

BRADFORD CULTURAL VOICE FORUM (CVF) IMPROVING ACCESS

Improving access for all members is a key priority for Bradford Cultural Voice Forum. For a member-focussed organisation like CVF, access involves a multi-faceted approach that includes, but goes beyond physical accessibility.

CVF aims to serve Bradford's creative practitioners (freelance, salaried, and volunteers) and support them to network with one another, understand the wider sector, and have access to services and information which support them to thrive in their work.

Access is not equitable for all, and CVF has secured funding through Arts Council England to provide financial assistance to members to support attendance at CVF meetings, subnetworks, and events and to test the need for, and impact of this support.

Members can apply for access funds for a wide range of reasons as detailed below, through submission of a short application form.

ACCESS FUNDS AND CRITERIA

Financial Contribution

Financial support to attend a CVF meeting or subnetwork events.

This is intended to support freelancers, but we are aware there may be exceptions to this. For instance, you may be in full-time employment, but have to take unpaid leave to attend a members meeting, or are attending outside of your working hours. CVF will consider other applications on a case-by-case basis.

This contribution is classed as taxable income, and the recipient will be responsible for their own tax and national insurance contributions relating to this financial support.

Access Costs

Separate from the Financial Contribution outlined above, and classed as non-taxable income, Access Costs could include support with any of the following:

- **Transportation Assistance**
Reimbursement for transportation costs to attend CVF meetings. This may include train, bus, or taxi fare, petrol and parking costs.
- **Data Costs**
Support to cover the data costs of attending online CVF meetings.
- **Other Access Costs**
We may be able to cover other access costs that present a barrier to participation in CVF events. This could include childcare and other caring costs; BSL interpretation, language support, and other communication support costs; as well as access to support workers, and / or any other access costs you might face. These are just examples.

OUR COMMITMENT

All CVF members can expect CVF Meetings and Networks to:

- Be culturally inclusive.
- Take place in accessible venues with easy public transport links, accessible toilets, and step-free access. We are working on developing a visual story for all in-person meetings.
- Offer diverse time-tabling. Events, meetings, and networks will be scheduled at different times and on different days of the week to accommodate various work schedules and life commitments. In addition, some events will be held online.
- Use plain language in event materials to ensure understanding, avoiding jargon or complex terminology.
- Offer meeting content that addresses the interests and needs of our diverse membership.
- Provide safe spaces and quiet spaces at social events, to ensure all members feel safe and supported to attend.

HOW TO APPLY FOR ACCESS FUNDS

To apply, complete [this Google form](#) no later than 7 days before the event you're requesting the funds for.

Your application will be reviewed by CVF co-ordinators, and if approved, an Access Costs Agreement letter will be issued by email. Please note that we may contact you if we require further information or to discuss your application.

Applications are processed on a weekly basis. Please allow 3-5 working days for us to respond.

Payment will be made by reimbursement after the event. Please submit your invoice within 2 weeks of attending the event. For any pre-agreed access costs, please provide all the original receipts (scanned or photographed) with your invoice. All payment information will be clearly stated on the Access Costs Agreement letter.

HOW YOUR DATA IS PROCESSED

The access fund is in its trial stage. To assess its impact and identify any gaps in currently offered support, we will be collecting some data to improve the offer and inform future applications to our funders. The following data will be collected from the access fund applications:

- Which event the request is made for;
- Reason for applying;
- Type of access costs requested.

We will **not** be using any of the above to assess or judge your application in any way, nor will we ask for proof or justification that you require support with requested costs. All collected data is anonymised – we will not be storing any other parts of the application, including any identifying information with it. We will not be asking for any demographic data as part of this application.

Some identifying data will be securely kept until the payment has been issued. Once all costs have been processed, we will permanently delete all personal data provided in the Access Costs Agreement letter and your invoice. You should keep a copy of both for your personal records.

For audit and reporting purposes, we will keep anonymised data on your application until the end of the financial year. This will include your Access Costs Agreement letter number, key dates of processing the application, and the amounts requested under each type of support. We will delete this data after the end of the financial year.