

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 Somerset Crimebeat 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 Somerset Crimebeat Grant Programme?

The Somerset Crimebeat Trust was launched in 1998. Funds are usually raised with the support of the current High Sheriff of Somerset and the Trust is supported by past, current and future High Sheriffs as well as representatives of Avon and Somerset Constabulary. The Trust is an independent charity (no. 1071107) administered by Somerset Community Foundation and Quartet Community Foundation.

What can you apply for?

You can apply to the Somerset Crimebeat Trust for projects that:

- Promote safer communities through the prevention of crime
- Give young people the opportunity to use their own energy, imagination and enthusiasm to prevent crime, or reduce the risk of crime
- Educate young people on the causes and effect of crime

Who can apply?

Community and voluntary organisations, registered charities, and social enterprises are welcome to apply. This includes unincorporated associations, charities, community interest companies, cooperatives, and industrial and provident societies. Your organisation must be based in either the Bath & North East Somerset or North Somerset area.

Our current priorities?

We want the grants made from the Somerset Crimebeat Trust to make a real difference to young people. We are particularly keen to hear from those working in our more disadvantaged communities. We will also prioritise applications that:

- Allow young people to tackle the problems of their community themselves
- Involve a cross section of your community
- Highlight the dangers of drug, solvent and alcohol abuse or address bullying or cyber-bullying

Most of our funding will go towards projects or activities in these priority areas. But we will also consider applications that clearly make a positive difference to disadvantaged people in other circumstances.

How much do we award?

You can apply for a Somerset Crimebeat Trust grant of up to £1,500. If your project needs more funding please let us know within your application as we may be able to use other funds under our management.

Examples of grants.

- £1,200 to Jamie's Farm for a mentoring project
- £992 to Mendip YMCA for a youth council
- £500 to John Arlott Playing Fields for new equipment
- £864 to St Marks School for riding lessons

What we don't fund.

- Individuals
- National charities and appeals
- Sponsorship and fundraising events
- Animal welfare
- Promotion of religion (including repairs to buildings used for worship)
- Activities that are a statutory responsibility or are not charitable
- Activities that have already taken place
- Projects where funds are distributed to a third party
- Projects that take place outside Somerset
- Activities that take place during school time

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 a hard copy application form 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.

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.

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 to 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. 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
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