

Guidelines:

Bath Half Marathon Fund Grant



Please call or email us if you have any questions about this grant programme. Our contact details are in section 13

1. About the Bath Half Marathon Fund Grant Programme

The Bath Half Marathon Fund ('BHM Fund') was established by the event organisers Running High Events Limited in 2003 to channel donations from entrants in the Bath Half Marathon to grants for small, local voluntary organisations within Bath & North East Somerset.

2. What you can apply for

You can apply for a grant towards a new activity or continuing something you are already doing. We won't award a grant towards work that has already been completed, and you should plan to start spending the grant within six months of it being awarded.

In addition, the application must be for one of the following purposes:

- Sport
- Active Lifestyles
- Play

3. Who can apply?

We welcome applications to the Bath Half Marathon Fund from small, local voluntary and community organisations where a small amount of money can make a difference. Applicants must be based and/or working in Bath & North East Somerset. To be eligible for a Bath Half Marathon Fund Grant the work of your organisation must benefit people who are disadvantaged or isolated. People may be disadvantaged due to health issues, poverty, disability, age, location or culture.

To apply to the Bath Half Marathon Fund, you do not have to be a registered charity, as long as the work you do has charitable aims. Priority is given to small organisations and to projects which would not otherwise benefit from the Bath Half Marathon official race charity scheme, or other Bath Half Marathon community funding (for instance for volunteering services at the event).

4. How much do we award?

The Bath Half Marathon Fund in 2024 will award grants of up to £2,000. Priority will be given to activities which will either be fully funded by the grant, or where matched funding has been secured. We would not normally look to support revenue funding on an ongoing basis.

5. Examples of previous grants

- £1,000 To establish a new walking group for the older members of the Batheaston community.
- £1,000 To fund equipment which allows those with disabilities to be safe whilst taking part in physical activities.
- £630- Towards the continuation of a football club for people with learning difficulties

6. What we don't fund

- Individuals
- General appeals
- The direct replacement of statutory funding
- Political groups or activities promoting political beliefs
- The promotion of religious beliefs
- Animal welfare
- Arts projects with no community or charitable element
- Sports projects with no community or charitable element
- Medical research, equipment or treatment
- Projects/activities that take place before an application can be processed
- Activities that raise funds for other organisations

7. When can you apply?

There will normally be one grants round for the Bath Half Marathon Fund each year. **The 2024 round is open for applications from Wednesday 1st May 2024 and will close at 1pm on Friday 31st May 2024.**

8. How to apply

You will need to complete an application form. You can apply online at www.quartetcf.org.uk. As well as the completed application form you will also need to provide the following:

A constitution/governing document/set of rules.

- The contact details of at least 3 members of your management committee/board of trustees/board of directors.
- Evidence of a bank account in the name of the organisation. The bank account must have at least 2 signatories.

Evidence of account can be a copy of a recent bank statement that is no more than 3 months old. This can be a scanned paper statement, or a copy downloaded from an online account. We need to see the bank name, your organisation's name, the address where statements go, date of statement, the account number and the sort code. You may redact transactions if needed.

- A copy of your most recent annual accounts or financial records that show your organisation's balance of funds, income and expenditure. If you do not have financial records that cover a full year, then you will need to provide the records you currently have.

- A safeguarding policy that is up-to-date and relevant to your work.
- The contact details of a referee. The referee should know the work of the applicant organisation in a professional capacity but not be directly involved in this work.

*Apart from the bank statement, please do not provide the above documents if you have sent them to Quartet within the past six months unless they have been amended during that time. Please contact us if you have difficulty supplying any of the above supporting documents.

If you do not currently have a bank account:

You can provide the bank details of another charitable organisation if they meet our eligibility criteria and there is an agreement in place.

If you cannot provide many of the above documents :

Another charitable organisation can apply on your behalf provided it is able to:

- Supply the above documents.
- Have their name as the main contact and be responsible for submitting the application.
- Be responsible for receiving, overseeing and reporting back on the use of any grant awarded.

This will not affect the applicant organisation's ability to apply for the maximum annual grant available for its own purposes.

9. What will happen next?

Once we have received your application (including all supporting documents your application will be checked to make sure your request fits the funding criteria. We will contact you by email or phone if we have any questions. Applications then go to a panel comprising of representatives from Running High Events Limited and attended by representatives of Quartet Community Foundation. **We will email you the panel's decision towards the end of June.**

10. Grant Conditions

Grant offers will be subject to Quartet Community Foundation's standard grant conditions, details of which can be obtained on request – see contact details below. **Successful applicants will also be required to :-**

- All successful applicants are asked to provide a photo (either of the funded project or another group activity) with your grant acceptance that can be used by Running High Events Ltd (on their website and in social media).
- To facilitate a visit from the team at the Bath Half Marathon (Running High Events) and to provide photos and a statement for use on their website and in social media in order to demonstrate the range of grants. Please contact Charity@runninghigh.co.uk at Running High Events

- To assist Running High Events Ltd in publicising the grant awarded and the funded project through your own social media (if applicable) and local media, to publicise the work of the BHM Fund.
- To publicise the grant award and the funded project by placement of the Bath Half Marathon Fund logo provided by Running High Events Ltd on the organisation's website and/or notice board, to publicise the work of the BHM Fund.

These additional grant requirements are intended to inform current donors and to encourage future donors to the BHM Fund and to publicise the support given to local voluntary and community organisations by race entrants, whilst also helping raise the profile of the community services provided by the BHM Fund. These requirements are in addition to Quartet Community Foundation's own monitoring and evaluation requirements – see below.

11. Reporting on the use of your grant

At an appropriate time (usually six to eight months) after the grant has been paid, we will send you an end of grant report form. We may ask your group for an interim report. This form asks for details of how the grant was spent and what was achieved.

12. Further guidance and support

In addition to reading this document, please visit the Grants and Support page of our website at www.quartetcf.org.uk/grants-support/ where you can find: . .

- A print friendly guide to completing an application form
- Top tips for grant applicants – a short video on what to consider when applying

Also, within the Grants and Support section of our website you can find the following pages:

- 'Am I eligible for support' – providing further information on our eligibility criteria
- 'Help and Guidance (FAQs)'

13. Contact Us:

If you need more information or wish to discuss your application before you apply, please contact:

Angela Emms – 0782 7738091 – applications@quartetcf.org.uk

Royal Oak House, Royal Oak Avenue, Bristol BS1 4GB.

How we collect and hold your data

The personal information collected via the application form is collected to process applications for grants from Quartet. All information is collected in accordance with the Data Protection Act 1998 (DPA), and the General Data Protection Regulations 2018 (GDPR). For further information see our Privacy Policy at <http://quartetcf.org.uk/privacy-policy/>