

Community Access Support Bursaries

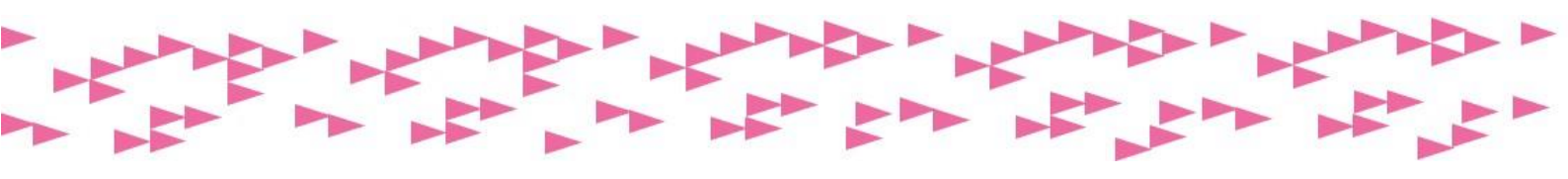
Guidance Notes

If your organisation meets the eligibility criteria for a bursary as set out in these Guidance Notes, then please complete the application for Access Support. If you want any help in filling in any part of Application Form, please contact ouryear@wakefield.gov.uk

Eligibility Criteria

To be eligible to apply for a bursary, you must meet the following criteria:

- Applications must be submitted by an organisation based in Wakefield District
- Travel costs can only cover travel within the Wakefield District
- The organisation must be signed up to the Our Year Community Partnerships scheme (to sign up, simply email an expression of interest to ouryear@wakefield.gov.uk)
- Those benefiting from the bursary will have barriers to accessing festivals, activities and events. These barriers may include:
 - Mobility
 - Locality – e.g. a lack of public transport in your area
 - Financial – lack of funds to access public transport or taxis



Frequently Asked Questions (FAQ)

Who can apply?

Community groups, charities and organisations within Wakefield District can apply for this bursary. Individuals cannot apply, however applications for small groups (1 to 4 people) are welcome.

When can I apply and what are the deadlines?

Applications open on 1st Jan with deadlines on the 2nd Friday of every month until December 2024. Decisions will be announced, and bursaries issued within 4 weeks of the deadline.

- 8th March
- 12th April
- 10th May
- 14th June
- 12th July
- 9th Aug
- 13th Sept
- 11th Oct
- 8th Nov
- 12th Dec

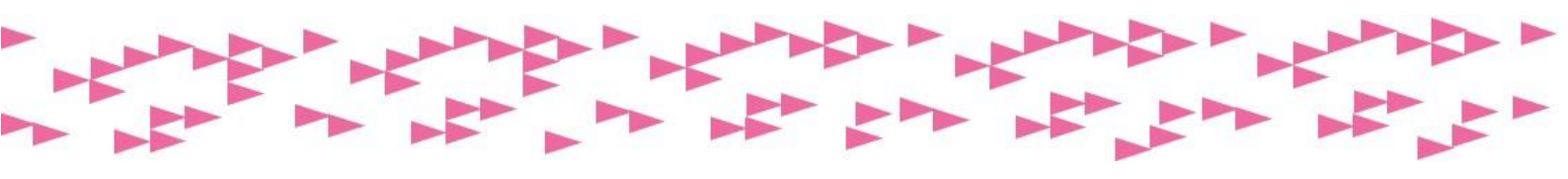
What kind of support can I apply for?

The bursary can be used to support access a cultural activity, event or cultural institution within Wakefield District.

This support can fund:

- Travel including active travel (e.g., staff to support a walking bus)
- Food costs
- Staffing costs

PLEASE NOTE: These bursaries are to support access to culture during Our Year and we want to be flexible so that we can help as many people as possible. If you have other kinds of access needs beyond the above, please get in touch with the team with your request, and we can let you know whether this is something we can support with.



What kind of travel is covered?

Active Travel - In some cases it may be possible for your group to travel actively (through walking, cycling or another method). This bursary may be used to support staffing costs to enable this.

Public Transport - Where possible and where accessibility is not restrictive, public transport is the preferred method of travel.

Private Hire - However, if you live in a ward/area where public transport is not readily available (due to locations or timings) you may also apply for bursaries to cover coach hire, minibus hire or taxis (for small groups).

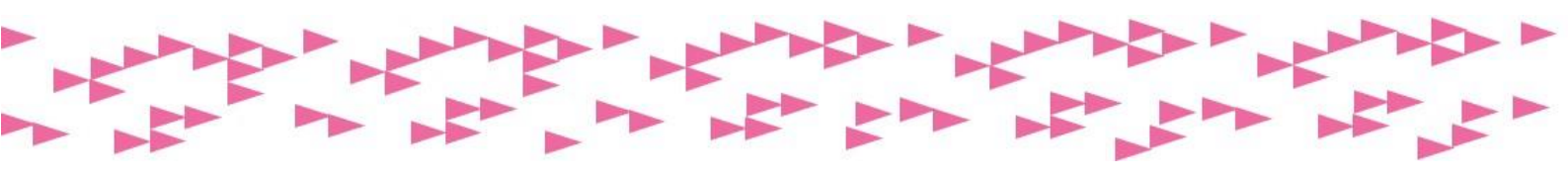
You should assess your options to ensure the transport method selected is the most cost-effective method per person (with consideration to any accessibility issues). Please also consider the environmental impacts of your journey – for example four taxis will be less cost effective and more environmentally damaging than taking public transport.

How much can I apply for?

You can apply for a maximum bursary of £500. If you feel this is insufficient to meet your needs, we may be able to provide further funding in exceptional circumstances - please contact ouryear@wakefield.gov.uk.

What events / activities can I apply for Access Support for?

- Festivals (e.g., Rhubarb Festival, Liquorice Festival, Roman Festival)
- The Hatchling
- Nurture and Nourish Feasting Events
- Small-scale community cultural events outside of your ward where you can demonstrate your community group has a vested interest in the event, and where similar events are not taking place in your ward
- Workshops and events in cultural institutions (such as The Hepworth Wakefield, Yorkshire Sculpture Park, National Coal Mining Museums etc.)
- General visits to cultural institutions or cultural events



Can we apply more than once?

Yes, if you wish to attend more than one event, you may apply multiple times. However, be advised that the Council need to ensure fairness of access and that funding is distributed across the district - priority may therefore be given to first-time applicants or those in under-funded areas. You may wish to prioritise your applications on this basis.

What if we are refused Support?

If we refuse your application, we will contact you explaining why. We will also advise whether you are able to re-apply.

What happens next?

We aim to process and reply to all applications within two weeks of confirmed receipt. Please submit your application at least 1 month prior to the event.

What happens after the event?

We would love to collect some information from you for evaluation purposes. Wakefield Council will send you an evaluation survey after the event, so we can find out what kind of impact and benefits your group or organisation got from the funding.

Considerations for arranging parking of coaches and minibuses in our City and Towns

For guidance on parking within the Wakefield district, see [Car parks across the district - Wakefield Council](#).

