item	Confirm Y/N
Governance documents such as articles of association / constitution.	
Safeguarding and equalities policies.	
Budget - showing income and expenditure and balanced outcome.	
At least three quotes (where possible) for all costs that need to be met.	
Latest audited bank accounts (or bank statement if established newly within the past 12 months). N/A for sole trader.	
Project Plan – if you want to share more detail than you have been able to in answer to Q3 [not a requirement]	
Web links to examples of previous events you have run of the same or similar nature	