



What is BYCA?

Bristol Youth & Community Action is a steering group of people made up of the current, past and future high sheriffs, representatives from the voluntary sector, the business sector and Bristol City Council. It meets regularly to make decisions on how the donations received from the High Sheriff's appeal and other fundraising activities by the High Sheriff will be spent.

What are BYCA Holiday Activity Grants?

BYCA grants fund holiday activity programmes for children and young people aged 8-12 designed to offer opportunities, positive experiences and reduce risk of involvement in anti-social behaviour. Due to the Department for Education Holiday Activity and Food Programme, the High Sheriff has agreed to fund activities in the half term holidays for the financial year 22/23, to try and ensure there is funding in all the school holidays. We strongly encourage organisations to co-ordinate their planned activities with other local providers to ensure that activities are available across the city during half terms.

What can you apply for?

You can apply for holiday activity programmes that add value to existing provision or create new provision where there is an identified need. Successful applications will demonstrate that a small amount of funding from BYCA will make a significant difference. Groups are expected to demonstrate local need and funding will be given to projects that are targeted to address these needs. Groups are expected to coordinate with the other groups in the area to ensure that activities are delivered at different days and times to each other.

You can apply for a contribution of £200 per session (at least two hours) towards activity costs with a maximum of one session per day and 5 sessions per half term.

BYCA grants for this round will cover the following three half terms:

- Monday 30th May 2022 - Friday 3rd June 2022
- Monday 24th October 2022 - Friday 28th October 2022
- Monday 13th February 2023 - Friday 17th February 2023

Thanks to Feeding Bristol, an additional contribution towards healthy food will be available, you can also apply for an additional £100 a session. Food delivered should be in line with the school food standard.

Programmes must be based in the following areas of Bristol:

- Hartcliffe and Withywood
- Lawrence Hill
- Filwood
- Avonmouth and Lawrence Weston
- Southmead
- Hengrove and Whitchurch Park
- Lockleaze
- Henbury and Brentry
- Ashley
- Eastville
- Knowle
- Horfield
- Hillfields
- Easton
- Frome Vale
- St George
- Brislington East

- Brislington West
- Stockwood
- Windmill Hill

BYCA doesn't fund:

- Direct replacement of statutory funding
- The purchase of capital equipment
- Overseas travel
- Core salary costs of an organisation
- Projects operating outside of the Bristol boundary
- Transport cost for day trips
- Individuals

Who can apply?

BYCA funds voluntary and community groups with charitable aims providing holiday activity programmes for 8-12 year old children in Bristol. BYCA prioritises small organisations where a small amount of funding can make a big difference (ie with an annual income of less than £250,000, and not in receipt of significant Bristol City Council funding for youth services).

How to apply

We strongly encourage groups to co-ordinate their planned activities and funding requests in their areas to help reduce duplication and make sure activities are spread across the holiday period. If you would like help with knowing what other activities are happening in your area please contact Playful Bristol admin@playfulbristol.org.

Please apply directly through the online application form here:

<http://quartetcf.org.uk/grant-programmes/bycag-holiday-2>

If you are unable to apply online and would like a paper copy of the application form, please contact the BYCA Administrator (contact details below).

Supporting documents needed:

The applicant group will need to provide the supporting documents listed below. However, there is no need to provide these documents if they have been sent to BYCA or Quartet Community Foundation within the past 12 months, unless they have been amended during that time.

- A constitution/governing document/set of rules that sets out the purpose of the organisation and how it is managed.
- The contact details of 3 members of the management committee/board of trustees/board of directors (there must be at least 3 unrelated members).
- Evidence of a bank account in the name of the organisation. The bank account must have at least 2 signatories.
- A copy of the most recent annual accounts or financial records that show the organisation's balance of funds, income and expenditure.
- A safeguarding policy with a clear process and a named designated safeguarding lead.

When to apply

Grants are available for delivery of activities during the May, October and February, with an annual application covering all holidays submitted in April. The BYCA Steering Group meets in April to make funding decisions. Opening and closing dates are advertised online at <https://quartetcf.org.uk/grant-programmes/bycag-holiday-2/>

How much does BYCA award?

You can apply for up to £200 per session (at least two hours) with a maximum of one session per day and 5 sessions per half term. Thanks to Feeding Bristol, an additional contribution towards healthy food will be available, you can also apply for up to £100 a session for this and food delivered should be in line with the school food standard.

What happens next?

Once we have received your application it will be assessed and we may contact you for further information, or to discuss the coordination of activities in your area. Applications then go to the BYCA Steering Group for a decision. If your application is successful, you will receive an offer email which you will need to accept in order to receive the grant. If your application is unsuccessful, you will receive an email giving the reasons for this.

Monitoring & evaluation

Successful groups will be sent a simple online feedback form to complete on behalf of all the holiday periods they covered with their funding. Failure to provide feedback will influence future funding decisions.

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 BYCA

BYCA Administrator: Luke Boulton

Tel: 0117 989 7715 Email: byca@quartetcf.org.uk

Based at Quartet Community Foundation, Royal Oak House, Royal Oak Avenue, Bristol, BS1 4GB

Website: <https://quartetcf.org.uk/grant-programmes/bycag-holiday-2/>

Quartet Community Foundation Registered Charity Number 1080418