

# Guidelines: Bristol City Council Youth Sector Support Fund Grants



## 1. 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, and the Bristol City Council Youth Sector Support Fund grant programme is one.

For this grants programme, Quartet Community Foundation are working with Voscur to provide bespoke support to organisations wishing to apply. **Please contact** Voscur if you require support with applying to this grants programme. Contact details are on the last page of this document.

## 2. About the Youth Sector Support Fund

Bristol City Council has set up the Youth Sector Support Fund to support Bristol-based organisations working with local children and young people. This fund has to date supported projects and collaborations that result in a range of services for children and young people 8-19 years old and a stronger youth and play sector. This fund has aimed to complement [Targeted Youth Services](#) (TYS) contracts by filling gaps in services across the city.

**In response to the current coronavirus outbreak** we are now re-opening the Youth Sector Support Fund, and Bristol City Council has agreed that the **immediate focus should be** to support youth organisations through the current crisis.

**The focus is now to** support Bristol based youth sector organisations whose finances are significantly affected by the coronavirus outbreak, so they can maintain contact with young people and can recover and continue their work once this outbreak eases and restrictions are lifted.

## 3. Who can apply?

In response to this Coronavirus outbreak, this programme is currently focused on Bristol-based youth sector organisations (voluntary, community and social enterprise groups) with a proven\* track record in delivering effective work in the city with young people aged 8 – 19 years.

Priority will be given to applicants that meet at least one of the following:

- Whose activities are designed or led by, or in collaboration with, children and young people
- Meet a gap in provision and there is a clear, evidenced need
- Whose work addresses disadvantage, especially through early intervention or preventative work

\*We are not accepting first time applicants to Quartet Community Foundation

There are no limits to the size of organisation which may apply to the fund. 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.

Sub-contractors of the main Bristol City Council Targeted Youth Services contracts are eligible to apply where the project is distinct from activities funded under TYS contracts.

Voscur, Bristol's support organisation for the charity, voluntary and social enterprise sector, will be offering bespoke support to organisations wishing to apply to the fund. See contact details on the final page of this document.

#### 4. What you can apply for

Your application for a **grant must directly relate to challenges emerging from the Coronavirus outbreak** and the restrictions to your normal work that have been put in place as a result. Applications for grants could cover one or more of the following:

- Loss of income directly due to the Coronavirus outbreak and restrictions
- Continuing to employ essential staff whose normal funding has been affected
- To cover overheads that are essential for the organisation's sustainability and cannot currently be fully met

Running costs of organisations will be supported but **must only cover a period** up to the end of October 2020.

#### 5. Size of grants

Grants up to £15,000 are available.

There is a limited amount of funding available so we will not be able to support every request for support. However, we do want to support as wide a range of valuable work as possible, **so please therefore only apply for costs that you absolutely need** to continue in the short term. That way we will be able to help more organisations with the immediate financial position that they find themselves in.

#### 6. What we don't fund

- Individuals
- For-profit or statutory organisations
- General appeals
- Activities which are a statutory responsibility (eg school-based activities taking place during school hours)
- Political groups or activities promoting political beliefs
- Activities promoting religious beliefs
- Animal welfare
- Arts or sports projects with no significant community or charitable element
- Medical research, equipment or treatment
- Projects that take place before a grant can be awarded
- Activities that raise funds for other organisations

#### 7. Before applying

Please read these guidelines carefully and read the '[Before Applying \(Essential Information\)](#)' section on our website. If you have questions, would like to discuss your project ideas or think your organisation will need some help to apply, please see the contact details at the end of this guidance document.

#### 8. How to apply?

You will need to complete an application form. You can apply online at <https://quartetcf.org.uk/grant-programmes/bristol-city-council-youth-sector-support-fund/>.

**As well as the completed application form you will also need to provide the following:**

- 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.

**If you have not applied to Quartet Community Foundation in the past 12 months, 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 (Please see the '[Before Applying \(Essential Information\)](#)' section on our website for further details).

- 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.
- Your safeguarding policy.

## 9. 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. The application will then go to a multi-agency grant panel for a decision.

## 10. Monitoring and evaluation

At an appropriate time after the grant has been paid, we will email you the link to an online End of Grant report form. This form asks you for details of how the grant was spent and what was achieved. We would encourage you to involve young people in the evaluation of your project, where appropriate.

## 11. 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/>

## Get in touch

If you need more information before you apply, please contact:

**Quartet Community Foundation: David Triggles-Wells**

Tel: 0117 989 7700 Email: [david.triggles-wells@quartetcf.org.uk](mailto:david.triggles-wells@quartetcf.org.uk)

To discuss issues around delivering your services during this challenging time, please contact the **Families in Focus Team at Bristol City Council:**

- Peter de Boer, Senior Practitioner (North Bristol) - tel: 07795 445612, email: [peter.deboer@bristol.gov.uk](mailto:peter.deboer@bristol.gov.uk)
- Tina Bond (South Bristol) – tel: 07920 365233 email: [tina.bond2@bristol.gov.uk](mailto:tina.bond2@bristol.gov.uk)
- Marlene McAllister, Senior Practitioner (East Central) – tel: 07917 474693, email [marlene.mcallister@bristol.gov.uk](mailto:marlene.mcallister@bristol.gov.uk)

If you would like support to meet the eligibility criteria or to make your application, please contact:

**Voscur: Jenny Wildblood**

[www.voscur.org](http://www.voscur.org) Tel: 0117 909 9949 Email: [info@voscur.org](mailto:info@voscur.org)