

Guide for Applicants: Sparking Social Action in Recovery Grant



1. What is the Sparking Social Action in Recovery Grant?

As a part of funding from central government, the community development team at Bristol City Council have been working on a project with people with lived experience of recovery from addiction to bring their voices into the community development team's work. As part of this work, Bristol City Council are providing a grant which supports people in recovery in Bristol to take social action for the benefit of their neighbourhood, Community of Interest and/or the benefit of people in recovery in Bristol.

'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.

This grant programme will support social action activities that seek to improve the lives of local people, particularly those with lived experience of drug and alcohol use and recovery in Bristol. The work must:

- Be led by, and designed or codesigned, with people with lived experience of drug and alcohol use and recovery in Bristol.
- Seek to increase social connections within and across communities to build or improve community cohesion.

We will prioritise applications where we're confident that your work:

- Complements, or is making links to, existing work by other local groups or organisations that serve or support the same people/communities.
- Is seeking to solve a clear need that has been identified through clear knowledge and experience of, and/or from consultation with, the target communities.

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.

3. Examples of activities that may be funded through this programme. (This is not an exhaustive list):

- Breath work (breathing techniques that help people improve their mental, emotional, and physical wellbeing)
- Yoga.
- Walking for well-being
- Peer support, advice and advocacy
- Community arts activities.
- Community gardening projects.

4. What we don't fund

- Costs that are incurred before a grant can be awarded
- Individuals. Unless you are working with an organisation who can host your activity. (see section 6)
- 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.
- Medical research, equipment or treatment.
- Activities that raise funds for other organisations.

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

5. How much will we award?

1) Up to £5,000

- For projects or activities covering up to one year.

or

2) Up to £10,000

We have a limited number of grants available for up to £10,000. You may apply for up to £10,000 if:

- You are seeking funding to cover two years of your project or activities*. Any grant would be paid in two annual instalments; or
- You are seeking funding to expand on your existing activities.

* Two-year grants are not guaranteed and will depend on available funds and the priority given to your project or activity.

Please indicate in your application form whether you require two years of funding for your activity.

6. 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.

Applicants must evidence that their activity is led by, and designed or codesigned with, people with lived experience of drug and alcohol use and recovery services in Bristol.

Small groups, or individuals with lived experience of recovery, who don't meet the eligibility for applying can work with a charitable organisation who can host the group and take responsibility for the application. However, we would like the group delivering the activity to explain the funding request in their own words. The host organisation can take responsibility for more than one application if they are supporting more than one small group/set of individuals. See section 8 for further information.

Please see our eligibility criteria for further information. This can be found on our website in 'Am I eligible for support?' See <https://quartetcf.org.uk/apply-for-funding/am-i-eligible-for-grant-support/>

7. Can an organisation or project submit more than one application?

You cannot submit more than one application to this funding round. Organisations that are acting as a host for a smaller group, or individuals, and taking responsibility for their application, can host more than one application.

8. Repeat applications

We will accept applications from organisations that were awarded a previous grant from this programme. However, please contact us if you are considering applying for a grant for a previously funded activity that has not yet ended.

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 the above documents, another charitable organisation can apply on your behalf as a host organisation 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 11.

10. What will happen next?

Once we have received your application (including all supporting documents) it 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 panel who will decide if your request can be funded. **We will email you the panel's decision within 8 weeks of the submission deadline.**

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.

If you are awarded a two-year grant, you will be asked to provide a Progress Report towards the end of the first year. The second-year payment will be released once this report is received and we're satisfied the project or activity is progressing.

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

www.quartetcf.org.uk/grants-support/for-current-grant-holders/

12. Further guidance and contact details

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/>