

Guide for Applicants: Social Action Grants Programme – Preventing Serious Violence



Please note that we have **revised these guidelines since the last round of this program**, which was heavily oversubscribed. For this round of funding our focus continues to be on grassroots activities and communities experiencing inequity. However, **there is a specific theme of preventing serious violence**. Read on for more information and please get in touch if you have any questions about these guidelines and your eligibility to apply.

1. What is the Social Action Grants Programme – Preventing Serious Violence?

Since 2022, Bristol City Council has been working with Voluntary, Community and Social Enterprise sector (VCSE) partners and Quartet Community Foundation, investing in communities to take local action that connects people together through the development of support networks, community-led events, activities and Welcoming Spaces.

‘**Social action**’ is about people coming together to help improve their lives and solve the problems that are important in their communities. Through the commitment and skill of citizens, social action can empower communities and complement public services. Taking part in social action is also associated with higher levels of wellbeing and can improve people’s confidence and skills.

Initially, this grant programme was part of our commitment to communities through the cost-of-living crisis, supporting the grassroots, community led action that was so important to the city-wide response. It has evolved over the past two years, supporting over 160 projects and activities that build community power and resilience through connection, peer support and action.

Now, we are looking to focus further. Over the last 18 months serious violence has affected communities across Bristol. This includes knife crime and violent extremism. This has had an impact on young people, families and communities. We’re working together to develop a co-ordinated response across communities, organisations and civic leaders, which is required to address serious violence. Work is already underway through public and voluntary and community sector collaborations including the Youth and Community First Partnership and the Preventing Serious Violence Partnership Board. Community led and owned responses and social action are a key part of the solution to what is a community issue.

This One City programme aims to support activities run by diverse and inclusive organisations and groups, in the communities most impacted by serious violence. The programme is aimed at small and grassroots groups and organisations which are rooted in their communities.

This grant programme will support groups delivering social action activities that achieve one or more of the following outcomes for preventing serious violence:

- build whole community resilience to incidents of serious violence
- increase social connections within and across communities to build cohesion
- grow community confidence in order to develop leadership and collective responsibility
- build peer-to-peer activity and mutual support

2. What you can apply for

We are looking for proposals shaped by creative ideas and community priorities. You can apply for a grant to build upon and strengthen an activity you are already delivering, or to start something new. The programme aims to build community resilience for the longer term, so we are particularly keen to fund projects which have a long-term impact, could be built on over time and inspire others to take action. One-off events or short-term projects would need to evidence that they have a wider or longer-term impact or potential to be built on.

We anticipate that activities covered by the grant will last up to 12 months.

3. Priority communities for this grants programme

We aim to prioritise areas and communities which have been most affected by serious violence. As with previous rounds of funding, we will also prioritise areas of multiple deprivation and communities experiencing the greatest inequity.

Data tells us that in 2023/2024, the following wards (or communities) have been most affected by serious violence:

- Lawrence Hill
- Ashley
- Bedminster East, including Bedminster Parade and York Road
- Hartcliffe and Withywood
- Easton
- Central, including Redcliffe and Dove Street

We know from experience that there are other neighbourhoods which have been affected including:

- Hillfields
- Southmead
- Filwood
- Lockleaze

We know that there are connections between neighbourhoods, and welcome applications from communities which are closely connected to those most affected by serious violence, listed

above. We ask applicants to evidence the connection between their community and the impact of serious violence.

We welcome and will prioritise applications from organisations that are led by people who are of the communities that they serve and/or support. We particularly welcome applications from Black-led community groups, groups led by young people (16–25) and residents' groups.

We recognise that serious violence is an issue with a particular impact on young people. We welcome applications from organisations and groups led by and involving young people. However, this fund is about whole community solutions to serious violence, and not for the ongoing costs of providing general open youth provision (e.g. for the running of youth clubs or similar.)

4. Examples of activities that may be funded through this programme:

- **Community picnic:** In Summer 2024, following several incidents of violence and tension, Lockleaze residents organized a community picnic in Gainsborough Square to celebrate the community's youth and bring families together. Organised by residents with the support of the local community hub and volunteer musicians, over 100 residents and young people participated, and it filled the square with positivity.
- **Youth and Community First:** YCF is a group of community leaders, entrepreneurs, voluntary and community sector organisations and statutory sector partners who are collaborating to tackle serious youth violence from a community-based perspective and approach. The group have facilitated community conversations in Central and East Bristol, where young people have identified the issues they want to address and been given voice in relation to finding and designing solutions.
- **Hartcliffe Coderz Summer Camps:** Through web and game development classes, the team at Hartcliffe Coderz have provided a positive alternative for Hartcliffe's youth, steering them away from anti-social behaviour through the captivating world of coding. Not only did the summer camps successfully impart valuable technical skills but also fostered a sense of accomplishment and offered a space for young people to connect, socialise, and form lasting friendships.

5. 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
- Arts projects with no strong community or charitable element to them, that are not supporting people/communities experiencing disadvantage.

- Sports projects with no strong community or charitable element to them, that are not supporting people/communities experiencing disadvantage.
- One-off events or celebrations.
- Medical research, equipment or treatment.
- Activities that raise funds for other organisations.

Please note that we will not fund applications that are only for running costs of buildings e.g. energy bills. These costs can be included as a proportional cost of the overall funding request.

6. How much will we award?

- We can **award between £500 - £5,000** per application
- The award should be **spent within 12 months**

7. Can an organisation or project apply more than once?

You cannot submit more than one application to this funding round. If you received a grant from this programme in a previous round, you can apply for a grant from this round as well, as the focus is different.

Grassroots and resident-led groups which don't meet the eligibility for applying could work with a larger organisation who could hold funds on their behalf. However, we would like to see groups explaining the funding request in their own words, so would not want the other organisation to apply on their behalf. See section 9 for further information.

8. Eligibility: Who can apply?

Applicants **must be based and working** in Bristol. This means the Local Authority area of Bristol City Council. 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 most directors receive no payment from the company.

Please see our eligibility criteria for further information. This can be found on our website in 'Am I eligible for support?' See www.quartetcf.org.uk/grants-support/am-i-eligible-for-support/

This grant programme is aimed at smaller organisations and therefore we will prioritise those organisations with an **average annual income of less than £350,000** for the last 3 years. 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.

9. How to apply

If you satisfy the eligibility criteria and want to apply for a grant, please complete an application form. You can apply online at www.quartetcf.org.uk or alternatively you can request an application by post using the contact details below.

As well as the completed application form you will 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. We cannot fund organisations with fewer than 3 committee members/ trustees/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 that is up-to-date and relevant to your work
▪ 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.

If you do not currently have a bank account :

In the application form 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 are a group that cannot provide many of the above documents , another charitable organisation can apply on your behalf (with you) provided it is able to:

- Supply the above documents
- Take responsibility for the application being made
- 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 separately 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 12.

10. Timescales:

We aim to notify applicants of a decision on their application within 7 weeks of the closing date.

Timetable and Process

Applications open	Monday 14 th October 2024
Deadline	Monday 2 nd December 2024 at 11am. Late applications will not be accepted.
Decision process	Applications will be assessed by Quartet staff against the criteria and then considered by a decision panel, including people with lived experience of serious violence.

11. Reporting on the use of your grant

At an appropriate time after the grant has been paid, we will ask you to submit an end of grant report form. This simple form will ask for details of how the grant has been spent and what has been achieved.

For more information about what we will ask for in an End of Grant report visit:

[For current grant holders – Quartet Community Foundation \(quartetcf.org.uk\)](https://www.quartetcf.org.uk)

12. Further guidance and contact details

The application form will ask for information such as:

- What your organisation already does to support your community
- How much you are requesting from this programme
- What you will deliver with this grant
- How do you know there is a need for the work you seek a grant towards
- What approach you will take to ensure your activities are inclusive and non – stigmatising
- What you hope to achieve with this funding
- A budget breakdown.

For guidance to develop your ideas , please contact Bristol City Council Communities team by email: investmentandgrants@bristol.gov.uk

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)’

If you need more information about the application process, please contact The Philanthropy Team at Quartet Community Foundation applications@quartetcf.org.uk or by phone 0117 989 7700.

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 1: Accessible Spaces

We want spaces hosting activities to be as accessible as possible so that all members of the community can be part of them.

a. Physical Spaces:

Physical Spaces should aim to be accessible to all members of the community. All buildings used for Welcoming Spaces or indoor activities must be:

- **Wheelchair accessible with an accessible toilet**

In your application tell us how else your space is accessible. We welcome applications that extend your ability to include priority communities. For example, you may offer:

- Online information about access to your building / what to expect when visitors arrive
- Good access to public transport links and / or parking
- Blue badge parking
- Hearing induction loop
- Wheelchair access ramp
- Baby changing facilities
- Breastfeeding friendly areas
- Automatic doors
- Visible, clear signage
- Staff / volunteers that are speakers of other languages.

Please note, this is not a complete checklist for an accessible building but a list of examples. You may have your own thoughts on what may make your services more accessible. This detailed document provides further advice around accessibility standards: [Environment Access Report \(bristol.gov.uk\)](https://www.bristol.gov.uk/environment-access-report)

b. Online Spaces:

It is also important for online Welcoming Space organisers to follow good practices to ensure meetings are inclusive of all participants.

Some general guidelines for organising more inclusive online gatherings:

- Prior to the online gathering: ask participants if any adjustments are required to ensure accessibility
- Provide any materials and documents in accessible formats prior to the event
- Ensure that the online platform used is compatible with screen readers and other assistive technologies
- Offer sign language interpretation or captioning
- Invite the interpreters to join via video conference

- Identify yourself by name before speaking or presenting
- Speak clearly and slowly at a medium volume
- Implement a hand-raising technique – available on some platforms – to help to ensure participants do not speak over one another
- Share your screen if you are presenting and describe any visual information, including photos
- Share and read out loud any important details in the instant messaging box.

Further guidance on accessible online meetings:

- [Access guidance for Online Meeting Facilitators, 2021](#)
- [Top Tips for Accessible Online Meetings, Diversity Digest, 2020](#)