



## Guidelines: BYCA Holiday Activity Grant

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### 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's Holiday Activity and Food Programme, the High Sheriff has agreed to fund activities in the half term holidays for the financial year 2024/25, 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. If you would like help with knowing what other activities are happening in your area please contact Playful Bristol [admin@playfulbristol.org](mailto:admin@playfulbristol.org).

### 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. In addition, you can also apply for up to £100 a session as contribution towards healthy food. Food delivered should be in line with the school food standard.

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

- May 2024
- October 2024
- February 2025

Thanks to Feeding Bristol, an additional contribution towards healthy food will be available, you can also apply for up to 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

**How to apply?**

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 written constitution/set of rules that sets out the purpose of the organisation and how it is managed.</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.  Evidence of the account can be a copy of a recent bank statement that is no more than 3 months old. It must display a date, the bank name, the account name, number and sort code. You may redact transactions if needed.</li></ul>

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| <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:

- Supplies the above documents.
- Is happy to be named as the main contact responsible for the application.
- Is happy to be responsible for receiving, overseeing and reporting back on the use of any grant awarded.

**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 that will decide if your request can be funded. **The decision panel are meeting at the end of April.**

**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.

**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)’

### **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/>

### **More information**

If you have any questions about completing the application form please contact:

Luke Boulton – 0117 989 7700 – [applications@quartetcf.org.uk](mailto:applications@quartetcf.org.uk)

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