

Guidelines: Comic Relief/Sport Relief Fund

July 2009



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 Comic Relief/Sport Relief Fund is one.

What is Comic Relief/Sport Relief?

Comic Relief and Sport Relief run regular national campaigns to raise money for their stated aim of a "just world free from poverty". The funds raised are distributed through grants programmes to help relieve poverty in this country and in Africa. In recent years Sport Relief and now Comic Relief are distributing some funds through Community Foundations in order to reach smaller locally based community organisations.

Who can apply?

We welcome applications to this Fund from 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.

We also welcome applications from similar organisations that help increase local services, build skills, increase community cohesion, or respond to local economic needs – these need not be sport related.

Applicants must be based and working in Bristol, Bath & North East Somerset, North Somerset or South Gloucestershire.

To apply to the Sport Relief 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.

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

How much do we give?

The minimum amount awarded from the Sport Relief Fund is £1000 and the maximum is £10,000

Examples of grants

- Movement to music classes for older people.
- An intergenerational football project bringing together granddads and their grandsons.
- Keep fit classes for Asian women.
- A project giving disadvantaged young people the opportunity to learn new skill
- A project that brings together different communities, living in the same area

What we don't fund

- Individuals.
- General appeals.
- Statutory organisations, including schools, or the direct replacement of statutory funding.
- Building costs, including access adaptations to buildings.
- Religious groups promoting religious beliefs.
- Overseas travel.
- Vehicles or community transport schemes.
- Sports projects with no community or charitable element.
- Projects that take place before an application can be processed.

When can you apply?

The fund is now open and the deadline for applications for 2009 is 7th August 2009. There will be a further round in 2010, details of this will be available in early 2010.

How to apply

You will need to complete an application form. You can download an application form from our website www.quartetcf.org.uk 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.
- A copy of your child protection policy if you work with children and young people.

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 a West of England wide panel, chaired by a Trustee of Quartet Community Foundation, for decision. You should be notified of the outcome within six weeks of the closing date.

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 this Fund please contact your local office:

Bristol and South Gloucestershire:

Name: Alice Meason
Post: Royal Oak House, Royal Oak Avenue, Bristol BS1 4GB
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Acknowledgement



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