

Guidelines: May Gurney Fund



July 2010

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 May Gurney Fund is one.

May Gurney Fund - criteria

May Gurney, a national infrastructure support services company, set up the May Gurney Fund in 2009 to support community based charities and good causes which help young people and the long-term unemployed get back into work. The aim is to improve opportunities in terms of education, self-help, health and wellbeing as well as supporting local environment issues. As the company has a base in the Bristol area there is an amount of funding available for projects addressing these issues in Bristol and Bath & NE Somerset. Priority will be given to smaller charities that demonstrate genuine local community engagement.

There is £15,000 available to groups to be awarded to groups in this area before November 2010.

Who can apply?

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) and management committee. You will need to show in your application how this work will address the issues set out in the criteria above and what impact your project will have on young people or long-term unemployed people to help them to get back into work.

If your organisation has its own bank account it must have at least two signatories to authorise cheques. This is a one off programme for this year.

How much do we give?

The maximum amount awarded from this Fund is £5,000

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.
- Overseas travel.
- 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.
- Activities that are intended to raise funds for other organisations.

Please note that vehicles, conferences and exhibitions are usually given low priority.

When can you apply?

The Fund is now open for applications the deadline is Friday 27th August 2010. Decisions will be made in October 2010 and you will be notified of the Panel's decision towards the end of that month.

How to apply

You will need to complete an application form. This can be downloaded from Quartet Community Foundation's website www.quartetcf.org.uk in the section "apply for a grant".

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 safeguarding policy if you work with children and young people, and/or vulnerable adults

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.

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.

Need more information?

If you need more information about this Funding Programme please contact your local office:

Bristol and South Gloucestershire:

Name: Alice Meason

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

Phone: 0117 989 7706

Email: alice.meason@quartetcf.org.uk

Bath & North East Somerset:

Name: Julie Newman

Post: 12 Pierrepont Street, Bath BA1 1LA

Phone: 01225 420300

Email: julie.newman@quartetcf.org.uk

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