

# Guidelines: Coronavirus Recovery & Stabilisation

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## 1. What is Quartet Community Foundation?

Quartet Community Foundation manages funds on behalf of individuals, companies, charitable trusts and statutory agencies. This enables us to make grants to charitable groups in the West of England (covers North Somerset, Bristol, South Gloucestershire, Bath and North East Somerset). We have many grant programmes to which groups can apply.

## 2. About the Coronavirus Recovery & Stabilisation Programme

This grant programme aims to support local charitable organisations (see section four on who can apply) whose work have been significantly affected by the coronavirus outbreak and lockdown restrictions, so they can continue to deliver services that improve the lives of local people.

To be eligible to apply, the work of your organisation must be addressing specific needs and disadvantages within communities living in the West of England. **This programme is supporting organisations whose purpose** is at least one of the following:

- building resilience and capacity within local communities where there are challenges around deprivation and limited local services.
- early intervention and preventative work with people at risk of negative/harmful experiences
- supporting people in crisis – e.g. helping them overcome a crisis, trauma or abuse.

**Please note** our [Express Grants Programme](#) is open to applications for activities that are directly responding to coronavirus and supporting people and communities that are disproportionately affected.

## 3. What you can apply for

You can apply for a grant towards core costs and project costs for activities **that will help your organisation stabilise and/or recover from a period of lockdown restrictions**. For instance, you can apply for a grant towards help with:

- Core costs to help you continue operating whilst waiting for other funding opportunities
- Providing time and resources for organisation planning and development
- Adapting to new ways of working
- Strengthening your organisation's governance and key staff and/or volunteer skills
- Building the capacity of your organisation, including staffing and/or infrastructure
- Developing collaborative work with other organisations

\*As part of this recovery phase, Quartet Community Foundation would like to encourage a commitment to environmental sustainability and diversity, equity & inclusion. Therefore, we welcome applications for funding that incorporate this work.

The costs included in your application should be costs that cannot be supported from existing funds and **must only cover a period up to 12 months**.

#### 4. Who can apply?

This programme is for voluntary and community groups with charitable aims, registered charities, Community Interest Companies, town and parish councils. **Applicants must be based and working in Bristol, Bath & North-East Somerset, North Somerset or South Gloucestershire.**

Whilst there is no limit to the size of the organisation that can apply, we will prioritise smaller organisations (typically an income under £1 million) that have a strong local presence. If your organisation is holding significant financial reserves - covering more than 9 months of your annual expenditure - you will need to make it clear why these reserves cannot be used to cover the cost of the activities.

#### 5. How much do we award?

Grants available up to £10,000 to any single organisation.

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

- Applications from individuals
- General appeals
- Activities which are a statutory responsibility
- 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. How to apply

You will need to complete an applications form. You can apply online from our website at [www.quartetcf.org.uk](http://www.quartetcf.org.uk). There are no closing dates for this grant programme and we accept applications at any time. **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. This should be a copy of a recent bank statement no more than 3 months old. The bank account must have at least 2 signatories.
- 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 that you currently have.
- If your annual accounts are more than 10 months old, please also provide your most recent management accounts – these are accounts showing your recent balance of funds, income and expenditure.
- Your safeguarding policy documents for working with children and 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.

## **8. 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. The application will then go to a panel for a decision. The aim is to process and assess applications as quickly as possible, however we expect a high volume of applications so please do bear with us. **We are currently aiming to make decisions within 4-5 weeks.**

## **9. Repeat applications**

We can only accept one application per organisation at this time and cannot currently accept repeat applications.

## **10. 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/>

## **11. Any grants awarded from the 'Coronavirus NET DCMS Fund'**

There is more than one source of funding for this grants programme, and some grants will be awarded from our 'Coronavirus NET DCMS fund'. Please note there are additional clauses and privacy notice where grants are awarded from this fund. These are outlined in the appendix on the next page.

## **12. 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 [applications@quartetcf.org.uk](mailto:applications@quartetcf.org.uk)

Address: Royal Oak House, Royal Oak Avenue, Bristol BS1 4GB.

## **Appendix – Additional clauses for awards from the ‘Coronavirus NET DCMS Fund’**

Along with many other community foundations across the country, Quartet Community Foundation has been fortunate to receive money from the National Emergencies Trust (NET) for awarding grants through its Coronavirus grants programmes. This funding from NET is in addition to funds directly raised by Quartet through different sources, including direct donations and local philanthropists.

The money from NET has come from its own nationwide fundraising appeal, including The Department for Digital, Culture, Media and Sport (DCMS).

As a result of this NET funding coming from a public body, there are additional clauses and privacy notice to any awards allocated from Quartet’s ‘Coronavirus NET DCMS Fund. These are outlined below and can also be found in the grant conditions.

### **1. Clawback clause**

This clause is a legally binding provision that enables public bodies to demand repayment of a grant paid in error or if the stipulated use of the grant has been breached.

1) An Event of Default occurs if:

a) You fail to comply with any term or condition of this Grant Agreement;

b) You fail to complete the Project or have failed to make satisfactory progress with the Project or any part of it, in accordance with any agreed timetable;

c) any information given or representations made by You to Us is found to be incorrect or incomplete to an extent which We reasonably consider to be material;

d) You fail to take adequate measures to investigate and resolve any reported Financial Irregularity;

e) You cease to operate and / or change the nature of Your operations to an extent which We reasonably consider to be material, including if You (or any substantial part of Your operations) merge with or are taken over by another organisation;

f) before the end of the Funding Period You:

i) are subject to a proposal for a voluntary arrangement or have a petition for an administration order or a winding up order brought against You;

ii) pass a resolution to wind up Your business;

iii) make any composition, arrangement, conveyance or assignment for the benefit of Your creditors, or purport to do the same; or

iv) are subject to the appointment of a receiver, administrator or liquidator; or

v) are unable to pay Your debts as they fall due;

g) You receive funding from any other source for the Eligible Expenditure which is funded by the Grant;

h) You are involved in illegal activity in Your administration of the Project;

i) You take any actions which in Our reasonable opinion are likely to bring Our name or reputation, or that of the wider government, into disrepute, or which pose a risk to public money; or

j) You are otherwise in material breach of this Grant Agreement.

2) If an Event of Default occurs, We may, at Our discretion:

- a) suspend and withhold the payment of Grant for such period as We may determine;
- b) require You to repay all or any part of the Grant that has been paid to You (or such lesser amount as We may determine) by issuing a demand for repayment. Prior to issuing such a demand, We may (at Our sole discretion) give You an opportunity to rectify such breach or occurrence, delay or defer any further payments of Grant instalments to You until such time as the breach has been remedied; and/or
- c) terminate this Grant Agreement by serving written notice where the Event of Default is incapable of being

## **2. Duplication clause**

This clause is to protect against organisations receiving funding for the same activities from multiple sources.

### **Definitions and Interpretation**

Duplicate Funding means funding provided by a Third Party to the Grant Recipient, which is for the same purpose for which the Grant was made, but has not been declared to the Grant Maker.

### **Payment of Grant**

- The Grant Recipient agrees that it will not apply for, or obtain, Duplicate Funding in respect of any part of the Funded Activities which have been paid for in full using the Grant.
- The Grant Recipient shall promptly notify and repay immediately to the Grant Maker any money incorrectly paid to it either as a result of an administrative error or otherwise. This includes (without limitation) situations where the Grant Recipient is paid in error before it has complied with its obligations under the Grant Funding Agreement. Any sum, which falls due under this paragraph, shall fall due immediately. If the Grant Recipient fails to repay the due sum immediately [or within any other timeframe specified by the Grant Maker] the sum will be recoverable summarily as a civil debt.

## **3. Fraud clause**

This clause sets out the obligations of an applicant and what might happen if an applicant provides false or misleading information.

The Grant Recipient understands that providing false or misleading information on their application or subsequent communications related to this fund could lead to funds being withheld or subsequently recovered. Civil or criminal proceedings may be considered in the event of non-compliance. Post grant award assurance work will be completed to discover and recover fraudulent funds.

## **4. Privacy notice**

Quartet Community Foundation is offering small grants to voluntary and community organisations to respond to the needs of their communities' affected by the COVID-19 crisis.

This Privacy Notice explains your rights and gives you the information you are entitled to under the Data Protection Act 2018 and the General Data Protection Regulation ("the Data Protection Legislation"). Note that this section only refers to your personal data that we process (e.g. the details of individuals at your organisation - name, date of birth, home address, email address, phone number, and the details of your organisation's finances).

### **Who controls the information you provide?**

Background information:

The grants for this programme will be made from funds raised by the National Emergencies

Trust public fundraising appeal, of which £20 million is provided by The Office for Civil Society, a directorate of the Department for Digital, Culture, Media and Sport (DCMS). This means that not all of the grants will be from DCMS funds.

The funds are passed to The UK Community Foundation (an umbrella organisation) and then onto the 50 Partners of the UK Community Foundation including Quartet Community Foundation.

Why are we collecting and processing your personal data?:

At the application stage, the personal data we process are the details of a legally responsible individual at your organisation - name, date of birth, home address, email address, phone number - and the details of your organisation's finances. This is processed by us to conduct organisational checks for the purposes of grant making and fraud detection and error after the grants have been made (this is called "post grant award assurance").

We will also hold contact details (name, phone number, email address) of an individual at your organisation to maintain contact during the programme.

Your data will be shared with the UK Community Foundation and DCMS for the purposes of:

- Post grant award assurance activity to enable DCMS or an organisation acting on its behalf to identify funds that have been paid in incorrectly, either because of fraud, error or if a grant duplicates a grant made by another funder.
- We would usually conduct robust checks before grant making but because of the urgency of the COVID emergency situation it can often be difficult to put in robust up front controls, because of the speed that we have to operate at. This grant making process will therefore be supported by a robust post grant award assurance activity.

Our legal basis for processing your personal data

DCMS, The UK Community Foundation and Quartet Community Foundation are processing your personal data for a task carried out in the public interest.

Who will we share your personal data with?

We, Quartet Community Foundation, one of the 50 UK Community Foundation Partners, will hold the details outlined above on a shared database, so that we, The UK Community Foundation and DCMS or its appointed agents will be able to access your email address to enable them to communicate with you regarding the Programme, monitoring and evaluation.

DCMS may share your personal data with organisations that help to independently monitor and evaluate this programme or that conduct organisational checks and verifications for fraud or error detection at the end of the programme. We will only share personal data which they need to carry out their work and subject to appropriate security measures.

How long will we keep your personal data?

Your personal data will be retained for five (5) years after the duration of the programme, being erased by May 2025.

Your rights, e.g. access, rectification, erasure

The data we are collecting is your personal data, and you have the right:

- To see what data we have about you
- To ask us to stop using your data, but keep it on record
- To ask us to stop using and delete your data in certain circumstances
- To have all or some of your data corrected
- To lodge a complaint with the independent Information Commissioner (ICO) if

- you think we are not handling your data fairly or in accordance with the law.

You can contact the ICO at <https://ico.org.uk/>, or telephone 0303 123 1113. ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Should you have any concerns or wish to exercise the rights outlined above in respect of the personal data which:

- DCMS is processing, please contact the DCMS Data Protection Officer at [dcmsdataprotection@culture.gov.uk](mailto:dcmsdataprotection@culture.gov.uk)
- The UK Community Foundation is processing, then please contact the Data Protection Officer at [grants@ukcommunityfoundations.org](mailto:grants@ukcommunityfoundations.org)
- Quartet Community Foundation, then please contact the Data Protection Office at [info@quartetcf.org.uk](mailto:info@quartetcf.org.uk)

#### Accuracy

We, DCMS and the UK Community Foundation take all reasonable steps to keep personal data in its possession or control, which is used on an on-going basis, accurate, complete, current and relevant, based on the most recent information available to us. If we are advised of a change in information, we will update the data accordingly.

We rely on you to notify us of any changes to your personal data.

Your personal data will not be sent overseas and will not be used for automated decision making.

#### Security of personal information

We are committed to taking all reasonable and appropriate steps to protect the personal information we collect from you from improper use or disclosure, unauthorised access, unauthorised modification, and unlawful destruction or accidental loss. We have taken and will take appropriate information security, technical, storage and organisational measures to such end, including measures to deal with any suspected data breach. All providers who are associated with the processing of your information are obliged to respect the confidentiality of your personal data.

#### Deletion Procedure

All parties are responsible for deleting from their server any copies of the personal data held post completion of the programme (usually within three (3) months), unless retained for further purposes by DCMS in which case it will be deleted after five (5) years. Any subsequent research will be completed by the programme's independent evaluators, who will also be subject to the terms of the GDPR.