



Guide for applicants: Bristol Youth and Play Support Programme

This guide outlines the criteria and priorities for this grant programme and outlines the process for applying. Please call or email us if you have any questions. Our contact details are in section 11 of this document.

1. About this grant programme

Bristol City Council has partnered with Quartet Community Foundation to deliver the Bristol Youth and Play Support grant programme. Funding for this programme has been contributed by Bristol City Council and local philanthropists through Quartet Community Foundation. This programme will award grants to various youth and play activities across Bristol to ensure a wide-ranging and vibrant offer for children and young people living in the city.

This grant programme is for organisations in Bristol **that work with local children and young people aged 8 to 19 years (up to 25 for young people with learning difficulties)** . See section 4 for more information on who can apply.

The programme aims to contribute to the following Youth and Play Sector outcomes, for Bristol:

- Children and Young People have access to safe spaces.
- Children and Young People are empowered to improve their social, emotional, and physical health.
- Children and Young People develop and learn the right life skills.
- Opportunities for Children and Young People to build positive trusted relationships with peers, and adults.
- A blended youth and play offer that uses different approaches and methods.
- An offer that is accessible, inclusive and equitable.
- An offer that is using a trauma-informed approach (see further information online at [Principles for Trauma-Informed System \(bristolsafeguarding.org\)](https://www.bristolsafeguarding.org))
- An offer for Children and Young People that is visible to all.
- An offer where safeguarding is central to all procedures.

Work funded through this grants programme should contribute to the outcomes outlined above.

2. Priorities for this grant programme

This grant programme **will prioritise funding for activities, projects, or services that meet any of the priorities identified in one or more of the four Youth and Play Development Plans.**

Each Youth and Play Development Plan covers a geographic area of Bristol (North, South, East Central, and City Centre). They have been developed collaboratively involving Youth and Play sector organisations, children and young people, and Bristol City Council.

Please see the priorities from each of these Development Plans in Appendix A.

We want to see from all applications for this grants programme that:

- *Children and young people are involved in the design and/or delivery of the work* that you seek a grant towards. Even better, the work is being led by children and young people who initiated it themselves. Please contact us if this is not possible (see section 11).
- *Applicants are not working in isolation or parachuting into a community.* They should have links with other groups and organisations working in the same community to ensure there is a coordinated approach to serving children and young people. We understand this may not always be possible in areas with little or no youth and play provision. If so, there should be a commitment to understanding the local area, enhancing any existing offer and a commitment to developing provision in the area.

This programme also welcomes applications that:

- *Are from non-youth and play sector organisations* (e.g. arts, sports, culture) provided: (1) they have established links with youth or play sector organisations to deliver the work outlined in their application, and (2) addressing any of the priorities outlined in Appendix A.
- *Address new and emerging needs, challenges and aspirations* that are arising for children and young people.

3. What you can apply for

You can apply for a grant towards a new or existing activity that is working with local children and young people aged 8 to 19 years (up to 25 for young people with learning difficulties). We will prioritise funding towards activities that meet any one of the priorities identified in a Youth and Play Development Plan (See Appendix A).

A grant can be towards any reasonable costs for delivering your youth or play work, including:

- core or running costs
- project and activity costs
- equipment

We won't award a grant towards work costs that have already been incurred, and you should plan to start spending the grant within six months of it being awarded.

4. Who can apply?

Applicants must be based and working in the City of Bristol. You can apply for a grant if you are a:

- Constituted voluntary or community organisation
- Constituted group or club
- Registered charity, including charitable incorporated organisations (CIO)

- Not for profit company, including Community Interest Companies where they are not limited by shares and most directors receive no payment from the company.

Baseline Standards

The following required Standards are to ensure that all grant-funded organisations are well managed and provide good quality services:

- A safeguarding policy
- DBS checked all staff/volunteers involved in activity delivery
- GDPR Compliant
- An Equality Policy
- A Health and Safety Policy
- A Complaints Policy
- Public Liability of £5 million minimum
- Employer Liability of £10 million minimum

We may award funding to applicants without all baseline standards being met. However, we will do this on the basis that the organisation agrees to develop these areas of practice.

Size of organisation applying

There are no limits to the size of the organisation which may apply to the fund. However, 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 outlined in your application.

5. How much do we award?

This programme can award grants of up to £5,000 to a single organisation for activities lasting up to 12-months.

Partnerships

We understand that there will be activities best delivered when two or more organisations are working in partnership. So, we will also consider awarding grants up to £10,000 covering a 12-month period for partnerships consisting of two or more organisations. Please note that partner organisations receiving funding from this programme must meet the criteria outlined above in section 4.

To be considered as a 'partnership', each organisation must be actively involved, have a clear role in delivering the project or activity and will require a proportion of the funding. It is expected that there will be some form of partnership agreement or at least evidence of an agreement between partner organisations.

6. What we don't fund

- One-off events
- Capital projects
- Individuals

- School-based activities taking place during school hours
- Projects/activities that take place before a grant can be awarded
- Activities that raise funds for other organisations

Please find further information about what we don't fund on our website at:

<https://quartetcf.org.uk/grants-support/am-i-eligible-for-support/>

7. How to apply?

You can apply online at 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"> • A constitution/governing document/set of rules.
<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. The bank account must have at least 2 signatories. 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, the date of the statement, the account number and the 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 covering a full year, 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 cannot provide any of the above documents . See section 11 for our contact details.

8. What happens after applying?

Once we have received your application it will be assessed by a member of staff. They may contact you for further information. The application will then go to a multi-agency grant panel for a decision, which includes young people. You will receive a decision within one week of your application being decided by the panel. **Please note** you should be notified of our decisions within eight weeks of the closing date.

9. Reporting on the use of your grant

At an appropriate time after the grant has been paid, we will email you the link to an online End of Grant report form. This form asks you for details of how the grant was spent and what was achieved. We would encourage you to involve children and young people in the evaluation of your funded work, where appropriate.

10. 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)’

11. 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
- Address: Royal Oak House, Royal Oak Avenue, Bristol BS1 4GB.

If you want to discuss any emerging needs or issues you're planning to address please contact the Families in Focus Team at Bristol City Council:

Pete de Boer (North Bristol)

Tel: 07795 445 612

Email: peter.deboer@bristol.gov.uk

Marlene McAllister (East Central Bristol)

Tel: 07917 474 693

Email: Marlene.McAllister@bristol.gov.uk

Tina Bond (South Bristol)

Tel: 07920 365 233

Email: Tina.Bond2@bristol.gov.uk

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 A – Priorities from the Youth and Play Development Plans

We will prioritise funding towards activities, projects and services that meet any one of the following priorities:

North Bristol priorities

- Activities that support/promote community safety.
- Groups that support senior youth in the North.
- Support for LGBTQ+ young people.
- Support for children and young people of colour.
- Provision in Lockleaze, Henbury & Brentry and Shirehampton area of Avonmouth & Lawrence Weston (all ages).

City Centre priorities

- Activities that support/promote community safety. In particular, to provide an alternative to “night-time economy” over the weekend.
- Groups that support younger residents (aged 8 – 12).
- Support for LGBTQ+ young people.
- Support for children and young people of colour.

East Central priorities

- Activities that support/promote community safety.
- Provision in Frome Vale, Hillfields, Eastville, Brislington East, St George Central (all ages).
- Support for LGBTQ+ young people.
- Support for children and young people of colour.

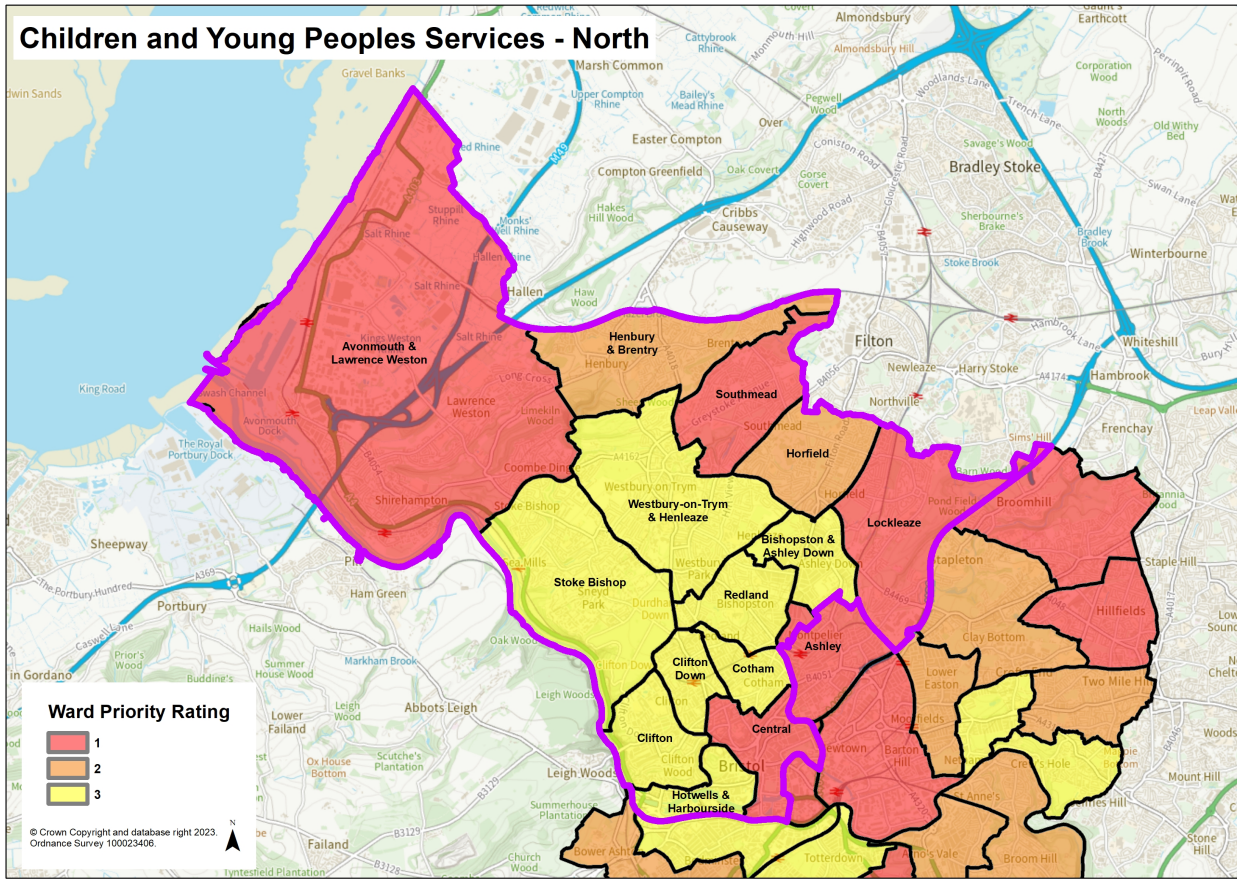
South Area Priorities

- Activities that support/promote community safety and community cohesion.
- Support for children and young people of colour.

More information about the Youth and Play Development Plans can be found on the Children & Young People’s website at www.childrenandyoungpeoplebristol.co.uk

Appendix B – Area Boundaries

North Bristol



South Bristol

