

Guide for Applicants: Bristol Youth and Play Support Programme



This guide outlines the criteria and priorities for this grant programme and the application process. Please call or email us if you have any questions. Our contact details are in section 10 of this document.

1. Priorities for this grant programme

This grant programme **will prioritise funding community-based youth and play activities or projects that meet any of the priorities identified in one or more of the four Youth and Play Development Plans**. See page 2 of this document for definitions of youth and play work.

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. Several applications were unsuccessful in previous funding rounds because they did not clearly address these priorities.

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 10).*
- *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.*
- *Identify and address any emerging needs, challenges, or aspirations coming from children and young people at area youth forums.*

Please note that applications will be decided by a panel that includes young people and representatives from Bristol's youth and play sectors.

2. What you can apply for

You can apply for a grant towards a new or existing activity that is delivering play or youth work (see **definitions below**) for 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.

Definitions:

What is play work?

Playwork is typically for children up to 11 years of age. Playwork is an approach to working with children in which children determine and control the content and intent of their play, rather than it being led or directed by an adult.

Playwork supports and facilitates children's play in various settings and is grounded in the understanding that it is essential for children's development and wellbeing.

This programme uses 3 key principles to define play, these are 1) an activity is free to access, 2) children are free to choose what they want to do, 3) children are free to come and go as they please. Please make reference to your activity aligning with these principles where possible.

What is youth work?

Youth work is typically for young people aged between 11 to 19 (up to 25 for young people with learning difficulties). Youth work offers young people safe spaces to explore their identity, experience decision-making, increase their confidence & develop personal and social skills.

An important feature of youth work is that young people choose to participate, and they are seen as an equal partner in shaping the service or support they receive. **Therefore, young people's voices should be at the heart of all the applications towards youth activities that are received for this grants programme.**

3. 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 (CIC) where they are not limited by shares and most directors receive no payment from the company.

Please note that you must have at least three trustees or directors with the majority being unrelated. For CICs, we may not award a grant where you have one or two directors registered as 'Persons with Significant Control' with Companies House.

Faith-based organisations can apply to this programme, but we will need assurances that activities adhere to the Youth and Play Sector outcomes (see section 11) about being accessible and inclusive.

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 the organisation applying

There are no limits to the size of the organisation which may apply to the fund. However, we will consider your level of reserves and other sources of funding.

4. 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.

5. What we don’t fund

- Activities that don’t match the definitions of youth work and play work (as outlined in section 2 of this document)
- Costs that are incurred before a grant can be awarded
- One-off events
- Capital projects
- Individuals
- School-based activities taking place during school hours
- After-school clubs, unless they meet the above definitions of youth and/or playwork in section 2 of this document. We are unlikely to fund activities based in school grounds where the primary beneficiary will be pupils of the school and not the wider community.
- 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/>

Repeat applications

We will accept applications from organisations that were awarded a grant earlier this year, however, we **will not consider** applications for the same activities that have not yet ended. Please contact us if you are considering to apply for a grant for a previously funded activity that has not yet ended.

Bristol City Council Youth and Play funding

Organisations already in direct or indirect receipt of Bristol City Council Youth and Play funding are eligible to apply, provided the request is towards costs that are different and not already funded by this council grant.

6. 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">• 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.

* 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.

7. 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 grant panel for a decision, which includes young people and representatives from Bristol's youth and play sectors. 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 for this grant programme.

8. Reporting on the use of your grant

We will send you an End of Grant report form based on when you indicate you will have finished spending the grant. This form asks for details of how the grant was spent, what was achieved and any lessons that were learnt. We would encourage you to involve children and young people in the evaluation of your funded work, where appropriate.

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

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 Family Help Team at Bristol City Council:

Pete de Boer (North Bristol/City Centre)

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

Nick Bond (South Bristol)

Tel: 07500 954 065

Email: nick.bond@bristol.gov.uk

11. Further information 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 delivers youth or play work for local children and young people aged 8 to 19 years (up to 25 for young people with learning difficulties).

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://bristolsafeguarding.org/Principles-for-Trauma-Informed-System))
- 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 also contribute to the outcomes outlined above.

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 young people 14 upwards in priority areas.
- Support for LGBTQ+ young people.
- Weekend sessions.
- Support for children and young people from ethnic minorities.
- To develop new offers in Henbury & Brentry.
- To develop new offers in Shirehampton and Avonmouth.
- To develop new offers in Manor Farm and Upper Horfield.
- Additional bridging support to help children and young people transition into provision.

City Centre priorities

- Youth and Play opportunities for ethnic minority children and young people.
- Young people at risk of exploitation.
- Play opportunities for children living in the City Centre.
- Activities and engagement that support/promote community safety.
- Detached youth work project for the City Centre or increased detached youth work.
- Children and young people's voice to be involved in positive solutions such as space and place planning.

East Central priorities

- Activities that support/promote community safety.
- To develop new offers 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.
- Provision for 13–19 year olds during weekends.
- Support for children and young people in care.
- Develop new offers in Whitchurch and Brislington West.
- Work with young people aged 13 plus, targeting those at risk of anti-social behaviour (ASB).

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

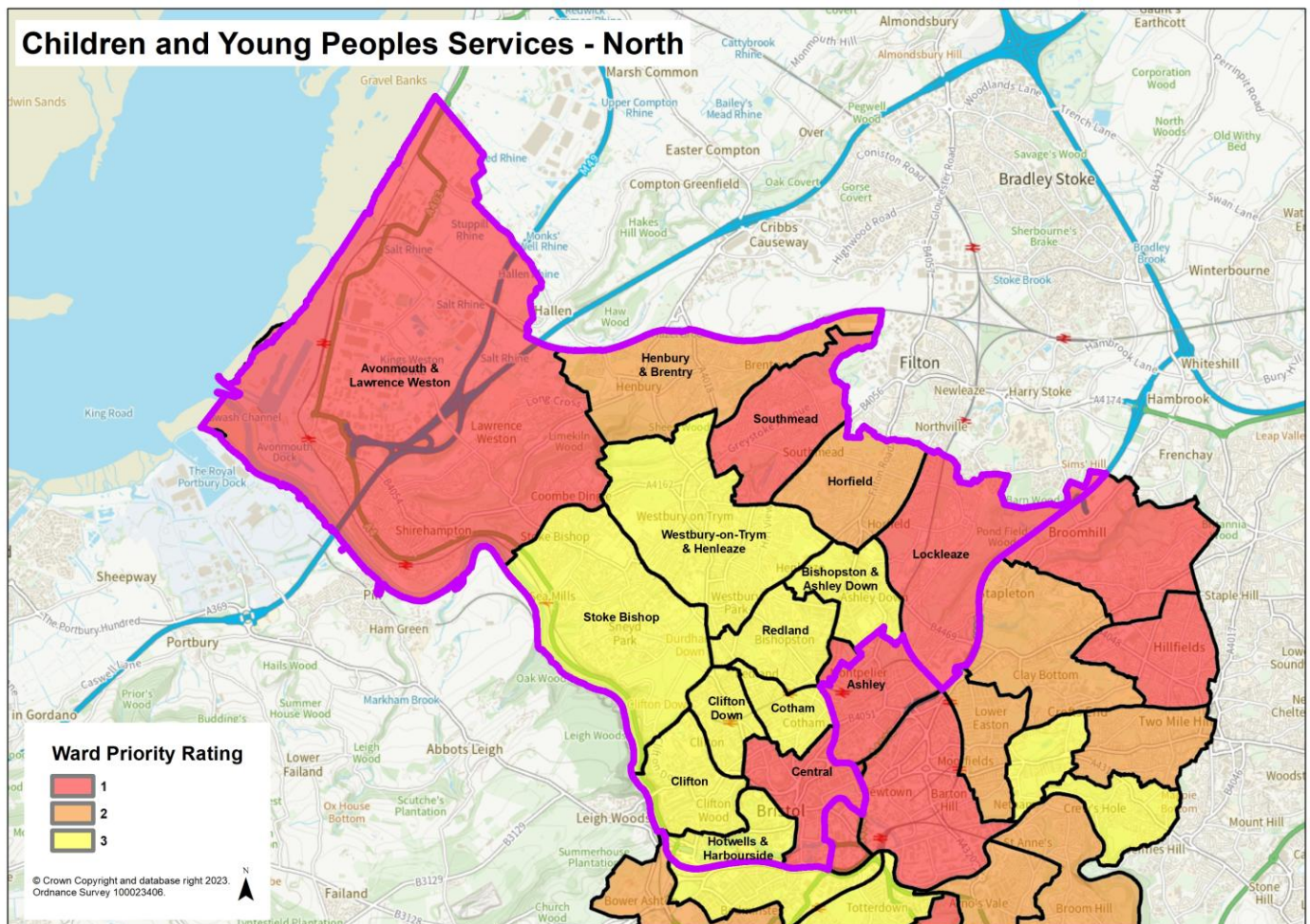
Appendix B – Area Boundaries and Ward Priorities

Priorities are colour coded in the following way:

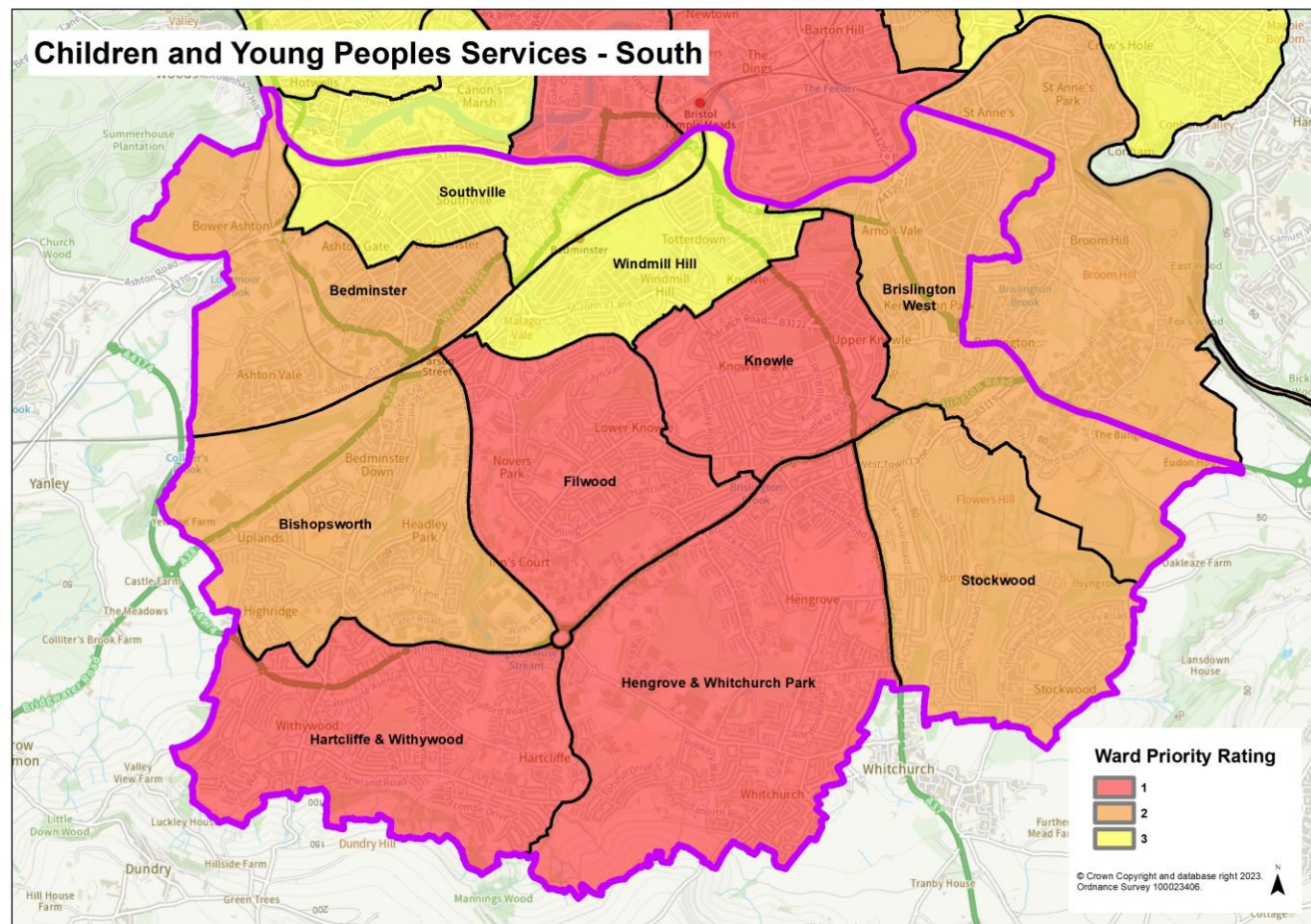
- Red = Priority 1 area (most important)
- Orange = Priority 2 area
- Yellow = Priority 3 area

The calculation for priority areas are based on three factors: the number of children living in relatively low income families, the number of children recorded as eligible for Free School Meals and the number of young people known to Social Care in each ward. Priority score 1 represents highly prioritised areas, while priority score 3 indicates lower priority areas. However, if an applicant aims to support a priority group (e.g., LGBTQ+ young people) in a lower priority area, this should not exclude them from consideration.

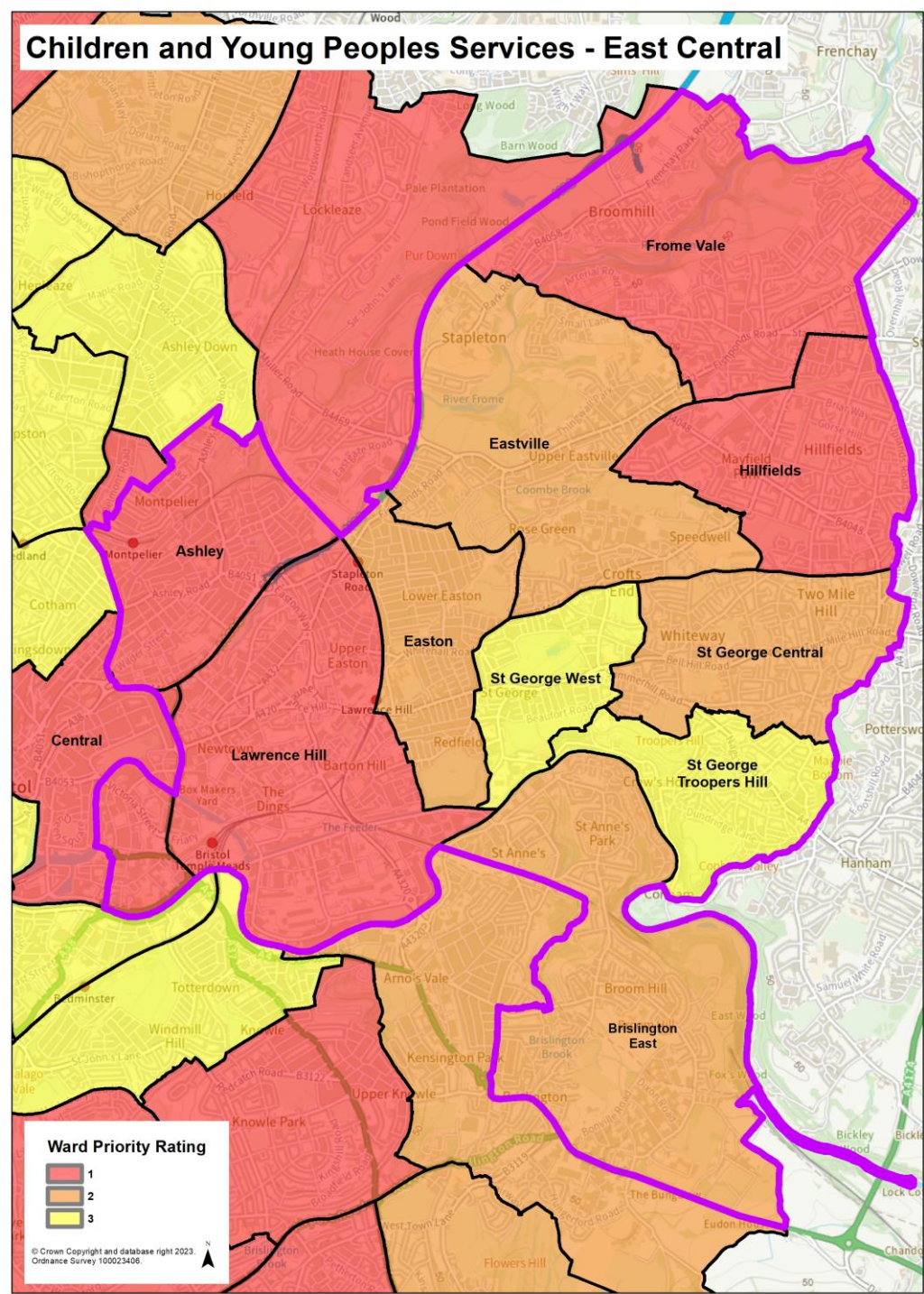
North Bristol



South Bristol



East Central



City Centre

The city centre is largely the Central Ward, which you can see in the above maps under North Bristol.