

Guidelines: CYPS Aiming High for Disabled Children Grants Programme



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 Grants Programme

To provide grants to groups or organisations working with 5-19 year olds for the purposes of providing a quality short break service to children and young people who are disabled. Organisations must be based or working within Bristol City boundary. The objective of this targeted funding is to reduce family stress and prevent family breakdown in those families who may have disabled children, through the regular provision of quality and child focused short break opportunities to their disabled children or young persons. Grants are available for a minimum of £250 a maximum of £5,000 for any one application to the Fund.

The following applies

- Children and Young People with Autistic Spectrum Disorder or those children and young people whose challenging behaviour is associated with other impairments such as severe learning disabilities
- Children and Young People with complex health needs including those with a disability and life limiting conditions, palliative care, cognitive or sensory impairment or have moving/handling needs or require special equipment adaption

Grant Recipients will need to demonstrate that the purpose for which the grant is secured results in at least 3 other following Aiming High child outcomes

1. Child/young person is happy and has fun (C1)
2. Child/young person has more and improved positive experiences (C2)
3. Child/young person is able to participate more in every day life (more independent, confident, has gained social skills) (C3)

4. Child/young person has more friendships, improved social abilities and is encouraged to try more and new activities (C4)
5. Child/young person experiences improved family interaction and reduced family stress (C5)
6. Child/young person is able to express opinions, views and contribute to service design, delivery, choice, evaluation (C6)
7. Child/young person's unique way of communicating is understood (C7)
8. Child/young person understands health and wellbeing (C8)
9. Child/young person can recognise and has opportunities to talk about maltreatment and neglect (C9)

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), a management committee, and a bank account in the name of the group that can only be authorised by at least two signatories.

Examples of what may be funded include

- Support for disabled children to access services such as; befriending, sitting service or sessional services
- Overnight breaks at home or elsewhere
- Significant breaks during the day at home or elsewhere
- Positive activities promoting friendships and new experiences, activities and supportive relationships with carers
- Culturally appropriate provision
- Planned and regular provision during days, evenings, weekends and holidays

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
- 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:

- A copy of your Organisation's constitution or set of rules
- A copy of 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.

Data Protection

Quartet Community Foundation will use the personal data provided on the application form to process your application and to monitor the project. In limited circumstances, we may be required to release information, including personal data and commercial information, on request under the Freedom of Information Act 2000. However, we will not permit any unwarranted breach of confidentiality nor will we act in contravention of our obligations under the Data Protection Act 1998. If you feel that any other information about your application or project should not be made publicly available, please contact us to discuss this.

Need more information?

If you need more information about the Bristol CYPS Aiming High for Disabled Children Small Grants Fund please contact:

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