



Grants guide

Quartet Community Foundation (“Quartet”) manages charitable funds on behalf of a wide range of donors, including families, companies, charitable trusts and statutory bodies.

In the main Quartet Community Foundation aims to provide grants to small, community-based charities and voluntary groups in the West of England whose work benefits local people and where a relatively small amount of funding can make a significant difference. We give grants to a broad range of causes and welcome applications from both new and established groups.

Quartet Community Foundation runs its own grants programme, the Express Programme. We also manage a range of other funds each with their own criteria, closing dates and maximum amounts and at any one time may have around 20 grant making programmes. Applicants are encouraged to contact the Foundation before applying so that we can suggest the most appropriate funding programme for your needs. All of these funds are listed in this guide under the geographical area in which they operate.

From time to time we may have one-off grants programmes throughout the year, these will be advertised on our website as well as in the local press and/or community news bulletins. Do check out our website regularly for news of these www.quartetcf.org.uk.

How to apply

You will need to complete an application form. You can apply online at www.quartetcf.org.uk/apply. Alternatively you can download an application form from our website or request one to be sent by post by contacting your local office. Please ensure you read the full fund guidelines before applying for a grant.

You can apply to more than one fund at a time, however normally only one grant from each fund will be awarded in a year – individual funding programmes may have exceptions to this. We expect applicants to wait for 12 months before re-applying to an individual fund.

We may make a grant to an organisation in each year for up to three consecutive years, but would expect that organisation to be looking elsewhere for funding after this time. We may be able to make suggestions about alternative places to apply.

Full Cost Recovery

Quartet Community Foundation supports the principles underlying full cost recovery and, where appropriate, will include in grants an appropriate element of identifiable indirect cost. Quartet is predominantly a funder of small grants. Many of these are for one-off activities or for pieces of equipment which do not involve additional indirect costs. Thus it will not be appropriate to include an element of full cost recovery in all grants. In addition, Quartet provides grant aid that is in many cases limited by the criteria attached externally to individual grant programmes. In practice, however, in a number of cases Quartet grant-aid represents a contribution to general costs rather

than a contract for a specific service, and hence makes a contribution to the full costs of an organisation's activities.

Child Protection Policy

If your organisation is working with children in any way you will have to include a copy of your child protection policy with your application under all Grants Programmes.

Equal Opportunities

Grant recipients are expected to uphold equal opportunity principles and are asked to do so. Groups applying for grants of more than £10,000 will be asked to submit their equal opportunities policy.

Grants Policies and Procedures

Quartet's Grants Policies and Procedures are published on our website in the Resources section

Help and advice

At Quartet Community Foundation our grants team is always happy to answer your questions, discuss your ideas, or help you fill in the application form. Please contact your local office.

Local offices

Bristol and South Gloucestershire:

Post: Royal Oak House, Royal Oak Avenue, Bristol BS1 4GB

Phone: 0117 989 7700

Email: info@quartetcf.org.uk

Bath & North East Somerset:

Post: 12 Pierrepont Street, Bath BA1 1LA

Phone: 01225 420300

Email: banes@quartetcf.org.uk

North Somerset:

Post: Badger Centre 3–6 Wadham Street, Weston-super-Mare BS23 1JY

Phone: 01934 641965

Email: northsomerset@quartetcf.org.uk

Funds for the West of England (Bristol, Bath & North East Somerset, North Somerset and South Gloucestershire)

Express Programme

Grants of up to £2,000 are awarded to small, local voluntary and community organisations where a small amount of funding can make a difference in disadvantaged areas. The work of your organisation must benefit people who are disadvantaged or isolated. People may be isolated due to poverty, disability, age, location or culture. Priority is also given to groups that:

- Enable people to take opportunities that would otherwise not be available to them
- Involve local people in improving their community
- Reflect the concerns and priorities of people living and working in the area

 Contact your local office.

Grassroots Grants

This programme is funded by the Government's Office of the Third Sector and its purpose is to support small, informal voluntary and community groups and organisations, many of whom are dependent on volunteers. The programme will run from September 2008 to March 2011. Eligible groups must have been active in their local area for at least 12 months prior to applying to this fund. Groups must have evidence of income of **less than £30,000 per year** taken as an average over three financial years, or the life of the group.

The maximum amount awarded from this programme is **£5,000 in total** to any group over the period of the grant programme (September 2008 – March 2011). You can apply for up to £5,000 which can be used all at once or over the lifetime of the funding programme. You can apply for small amounts over the period (as long as you remain eligible) provided the total amount awarded does not exceed £5,000.

☎ Contact your local office.

Fund for Older People

This makes grants of up to £2,500 for older people's groups addressing issues around health and wellbeing. Use the general application form to apply to this fund. You can apply at any time and should have a decision within 4-6 weeks of us receiving the application.

☎ Contact your local office.

Mall's Fountain Charity Fund

Grants of up to £1,000 are awarded to small, local voluntary and community organisations which help people in need within a 25 mile radius of The Mall at Cribbs Causeway. There is one round per year for this fund and the deadline for each year is the end of January

☎ Contact your local office for further details.

Sport/Comic Relief Fund

Grants of between £1000 and £10,000 are awarded to small, local voluntary and community organisations that use sport and exercise to strengthen communities and provide opportunities for people of all ages who are excluded or disadvantaged. In 2009 part of the funding for this programme came from Comic Relief and so applications that address wider community issues will also be accepted. Applications must address one or more of the following themes:

- Increase access to sport and exercise for people who face social exclusion and isolation
- Help people who are experiencing difficulties to regain their confidence and self esteem
- Encourage people to take part in sporting activities that bring communities together
- Build skills and confidence or increase community services and improve community cohesion

There is one round of this fund each year and the deadline is in early June each year, this will be notified on the website.

☎ Contact your local office for further details

Additional funds for Bristol City

Active Bristol Fund

This Fund has been set up by the Primary Healthcare Trust (PCT) to provide grants to community organisations encouraging people to take part in everyday physical activities, such as walking, cycling, or gardening and that help to improve their general health.

☎ Contact your local office for further details

Bristol City Council Devevelopment Fund

Grants of up to £5,000 are available for small, local community based projects with an income of up to £50,000 per annum to develop their activities and skills and ability to deliver their programme. Grants of up to £2000 are available for groups with an income of over £50,000 for organisational development.

☎ Contact Alice Meason at the Bristol office.

Bristol Children & Young People's Partnership Fund

This is a new fund set up by the City Council. Grants of £5000 are available to group working with young people in the city. The theme for this year is "Transition" and is targeted at young people 8-12 who are affected by issues of moving from primary to secondary education. See the guidelines for more details.

☎ Contact Alice Meason at the Bristol office.

Bristol Youth Community Action (BYCA)

- 1) Grants of up to £1,000 are awarded to young people-led, community safety projects.
- 2) Funding for locally-based groups to provide holiday activities for young people.

☎ Contact the BYCA office on 0117 903 6495.

Cycling City Community Fund

The purpose of this fund is to provide grants of up to £10,000 to encourage local people in their communities to engage in the Cycling City Initiative. Applications are invited from community groups and organisations that are finding ways to encourage local people to use cycling in their day to day lives, particularly in those areas where cycling is not already a popular activity.

Grants of up to £10,000 are available through this fund, funding may be available in part of South Gloucestershire that fringe the city boundary

☎ Contact Alice Meason at the Bristol office.

University of Bristol Students RAG Fund

Grants of up to £1,000 are awarded to local voluntary and community organisations where a small amount of money can make a difference. The work of your organisation must benefit people who are disadvantaged or isolated. People may be isolated due to poverty, disability, age, location or culture. The fund also awards grants to organisations that support people with long-term illnesses.

☎ Contact Ronnie Brown at the Bristol office.

Additional funds for Bath & North East Somerset

Bath Half Marathon Fund

Grants of up to £1,000 are awarded to small, local voluntary and community organisations for activities involving sport, exercise or play. All activities must have a community or charitable element. Priority is given to organisations with an annual income of less than £25,000.

☎ Contact Jilly Edwards at the Bath & North East Somerset office.

Bath & North East Somerset Safer & Stronger Neighbourhood Fund

Grants of up to £5000 are available for *capital projects* that build strong communities where people feel safe and secure in Bath and North East Somerset. The fund has been established by Bath & North East Somerset Council working with its partners, including the Police, through the Local Strategic Partnership and Community Safety and Drugs Partnership. Grants of up to

£5,000 are available. The Fund runs once a year in the Winter months, please check the website or contact the office for deadlines and decision dates

☎ Contact Jilly Edwards at the Bath & North East Somerset office.

Additional funds for North Somerset

University of Bristol Students RAG Fund

Grants of up to £1,000 are awarded to local voluntary and community organisations where a small amount of money can make a difference. The work of your organisation must benefit people who are disadvantaged or isolated. People may be isolated due to poverty, disability, age, location or culture. The fund also awards grants to organisations that support people with long-term illnesses.

☎ Contact Ronnie Brown at the North Somerset office.

Additional funds for South Gloucestershire

University of Bristol Students RAG Fund

Grants of up to £1,000 are awarded to local voluntary and community organisations where a small amount of money can make a difference. The work of your organisation must benefit people who are disadvantaged or isolated. People may be isolated due to poverty, disability, age, location or culture. The fund also awards grants to organisations that support people with long-term illnesses.

☎ Contact Ronnie Brown at the Bristol office.