

## Guide for Applicants

# North Somerset Community Partnership Fund Grant

---

Please call or email us if you need help or have any questions about this grant programme:

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

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

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

Further guidance and support can also be found on our website:-

[www.quartetcf.org.uk/grants-support/](http://www.quartetcf.org.uk/grants-support/)

### 1. Priorities for this grant programme

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

- support residents of North Somerset, of any age, to improve their physical or mental health and wellbeing, including supporting early intervention and prevention
- support health and wellbeing organisations based in North Somerset 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 North Somerset schools. Projects must demonstrate wider community impact
- support older people who may be impacted by isolation and loneliness, including those in more rural communities in North Somerset

### 2. What can you apply for?

You can apply for a grant towards a new or existing activity that is supporting health and wellbeing of North Somerset residents.

A grant can be towards any reasonable costs for delivering health and wellbeing projects, including

- core or running costs
- project and activity costs
- capital costs (eg equipment including sports equipment, refurbishment/building costs)

### 3. Who can apply?

You can apply for a grant if you are a:

- Constituted voluntary or community organisation

- Constituted group or club, constituted sports clubs
- Registered charity, including charitable incorporated organisations (CIO)
- Not for profit company including Community Interest Companies (CIC) where they are not limited by shares and most directors receive no payment from the company.
- Schools can apply for improvement of sporting facilities including equipment if there is a wider community benefit.

Applicants should be based and working in North Somerset and all beneficiaries must be 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
- organisations delivering services which fill the gaps between commissioned services
- groups who are working collaboratively or in partnership

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.

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

Grants available – £1,000 – £20,000 (current average grant size is £11,000)

#### 5. Repeat Applicants

Groups can apply once a year, providing that satisfactory full and final monitoring has been received from any previous NSCP grant.

#### 6. What we don't fund

- Costs that are incurred before a grant can be awarded

- Individuals
- Activities or services that the government and other public bodies currently have a statutory responsibility to provide
- Groups/organisations or activities that are giving support to a political party
- Activities that are intended to influence people's religious choices
- Activities that are primarily supporting animal welfare
- Medical research, equipment or treatment
- Activities that raise funds for other organisations
- Schools where there is no wider community benefit
- Large appeals

## 7.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 constitution/governing document/set of rules that sets out the purpose of your 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/group leads.</li> </ul>   |
| <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. We expect all organisations applying for funding to have a safeguarding policy that is up to date and relevant to their 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>   |

\*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.

### **8. 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.

### **9. Grant conditions**

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

### **10. 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.

## 11. Further information about this programme

### 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.

### 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/>

Date for review: Spring 2027