
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. This guidance is for the Cabot Circus Community Support Scheme.

What is the Cabot Circus Community Support Scheme?

The Cabot Circus Community Support Scheme is a grants programme set up by the Cabot Circus Shopping centre in central Bristol to benefit charities supporting the local community.

Before applying.

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

What can you apply for?

This programme is focused on charities, organisations and groups supporting the local community in the Lawrence Hill and Ashley wards of Bristol who are working across four key areas:

- Food Bank support and tackling food poverty;
- Providing support services to people affected by domestic violence and abuse;
- Supporting those who are homeless or rough sleeping; and
- Providing employment opportunities, enterprise or skills development

Who can apply?

Applicants must be benefiting beneficiaries in the Lawrence Hill or Ashley wards of Bristol. Priority will be given for organisation based and working in Lawrence Hill or Ashley wards.

There are no limits to the size of organisation which may apply for grant. However, if an applicant organisation is holding financial reserves that could cover more than 8 months of its annual expenditure, the 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 activities. If your group is a Community Interest Company, please read the additional guidance in the 'Before Applying (Essential Information)' section on our website.

How much do we award?

Grants of £2,000.

What we don't fund

- Individuals
- General appeals
- The direct replacement of statutory funding
- Political groups or activities promoting political beliefs
- The promotion of religious beliefs
- Animal welfare
- Arts projects with no community or charitable element
- Sports projects with no community or charitable element
- Medical research, equipment or treatment
- Projects that take place before an application can be processed
- Activities that raise funds for other organisations

Please note that vehicles, conferences and exhibitions are usually given a low priority. General requests for contributions toward the core running costs of an organisation that are not related to a specific project, activity or service e.g. staff salaries, premises, are also usually given a low priority.

How to apply

The closing date for applications can be found on the Cabot Circus Community Support Scheme grant page on the Community Foundation website. 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 hold 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.

If you are not a formal group, and cannot provide the above, you can apply under the umbrella of another charitable organisation, provided it is able to:

- supply the above documents
- take responsibility for the application being made
- take responsibility for receiving, overseeing and reporting back on the use of any grant awarded.

This will not affect the umbrella organisation's ability to apply in its own right for the maximum annual grant available for its own purposes.

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 to eight 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. This form asks for details of how the grant was spent and what was achieved.

As a condition of the grant, successful applicants will be required to provide several case studies and photos about their work they would be happy being shared in marketing materials and social media.

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/>

Contact details

If you need more information or wish to discuss your application before you apply, please contact: The Philanthropy Team at Quartet Community Foundation at 0117 989 7700 or email luke.boulton@quartetcf.org.uk
Address: Royal Oak House, Royal Oak Avenue, Bristol BS1 4GB.