

OUR YEAR

Wakefield District 2024

***COMMUNITY ACCESS
SUPPORT BURSARIES***

THE COMPLETE GUIDE



OUR YEAR

Wakefield District 2024

Deadlines:

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

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WHY ARE THESE BEING PROVIDED?

In Wakefield District, we are incredibly lucky to have many amazing green spaces, heritage sites and cultural places! But with the district covering a large area, it's not always easy to know what's out there, or how to get there!

We want Our Year to be the year everyone gets to try something new! Our Access Bursaries are here to help community organisations, charities and other partners to fund a day out to remember! They are here to help people who may not be able to access the things on offer due to finances, health or location.



AM I ELIGIBLE?

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

- 1** The organisation or group must be based in Wakefield District
- 2** Travel costs can only cover travel within the Wakefield District
- 3** Those benefiting from the bursary will have some barriers to attending events and activities. These barriers may include:
 - o Mobility – perhaps some members your group find public transport difficult due to health conditions
 - o Locality – there may be a lack of public transport in your area, or it might be hard getting from one area to another
 - o Financial – lack of funds to access public transport or get a taxi

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SAMPLE ITINERARIES – WHAT CAN WE DO?

There are absolutely loads of places and events you could visit in Wakefield District. Over the next few pages, we have included some examples of where you might go and how you might spend the funding. But remember this fund is flexible – if you're not sure just email ouryear@wakefield.gov.uk

If you are stuck for ideas, you might find the following links useful:



ATTRACTIONS

Click here to read more about attractions in Wakefield District

OUR YEAR PROGRAMME

Click here to view the full list of events and activities



CULTURAL VENUE

£395

What and Where?

A day trip to Yorkshire Sculpture Park, from Ackworth

How?

15-seater mini-bus to take 10 group members there and back with 3 hours at the park. Quote obtained for £250 (*example only*)

What else?

Entry tickets x 10 at £9.50 = £95, £50 to purchase and pack a picnic for the group

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£200

OUR YEAR EVENT



What and Where?

Proms at the Castle at Pontefract Castle

How?

The group all live locally, so most can access the venue on foot. However, they cannot afford to buy tickets. For 10 adults, tickets cost £185.

What else?

3 people do not live close enough to walk, so will need to get the bus. 3 x Day Rover tickets is £15.



OUR YEAR ACTIVITY

£100

Where?

Castleford Crafts, every Tuesday at Castleford Museum

How?

The small group all live locally, but have mobility issues. They would like to try crafting for wellbeing for 4 weeks, but have no way of getting to the venue.

They apply for £100 to cover three taxis there and back for 4 weeks. They got this price from the taxi company, who can pre-book their taxis.

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NATURE

£500

What and Where?

A bike ride along the new Wonders of Wakefield cycle route

How?

The group would like to try cycling along the new route but do not own bikes. They would like to rent them for a day to have a group day out, but cannot afford the rental.

For 10 people to rent bikes at £50 per day, the group apply for the full £500 bursary.



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HOW DO I APPLY?

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.

To apply you can either:

- Complete our Word document application. You might prefer to do this if you want to save half way through and come back to it
- Complete our online form – you might prefer to do this if you do not have access to Microsoft Word.



DOWNLOAD WORD FORM



APPLY ONLINE

If you are unsure what to write or how much, check out our examples of complete applications at the end of this guidance.



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 to allow time for processing.

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

The logo consists of a pink triangle pointing to the right. Inside the triangle, the words "OUR YEAR" are written in white, bold, uppercase letters. Below the triangle, the text "Wakefield District 2024" is written in a smaller, white, sans-serif font, following the curve of the triangle's base.

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FREQUENTLY ASKED QUESTIONS

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 underfunded 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.

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EXAMPLE COMPLETED APPLICATION

The next pages give you an idea of what kind of information we might expect to see in your application.

We will be assessing your application based on:

Are you based in Wakefield District?

Do you have an access need? See [Eligibility Criteria](#)

Is the event or activity taking place in the district and is it related to culture or Our Year? This might be:

- Art
- Heritage
- Sport
- Food
- Something else! If you are not sure, just get in touch

Why are you applying for this bursary?

Please provide a brief overview of the reason for your application, for example, mobility difficulties, lack of public transport, cost of transport:

We would like to attend an event but cannot get there by bus as there is only two buses per day from our village.

We know from this that the access need is due to a lack of public transport



Who would like to attend?

Please provide details of your organisation, who will benefit from this bursary and how many people would like to attend:

We are a community choir based in South Kirkby. Our group has 20 members, all aged 50+. 12 people have expressed an interest in this trip.

We know from this what type of group you are, how many people want to attend, and a rough demographic




Which event or activity would you like to attend?

*Please provide details of the events / activities you would like to attend, and the dates.
Note that we ask that you submit your application at least 4 weeks prior to the event to allow time for processing.*

We would like to attend the Herbal History walk at Nostell Priory on the 20th June, followed by a picnic and a look around the grounds.

We know when and where you want to go, and what you will do when you're there!



How have you calculated costs?

Please provide quotes for your costs where applicable.

Quote from A Mini-Bus Company for £300.

We know how much your trip will cost and why. We may ask for receipts or proof of this.



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Got questions or concerns? Get in touch:

ouryear@wakefield.gov.uk