

Guide for Applicants: Bristol Temple Quarter Grant Programme



Administered by
 Quartet
Community
Foundation

Please take time to read and understand the following information before applying, and please contact us if you have any questions. Our contact details are in section 10 of this document.

1. Key Information

This grant programme is being delivered by Quartet on behalf of the Bristol Temple Quarter Limited Liability Partnership (BTQLLP). The BTQLLP has been formed by Bristol City Council, the West of England Mayoral Combined Authority, and Homes England to oversee the transformation of Bristol Temple Quarter (BTQ) over the next two decades. Please see section 10 towards the end of this document for more information about regeneration at BTQ and a map of the area.

To apply for a grant from this programme you must be a voluntary or community group, charity or social enterprise.

The priorities of this fund are work which aligns with three themes identified in the BTQ Charter (see section 2 for more details):

- Good Work For All
- Community Wellbeing
- Sustainable Places

We particularly encourage applications from groups working with young people and/or which are in the BTQ regeneration area or nearby communities.

Organisations can apply for a grant of either:

- Up to £5,000 ('Tier 1' grants) or
- Up to £1,000 ('Tier 2' grants)

2. What you can apply for

You can apply for a grant that:

- supports a new activity, or

- continues something that you are already doing, if it meets the outcomes of the programme.

This grant programme will support groups and organisations to deliver work that achieves **one or more** of the following outcomes:

- **Good Work For All:** projects and initiatives that contribute to increasing participation in work, good quality and fair employment opportunities, training and skills development, and a strong, diverse and resilient business ecosystem.
- **Community Wellbeing:** projects and initiatives that help communities feel healthy, safe and cared for, improve infrastructure, spaces and services in and around BTQ, help to engage and empower local people, and celebrate and strengthen culture.
- **Sustainable Places:** projects and initiatives that help to reduce carbon emissions, build community responses to the climate emergency in and around BTQ, and create an ecologically rich area where people feel more connected to nature.

These priorities are those of the BTQ Charter, which sets out long-term social, economic and environmental ambitions for regeneration in Temple Quarter. There is more detail about the Charter on the [BTQ website](#).

Activities covered by the grant must start as soon as reasonably possible after a grant is paid. Activities must be delivered within 12 months of receiving the grant.

A grant can be used towards any reasonable costs for delivering your work. This includes:

- core or running costs
- project and activity costs
- equipment

3. Who can apply

Applicants must be based and working in Bristol, South Gloucestershire or Bath & North East Somerset, but must make a clear link in their application to Bristol Temple Quarter.

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. When assessing applications, we will also consider the level of reserves that an applicant holds.

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/

Grassroots or resident-led groups that don't meet the eligibility criteria or are unable to provide supporting document (see section 7) can work with an eligible organisation willing to hold the grant on their behalf. However, the application should be written and submitted by the grassroots or resident-led group, and not the larger organisation

4. How much will we award?

There are two different grant awards from this programme:

- Grants of £1,000-£5,000. There is **one round** for the larger grants with one closing date for applications and one decision panel.
- Grants of up to £1,000. This is a **rolling programme** and grants will be considered at three different decision panels.

The grant should be spent **within 12 months**.

There are two application forms, one for organisations applying for up to £5,000 and one for organisations applying for up to £1,000.

Can an organisation or project apply more than once?

You cannot submit more than one application to this grants programme. This means that you cannot apply for both a Tier 1 grant (£1,000-£5,000) and a Tier 2 grant (up to £1,000).

5. What we won'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 community or charitable element to them and are not meeting any of the outcomes outlined in section 3 of this programme

- Sports projects with no community or charitable element and are not meeting any of the outcomes outlined in section 3 of this programme
- 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/>

6. 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:

<ul style="list-style-type: none"> ▪ A constitution/governing document/set of rules that sets out the purpose of your organisation and how it is managed.
<ul style="list-style-type: none"> ▪ 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.
<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, 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 have difficulty supplying any of the above supporting documents.

If you do not currently have a bank account:

In the application form you 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.
- Have their name as the main contact 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 separately for a grant.

Please contact us if you have any queries about supplying the above supporting documents. Our contact details are in section 9 of this document.

7. Timescales for applying and receiving a decision

These are different for the two types of grant (Tier 1 and Tier 2) and are explained below.

Please get in touch if you have any questions about this.

Timetable and Process for the Tier 1 grants (up to £5,000):

Applications open	Wednesday 15 th October 2025
Applications close	Monday 17 th November 2025 at 11 am Late applications will not be accepted.
Decisions	We aim to let you know the decision about your application within 8 weeks of the closing date.

Timetable and Process for the Tier 2 grants (up to £1,000):

Applications open	Wednesday 15 th October
Applications close	There will be three decision panels for this programme, one in December, one in January and one in February. You can submit your application at any time up until the final deadline of Friday 16 th January

	and it will be considered at the next panel meeting. We encourage early applications for this programme.
Decisions	We aim to let you know the decision about your application within 8 weeks of you submitting it.

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 decision panel, which will include representatives from Bristol Temple Quarter and VCSE partners. You will receive a decision within one week of your application being decided by the panel.

8. Reporting on the use of your grant

If you are awarded a grant, we will send you an End of Grant report form. This will be sent when you 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.

9. Further guidance and contact details

The application form will ask for information such as:

- What your organisation already does to support your community
- What you will deliver with this grant
- How you will meet the priorities of BTQ
- A budget breakdown.

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.

10. About Bristol Temple Quarter

[Bristol Temple Quarter](#) is built on the partnership between Bristol City Council, Homes England, the West of England Combined Authority, and Network Rail. The University of Bristol is a key delivery partner, and its £500m investment into a new Enterprise Campus has already catalysed new development in the area. The partners aim to transform 135 hectares of land in central Bristol and deliver 10,000 new homes, thousands of new jobs, and a £1.6bn annual boost to the regional economy. In March 2024 Homes England, the council, and the Combined Authority came together to form the Bristol Temple Quarter Limited Liability Partnership.

Inclusive and sustainable growth – unlocking the potential of the area in a way which maximises long-term benefits for local, city and regional communities – is core to the purpose of regeneration at Temple Quarter.

The LLP's aspirations for inclusive and sustainable growth are set out within the BTQ Charter. The Charter identifies key delivery priorities for the LLP, and provides a framework by which everyone working in the area can contribute. It has been developed to ensure that neighbouring communities and people across Bristol and the West of England benefit from economic growth, investment and regeneration.

The aim of the BTQ Community Fund is to provide small grants to help build the capacity of community organisation in and around BTQ, and to pilot projects and initiatives which can directly contribute towards the goals of the Charter.

Map of the BTQ area



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/>