

Guidelines: Mall's Fountain Charity Fund Grants Programme



What is the Mall's Fountain Charity Fund Grants Programme?

It is a charitable fund set up with funds raised at The Mall at Cribbs Causeway, including coins thrown in to the fountain.

The aim of the grants programme is to support local charitable causes within a 25 mile radius of The Mall. The Quartet Community Foundation helps us manage the grants programme.

Who can apply?

We welcome applications from small local charities, voluntary and community groups where a small amount of money can make a difference. Applicants must be based and working within a 25 mile radius of the Mall at Cribbs Causeway (including Weston-super-Mare and Newport to the west; Stroud to the north; Chippenham to the east and Shepton Mallet to the south).

Normally, Quartet Community Foundation gives priority to organisations that benefit people who are disadvantaged. Your organisation does not need to be a registered charity, as long as the work you do has charitable aims and you have a constitution or set of rules and a management committee.

How much do we give?

We try to support as many worthwhile applications as possible. Only one grant from the Mall's Fountain Charity Fund Grants Programme will be awarded to an organisation in a year. The maximum amount awarded from the Mall Fountain Fund is £1,000.

Examples of grants

- £958 to buy play equipment for use by children with special needs in Bradley Stoke
- £680 to provide counselling for women in North Somerset affected by domestic abuse
- £1,000 towards the costs of re-roofing a sports club in a village in North East Somerset
- £500 to take a group of elderly people from Kingswood on a trip out of the city
- £1,000 to provide training for leaders at a new scout group in Bristol for Muslim children
- £500 towards the costs of running a sports programme at a community centre in Newport

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

When can you apply?

The closing date for applications is 31st January each year. We can accept applications from autumn until the closing.

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. Forms are also available from the Mall's website www.mallcribbs.com and from the Mall's Information Desk situated on the upper level.

As well as the completed application form you will also need to send by post or email the following:

- A copy of your groups constitution or set of rules
- Your organisation's most recent accounts or financial information. If you organisation has only recently started, please include an estimated budget for the first year.
- 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.

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 from the Quartet Community Foundation. Someone from the Community Foundation may contact you for further information or to arrange to meet to discuss the application in more detail. Your application will then be considered at the annual meeting of the Grants Panel, which includes representatives of The Mall management and retailers. We will let you know the result of your application as soon as possible after the Panel has made a decision.

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 by cheque.

If your application is unsuccessful you will receive a letter giving the reasons for this. The decision of the Panel will be final – we are sorry, we are not able to accept any appeals.

Monitoring and evaluation

At an appropriate time 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 at Quartet Community Foundation 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 Mall Fountain Fund Grants Programme please contact your local office of Quartet Community Foundation:

Bristol, North Somerset, Bath & North East Somerset and South Gloucestershire:

Name: Andrew O'Sullivan
Post: Royal Oak House, Royal Oak Avenue, Bristol BS1 4GB
Phone: 0117 9897748
Email: andrew.osullivan@quartetcf.org.uk

Publicity

We may ask you to co-operate in publicising the grant, so that people who have donated to the fund can see how the money has been used.

Acknowledgement



Quartet Community Foundation is a registered charity number: 1080418.