
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 Wessex Water Recovery Fund

For this year only as a response to the challenges faced by local communities Wessex Water Foundation are providing a Recovery Fund that will support local projects strengthening our communities following the coronavirus outbreak. This community fund will support local organisations who are looking to respond to the needs of people in their community and wishing to build resilience for the future.

This fund will seek to support a wide range of local rather than national projects across our area but particular priority will be given to those that are working to:

- support people in financially difficult circumstances
- help build stronger communities
- support the green recovery with new initiatives
- restoring and protecting nature and wildlife for community health and wellbeing

Please note that projects based in North Bristol are particularly welcome to apply and will be considered for support from our North Bristol Sewer Relief scheme.

We particularly welcome applications from BAME groups.

3. What you can apply for

You can apply for a grant towards core costs and project costs that will better equip your project for the future. For example, you could apply for a grant for:

- Training required for staff and volunteers
- Resources needed for working in new ways
- Partnership working with other charities or community groups.

4. Who can apply?

The Fund is for voluntary and community groups with charitable aims, registered charities, community interest companies, town and parish councils and schools. Funding is limited to local organisations based and working in the Wessex Water area. Applicants must be based and working in **Bristol, Bath & North-East Somerset, North Somerset or South Gloucestershire**.

We would not normally fund if an applicant organisation is holding more than 12 months of its annual expenditure in unrestricted reserves. If the applicant's organisation is holding significant reserves the applicant will need to make clear why these reserves cannot be used to cover the cost of the activity.

If your group is a community interest company please refer to the additional guidance on our website under 'Before applying (essential information)'.

5. How much do we award?

Grants available up to £2,500

6. What we don't fund

- Applications from individuals
- National organisations
- General appeals
- Activities which are a statutory responsibility
- Political groups or activities promoting religious beliefs
- Animal welfare
- Arts or sports projects with no significant community or charitable element.
- One off events 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?

The closing date is **12 noon on Friday 4 December 2020**

You can apply online from our website at www.quartetcf.org.uk. Alternatively, you can request an application by post. 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. Alternatively if you belong to a small organisation that does not have a bank accountant, 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.
- Your safeguarding policy documents for working 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 and provide evidence of this
- 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.

8. 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 community panel for a decision. You will be notified of the outcome **by the end of January 2021**.

9. Monitoring and Evaluation

All successful applicants will be sent a grant monitoring report form at the end of their project. This form asks for details of how the grant was spent and what was achieved.

10. Publicity and PR

Quartet Community Foundation and Wessex Water may wish to publicise the grant made to your project. Details of Quartet's policies are available on the 'Before Applying (Essential Information)' section of our website.

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 (GDPA). By completing an application form, you are giving consent for the information to be collected. Information is kept on our secure Customer Relationship Management database; and will be disclosed to grant panel members and donors. We publish data on grant recipients, but we anonymise details for 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: The Philanthropy Team - 0117 989 7700 - applications@quartetcf.org.uk Royal Oak House, Royal Oak Avenue, Bristol BS1 4GB

12. Contact details

If you need more information or wish to discuss your application before you apply, please contact our Philanthropy Team at Quartet Community Foundation at -

- Tel: 0117 989 7700
- Email: applications@quartetcf.org.uk
- Address: Royal Oak House, Royal Oak Avenue, Bristol BS1 4GB.