Guide for Applicants:
Resilience Programme

Please call or email us if you have any questions about these guidelines and your eligibility to apply. Our contact details are towards the end of this document (section 10).

1. About the Resilience Programme

The focus of this grant programme is to support organisations with charitable aims to become more resilient. It aims to help organisations to be better equipped to survive and thrive through challenges and opportunities that may arise in the future.

What do we mean by 'resilience'?

The Charities Aid Foundation (CAF) has identified six characteristics that show an organisation has the potential to be resilient[1]:

- They understand what their *purpose* is, and just as importantly what it isn't.
- They are *financially and operationally fit* with sufficient income from a diverse range of sources.
- They are able to identify and communicate the need that they meet and the **impact** that they have.
- They have **effective leadership** with trustees and executives who take time to talk about the bigger picture rather than focus solely on day-to-day matters.
- They are **well-networked** and able to get support from, and work in partnership, with others.
- They have an **awareness** of the local and national context they work in, regularly looking for signs of potentially important developments, challenges, threats and opportunities.

This programme aims to support activities that help applicants develop one or more of the above characteristics. See section 3 of this document for more information about what you can apply for.

Please note this programme is not designed to support the direct delivery of services. Instead, see our Express Grant Programme.

2. Who can apply?

This programme is for organisations that support individuals and communities experiencing financial hardship*, whose core work achieves one or more of the following outcomes:

- Improved access to support that helps people secure a home and/or sustain safe and stable accommodation.
- Improved ability for people to manage and cope with their financial challenges.

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[1] **These characteristics have been compiled by the Charities Aid Foundation. See**
https://www.cafonline.org/insights/blog/six-characteristics-of-a-resilient-charity

- Improved skills; people improve or develop new skills to help them move towards employment and/or being work-ready.
- Improved financial literacy; people understand their finances and have greater confidence when budgeting and managing their money.
- Improved understanding of, and access to, benefits and entitlements.

*'financial hardship' – when an individual or household has difficulty meeting their basic needs and financial responsibilities. This is due to insufficient income or resources.

Also, you must:
- Be based and working in Bristol, Bath & North-East Somerset, North Somerset, or South Gloucestershire.
- Be a voluntary and community organisation with charitable aims, a registered charity, or a Community Interest Company.
- Have been operating for at least three years. This programme is for organisations that already have a track record but may need some support to adapt and be better equipped.
- Have core objectives centred on supporting people and communities that are facing disadvantage and/or inequalities.

We will prioritise applications from groups and organisations:
- That have a strong local presence.
- That involve people in decision making who have lived experience of the issues/challenges that your work addresses. **However,** we understand that you may be seeking a grant from this programme to help you develop this area within your organisation. See the appendix for further information on different approaches to user involvement.
- Whose work complements, or is making links to, existing work by other local groups or organisations that serve or support the same people/communities. **However,** you may be seeking a grant to help establish connections with other local groups and organisations that serve the same people/communities.

The size of your organisation
Whilst there is no limit to the size of organisation that can apply, we will prioritise those with an income under £1 million. When assessing applications, we may also consider the level of reserves that an applicant holds and their sources of income.

3. What you can apply for
This programme supports organisations to develop or strengthen one or more of the six characteristics for organisational resilience (outlined in section 1 of this document). This programme is not designed to support direct service provision.

We want the work or activities outlined in your application to have a **medium to long-term impact on your group or organisation**. This means that the positive outcomes from the work are likely to continue over a prolonged period after the funded work has ended.

We won't support anything that is simply plugging a short-term gap in your capacity, for example employing an intern or a short-term fundraiser for a year to help compile several funding bids. We would consider work that develops a longer-term strategy around fundraising and income generation. Here are some examples from previous awards:

- Governance and business development training for trustees.

- Improvements to finance systems that enable better financial planning and reporting.

- Designing, developing and implementing a new database system and associated staff training.

- Increasing the involvement of service users/communities in the design and development of activities and services.

- Creating strategic plans and facilitating strategy planning workshops with trustees and staff and/or volunteers.

A grant can be towards any reasonable costs for your organisation or project, provided it is clearly towards work that aims to strengthen resilience. The costs included in your application should be those that cannot be supported from existing funds and should only cover a period up to 12 months.

4. How much do we award?
Grants are available up to £10,000 for a period of up to 12 months. The decision panel would like to see a clear breakdown of costs in your budget that reflects what you need to deliver this work.

5. Repeat Applications
We will **not** support applicants who have received a Resilience grant for the last two years in a row.

You can apply to this programme if you received a Resilience grant last year (previous year awards were made in September 2024) and meet this year's eligibility criteria. However, we will only accept applications if you have already reported on this previously funded work. Please contact us if you received a grant from this programme last year and are unsure when you are due to report back.

6. What we won't fund
- Retrospective costs – costs that have already been incurred.
- Projects/activities where the results and impact will be for a short period.
- Applications from individuals.
- Privately owned and profit distributing companies or partnerships.
- Organisations that do not have a board of trustees/directors where there are at least three members with the majority unrelated.

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

This grant programme opens on Monday 16th June 2025. It closes on Monday 21st July 2025 **at 11am**. Late applications will not be accepted.

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*:

• A constitution/governing document/set of rules.
• The contact details of at least 3 members of your management committee/board of trustees/board of directors.
• A copy of your most recent annual accounts or financial records that show your organisation's balance of funds, income and expenditure.
• A safeguarding policy that is up-to-date and relevant to your work.
• The contact details of a referee (if you are applying for the first time or haven't received a grant from us for the last two years). The referee should know the work of your organisation in a professional capacity but not be directly involved in your 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. Please contact us if you have difficulty supplying any of the above supporting documents.

If you do not currently have a bank account, then you can provide the bank details of a third party if that third party meets 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.
- Have a written agreement with you outlining arrangements for delivering the funded work.

This will not affect the applicant organisation's ability to apply in its own right 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 9 of this document.

8. What will happen next?

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 panel that make the decisions. You should be informed of the decision by email by the end of September.

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/

10. 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:

- Tel: 0117 989 7700
- Email: applications@quartetcf.org.uk
- Address: Royal Oak House, Royal Oak Avenue, Bristol BS1 4GB.

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)*. For further information, see our Privacy Policy at http://quartetcf.org.uk/privacy-policy/

Appendix

User Involvement

We understand your approach to involving people with lived experience may vary and can depend on certain factors. Below is an overview of five different approaches to involvement, taken from 'Make it Count: Why impact matters in user involvement' (New Philanthropy Capital, 2018)

- Research: People with lived experience provide their views or information to help answer a broad set of research questions. Information tends to flow one-way. Many use this approach (often in the form of surveys) to ensure they make informed decisions about how to meet need.

- Consultation and feedback: People with lived experience are invited to submit their views or feedback on a particular question or to test an idea or service. Many use this approach when they conduct user testing or when gathering feedback on a service. They then make changes based on their findings.

- Collaboration and co-design: People with lived experience provide more open input than in a consultation and have sway over what gets decided. As with all approaches, the extent of their influence on decision-making should be agreed and transparent.

- Co-production: This can mean going one step further than collaboration and co-design, when decision-making power is shared between the parties working side-by-side, such as the staff and trustees of an organisation and people with lived experience. This is where people with lived experience have as much of a say on what gets decided on specific aspects of an organisation's work as those in the organisation.

- User-led: People with lived experience lead decision-making and are supported to achieve their goals by others. For example, this can include having members on the board with lived experience, or staff within an organisation.