



Guidelines: Health and Wellbeing Fund

Bristol Community Health

Bristol City Funds

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.

What is Bristol City Funds?

City Funds is working to transform Bristol by offering funding that targets the causes and effects of inequality. We believe Bristol can be a thriving and healthy city, built on a fair social foundation within sustainable environmental boundaries. We aim to create positive change in Bristol by bringing businesses, community organisations, funders and the public sector together to share resources and help address key priorities.

What is the Health and Wellbeing Fund?

The fund has been made available by Bristol Community Health (BCH) as part of its legacy to community health in Bristol because:

- Health and wellbeing charities and social enterprises deliver valuable services which fill the gaps between commissioned services
- Health and wellbeing organisations typically rely on single/few public sector contracts and if/when those contracts are decommissioned or funding cut, the organisations are placed at immediate risk
- Demand for flexible, innovative community health and wellbeing support is growing, and needs are going unmet currently which results in avoidable hospital admissions
- Prevention and early intervention will help to reduce demand on our already strained NHS commissioned services

This grant programme aims to run three times per year until the available funding has been distributed. Please check the website for the grant round opening and closing dates.

Before applying.

Please read these guidelines carefully and read the [Before Applying \(Essential Information\)](#) section on our website. If you have questions you can get in touch with us using the contact details below.

Who can apply?

Voluntary, community, charity and social enterprise organisations based and working in the Bristol local authority area which provide health & wellbeing services, prioritising those which:

- reflect BCH's historic services, including services in the community for adults and children, and services working with offenders
- focus on prevention and early intervention
- run projects supporting self-care
- support people with or at greater risk of developing long-term health conditions, or
- want to make changes to their organisation that will improve their resilience to public sector contract loss or funding cuts.

What can you apply for?

The aim of this funding is to support change that will make a real difference, so funding can be awarded to transform and strengthen local organisations themselves, or it can be for the delivery of activities that will create change for local people.

Examples of what funding could be used for include:

- Providing time, space and help for leaders of health and wellbeing organisations to plan for the future of their organisation, and increase their action on environmental sustainability and diversity, equity & inclusion
- Providing resources and skills to help translate great ideas into business propositions, or to create new revenue streams
- Collaborations, partnerships or mergers between organisations
- Services delivered by health and wellbeing organisations, which
 - increase the reach, breadth or depth of service delivery by those organisations, increasing their social impact
 - reduce reliance on public sector contracts and grants; or
 - increase the financial sustainability of this critical sector.

We want to support action on reducing environmental impact, increasing environmental sustainability and redressing inequalities through action on diversity, equity and inclusion. We will take into consideration the action a group is taking on these issues and we welcome applications for funding that incorporate this work.

Support to develop your ideas and make an application

The Good Faith Partnership is working with The Care Forum to provide direct support to organisations that might want to apply for this funding. They are available for potential applicants to ask any questions about the fund or eligibility and will be using their insight and expertise to help organisations think through how they could best use the funding for maximum impact. In 2021 they will be also running a series of sessions to help organisations to become more resilient, make links across the sector and bring about long-term change.

Contact Vinya Mehta at grant-support@bristolcityfunds.co.uk to find out more.

How much do we award?

Grants of up to £20,000 per year for up to 2 years are available. Funding in the second year will depend on receiving a satisfactory progress report after the first year.

While the maximum grant award is £20,000 per year, we anticipate that the average grant will be between £5,000-10,000 per year.

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

We cannot fund projects that duplicate commissioned services. Although there is no detailed directory of commissioned services, you can access some information [here](#) and we will be happy to help you check that your proposal is eligible. Just get in touch with us using the contact details below.

How to apply

If you satisfy the eligibility criteria and want to apply for a grant, please complete an application form. You can apply online at www.quartetcf.org.uk or alternatively you can request an application by post using the contact details below. The opening and closing dates for each funding round will be clearly stated on the website.

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 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 the BCH Health & Wellbeing Fund grant panel for a decision. You will be notified of the outcome within 8 weeks of the closing date of the funding round.

Monitoring and evaluation

At an appropriate time after the grant has been paid, we will ask you to submit an end of grant monitoring report form. We may also ask your group for an interim monitoring report if your project lasts longer than a year. These simple forms ask for details of how the grant has been spent and what has been achieved. In addition, City Funds has developed a bespoke impact monitoring tool that will give the people who benefit from your project information about their own wellbeing and help us to

understand how your project has helped them. A member of staff may also contact you to arrange a visit to your project.

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 Us

Potential applicants to the BCH Health and Wellbeing Fund should contact:

Vinya Mehta at grant-support@bristolcityfunds.co.uk

For any questions about Bristol City Funds or Quartet Community Foundation, please contact Lucy Gilbert on 0117 989 7700 or 07788 214667, or lucy.gilbert@quartetcf.org.uk

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