

Guidelines: Stoke Park Group Friend's Fund Grant



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 for charitable activities in the West of England. We have many grant programmes to which groups can apply; the Stoke Park Group Friend's Fund Grant is one.

What is the Stoke Park Group Friends Fund?

The Stoke Park Group Friend's Fund is intended to continue the charitable activities previously performed by the League of Friends of the Stoke Park Group.

What can you apply for?

The programme particularly welcomes applications for activities that help to integrate individuals with learning disabilities into the community, prevent them from becoming socially isolated, or provide them with an opportunity for personal achievement that they otherwise would not have.

Applicants must make a clear case for the need for funding. It must also be made clear that all options for accessing appropriate statutory sources of funding have been pursued and exhausted.

Who can apply?

We welcome applications from charities/care trusts/families/carers or other bodies that represent or support people with learning disabilities and people who previously enjoyed the facilities provided by the Stoke Park Hospital Group.

The beneficiaries of the grant must live in Bristol, Bath & Northeast Somerset, North Somerset, or South Gloucestershire, except where an individual living outside this area has a clear historic connection with Stoke Park Hospital Group. **When completing an application, please make sure that you make a case for how your activity meets these criteria.**

How much do we award?

- A grant of up to £3,000 can be awarded for activities that benefit multiple people. In exceptional circumstances, the panel may choose to award a larger amount. (organisation applicants only)
- A grant of up to £1,000 can be awarded for activities that benefit a single person or family. (organisation applicants and family/carer applicants)
Please note: A maximum grant of £1,000 can be awarded toward a family holiday. If you receive a grant for a family holiday, you cannot reapply in the following calendar year. For example, if you receive a holiday grant in 2024 you cannot reapply in 2025 but you can reapply in 2026.

Examples of grants

- £500 contribution towards a short holiday for an individual with learning disabilities.
- £400 for a party at a community home.
- £1,000 for an individual with learning disabilities to access a daycare service providing sensory stimulation, friendship, and a sense of community.
- £1500 to run a 12-week cookery course for young people with learning disabilities.
- £900 toward an arts activity involving music and costume design that aims to improve the health and well-being of individuals with learning disabilities.
- £2500 toward the development of a shared garden at a community home.

Applications for ongoing activities and core costs

Organisations can apply for funding to assist with ongoing activities and core running costs, but the funding available to support ongoing core costs is limited. The programme cannot sustain awarding funds to support the ongoing core costs of an organisation year-on-year, or to support ongoing activities on a long-term basis.

What we don't fund

- Costs which should properly be funded by statutory funds, except in marginal cases where the need is clear and partial funding from charitable funds would unlock statutory funds.
- The grant programme cannot support the costs of driving lessons or driving tests.

You may find these links useful if you need to investigate further what statutory and other funding you may be able to access: www.learningdisabilities.org.uk

When can you apply?

We accept applications to the Stoke Park Group Friend's Grant Programme at any time and there are no closing dates.

How to apply

You must apply online using the 'apply online' link on our website. There are separate online forms for organisations applying and families/carers applying.

If you are an organisation applying (charity, care trust, etc...) 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. This can be a copy of a recent bank statement (no more than 3 months old). Alternatively, if you belong to a small organisation that does not have a bank account another charitable organisation can hold 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 members of the Stoke Park Group Friends Fund advisory panel. Applications are considered as and when they are received, and applicants should be notified of the outcome within 8 weeks of the application submission.

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.

How we collect and hold 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 and

for Quartet to communicate with you/your organisation. We hold all personal information on our *secure Customer Relationship Management database*; grant-related information is disclosed to grant panel members and donors. We publish lists of grants awarded, and we use data in our publicity, but we anonymise details of 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.

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

Andrew O'Sullivan - 0117 989 7700 - applications@quartetcf.org.uk

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