



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 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 in the priority areas below 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

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?

BYCA funds voluntary and community groups providing holiday activity programmes for 8-12 year old children in Bristol. BYCA does not accept applications from individual groups; groups in each area must liaise with each other to submit one funding application per area. BYCA organises 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.

BYCA 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. 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 unrelated members).
- 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, but all groups should have an adequate child protection policy.

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 in May-June. Dates of the area meetings and funding 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 is dependent on available funding and so amounts are variable. We advertise the maximum grant per area prior to each funding round online at <http://quartetcf.org.uk/grant-programmes/bycag-holiday/>

Please note that awards are always subject to sufficient funds being available and although grants covering the full year are agreed, BYCA releases funding one holiday at a time. 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 unable to provide food for children during your activities and you would like support with this, please contact us at byca@quartetcf.org.uk or on 0117 989 7710.

What happens 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 of the 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 your 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 themselves and their partners.

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 (GDPR). 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 may 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/>

Contact BYCA

BYCA Administrator: Lucy Gilbert

Tel: 0117 989 7710 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-holiday/>
www.highsheriffs.com (select "City of Bristol" from list on home page)

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