

---

### **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, this grant programme is one.

### **Before applying**

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

### **What is the North Somerset Council Children and Young Peoples Fund?**

This Fund has been set up by North Somerset Council People and Communities Directorate to support organisations working with children and young people aged up to 25 years old who live in North Somerset.

### **How much do we award?**

The maximum amount awarded from the North Somerset Council Children & Young People's Grants Programme is £3,000.

### **Who can apply?**

Grants are 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 North Somerset, supporting young people in structured activities (including sports and physical activities, attending clubs and societies and volunteering activities) that engage young people in activities that holds clear health, learning or social and personal development aims and that provide, or lead to, recurring opportunities for participation and unstructured activities that young people choose to engage in during their leisure time.

Priority will be given to projects that can demonstrate that they will:

- Reduce the risk of offending
- Reduce crime, anti-social behaviour and offending
- Support young people back into education, training or employment
- Support young people who are in transition from primary to secondary school who are at risk of offending
- Breakdown prejudice
- Increase confidence, self-esteem and respect
- Address issues such as social exclusion and isolation
- Provide opportunities for children and young people to practise and develop life skills

### **What we won't fund**

- Political groups or activities promoting political beliefs.
- The direct replacement of statutory funding.
- 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 particular circumstances will be taken into consideration when assessing the priority of an application.

### **How to apply**

You will need to complete an application form. You can download an application form from our website, or request one to be sent by post by contacting us at the address below. 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. Applications will be considered by North Somerset Council People and Communities Directorate, which will make the final decisions

### **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 may 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:  
Julie Newman - 0117 9897700 - [applications@quartetcf.org.uk](mailto:applications@quartetcf.org.uk)  
Royal Oak House, Royal Oak Avenue, Bristol, BS1 4GB.

Registered Charity Number 1080418



