

# Guidelines: Wessex Water Money Matters



Wessex Water believe in helping people to understand financial matters and take effective decisions regarding money. Wessex Water is working with Quartet Community Foundation to administer Wessex Water Money Matters grants for activities that support financial capability and money management projects for people who face financial difficulties in the West of England.

## What is Quartet Community Foundation?

Quartet Community Foundation manages funding on behalf of individuals, companies, charitable trusts and statutory agencies. This enables us to make grants to charitable groups in the West of England. We have many grant programmes to which groups can apply, Wessex Water Money Matters is one.

## Before applying.

Please read these guidelines carefully and read the '[Before Applying \(Essential Information\)](#)' section on our website.

## What can you apply for?

The grant programme will support activities that help people to improve their financial capability and encourage responsible payment behaviour for the services they receive. The activity should be distinct from debt advice. To be eligible for a grant from the Wessex Water Money Matters your activity must:

- Work to prevent people in vulnerable circumstances from getting into debt; and/or
- Educate and support young adults to understand personal finances and avoid debt; and/or
- Educate and support children, young people and their parents/carers to take steps to build financial capability, money management and household budgeting skills.

Priority will be given to activities where applicants can demonstrate that the activity will make a long-term difference to the target beneficiaries.

For existing projects with a proven track record, consideration will only be given to requests that extend the activity beyond its existing boundaries in terms of its scope, number of beneficiaries and/or time frame.

We would expect projects to make use, where possible, of existing financial capability resources, such as those provided by the Money Advice Trust, Money Advice Service or pfeq.

## Who can apply?

Wessex Water Money Matters Grants are targeted at organisations with charitable aims where a small amount of money can make a significant difference. Applicants must be based and working in any part of the Wessex Water area (see [www.wessexwater.co.uk/aboutus/](http://www.wessexwater.co.uk/aboutus/)) which includes: Bath & North East Somerset, Bristol, Dorset, North Somerset, Somerset, South Gloucestershire, most of Wiltshire and parts of Gloucestershire and Hampshire.

There are no limits to the size of organisation which may apply for a Wessex Water Money Matters grant. However, if an applicant organisation has more than 8 months of its annual expenditure in unrestricted reserves then its application will be considered a lower priority for funding. If your organisation is holding significant financial reserves you will need to make it clear why these reserves cannot be used to cover the cost of the activity.

## How much do we award?

The maximum amount awarded from the Wessex Water Money Matters grant programme is £5,000. Organisations that have previously been awarded funds through Wessex Water Money Matters may apply for additional funding to continue or extend a proven project.

### Examples activities/projects

- The production and distribution of self-help materials to help families and others at risk of debt to manage their money.
- Weekly money saving IT sessions to help people better manage their money.
- Helping children understand the financial cost and value of water by creating and disseminating a teaching resource.
- Delivering financial capability advice to 16-25 year olds, including school leavers, unemployed, those living in supported accommodation and carers.
- To provide a money advice service to help isolated older people.
- Delivering a 'Skills for Life' course to young people, providing advice and guidance on money management with a view to helping young people live independently.

### What we don't fund

- Individuals
- General appeals
- The direct replacement of statutory funding
- Political groups or activities promoting political beliefs
- Religious groups promoting religious beliefs
- Animal welfare
- Arts projects with no community or charitable element
- Sports projects with no community or charitable element
- Medical research, equipment or treatment
- Projects that take place before an application can be processed
- Activities that raise funds for other organisations

### How to apply

You will need to complete an application form. You can apply online at [www.quartetcf.org.uk](http://www.quartetcf.org.uk). Alternatively, you can request an application by post by contacting our office. As well as the completed application form, you will also 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.
- Evidence of a bank account in the name of the organisation. The bank account must have at least 2 signatories. Alternatively, if you belong to a small organisation that does not have a bank account another charitable organisation can look after the funds for you, but you must provide written authorisation from the organisation that will do this.
- 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 if your organisation works directly with children or vulnerable adults.
- 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.

### What will happen next?

Once we have received your application (including all supporting documents) it will be assessed by a member of staff. They may contact you for further information or to arrange to meet to discuss the application in more detail. The application will then go to a panel for a decision. You will be notified of the outcome within 6 - 8 weeks of the application submission closing date.

## **Monitoring**

At an appropriate time, usually six months, after the grant has been paid we will send you a grant monitoring report form. This form asks for details of how the grant was spent and what was achieved. In addition, a member of staff or trustee may contact you to arrange a visit to find out more.

## **Publicity and PR**

Quartet Community Foundation and Wessex Water may wish to publicise the grant made to your project. Details of Quartet's policies are available on the '[Before Applying \(Essential Information\)](#)' section of our website.

## **Data Protection**

Quartet Community Foundation and Wessex Water will use the information provided on the application form to process your application and to monitor the project. In limited circumstances, we may be required to release information e.g. where required by law, but we will not permit any unwarranted breach of confidentiality nor will we act in contravention of our obligations under the Data Protection Act 1998. If you feel that any other information about your application or project should not be disclosed, please contact us to discuss this.

## **Help to scope your activity/project and plan evaluation**

Viewing the following resources may help you to complete the application form:

- Financial Capability Strategy for the UK: [http://www.fincap.org.uk/uk\\_strategy](http://www.fincap.org.uk/uk_strategy)
- Nesta 'Theory of Change' tool: <http://www.nesta.org.uk/resources/theory-change>

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