

Guidelines: BYCA Community Action Grant



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. They meet regularly to make decisions on how the donations received from the High Sheriff Appeal and other fundraising activities by the High Sheriff will be spent.

What is a Community Action Grant?

These grants provide opportunities for young people to make a positive contribution within their community and to reduce crime or the fear of crime among young people and the wider community.

Who can apply?

Local voluntary and community organisations with a project **led by and for young people** aged 8-25 years old, with adult supervision.

Applicants must 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

Please note that **BYCA cannot fund groups in receipt of Bristol City Council** funding in areas G and H, and aims to fund small organisations where a small amount of funding can make a big difference.

Priority for funding this year is in the above areas but if your project is in another area of Bristol it may still be possible to access funding. Please ensure that you contact us at byca@quartetcf.org.uk before submitting an application in this case.

How much does BYCA award?

Grants of up to £1,000 can be awarded where £1,000 will make a real impact.

Examples of projects funded

St George Youth Project participated in a UK Youth Festival residential. Workshops and activities enabled the group to build relationships with each other and workers following a period of change within their Centre, develop their communication skills and explore issues affecting young people. This project resulted in young people empowering themselves and having a voice within their community.

Oldbury Court Youth Centre ran a project to break down the negative perceptions that both older and younger people have of each other. Video letters were exchanged between the groups and worries about community safety were shared.

Recent successful applications have included many young people-led sports and dance-based projects, which have promoted positive engagement, healthy lifestyle, skills development and accredited learning. Another popular theme has been projects which improve local community spaces.

What BYCA doesn't fund

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

How to apply

You will need to complete a simple online application form, available at <http://quartetcf.org.uk/grant-programmes/bycag-community> As well as the completed application form you will also need to provide the documents listed below. However, **there is no need to provide these documents if you have sent them to BYCA or Quartet Community Foundation within the past 12 months, unless they have been amended during that time.**

Supporting documents needed:

- A constitution/governing document/set of rules that sets out the purpose of your organisation and how it is managed.
- 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. Alternatively, if you belong to a small organisation that does not have a bank account another charitable organisation can look after the funds for you, but you must provide written authorisation from the organisation that will do this.
- 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.

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 will then go to the BYCA Steering Group for a decision. If your application is successful, you will receive an offer letter with a contract enclosed 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

At the end of your project, you will be emailed a link to our online evaluation form. Please complete the evaluation form as fully as possible, and do send us any photographs of your activities if you have them.

If you encounter any problems regarding the project after the offer has been made, please contact us as we may be able to help. If you are unable to use the grant for the purposes agreed, we will either withdraw the offer or ask for the grant to be returned. Our offer will automatically lapse if you do not take up the grant within 6 months – BYCA does not fund projects that have already taken place.

Protecting your data

The personal information collected via the application form is collected to solicit and 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 (GDPA). By completing an application form, you are giving consent for the information to be collected. Information is kept on our secure Customer Relationship Management database; and will be disclosed to grant panel members and donors. We publish data on grant recipients, but we anonymise details for any individual grantees. If you feel that

any other information about your application or project should not be made publicly available, please contact us to discuss this.

Please refer to our Privacy Policy at <http://quartetcf.org.uk/privacy-policy/>

How to Contact BYCA

BYCA Administrator: Lucy Gilbert

Tel: 0117 989 7700 Email: byca@quartetcf.org.uk

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

BYCA Co-ordinator: Lee Williams

Tel: 0117 929 2513 Email: lw@youngbristol.com

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

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

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