
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. About the Avonmouth Community Fund

With the expansion of the Bristol Water Recycling Centre at Avonmouth, a new grant programme has been set up by the Wessex Water Foundation for the local communities.

This grant programme aims to support projects and activities that improve the lives of the residents living in the Avonmouth and Lawrence Weston Ward, including the area of Shirehampton. **See a map in the appendix** for the area covered by this programme.

Priorities for funding will be projects and activities that aim to achieve any of the following:

- Improve availability of activities and support for young people 11+
- Increase opportunities for improving health and well-being, including access to the natural environment
- Improve access to job-related skills and training

2. What you can apply for

You can apply for a grant towards a new activity or continue something you are already doing. What's important is that it will help achieve one of the priorities outlined above in Section 1 and will be delivered within the Avonmouth and Lawrence Weston Ward (See map in the appendix).

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

A grant can be towards any reasonable costs for your organisation or project including:

- Running costs such as salaries
- Core costs for key activities
- Project and activity costs
- Cost of kit or equipment

3. Who can apply?

You can apply for a grant if you are a:

- Constituted voluntary or community organisation

- Registered charity
- Not-for-profit company, including Community Interest Companies where they are not limited by shares and most directors receive no payment from the company.
- School – if the activity is open to the wider community and takes place outside normal school hours.

You must be based and working in the area covered by Wessex Water and Quartet Community Foundation (both cover Bristol, Bath & North East Somerset, North Somerset and South Gloucestershire).

The priority is to support groups and organisations that already have a presence and are working within the boundaries of the Avonmouth and Lawrence Weston Ward (see map in the appendix).

You can still apply if you are not currently working within Avonmouth and Lawrence Weston Ward. However, you must demonstrate that you have established links with other groups and organisations based within this ward to deliver the work outlined in your application.

Whilst there is no restriction to the size of your organisation, we will consider your size of reserves and access to other sources of funding.

4. How much do we award?

- £5,000 for projects or activities covering up to one year; or
- £10,000 for projects or activities covering two years*

5. What we don't fund

- Large capital projects
- Applications from Individuals/applications for individuals
- One-off events
- Projects/activities that take place before an application can be processed
- Activities that raise funds for other organisations or causes

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/>

6. How to apply

The closing date for this programme is Monday 22 July 2024. You will need to complete an application form. You can apply online at www.quartetcf.org.uk. As well as the completed application form you will also need to provide the following*:

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| <ul style="list-style-type: none"> • A constitution/governing document/set of rules. |
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<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. <p>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, date of statement, the account number and the sort code. You may redact transactions if needed.</p>
<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 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.

7. 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 decision panel, which will include representatives from Wessex Water. You will be notified of the outcome by mid-September 2024.

8. 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.

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/ 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)'

10. Contact details

Please contact Jennifer Staton at Wessex Water to discuss your plans and whether it fits with the priorities of this programme. Contact details are the following:

- Telephone: 07551 138469
- Email: Jennifer.Staton@wessexwater.co.uk

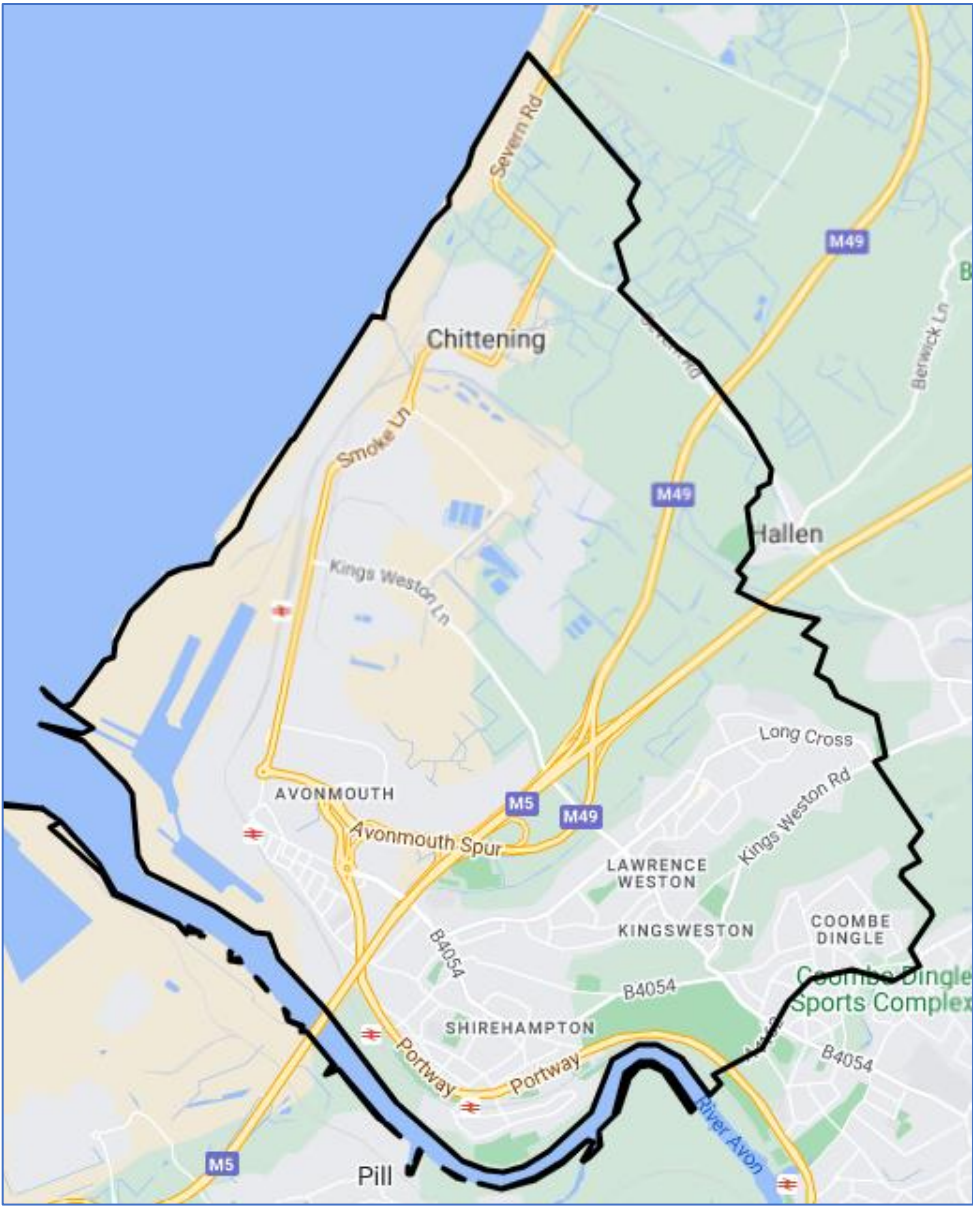
If you need more information or wish to discuss your application before you apply, please contact the Philanthropy Team at Quartet Community Foundation:

- Telephone: 0117 989 7700
- Email: applications@quartetcf.org.uk

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 – Map of Avonmouth and Lawrence Weston Ward



Source: Local Insights