



## Guidelines:

# North Somerset Community Partnership Fund Grant

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Please call or email us if you have any questions about this grant programme. Our contact details are in section 10 of this document.

### 1. 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 many grant programmes to which groups can apply including the North Somerset Community Partnership Grant Programme.

### What is North Somerset Community Partnership?

North Somerset Community Partnership (NSCP) was established as a staff owned community interest company in 2011 after spinning out of the NHS. This innovative ownership model underpinned 9 years of outstanding healthcare delivery to the community of North Somerset and beyond. Between 2011 and 2020 the company grew significantly and continued to improve the range of services provided augmented by learning and development opportunities for all staff whilst ensuring responsive, effective and safe services and continued value for money for the NHS.

Unfortunately, the company was not successful in winning a significant contract in 2019, having amassed a significant level of reserves the staff shareholders considered a range of options and voted to distribute the assets of the company into The NSCP Fund. The shareholders request was that the NSCP Fund was constituted to provide an endowment to North Somerset with which to support the health and wellbeing of the population and the continuing education and development of healthcare providers providing these services.

### Before applying

Please read these guidelines carefully and read the [‘Help & Guidance’](#) section on our website.

### 2. What can you apply for?

To be eligible for a grant from the North Somerset Community Partnership Grant Programme your work/activity must benefit the health or wellbeing of people in North Somerset who are disadvantaged. The beneficiaries may be disadvantaged due to poverty, disability, age, location or culture. The work/activity should reflect the concerns and priorities of the target beneficiaries and fit well with existing community provision.

**Grants from this programme 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.**

The North Somerset Community Partnership Grant Programme particularly seeks to support local voluntary and community groups and organisations in North Somerset that:

- support people to improve their health or social and environmental wellbeing
- support early intervention and prevention around health and wellbeing, including mental health
- support health and wellbeing organisations to plan for the future of their organisations, aiding long term sustainability and including core costs
- support health and wellbeing initiatives, including sports facilities for schools
- support health and wellbeing organisation through the cost of living crisis

### 3. Who can apply?

Voluntary, community, charity and social enterprise organisations providing health & wellbeing services. Beneficiaries must be in North Somerset and applicants ideally will also be based and working in North Somerset. If your organisation is based outside of North Somerset you must be able to evidence no other North Somerset groups are providing your service. There are no limits to the size of organisation which may apply, however, if an applicant organisation has more than eight months of its annual expenditure in unrestricted reserves then its application will be considered a lower priority for funding. If your organisation is holding significant financial reserves, you will need to make it clear why these reserves cannot be used to cover the cost of the activity.

We encourage applications from:

- small organisations where a small amount of funding can make a big difference
- partnerships that involve shared responsibility for the development and delivery of an activity
- larger organisations delivering services which fill the gaps between commissioned services
- organisations providing health & wellbeing services including prevention and early intervention, and self-care
- groups who are working collaboratively or in partnership

If an applicant organisation is a Community Interest Company, please read the additional guidance in the '[Am I eligible for support?](#)' section on Quartet's website.

#### 4. How much do we award?

Grants of up to £20,000 are available.

#### 5. 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:

• 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.
• 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.

\*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:

In the application you will need to provide the details of your organisation's bank account. If your organisation does not have its own 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 10 of this document.

## 6. 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.

## 7. Grant conditions

Grant offers will be subject to Quartet Community Foundation's standard grant conditions, details can be obtained on request.

## 8. Reporting back on your grant

At an appropriate time (usually six to twelve months) 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. In addition, a member of staff or trustee may contact you to arrange a visit to find out more.

## 9. 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 [guide to completing an application form](#) which you can download and print
- [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 \(FAQs\)'](#)

## 10. Contact details

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

Julie Newman on 0117 989 7748 - [applications@quartetcf.org.uk](mailto:applications@quartetcf.org.uk)

Or Julie Newman – [Julie.newman@quartetcf.org.uk](mailto:Julie.newman@quartetcf.org.uk)

Address: SPACES, 2nd & 3rd floor, Northgate House, Bath BA1 1RG.

## 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.

Please refer to our Privacy Policy at <http://quartetcf.org.uk/privacy-policy/>