

Guide for Applicants

BYCA Holiday Activity Grant



1. What is BYCA?

Bristol Youth & Community Action is a steering group of people made up of the current, past and future high sheriffs, representatives from the voluntary sector, the business sector and Bristol City Council. It meets regularly to make decisions on how the donations received from the High Sheriff's appeal and other fundraising activities by the High Sheriff will be spent.

2. What are BYCA Holiday Activity Grants?

BYCA grants fund holiday activity programmes for children and young people aged 8-12 designed to offer opportunities, positive experiences and reduce risk of involvement in anti-social behaviour. Due to the Department for Education's Holiday Activity and Food Programme, the High Sheriff has agreed to fund activities in the half term holidays for the financial year 2026/27, to try and ensure there is funding in all the school holidays.

We strongly encourage organisations to co-ordinate their planned activities with other local providers to ensure that activities are available across the city during half terms. If you would like help with knowing what other activities are happening in your area please contact the Bristol Play and Youth Alliance info@childrenandyoungpeoplebristol.co.uk.

3. What can you apply for?

You can apply for holiday activity programmes that add value to existing provision or create new provision where there is an identified need. Successful applications will demonstrate that a small amount of funding from BYCA will make a significant difference. Groups are expected to demonstrate local need and funding will be given to projects that are targeted to address these needs. Groups are expected to coordinate with the other groups in the area to ensure that activities are delivered at different days and times to each other.

You can apply for a contribution of £200 per session (at least two hours) towards activity costs with a maximum of one session per day and 5 sessions per half term. In addition, you can also apply for up to £100 a session as contribution towards healthy food. Food delivered should be in line with the school food standard.

BYCA grants for this round will cover the following three half terms:

- May 2026
- October 2026
- February 2027

Programmes must be based in the following areas of Bristol:

- Hartcliffe and Withywood • Lawrence Hill • Filwood • Avonmouth and Lawrence Weston • Southmead • Hengrove and Whitchurch Park • Lockleaze • Henbury and Brentry • Ashley • Eastville • Knowle • Horfield • Hillfields • Easton • Frome Vale • St George • Brislington East • Brislington West • Stockwood • Windmill Hill

BYCA doesn't fund:

- Direct replacement of statutory funding
- The purchase of capital equipment
- Overseas travel
- Core salary costs of an organisation
- Projects operating outside of the Bristol boundary
- Transport cost for day trips
- Individuals

4. How to apply

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*:

<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 that cover a full year, then 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 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 8 of this document.

5. What will happen next?

Once we have received your application (including all supporting documents) your application 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 that will decide if your request can be funded. **The decision panel are meeting at the end of April.**

6. 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.

7. 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 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)'

8. Contact details

If you need more information or wish to discuss your application before you apply, please contact

Luke Boulton at Quartet Community Foundation:

Telephone: 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 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/>