

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 11).

## 1. About the Wessex Water Foundation Community Fund

This fund aims to support community-based activities or projects that meet a local need and seek to improve the lives of local people who are most in need of support. These activities or projects should be informed by the people or community they serve and have considerable reach and wide community benefit, with priority given to work that fulfils one of more of the following:

- takes place in areas of multiple deprivation or rural isolation where people lack access to local services
- helps build stronger communities – enabling people to work together and create solutions to local challenges
- helps people take steps to manage or avoid debt and build their financial capability. This can include activities that raise awareness and take up of utility affordability support such as the Wessex Water schemes

## 2. What you can apply for

You can apply for a grant towards a new activity or continuing something you are already doing. We won't award a grant towards work that has already been undertaken, and you should plan to start spending the grant within six months of when it was awarded.

A grant can be towards any reasonable costs for your organisation or project including:

- core or running costs
- project and activity costs

## 3. Who can apply?

Applicants must be based and working in the area covered by Wessex Water and Quartet Community Foundation (both cover Bristol, Bath & North-East Somerset, North Somerset, and South Gloucestershire). You can apply for a grant if you are a:

- voluntary and community group with charitable aims
- registered charity
- Community Interest Company (CIC)\*
- Parish council

\*If you are a CIC, please see further information on eligibility on our website at:

<https://quartetcf.org.uk/grants-support/am-i-eligible-for-support/>

You must also have a board or committee with at least three members and the majority being unrelated to each other and not living at the same address.

Your group or organisation must have been running for at least 12 months and be able to show a track record of delivering work, as well as financial records.

We will prioritise applicants whose annual income has been on average under £500,000 for the last three years. This programme is targeted at groups and organisations where a small amount of money can make a significant difference, so we will consider your other sources of funding and level of reserves, and we'll prioritise where a grant can make the biggest impact.

We particularly welcome applications from groups led by diverse and ethnically minoritised communities.

#### **4. Previous applications**

You cannot apply to this grants programme if you have already received other Wessex Water funding within the last 12 months.

If you are a debt advice agency in receipt of Wessex Water core funding, please contact us before you apply (e.g. Christians Against Poverty projects or Citizens Advice).

You cannot apply to more than one Community Foundation at the same time for the Wessex Water Community Fund Grant.

#### **5. How much do we award?**

Grants are available of up to £4,000 for work covering a period of up to 12 months.

#### **6. Examples of grants we have funded**

- For Money Advice Caseworkers to provide financial advice to help alleviate poverty, support people to access food and fuel, and prevent homelessness.

- To develop a digital inclusion programme, offering supported group and one-to-one sessions in a friendly and relaxed environment, to people who need help to engage online.
- A contribution towards running costs to provide refugees and asylum seekers with essential living items, welfare support, signposting, and a welcoming community.
- A social prescribing programme for marginalised and disadvantaged people experiencing poor mental health; improving lives and increasing wellbeing through access to the outdoors.

## 7. What we don't fund

- Applications from individuals
- Onward grants to individuals
- National organisations or those based outside the region
- General appeals including for capital building projects
- Activities the government and other public bodies currently have a statutory responsibility to provide
- Groups or activities that are giving support to a political party
- Activities intending to influence people's religious choices
- Activities that primarily support animal welfare
- Arts or sports projects with no significant community or charitable element
- Events
- Schools. However, PTAs and 'friends of' groups are eligible to apply for activities which are not statutory provision
- Medical research, equipment, or treatment
- Costs incurred before a grant can be awarded
- Activities that raise funds for other organisations

If you have any queries about the above, please call us.

Applicants whose project is primarily focused on environmental outcomes are advised to apply to the Wessex Water Foundation Environment Fund, opening in May 2026.

## 8. How to apply?

The grant programme opens to applications on Monday 22<sup>nd</sup> September 2025 and the closing date is Monday 20<sup>th</sup> October 2025 at 11am. Late applications will not be accepted. You can apply online from our website. Alternatively, you can request an application form by post.

Please make sure your Trustees are aware that this application has been submitted.

You will need to provide the following when submitting your application\*:

- A copy of your constitution/governing document that sets out the purpose of your organisation and how it is managed.
- A copy of your most recent annual accounts or financial records that show your organisation's balance of funds, income, and expenditure.
- An up-to-date safeguarding policy for your organisation. This is required even if you don't work directly with children or vulnerable adults. For guidance, please see <https://knowhow.ncvo.org.uk/safeguarding>

\*You do not have to send these if you have already sent these documents in the last 6 months to the Community Foundation

**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 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.

This will not affect the applicant organisation's ability to apply 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 of this document.

## **9. What will happen next?**

Once we have received your application (including all supporting documents) it will be assessed by a member of staff. We will contact you by email or phone if we have any questions. The application will then go to a community panel for a decision. You will be notified of the outcome in early December 2025.

## **10. 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 and what was achieved.

## **11. 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:

- Email [applications@quartetc.org.uk](mailto:applications@quartetc.org.uk)
- Phone 0117 989 7700
- Address: Royal Oak House, Royal Oak Avenue, Bristol BS1 4GB.

There is also more information available on the Grants and Support page of our website at [www.quartetc.org.uk/grants-support/](http://www.quartetc.org.uk/grants-support/) where you can find:

- A guide to completing an application form which you can download and print
- 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)’

## **12. 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 please refer to our Privacy Policy at <http://quartetc.org.uk/privacy-policy/>