

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 Dan Hickey Fund Grant Programme is one.

What is the Dan Hickey Fund?

Set up by his family in memory of their son, The Dan Hickey Fund is administered by nine of Dan's close friends and Quartet Community Foundation. Grants are available for youth organisations to support sport or drama initiatives that benefit young people up to the age of 25 in the local Bristol community, in the hope this will keep his incredible inclusive spirit alive.

Before applying.

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

What can you apply for?

Grants are available to support youth organisations in Bristol that benefit young people up to the age of 25 who face barriers to accessing sport or drama activities.

Who can apply?

Dan Hickey Fund Grants are targeted at local voluntary and community organisations 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 a Dan Hickey Fund Grant. However, 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?

Grants between £1,000 and £2,500 are awarded from this programme.

Examples of grants

- Helping to provide young local people with opportunities to enjoy sport and drama facilities they might otherwise not have access to.
- Taster events in sport or drama.
- Enabling disabled young local people to attend music or drama based theme days.
- Rehearsal costs for children's drama groups.
- Providing access to drama therapy sessions for children affected by a limiting illness or disability or financial hardship in their family.
- Helping young people who have lost their way to engage through targeted sport or drama opportunities.

What we don't fund

- Individuals.
- General appeals.
- The direct replacement of statutory funding.
- Political groups or activities promoting political beliefs.
- Religious groups promoting religious beliefs.
- Medical research, equipment or treatment.
- Animal welfare.
- 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 are also usually given a low priority. However, the applicant'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 apply online at www.quartetcf.org.uk. If you have any problems using the above link please get in touch with the Philanthropy Team using the contact details listed below. 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 should be notified of the panel's decision within 8 weeks of the application submission deadline

Monitoring and evaluation

At an appropriate time, usually six months, after the grant has been paid we will send you a grant monitoring form. This form asks for details of how the grant was spent and what was achieved.

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:
The Philanthropy Team - 0117 989 7700 - applications@quartetcf.org.uk
Royal Oak House, Royal Oak Avenue, Bristol, BS1 4GB.