

# Guidelines: North Somerset Community Partnership Fund Grant 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 including the North Somerset Community Partnership Grant Programme.

## Before applying

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

## What can you apply for?

To be eligible for a grant from the North Somerset Community Partnership Grant Programme your work/activity must benefit the health or wellbeing of people in North Somerset who are disadvantaged. The beneficiaries may be disadvantaged due to poverty, disability, age, location or culture. The work/activity should reflect the concerns and priorities of the target beneficiaries and fit well with existing community provision.

The North Somerset Community Partnership Grant Programme particularly seeks to support local voluntary and community groups and organisations in North Somerset that:

- support people to improve their health or economic, social and environmental wellbeing and/or
- support early intervention and prevention around health and wellbeing.

## Who can apply?

These grants are targeted at small organisations with charitable aims where a small amount of money can make a significant difference. Beneficiaries must be in North Somerset and applicants ideally will also be based and working in North Somerset. There are no limits to the size of organisation which may apply, however, if an applicant organisation has more than eight months of its annual expenditure in unrestricted reserves then its application will be considered a lower priority for funding. 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. We encourage applications from partnerships that involve shared responsibility for the development and delivery of an activity.

## How much do we award?

Applicant organisations can be awarded from £500 up to £5,000.

## How to apply

You will need to complete an application form. You can apply online at [www.quartetcf.org.uk](http://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](mailto:applications@quartetcf.org.uk)  
Royal Oak House, Royal Oak Avenue, Bristol BS1 4GB.**