

1. What is the Funding the Future grant programme?

Grants are available to community anchor organisations in **Bristol** that would like to make a **step change** to the way they are funded, organised, or deliver their services for the benefit of their local communities.

2. Before applying

Please read these guidelines carefully and read the 'Before Applying (Essential Information)' section on our website <http://quartetcf.org.uk/apply-for-a-grant/before-applying/>

3. Who can apply?

Community anchor organisations are diverse in terms of size and scope of services and activities, and they have at some level the following characteristics:

Purpose

- Place focussed, community led and independent of the Council and other bodies.
- Often own and manage community assets. They are often multi-purpose and provide a broad range of solutions to local opportunities and issues/ challenges. Examples include development trusts, community centres and neighbourhood trusts.
- Focused on their area of benefit and are around for the long term.
- Act as catalysts, incubators, and hubs for broader community activity, e.g. host smaller VCS organisations and resident led and/or other groups.
- Work collaboratively with other groups and organisations who are supporting the same neighbourhoods.

Community

- Provide a focal point for community leadership and take the initiative in response to emerging local issues within their communities.
- Strong local membership and links to their community enables them to provide important local accountability, expertise, and legitimacy.
- Can already document or are committed to developing a governance structure that has representation from the local community they serve.
- Trusted and skilled in local engagement work and can reach out to all residents and local stakeholder groups.
- Understand and address the barriers to participation that some residents face.
- Promote social justice, equality and inclusion.

Opportunities

- Provide high quality volunteering opportunities and volunteers play a key role in the management and operation of the organisation.
- Help bring money and opportunities into an area.
- Play an important role in regenerating neighbourhoods and supporting economic development.

4, Essential Criteria

We will support community anchor organisations that can demonstrate they:

- Serve an area which has challenges around deprivation, limited opportunities, and few community facilities. And they can explain how they help address these challenges.
- Already undertake or are committed to developing widespread community consultation, supporting local priorities and ambitions, and working towards making change happen.
- Have a commitment to measure the impact of their work in the neighbourhoods they serve and use this to inform and develop services.
- Work collaboratively with other groups and organisations based in the same neighbourhoods they serve.
- Have backable strong leadership and governing Board, with a healthy relationship between Board and management
- Have an ambition and a well thought through plan to develop the organisation and become financially resilient, thus increasing the independence of the organisation and securing the future of the services provided. This will involve making a **step change** in activities, which result in a diverse set of funding sources.

5. Examples of what a grant could be used for

- Investigate opportunities to acquire or use assets to generate new revenue streams (e.g. Workspace, Community Space, Catering/Retail, Nursery, Energy, Housing).
- Explore or move to new business models.
- Set up social enterprises or trading arms to generate income.
- Gain skills to enhance fundraising including looking at loan/ investment finance.
- Strengthen Board and key staff skills.
- Explore mergers, partnerships or other forms of collaboration, locally or on a broader basis.
- To engage with and forge stronger relations with the local community in shaping services and activities that matter most to local people.

6. How to apply

Before applying please contact David Triggles-Wells at Quartet Community Foundation to discuss your proposal and determine your eligibility. You may then be invited to submit an Expression of Interest. If this is approved by Quartet, you will be asked to submit an online application form. At this stage, advice will be available from Vivid Regeneration, who are working with Quartet to support organisations applying to this programme.

7. Activity timescale

If your proposed activity is likely to take place over two or three years, please provide detailed information for year 1 (i.e. the work to be funded by this grant application) and indicative amounts for years two and three, if appropriate.

As well as the completed application form you will also need to provide the following. If you have sent these details to the Community Foundation within the past 6 months you do not need to resend them:

- 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 three months old. The bank account must have at least two signatories.
- A copy of your most recent annual accounts or financial records that show your organisation's balance of funds, income and expenditure. *
- A safeguarding policy if your organisation works directly with children or vulnerable adults.

- Your Equal Opportunities Policy.
- 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.

*Please note that we may request further financial information when assessing your application, such as a cashflow forecast or recent management accounts.

8. What will happen next?

Once we have received your application (including all supporting documents) it will be assessed by a member of staff at the Community Foundation and considered by the Panel. We may contact you for further information or to arrange to meet to discuss the application in more detail. You will be notified of the outcome within 6 - 8 weeks.

9. End of grant evaluation

At an appropriate time after the grant has been paid we will send you an End of Grant report form. This form asks for details of how the grant was spent and what was achieved. Depending on the work you are seeking a grant towards, we may also request an update midway through the lifetime of the grant. In addition, a member of Community Foundation staff or trustee may contact you to arrange a visit (which may include Funders) to find out more.

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. Contact details

If you need more information or wish to discuss your application before you apply please contact:
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