

## 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. This guidance is for the Express Grant Programme.

## 2. Before applying.

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

## 3. What can you apply for?

The Express Grant can support charitable and community activities, projects and services that aim to improve the lives of local people by addressing specific needs and disadvantages within their communities. These activities should reflect the concerns and priorities of the people they aim to benefit and where possible include the active involvement of local people in designing and delivering the activity. The application must also demonstrate how the activities will complement existing local charitable and community initiatives.

We are prioritising activities supporting work with people and/or sectors within:

- Black, Asian & Minority Ethnic (BAME) Communities
- Young people
- Disabled people
- People in poverty or on low incomes
- Women & girls
- Health and wellbeing
- Older people

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.

## 4. Coronavirus Response

The Express Programme is currently accepting applications for activities that are directly responding to the Coronavirus (Covid-19) outbreak. **Please note:** Information about the turnaround time for decisions can be found in section 11 ("What will happen next") of this document.

## 5. Who can apply?

Express Grants are targeted at small not-for-profit organisations and community groups with charitable aims. Applicants must be based and working in Bristol, Bath & North-East Somerset, North Somerset or South Gloucestershire.

There are no limits to the size of organisation which may apply for an Express 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.

## 6. How much do we award?

Grants of £500 - £5,000.

## 7. Repeat Applications

- Coronavirus Response. We are now accepting repeat applications for activities that are directly responding to the Coronavirus (Covid-19) outbreak but must receive an End of Grant report for any previous grants related to Coronavirus response activities before a new application can be considered.
- All other activities. For all other activities that are not directly responding to the Coronavirus (Covid-19) crisis applicant organisations can be awarded a maximum of £5,000 in any 12-month period.

## 8. Examples of grants

- Toward COVID-19 related support including the distribution of essential items, benefiting people disproportionately affected by the outbreak.
- Toward small capital works to make a community centre site safe and accessible during the COVID-19 for vulnerable individuals.
- For the cost of an activity which aims to increase the number of black and minority ethnic young people that engage and connect with nature and natural history.
- Toward the annual cost of peer support group drop-in sessions that support women affected by post-natal depression.
- Toward the set-up costs of a youth forum comprising local young people to make decisions about activities they want to see delivered for children and young people in the local community.
- For a set of weekly sessions aimed at improving the health and well-being of people over the age of 55, including Gentle Exercise, Arts & Crafts, Healthy Eating and Lunch Club sessions.
- To provide training sessions to parents of disabled children, and those with additional needs, focusing on 'Sensory Play' and how to extend it into the home.
- Toward equipment and resources for a set of local volunteer gardeners working to improve the appearance of a run down and disadvantaged neighbourhood.
- Toward the cost of continuing a scheme that provides heat surveys for households and energy efficiency advice for the benefit of low-income households.
- To provide a set of performing arts events planned in rural centres that face barriers to accessing the arts.

## 9. 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.

## 10. How to apply

There are no closing dates for this grant programme and we accept applications at any time. You will need to complete an application form. You can apply online at [www.quartetcf.org.uk](http://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. This can 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 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.

### **11. 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.

- Coronavirus Response. For applications directly relating to activities in response to the Coronavirus crisis then we aim to respond within 4 weeks
- All other activities. You will be notified of the outcome within 6 - 8 weeks.

### **12. 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.

### **13. 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/>

### **14. 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.

### **15. 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.