

Guidelines: North Somerset Community Transport Grants Programme



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 many grant programmes to which groups can apply, the Express Grant Programme is one.

Before applying.

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

Who can apply?

Local transport schemes aiming to provide accessible, efficient and affordable transport to North Somerset residents with limited mobility, typically run by local volunteers in the community.

We recognise two types of community transport scheme:

- Community transport groups who operate with a section 19 or section 22 permit and provide fully accessible minibuses for a wide range of regular shopping trips, dial-a-ride, group hire and day trips.
- Car schemes run by volunteer drivers in their own vehicles, which provide a range of local trips but primarily provide access to medical appointments.

Criteria for funding:

Community transport groups and car schemes are expected to run themselves but we recognise that groups sometimes incur costs over and above their prepaid or ongoing running costs.

We will consider applications for a funding contribution towards one or more of the following items:

- Insurance, including public liability insurance, such as an unexpected rise in insurance premiums
- Unplanned vehicle maintenance or other expenses
- Telephone or software installation/upgrades
- Unplanned building maintenance
- Blue badges application charges
- Specific promotional activity
- Training for drivers and other staff
- DBS checks for new drivers or staff
- New community projects or initiatives
- Any other unexpected expenditure

We will look favourably on applications that can demonstrate match funding.

We may not be able to fund the whole cost of your application.

How much do we award?

Applicant organisations can be awarded from £50 up to £500.

How to apply

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.

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. We may ask your group for an interim monitoring report if your group submits a second application within a 12-month period. 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 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: Julie Newman - 0117 989 7700 - applications@quartetcf.org.uk
Royal Oak House, Royal Oak Avenue, Bristol BS1 4GB.**