

**Bath and North East Somerset
Community Wellness Fund,
Quartet Community Foundation,
Royal Oak House,
Royal Oak Avenue,
Bristol,
BS1 4GB**

t: 0117 989 7700

Guidelines: Bath and North East Somerset Community Wellness Fund

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 and North East Somerset Community Wellness Fund Grant Programme is one.

What is the Bath and North East Somerset Community Wellness Fund?

This fund is provided by Virgin Care which is responsible for the grant programme as part of its contract with Bath & NES Council and the local NHS to bring health and care services together and improve outcomes by allowing local people to stay well and proactively look after their health.

The Bath and North East Somerset Community Wellness Fund grant programme funds a number of grants each year and is managed by Quartet Community Foundation who run the application and grant award process as well as tracking outcomes. Virgin Care have commissioned Quartet Community Foundation to manage this grant programme to enable local communities to tackle some of the causes of mental ill health, social isolation and distress, and to promote and improve people's mental and physical well-being.

Who can apply?

The fund is open to all groups based in Bath and North East Somerset, where a substantial proportion of members are people who feel they have a mental health or wellbeing need. Consideration will be particularly given to member led groups, groups with strong involvement from members, or groups who wish to develop in this way.

How much do we award?

Grants of up to £2,000 are available.

This service is provided by Quartet Community Foundation on behalf of Virgin Care, NHS Bath and North East Somerset CCG and Bath and North East Somerset Council.

Registered office Royal Oak House, Royal Oak Avenue, Bristol, BS1 4GB

Registered Charity number 1080418

Service provided by



Overall aim of the Community Wellness Fund

- To provide start-up funding for new groups which meet the criteria listed below.
- To support more established groups, which meet the criteria listed below, to deliver their projects, increase their impact, reach a wider audience, celebrate success or develop what they do.
- To enable groups to become more resilient, self-managing, thriving groups which can continue into the future.

Ideally we are looking for bids which:

- Improve and promote the mental and physical health and wellbeing of local people
- Operate to the principles/ priorities of “your care, your way” and in particular focus on:-
 - Reducing social isolation
 - Prevention
 - And building community capacity
- Where local people have had a say in the application – in identifying needs and/or ways to address them
- Where the work will be delivered in a way that will build relationships, reduce isolation, help people to be more involved in their local community and support each other
- Projects addressing loneliness and isolation are a key priority
- Projects that specifically meet the needs of men

We are unlikely to fund projects which focus on smoking, sexual health or screening; these are important but funded in other ways. Also, one-off awareness raising events are likely to be given a low priority.

Applications must clearly evidence a member led approach or partnership between members and staff.

Criteria for funding

All grant applications will need to demonstrate how they meet at least 3 of the following outcomes. These outcomes should be in terms of meeting the needs of those who need support with their mental and physical health and wellbeing.

- Strengthen social networks to reduce loneliness and isolation
- Build relationships and help people to be more involved in their community
- Support independence, increase confidence, self-esteem, skills etc
- To promote community inclusion in Bath and North East Somerset
- Promote health and well being for example healthy eating, taking up exercise and creative activities
- Provide support to maintain peoples’ mental and physical well –being
- Specifically meet the wellbeing needs of men
- To deliver training which supports or benefits peoples’ mental or physical wellbeing

Applications from small local groups are particularly welcome and will be given priority.

Applications should:

- Ideally be written by (or with the involvement of) members, beneficiaries, or carers, rather than paid / professional staff
- Be a stepping stone to further opportunities
- Where possible be enhanced by partnerships with other community organisations and education providers
- For new groups; demonstrate clearly how local people and the community have been involved in planning the project and that there is local support
- Be well thought through (evidence of planning, teamwork, discussions, creativity and innovation)

Priority will be given to

- applications where the intended impact on outcomes is clear and can be demonstrated
- applications that represent value for money (eg partnership working; match funding; increased sustainability; the number of beneficiaries)

Applications will be assessed on their own merits, and in some circumstances the criteria may be waived, particularly for small, local, user led groups.

Consecutive applications

Applicants can apply for grants in any consecutive rounds which may be made available in the future, although it is likely that applications which follow on from each other will need to demonstrate progression or development, and have a different focus.

To apply to this fund

Groups without a constitution can apply, but this needs to be via a relevant organisation which will hold the funds on trust as the accountable body. Examples of these organisations are Creativity Works, Bath Mind, etc. Applicants are encouraged to approach these organisations to discuss their project or ideas at an early stage. **Groups without a constitution will not be funded directly.**

Registered charities, constituted groups and social enterprises can apply directly, as long as the work you do has charitable aims and you have a constitution (set of rules) and management committee. Whatever your legal structure, your organisation should have its own bank account with at least two signatories to authorise cheques.

The grant can be used to support:

- Ongoing or recurring costs
- Start-up costs
- Costs involved in developing or growing the group
- Training, education or research costs
- Paying someone who will support your group to become member led

- Ways to make the group more sustainable or of making participation more affordable in the long term
- **Examples of grants awarded**
- £1,998 to launch a new offshoot group run by long term members of 'Make & Bake' therapeutic crafting and baking project
- £1,000 towards Bistro Club social events for SWALLOW members to meet up and enjoy new experiences
- £1,300 towards a joint Family Feast project, which involves families from Southside getting together at Bath City Farm to have fun growing, cooking, sharing and eating food

What we don't fund

- Projects that have already taken place
- Projects outside of Bath and North East Somerset
- Individuals
- General appeals
- The direct replacement of statutory funding
- Political groups or activities promoting political beliefs
- Religious groups promoting religious beliefs
- Overseas travel
- Projects with no community or charitable element
- Medical research, equipment or treatment
- Routine maintenance
- ICT equipment that does not have a direct community benefit
- Organisations whose planned project requires planning permission and who do not have it in place at the time of application
- Organisations which hold more than six months reserves and who could afford to fund the planned activity themselves are usually given low priority
- Random equipment e.g. laptops which are not clearly linked to the delivery of the Fund's outcomes as listed above

How to apply

You will need to complete an application form. You can download an application form from Quartet Community Foundation's website, or request one to be sent by post by contacting Quartet.

What will happen next?

Once we have received your application 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 for decision. You should be notified of the outcome within six weeks of the closing date and sooner where possible.

If successful, grant applicants will be introduced to a Health Improvement Service Manager so that they can arrange to meet to discuss the link between the funded project and commissioned

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services. Grant applicants should note that monitoring and evaluation is required (see below) and, in addition to the end of grant report, the grant applicant may be invited to make a short presentation about the difference the grant funded project is making (with support from a Health Improvement Service Manager). Successful applicants will need to agree to the communications protocol (see below) and Quartet's standard grant conditions.

Communications Protocol

Any and all communications which refer to the grant and the funded project **must** be approved in advance. Please allow sufficient time to obtain this prior written consent.

Successful applicants will be asked to provide photos and a case study and to assist Virgin Care and Quartet Community Foundation in publicising the grant awarded and the funded project through the local media, to publicise the role of the fund.

Monitoring and evaluation

Six months after the grant has been paid (depending on the project) we will send you a grant monitoring form. This form asks for details of how the grant was spent and what was achieved. You are required to provide information to demonstrate clearly the impact that the funded project has made on outcomes. As outlined above, you may be invited to make a short presentation to the Funder.

The grant offer letter explains what you will be asked in the monitoring form. In addition, a member of Quartet's 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/>

Need more information?

If you need more information about the Community Wellness Fund Grant Programme, please contact Julie Newman at Quartet- 0117 9897700 - applications@quartetcf.org.uk

Useful website to visit for information:

www.bathneshealthandcare.nhs.uk

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