

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 Bath Half Marathon Fund Grant Programme is one.

What is the Bath Half Marathon Fund?

The Bath Half Marathon Fund was established by the event organisers Running High Events Limited in 2003 to channel donations received from entrants in the Bath Half Marathon into grants for small, local voluntary organisations

Who can apply?

We welcome applications to the Bath Half Marathon Fund from small, local voluntary and community organisations where a small amount of money can make a difference. Applicants must be based and working in Bath & North East Somerset. To be eligible for a Bath Half Marathon Fund Grant the work of your organisation must benefit people who are disadvantaged or isolated. People may be isolated due to poverty, disability, age, location or culture.

In addition, the application must be for one of the following purposes:

- Sport
- Active Lifestyles
- Play

To apply to the Bath Half Marathon Fund, you do not have to be a registered charity, as long as the work you do has charitable aims. Priority is given to small organisations and to projects which would not otherwise benefit from the Bath Half Marathon charity scheme, or other Bath Half Marathon community funding.

How much do we give?

The Bath Half Marathon Fund in 2018 will award grants of up to £1,000. Priority will be given to activities which will either be fully funded by the grant, or where matched funding has been secured. We would not normally look to support revenue funding on an ongoing basis.

Examples of previous grants

- £1,000 Towards community play provision during the summer holiday.
- £1,000 Towards the redevelopment of an outdoor play and learning area
- £1,000 To continue to offer local people opportunities to take part in established and popular gardening, food growing and walking groups.
- £1,000 To fund Judo lessons for children with Autism
- £483 To fund a swimming event for people with learning difficulties

What we don't fund

- Individuals.
- General appeals.
- Statutory organisations or the direct replacement of statutory funding.
- Explicit promotion of religious beliefs by religious groups.
- Sports projects with no community or charitable element.
- Projects that take place before an application can be processed.

When can you apply?

There will normally be one grants round for the Bath Half Marathon Fund each year. **The 2018 round is open for applications from Tuesday 1st May 2018 and will close at 1pm on Friday 15 June .**

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. Applications then go to a panel comprising of representatives from Running High Events Limited and attended by representatives of Quartet Community Foundation.

Grant Conditions

Grant offers will be subject to Quartet Community Foundation's standard grant conditions, details of which can be obtained on request – see contact details below. **Successful applicants will also be required to meet the following additional grant conditions within 3 months of payment of the grant:**

- To provide photos and a statement on behalf of the funded project to Running High Events Ltd for use on their website, to incentivise future donation from race entrants.
- To assist Running High Events Ltd in publicising the grant awarded and the funded project through the local media, to publicise the work of the fund.
- To publicise the grant award and the funded project by placement of the Bath Half Marathon Fund logo provided by Running High Events Ltd on the organisation's website and/or notice board, to publicise the work of the Fund.

These additional grant requirements are intended to incentivise future donors to the fund and as recognition for the support given by race entrants to local voluntary and community organisations, whilst also helping raise the profile of the community services provided by the Bath Half Marathon Fund. These requirements are in addition to Quartet Community Foundation's own monitoring and evaluation requirements – see below.

Monitoring and evaluation

At an appropriate time (usually six months) after the grant has been paid, Quartet Community Foundation will send you a grant monitoring form. This form asks for details of how the grant was spent and what was achieved. In addition, a member of Quartet's staff or Trustee may contact you to arrange a visit.

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 989 7700 - applications@quartetcf.org.uk
Royal Oak House, Royal Oak Avenue, Bristol BS1 4GB.

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