

Guidelines: TAP for Bristol Emergency Support Grant

What is TAP for Bristol?

TAP for Bristol is an initiative by Bristol City Centre BID in partnership with Caring in Bristol and Redcliffe & Temple BID to raise money to help solve homelessness in Bristol. Donation points are located in the windows of businesses and on contactless devices in offices, cafés and bars around the city centre, allowing people to make a simple and secure donation of £3 per tap, using their contactless credit or debit card. All money raised is divided equally between Caring in Bristol's homelessness prevention work and grants to other organisations who provide emergency funding for those experiencing homelessness.

What are Emergency Support Grants?

Grants of £5,000 or £10,000 are available to organisations who run projects which provide emergency funding for those experiencing homelessness. We are looking for charities that can hold funds and distribute them efficiently and effectively to individuals in need. For example, supporting individuals with their move from street homelessness or temporary accommodation to long term permanent homes, or providing financial assistance with basic necessities, or travel costs and mobile phones to maintain connections with their support network.

Who can apply?

Applicants must be based and working in Bristol. The work/activity should reflect the concerns and priorities of the target beneficiaries and fit well with existing provision. There are no limits to the size of organisation which may apply for a grant, however, if an applicant organisation has more than 8 months of its annual expenditure in unrestricted reserves then its application will be considered a lower priority for funding.

We also welcome partnership applications. To be considered as a 'partnership', each organisation must be actively involved and have a clear role in the project/activity. It is expected that there will be some form of partnership agreement or at least evidence of an agreement between partner organisations. The grant application must be submitted by one lead partner.

How to apply?

Please contact Luke Boulton – 0117 989 7700 – applications@quartetcf.org.uk to arrange an initial discussion about your project. If eligible, you will be invited to complete an application form. As well as the completed application form you will also need to provide the following:

<ul style="list-style-type: none">• A written constitution/set of rules that sets out the purpose of the organisation and how it is managed.
<ul style="list-style-type: none">• The contact details of at least 3 members of your management committee/board of trustees/board of directors.
<ul style="list-style-type: none">• 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.
<ul style="list-style-type: none">• 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.
<ul style="list-style-type: none">• A safeguarding policy that is up-to-date and relevant to your work.
<ul style="list-style-type: none">• 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.

*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.

Reporting on the use of your grant

At an appropriate time (usually six months) after the grant has been paid we will send you a grant monitoring 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. Because the money for this programme comes from the general public, demonstrating the impact of grants on the lives of individuals supported will be very important. As part of the grant you will be asked wherever possible to provide suitable case studies to help TAP for Bristol to generate future support.

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/ 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/>