

# Guidelines: BYCA Holiday Activity Grant

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## What is BYCA?

Bristol Youth & Community Action is a steering group of people made up of the current, past and future high sheriffs, representatives from the voluntary sector, the police, the business sector and Bristol City Council. It meets regularly to make decisions on how the donations received from the High Sheriff's appeal and other fundraising activities by the High Sheriff will be spent.

## What are Holiday Activity Grants?

These grants fund holiday activity programmes for children and young people (aged 8-12) designed to offer opportunities, positive experiences and reduce risk of involvement in anti-social behaviour. Funding is offered in one annual grants round covering the Summer, October and Easter school holidays. Local organisations **must** co-ordinate to apply for this funding, with one local partner applying on behalf of other local providers. This ensures that activities are available across the city, throughout the school holidays.

## What can you apply for?

You can apply for holiday activity programmes that add value to existing provision or create new provision where there is an identified need. Successful applications will demonstrate that a small amount of funding from BYCA will make a significant difference. Groups are expected to demonstrate local need and funding will be given to projects that are targeted to address these needs.

Programmes should be based in the following areas of Bristol:

Area A - Avonmouth/Lawrence Weston

Area B - Henbury

Area C - Seamills/Shirehampton

Area D - Windmill Hill/Bedminster/Ashton/Bishopsworth

Area E - Brislington/Stockwood/Hengrove

Area F - St Pauls/Easton/Ashley

Area G - Southmead/Lockleaze

Area H - Hartcliffe/Knowle West

## What BYCA doesn't fund

- Direct replacement of statutory funding
- The purchase of capital equipment
- Overseas travel
- Core salary costs of an organisation
- Projects operating outside of the Bristol boundary
- Transport cost for day trips
- Individuals

## Who can apply?

Voluntary and community groups in Bristol providing holiday activity programmes for 8-12 year old children.

BYCA does not accept applications from individual groups; groups in each area must liaise with each other to submit one funding application per area. We organise meetings in each priority area to help groups co-ordinate and decide which group will apply to BYCA on behalf of the area. There is no limit to the number of organisations that can join the bid in each area, but only one organisation per area should take the lead and apply on behalf of their area partners. The co-ordinating organisation takes responsibility for the grant, for distributing the funding to the area partners, and for submitting feedback.

Please note that BYCA does not fund groups in receipt of significant Bristol City Council funding, and prioritises small organisations where a small amount of funding can make a big difference.

## How to apply – area meetings

BYCA does not accept applications from individual groups; groups in each area must liaise with each other to submit one funding application per area. We organise meetings in each priority area to help groups co-ordinate and decide which group will apply to BYCA on behalf of the area. There is no limit to the number of organisations that can join the bid in each area, but only one organisation per area should take the lead and apply on behalf of their area partners. Before the annual funding round, BYCA arranges meetings in each area to facilitate this and enable groups to co-ordinate their activities and funding requests. Meeting dates are advertised on the website here: <http://quartetcf.org.uk/grant-programmes/bycag-holiday/>

If you would like to apply for BYCA funding but are not able to make the meeting in your area, please get in touch with us as soon as possible – we will put you in touch with the co-ordinating group for your area so that your activities can be included in the area funding bid.

Only the co-ordinating group for each area needs to complete the application form, and they can do so online at <http://quartetcf.org.uk/grant-programmes/bycag-holiday/>. If successful, this group will be responsible for distributing BYCA funding among the other groups in their partnership and submitting feedback to BYCA.

## Supporting documents needed:

The co-ordinating group will need to provide the supporting documents listed below. However, there is no need to provide these documents if they have been sent to BYCA or Quartet Community Foundation within the past 12 months, unless they have been amended during that time.

- A constitution/governing document/set of rules that sets out the purpose of the organisation and how it is managed.
- The contact details of 3 members of the management committee/board of trustees/board of directors (there must be at least 3).
- Evidence of a bank account in the name of the organisation. The bank account must have at least 2 signatories.
- A copy of the most recent annual accounts or financial records that show the organisation's balance of funds, income and expenditure.
- A safeguarding policy.

The other groups in the area partnership do not need to submit these documents.

## When to apply

Grants are available for delivery of activities during the summer, October and Easter school holidays, with an annual application covering all holidays submitted by early June. Dates of the area meetings and round opening and closing dates are advertised online at <http://quartetcf.org.uk/grant-programmes/bycag-holiday/>

## How much does BYCA award?

The maximum amount available for each area varies and is advertised before each funding round, but is typically £5000 per area for the summer holidays and £1000 for per area each for Easter and October – a total of £7000 per area for the year. We offer a maximum of £100 per session (morning, afternoon or evening).

Please note that awards are always subject to sufficient funds being available, and groups will be asked to confirm that initial funded activities took place before funding for the next holiday will be released.

If your group is looking for additional funding of up to £60 to enable a young person (up to age 25) working or volunteering with you to take on extra responsibilities, please get in touch with us. We have an additional funding pot for courses, training or certificates (for example, First Aid training or DBS checks) that will help young people to progress.

### **What will happen next?**

Once we have received your application it will be assessed by the BYCA Co-ordinator who may contact you for further information. Applications then go to the BYCA Steering Group for a decision. If your application is successful, you will receive an offer letter and a contract which you will need to complete and return in order to receive the grant. If your application is unsuccessful you will receive a letter giving the reasons for this.

### **Monitoring & evaluation**

All funded groups will be asked to provide feedback on their activities. At the end of each holiday period, we require confirmation that the funded activities took place and welcome any photos. At the end of the full year's funding the co-ordinating group in each area will be sent a simple online feedback form to complete on behalf of their partners.

### **Contact BYCA**

BYCA Administrator: Lucy Gilbert

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Based at Quartet Community Foundation, Royal Oak House, Royal Oak Avenue, Bristol, BS1 4GB

BYCA Co-ordinator: Lee Williams

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Based at Young Bristol, The Station, Silver Street, Bristol, BS1 2AG

Website: <http://quartetcf.org.uk/grant-programmes/bycag-holiday/www.highsheriffs.com> (select "City of Bristol" from list on home page)

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