



Guidelines: Bristol Children & Young People's Partnership Fund



What is Quartet Community Foundation?

Quartet Community Foundation manages funding on behalf of individuals, companies, charitable trusts and statutory agencies. This enables us to make grants to charitable groups in the West of England. We have a number of funds to which groups can apply of which the Bristol Children and Young People's Partnership fund is one. Grants of up to £5,000 are available.

Purpose of the Fund

The focus for the fund this year is Transition. Funding will be awarded to small voluntary and community sector organisations working in Bristol with 8-12 year olds, for the purposes of improving the transition from primary to secondary school. All grant recipients will need to demonstrate that the purpose for which the grant is secured results in the following outcomes

1. Increased confidence and self-esteem in children
2. Increased positive social and communication skills and ability to make and maintain friendships
3. Narrowing the gap in achieving positive outcomes between those children who are disadvantaged and children overall in Bristol

To apply to this Fund you do not have to be a registered charity, as long as the work you do has charitable aims and you have a constitution (set of rules) and management committee.

Priority will be given to those organisations working with children and young people who are in some way vulnerable or disadvantaged such as children in care, BME groups or children with disabilities, including learning disabilities. Organisations should ideally demonstrate how children and young people have been involved with designing this bid. Priority will be given to smaller community based organisations.

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Applicants should demonstrate how working in partnership with other organisations or statutory agencies has been important in making this application or in delivering the project to be funded. Extended School Partnership Managers will actively be made aware of the grant scheme and voluntary organisations will be encouraged to discuss projects with Extended School Partnerships, individual schools or other local partners when establishing need.

What we don't fund

- Individuals
- General appeals
- Statutory organisations or the direct replacement of statutory funding
- Political groups or activities promoting political beliefs
- Religious groups promoting religious beliefs
- Overseas travel
- Arts projects with no community or charitable element

- Sports projects with no community or charitable element
- Medical research, equipment or treatment
- Animal welfare
- Projects that take place before an application can be processed

Please note that vehicles, conferences and exhibitions are usually given low priority.

When can you apply?

We accept applications to this Fund at any time and there are no closing dates. Applications are considered on a regular basis and applicants should be notified of the outcome within six weeks.

How to apply

You will need to complete an application form. You can download an application form from our website, or request one to be sent by post by contacting the Bristol office. As well as the completed application form you will also need to send by post or email the following:

- Your organisation's most recent accounts or financial information.
- A list of names and addresses of the Management Committee.
- A copy of your child safeguarding policy?

If your organisation has its own bank account it must have at least two signatories to authorise cheques.

What will happen next?

Once we have received your application it will be assessed by a member of staff. They may contact you for further information or to arrange to meet to discuss the application in more detail. You should be notified of the decision within six weeks.

If your application is successful you will receive a letter detailing the amount of the grant, what it is to be used for and what you need to do to receive payment.

If your application is unsuccessful you will receive a letter giving the reasons for this. If you disagree with the grounds of the decision you may appeal. Please ask for a copy of the appeals procedure if necessary.

Monitoring and evaluation

Six months after the grant has been paid we will send you a grant monitoring form. This form asks for details of how the grant was spent and what was achieved. The grant offer letter explains what you will be asked in the monitoring form. In addition a member of staff or Trustee may contact you to arrange a visit to find out more.

Need more information?

If you need more information about the Bristol Children & Young People's Partnership Fund please contact:

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