

# Guidelines: Express Grant Programme



Please call or email us if you have any questions about this grant programme. Our contact details are in section 12.

## 1. About the Express Grant Programme

The aim of this grant programme is to support local grassroots groups and small to medium sized organisations (see section 3). Applicants can apply for funding towards activities, projects and services that:

- Strengthen communities\* experiencing inequalities and disadvantage; and / or
- Improve the lives of local people who face difficulties and have limited access to appropriate or affordable services and support.

\*This can be geographic communities and/or communities of people brought together by race or ethnicity, age, disability, gender, or sexual orientation.

We will prioritise applications where we're confident that your work:

- Involves people in your decision making who have lived experience of the issues/challenges that your work addresses. We understand your approach to involving people may vary and can depend on certain factors. See the appendix for further information on different approaches to user involvement.
- Complements, or is making links to, existing work by other local groups or organisations that serves or supports the same people/communities.
- Will make effective use of our grant. As we have limited funds available, we need to prioritise work that will have the greatest impact on addressing inequalities and disadvantage.

### *Environment:*

We encourage applicants to think about the environmental impact of the work they are planning.

We also welcome requests for funding to help reduce negative environmental impacts, and any applications for climate and nature recovery work, if they are also addressing inequalities and disadvantage.

## 2. What you can apply for

You can apply for a grant towards a new activity or continuing something you are already doing. We won't award a grant towards work that has already started, and you should plan to start spending the grant within six months of it being awarded.

A grant can be towards any reasonable costs for your organisation or project including:

- core or running costs
- project and activity costs
- capital costs (buildings and equipment), but only if you already have most of the funds needed where the building or equipment is more than the grant.

## 3. Who can apply?

Applicants **must be based and working** in Bristol, Bath & North-East Somerset, North Somerset or South Gloucestershire. You can apply for a grant if you are a:

- constituted voluntary or community organisation
- registered charity
- not-for-profit company, including Community Interest Companies where they are not limited by shares and most directors receive no payment from the company.

**Our Express grants are aimed at small, local charities and community organisations.** This means we will prioritise those with an income under £1 million, particularly those with an income under £0.5 million.

Please see our eligibility criteria for further information. This can be found on our website in 'Am I eligible for support?'. See [www.quartetcf.org.uk/grants-support/am-i-eligible-for-support/](http://www.quartetcf.org.uk/grants-support/am-i-eligible-for-support/)

## 4. How much do we award?

Grants are available from £500 - £5,000.

You can be awarded up to a maximum of £5,000 in any 12-month period, which can be split over two applications. For instance, if you are awarded a £2,000 grant then you are eligible to apply again for up to £3,000 over the next 12 months.

## 5. Repeat Applications

Please note we that **we will not** support applicants who have received an Express grant for the last three years in a row. After receiving a grant for three years in a row we ask that there is a break for at least one year.

## 6. Examples of grants

- Activities that increase awareness and accessibility of free mental health support for young people living in disadvantaged areas of Bath and North East Somerset.
- Football and basketball sessions for Somali girls and workshops and one-to-one sessions for boys and girls to help reduce involvement in crime in Bristol.
- Towards the annual cost of peer support group sessions for women affected by post-natal depression.
- Towards the upkeep and promotion in local schools of a helpline supporting LGBTQ+ young people.
- To support the cost of delivering a specialist welfare benefits service for older people in South Gloucestershire.
- 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.
- Towards equipment and resources for a set of local volunteer gardeners working to improve the appearance of a run down and disadvantaged neighbourhood.
- Towards the cost of continuing a scheme that provides heat surveys for households and energy efficiency advice for the benefit of low-income households.

## 7. 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/activities that take place before an application can be processed
- Activities that raise funds for other organisations

## 8. 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). As well as the completed application form you will also need to provide the following\*:

<ul style="list-style-type: none"> <li>• A constitution/governing document/set of rules.</li> </ul>
<ul style="list-style-type: none"> <li>• The contact details of at least 3 members of your management committee/board of trustees/board of directors.</li> </ul>
<ul style="list-style-type: none"> <li>• Evidence of a bank account in the name of the organisation. The bank account must have at least 2 signatories.</li> </ul> <p>Evidence of account can be a copy of a recent bank statement that is no more than 3 months old. This can be a scanned paper statement, or a copy downloaded from an online account. We need to see the bank name, your organisation's name, the address where statements go, date of statement, the account number and the sort code. You may redact transactions if needed.</p>
<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<ul style="list-style-type: none"> <li>• A safeguarding policy that is up-to-date and relevant to your work.</li> </ul>
<ul style="list-style-type: none"> <li>• 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.</li> </ul>

\*Apart from the bank statement, please **do not** provide the above documents if you have sent them to Quartet within the past six months unless they have been amended during that time. Please contact us if you have difficulty supplying any of the above supporting documents.

**If you do not currently have a bank account:**

You can provide the bank details of another charitable organisation if they meet our eligibility criteria and there is an agreement in place.

**If you cannot provide many of the above documents :**

Another charitable organisation can apply on your behalf provided it is able to:

- Supply the above documents.
- Have their name as the main contact and be responsible for submitting the application.
- Be responsible for receiving, overseeing and reporting back on the use of any grant awarded.

This will not affect the applicant organisation's ability to apply for the maximum annual grant available for its own purposes.

Please contact us if you have any queries about supplying the above supporting documents. Our contact details are in section 12 of this document.

## 9. What will happen next?

Once we have received your application (including all supporting documents) your application will be checked to make sure your request fits the funding criteria. We will contact you by email or phone if we have any questions. Your application will then be considered by a panel who will decide if your request can be funded. **We will email you the panel's decision within 8 weeks.**

## 10. Reporting on the use of your grant

At an appropriate time (usually six to eight months) after the grant has been paid, we will send you an end of grant report form. We may ask your group for an interim report. This form asks for details of how the grant was spent and what was achieved.

## 11. Further guidance and support

In addition to reading this document, please visit the Grants and Support page of our website at [www.quartetcf.org.uk/grants-support/](http://www.quartetcf.org.uk/grants-support/) where you can find:

- A print friendly guide to completing an application form
- Top tips for grant applicants – a short video on what to consider when applying

Also, within the Grants and Support section of our website you can find the following pages:

- 'Am I eligible for support' – providing further information on our eligibility criteria
- 'Help and Guidance (FAQs)'

## 12. 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:

Telephone: 0117 989 7700

Email: [applications@quartetcf.org.uk](mailto:applications@quartetcf.org.uk)

Address: Royal Oak House, Royal Oak Avenue, Bristol BS1 4GB.

## How we collect and hold your data

The personal information collected via the application form is collected to 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)*. For further information see our Privacy Policy at <http://quartetcf.org.uk/privacy-policy/>

## Appendix – User Involvement

We understand your approach to involving people with lived experience may vary and can depend on certain factors. Below is an overview of five different approaches to involvement, taken from ‘Make it Count: Why impact matters in user involvement’ (New Philanthropy Capital, 2018)

- **Research:** People with lived experience provide their views or information to help answer a broad set of research questions. Information tends to flow one-way. Many use this approach (often in the form of surveys) to ensure they make informed decisions about how to meet need.
- **Consultation and feedback:** People with lived experience are invited to submit their views or feedback on a particular question or to test an idea or service. Many use this approach when they conduct user testing or when gathering feedback on a service. They then make changes based on their findings.
- **Collaboration and co-design:** People with lived experience provide more open input than in a consultation and have sway over what gets decided. As with all approaches, the extent of their influence on decision-making should be agreed and transparent.
- **Co-production:** This can mean going one step further than collaboration and co-design, when decision-making power is shared between the parties working side-by-side, such as the staff and trustees of an organisation and people with lived experience. This is where people with lived experience have as much of a say on what gets decided on specific aspects of an organisation’s work as those in the organisation.
- **User-led:** People with lived experience lead decision-making and are supported to achieve their goals by others. For example, this can include having members on the board with lived experience, or staff within an organisation.