

Guidelines: Neighbourhood Learning in Deprived Communities Capital Fund



Bristol • Bath & North East Somerset • North Somerset • South Gloucestershire

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 Neighbourhood Learning in Deprived Communities Capital Fund is one.

What is the Neighbourhood Learning in Deprived Communities Capital Fund?

The fund is provided by the Learning and Skills Council to promote community based learning for adults. This particular fund is for capital expenditure only.

Who can apply?

We welcome applications to the Neighbourhood Learning in Deprived Communities Capital Fund from local voluntary and community organisations engaged in direct delivery of learning to adults, or working in partnership with a range of providers that are offering learning to adults. Applicants must be based and working in Bristol, Bath & North East Somerset, North Somerset or South Gloucestershire. Organisations that have received a grant from this fund in the last year are not likely to receive high priority for funding.

To be eligible for a grant from the Neighbourhood Learning in Deprived Communities Capital Fund your organisation must show that it does at least one of the following:

- Deliver or facilitates learning to engage local people's interest.
- Deliver "first step" learning opportunities and/or literacy/numeracy/ESOL activities.
- Deliver learning to support organisational development and/or capacity building of organisations.

To apply to the Neighbourhood Learning in Deprived Communities Capital 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.

Only one grant from the Neighbourhood Learning in Deprived Communities Capital Fund will be awarded in a year.

How much do we give?

The maximum amount awarded from the Neighbourhood Learning in Deprived Communities Capital Fund is £5,000.

What can a grant be used for?

- Direct delivery of learning, for example equipment to support training or teaching.
- Refurbishment or enhancing existing premises, for example; improving health and safety arrangements, minor works and adaptations to provide disabled access/meet DDA requirements

What can a grant be used for? (continued)

- Complementing other funds secured by applicant organisations to establish new learning centres.
- Securing ICT provision, for example; PC's, licences, connectivity costs and for the development/purchase of Management Information Systems, software and Data Management Systems.

The above list is not exhaustive and all successful applications will need to demonstrate a direct link to a learning activity.

Examples of grants

- £1,000 to buy sewing machines for a group that provides courses for Asian women
- £1,843 to buy computer equipment for use by people with mental health problems in North Somerset.
- £5,000 for community IT equipment at a healthy living centre in Weston-super-Mare.
- £5,000 to purchase equipment in order to run a home maintenance course in Bristol.

What we don't fund

- Individuals.
- Consumables such as resources or materials.
- Learning delivery costs such as staff.
- General appeals.
- Statutory organisations or the direct replacement of statutory funding.
- Political groups or activities promoting political beliefs.
- Religious groups promoting religious beliefs.
- Projects that take place before an application can be processed.

When can you apply?

Please contact your local office to find out the next closing dates.

How to apply

You will need to complete an application form. You can apply online at www.quartetcf.org.uk. Alternatively you can download an application form from our website, or request one to be sent by post by contacting your local 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.

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. Applications then go to the Neighbourhood Learning in Deprived Communities Capital Fund Panel for decision. You should be notified of the outcome within six weeks of the closing date.

What will happen next? (continued)

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.

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. 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 Neighbourhood Learning in Deprived Communities Capital Fund please contact your local office:

Bristol and South Gloucestershire:

Name: Alice Meason
Post: Royal Oak House, Royal Oak Avenue, Bristol BS1 4GB
Phone: 0117 9897748
Email: alice.meason@quartetcf.org.uk

Bath & North East Somerset:

Name: Jilly Edwards or Clare Prosser
Post: 6 Westfield Court, Third Avenue, Midsomer Norton BA3 4XD
Phone: 01761 411083
Email: jilly.edwards@quartetcf.org.uk / clare.prosser@quartetcf.org.uk

North Somerset:

Name: Ronnie Brown
Post: Royal Oak House, Royal Oak Avenue, Bristol BS1 4GB
Phone: 0117 9897705
Email: ronnie.brown@quartetcf.org.uk

Acknowledgement



Leading learning and skills

Registered Charity Number 1080418