

Guidelines: University of Bristol RAG 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 University of Bristol RAG Fund is one.

What is the University of Bristol Rag Fund?

RAG is a year-round student run organisation that raises money for local and national charities through street collections and events.

Who can apply?

We welcome applications to the University of Bristol RAG Grants Programme from local voluntary and community organisations where a small amount of money can make a difference. Applicants must be based and working in Bristol, South Gloucestershire or North Somerset.

To be eligible for a grant from the University of Bristol RAG Grants Programme the work of your organisation must benefit people who are disadvantaged or isolated. People may be isolated due to poverty, disability, age, location or culture. The fund also awards grants to organisations that support people with long-term illnesses.

When completing an application, please ensure that you address how your activity meets the criteria for this grants programme.

To apply to the University of Bristol Rag Grants Programme 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 maximum amount awarded from the University of Bristol Rag Fund is £1,000.

Examples of grants

- £230 towards affordable summer activities for children and their families.
- £750 towards the costs of training new staff to set up a bereavement service.
- £632 to run a craft project with a young mum's group in Kingswood.
- £150 to buy new equipment for a lunch club for elderly people in inner-city Bristol.
- £895 towards a weekend away for families with deaf children.

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 or treatment.
- Animal welfare.
- Projects that take place before an application can be processed.

When can you apply?

There is one grant round each year, usually in the early spring. Please contact your local office to find out the next closing date. Or visit the Community Foundation's website for details www.quartetcf.org.

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:

- A copy of your group's constitution or set of rules
- 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 the University of Bristol RAG committee who will make a 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

At a suitable 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.

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 University of Bristol RAG Grants Programme please contact your local office:

Name: Andrew O'Sullivan
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Acknowledgement



For information on the work of the University of Bristol RAG please contact the RAG office.
Tel: 0117 9545879 or email: rag-ubu@bristol.ac.uk website:
www.bris.ac.uk/depts/union/RAG

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