

Guidelines: High Sheriff of Somerset Charitable Trust Neighbourhood & PCSO Policing Fund



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 a number of grant programmes to which groups can apply, The High Sheriff of Somerset Charitable Trust – Neighbourhood & PCSO Policing Fund is one.

Before applying.

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

What is the High Sheriff of Somerset Charitable Trust Grant Programme?

The High Sheriff of Somerset Charitable Trust is an independent charity (no. 1071107) administered by Somerset and Quartet Community Foundations.

Launched in 1998, funds are raised annually by the High Sheriff with the support of past and previous Sheriffs as well as Avon and Somerset Constabulary. The charity was known as Somerset Crimebeat Trust until 2021.

The Trust offers a Small Grants Fund and a Neighbourhood & PCSO Policing Fund while also running a special initiative called Unlocking Potential.

These activities are designed to improve the quality of life for people by preventing and reducing crime through direct work with people in the community. We have a particular interest in work with young people (aged 8 -25) and older people (65+).

What can you apply for?

We will fund activities that complement the work of Police Community Support Officers (PCSO) and Neighbourhood Constables within Neighbourhood Policing Teams in the Avon and Somerset Constabulary.

These activities should lead to:

- An increase in unity and engagement within communities.
- More positive relationships with communities.
- Reduction in crime and antisocial behaviour within communities.
- Greater education around the causes and consequences of crime.

Who can apply?

The Fund is only open for applications from charities and community groups working closely with their local Neighbourhood Policing Team, including PCSOs.

Applications should only be made for activities that have been designed in partnership with a PCSO or Neighbourhood Constable and you must be able to provide the contact details of the person at Avon and Somerset Police you have been working with.

Charities and community group must have:

- a board of trustees or a management committee with at least three unrelated members.
- a bank account in the group's name with at least two signatories.
- appropriate policies and insurances, including safeguarding children and vulnerable adults.

Community and voluntary organisations, registered charities, and social enterprises are welcome to apply. This includes unincorporated associations, charities, community interest companies,

cooperatives, and industrial and provident societies. Your organisation must be based in either the Bath & North East Somerset or North Somerset area.

How much do we award?

The Neighbourhood & PCSO Policing Fund aims to distribute around £10,000 per year.

The smallest grant we will award from this Fund is £250, and the largest will be £5,000. As a guide, we expect the average award to be around £1,500.

Examples of grants awarded to:

- Taunton North policing team to work in partnership with a local activity provider to engage young people on Acceptable Behaviour Contracts. The project was designed to increase the young people's confidence and self esteem, while also reducing antisocial behaviour during school holidays.
- Halcon One Team to run a 'Taunton Together' event to celebrate diversity in the community, build positive relationships with local officers, and address antisocial behaviour together.
- deliver productions of 'Chelsea's Choice' in schools. This is a piece of theatre that examines how some children and young people can be sexually exploited by others.

What we don't fund

The High Sheriff of Somerset Charitable Trust will normally not support:

- Individuals
- National charities and appeals
- Sponsorship and fundraising events
- Animal welfare
- Promotion of religion (including repairs to buildings used for worship)
- Activities that are a statutory responsibility or are not charitable
- Activities that have already taken place
- Projects where funds are distributed to a third party
- Projects that take place outside of the Avon and Somerset Constabulary area.

How long are grants for?

We expect all grants to be spent within a year and in many cases over a few months. At the end of your grant, you will be prompted to complete a short monitoring report.

How to apply

We aim to respond as quickly as possible to funding requests, as we know you are responding to new opportunities as they arise and work often needs to happen as soon as possible. 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. Alternatively, you can request a hard copy application form 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. 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 look after 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.

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.

Monitoring and evaluation

At an appropriate time, usually six months, after the grant has been paid we will send you a grant monitoring report form. This form asks for details of how the grant was spent and what was achieved.

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/>

If you need more information or wish to discuss your application before you apply please contact: Andrew O'Sullivan or Julie Newman - 0117 989 7700 - applications@quartetcf.org.uk
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