

What is the Mayor's Fund for Bristol?

This fund is being supported by the Mayor of Bristol, Marvin Rees, to enable local citizens to contribute to a charitable fund to be used to benefit disadvantaged people in the Bristol area. The money will be distributed in the form of grants to constituted charitable organisations within Bristol City Council's boundaries. Information on how to contribute to the fund is available on our website.

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 grant programmes to which groups can apply, the Mayor's Fund for Bristol Grant Programme is one.

Before applying

Please read these guidelines carefully and read the 'Before Applying (Essential Information)' section on our website.

What kind of projects are we looking for?

To be eligible for a grant from the Mayor's Fund for Bristol Grant Programme your application must be able to demonstrate how your project supports people who have been homeless (usually single people) and are on a journey to independence.

Examples of eligible projects might include:

- Welcome packs for new tenants
- Support with literacy and numeracy skills
- Preparation for returning to education and training
- Help with job search and interviews
- Items to help turn a house into a home

Who is eligible to apply?

The Mayor's Fund for Bristol Grant is targeted at small organisations with charitable aims where a small amount of money can make a significant difference. Applicants must be based and working in Bristol.

There are no limits to the size of organisation which may apply for an Express Grant. However, if an applicant organisation has more than 8 months of its annual expenditure in unrestricted reserves then its application will be considered a lower priority for funding. If your organisation is holding significant financial reserves you will need to make it clear why these reserves cannot be used to cover the cost of the activity.

How much do we award?

The maximum amount awarded from the Mayor's Fund is £2,000.

What we don't fund

- Individuals
- The direct replacement of statutory funding
- Political groups or activities promoting political beliefs
- The promotion of religious beliefs
- Arts projects with no community or charitable element
- Sports projects with no community or charitable element
- Projects that take place before an application can be processed
- Activities that are intended to raise funds for other organisations

Please note that vehicles, conferences and exhibitions are usually given low priority. General requests for contributions towards the core running costs of an organisation that are not related to a specific project, e.g. staff, premises, core services, are also usually given a low priority. However, the organisation's circumstances will be taken into consideration when assessing the priority of an application.

How to apply

There are no closing dates for this grant programme and we accept applications at any time. You will need to complete an application form. You can apply online at www.quartetcf.org.uk Alternatively, you can request an application by post by contacting our office. As well as the completed application form you will also need to provide the following:

- 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 if your organisation works directly with children or vulnerable adults.
- 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.

What will happen next?

Once we have received your application (including all supporting documents) 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. The application will then go to a panel for a decision. You will be notified of the outcome within 6 - 8 weeks.

Reapplying?

Groups can reapply for funds from the Mayor's Fund 12 months after their last award. Please note that if a group has been successfully awarded 2 consecutive grants from this fund, then we expect that group to try and seek funding elsewhere.

Monitoring and evaluation

At an appropriate time, usually six months, after the grant has been paid we will send you a grant monitoring report form. This form asks for details of how the grant was spent and what was achieved. In addition, a member of staff or trustee might contact you to arrange a visit to find out more.

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/>

If you need more information or wish to discuss your application before you apply please contact: Andrew O'Sullivan or Julie Newman - 0117 989 7700 - applications@quartetcf.org.uk
Royal Oak House, Royal Oak Avenue, Bristol BS1 4GB.
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