

# Bristol Impact Fund 3

## Grant Application Questions and Answers

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## **Accessibility**

### **How is venue accessibility being defined specifically?**

We're in the process of developing an accessibility checklist, which we'll share on the BIF webpage soon. Please note, these standards don't need to be in place until the start of the grant but we'd expect organisations to work towards them by then.

### **The majority of venues are not accessible for deaf people! So what should applicants do?**

We are developing an accessibility checklist for organisations to complete. We will be working with Centre for Deaf and Hard of Hearing People to ensure that this checklist meets the requirements of the Deaf and Hard of Hearing community. We appreciate that there is a considerable amount of work that needs to take place to make venues accessible to the Deaf and Hard of Hearing community, but that groups will have until the start of the grant to work on getting these measures in place.

### **We are reviewing the guidance notes for the Bristol Impact Fund and believe the one thing which might exclude us from being able to make an application - currently - is the requirement for our venue / premises to be accessible. We are for the most part but our toilet is not. Is someone able to give us guidance on what exactly the requirements are, and whether there are any existing grants for improving accessibility in community spaces?**

Thank you for your email. We won't fund projects or activities held in inaccessible venues, however you can commit to ensuring that your activities will be held in an accessible venue by the start of the grant, for example by committing to upgrading the facility's toilet by April 2026. We are currently working on an accessibility check list for organisations who receive the BIF3 grant, which will be available in the coming months.

Community Infrastructure Levy / Section 106 funding can be used for capital projects, including adaptations to make facilities more accessible. The next round for funding should be from January 2026. More information is here: [Funding for local projects](#)

## **Application form**

### **Can we use AI to help complete the application?**

We'd suggest you don't use AI to write the entirety of your application as we want to hear information about your community that AI couldn't know. However, AI can be useful to help condense answers if you find you are over the word count.

### **Please can you let me know if there is a link to a BIF blank template to complete answers before uploading on to the actual form.**

You can find the BIF3 questions on the Bristol Impact Fund website, link below. Click on 'Apply for a Grant' from the contents and scroll down to 'Resources'. The Application Question Guide is there to download.

**Please can you tell me how to print out the Application form. The questions in the Guidelines appear slightly different from those in the Application itself. Is there a way of making the boxes in the Application form larger? It is difficult to read back what we have entered if we can only see one line.**

Please see a Word version of the questions attached (and also available on the website here: <https://www.bristol.gov.uk/residents/people-and-communities/voluntary-and-community-organisations/grants-for-voluntary-and-community-organisations/the-bristol-impact-fund>). I'm afraid, as it's a central government system, there's no way for change the settings or make the text boxes larger, but hopefully you can use the Word version to draft and read back your answers.

**For BIF3 we need to submit a home-working policy. Do you know—or are you able to ask the council—if it's about the right to request the ability to work from home, or if it's a policy more focused on the practical aspects of working from home as an employee (i.e. using computers responsibly, having a safe and suitable work environment, data protection, etc.)?**

You don't need to upload this at this stage, a home working policy is just one example of best practice on the baseline standards. In the application form, there are 5 questions that require a document upload (1n, 1o, 1p, 2h and section 7) none of which require the applicant to upload policies.

**It's come to my attention that a couple of BIF3 applicants may believe they need to create a full story of change document and submit this with their application.**

**Whilst I can see that there is a guidance document relating to this, my belief was this was there just as background reading/something to help organisations answer specific questions around change that project will have, impact over 4 yrs etc.**

Yes, you're right – they don't need to produce a full story of change document separate to their application, and the guidance document is just for background reading. We're just encouraging applicants to use a 'story of change' approach in their applications, but the application form is set out to help them do this, asking Who, What, Why and How, so no need to do anything separate.

**I have completed the initial questions up until stating the amount we are applying for as we are still working on the bid and not 100% sure yet re the budget amount we are asking for. I am worried that this part of the application is necessary as a pre-approval to apply and that there is a deadline for this ie it will take a few days to be approved to apply? Or will it be OK to complete the whole application in one sitting once we have completed the questions offline ready to upload?**

We don't receive the application until you get to the end, so if you put any amount in and continue, you will be able to go back to it later. Alternatively, you can complete the whole application in one sitting once you have completed the questions offline ready to upload.

**In BIF2 we were able to include diagrams, graphics and tables to help to explain what we were planning to do and how this met the ways of working. It doesn't seem possible to paste these into the gov.uk online system. Can these still be used and is there a technical way of including them or can we, for example include a link to a graphic?**

Thanks for pointing this out and apologies that graphics can't be pasted into the application form online. If you could include a link to the graphic (in plain text), that would be great – thanks.

**I cannot find your budget Excel template for the funding bid. I am on this page looking at the list of resources <https://www.bristol.gov.uk/residents/people-and-communities/voluntary-and-community-organisations/grants-for-voluntary-and-community-organisations/the-bristol-impact-fund> but I cannot see the budget.**

Apologies that it's not clear. To find the budget template:

- go to the link you've pasted
- click on the third option at the top of the page 'Apply for a grant.'
- scroll down to the section called 'Resources'
- The budget template is called 'Section 7 Value'

## **Application type**

**Can you apply for a grant and then apply for a smaller grant when it opens. Or only one application?**

Yes, you can apply for both. But just one application for each.

**Is it possible to apply both to the Medium/Large Grants Programme and the Small Grants Programme, or whether one can only be applied to at a time?**

Yes, it's possible to apply for both a Medium/Large and a Small grant, although the focus should be different for the small grant. We'll be releasing more information about these in the coming months, but expect them to be focused on supporting groups that are new, or supporting existing groups doing new work / reaching new participants.

**Please can you let us know if BIF3 can be applied for to support multiple projects in one application or should each project be applied for individually?**

Organisations can only make one solo application, but each application can include multiple projects, with an upper limit of £110,000 per organisation per year.

## **Area eligibility**

**Does the place-based work need to apply to the work of the organisation as a whole, or can it be for a specific project that this funding would support?**

It can be for a specific project.

**Our headquarters and youth centre is in xx at the postcode xx. This places us just over the border in xx. We support young people from all over Bristol and for this Fund, we would deliver a project for specifically Bristol based residents. We also have at least three Bristol based trustees. Would this make us eligible?**

If your organisation is already based in or delivering services in Bristol (it already has an established presence in Bristol and the work your organisation does is for the benefit of Bristol people) and has 3 Bristol based trustees (any postcodes that start with BS1 through to BS16) it is eligible.

**Are we eligible if we are based on the outskirts of Bristol (BS15)?**

Yes, you would be eligible to apply for the fund if you meet the eligibility criteria listed and are based in the Bristol area - we're considering any address with a postcode of BS1 – BS16 to be included in the Bristol area for the purposes of this fund. Just to note, to meet the eligibility criteria for BIF3, the organisation would also need to have at least 3 of the organisation's trustees to be resident in the Bristol area. This is part of the way the fund is working to prioritise local organisations.

## **Budget**

**Can we use the grant to pay a member/s as an incentive only to encourage him/her to take part in community tasks?**

No, but you could use some of the grant to pay volunteer expenses if that will help ensure community members can be involved, or you could use it to employ a project worker from the community to encourage other community members to take part.

**Is there a description of what is considered as capital?**

Capital is funding for physical things rather than services or activities. It refers to something which will last several years like equipment or premises.

**Other BCC grants/contracts included the need for Social Value Measurements/Frameworks - will this be a part of BIF3?**

No need to include social value measurements in this application, although you could include this in the additional question about your budget if it helps you show the value of your application.

**What is your policy on CTC and cost recovery? If so, what is the % covered? Our organisation maintains a policy of 12% to ensure the sustainability of our work.**

We don't have a maximum amount on contribution to core costs, but make a judgment based on budget on what is reasonable given the size and scope of work and focus of organisation.

## **Budget template**

**I'm unable to find the budget template referred to in section 7. I can see indicators on this page now, but not the ways of working ref below or the budget template ref above? Can you help?**

The budget spreadsheet (named Section 7 Value) and the list of indicators can be found under 'Resources'. Click on this link: [The Bristol Impact Fund](#) and then click 'Apply for a Grant' and scroll down.

You can find information on the Ways of Working in the same place as above in the document called Overview Grant Prospectus March 2025 on page 7.

## **Development phase**

**BIF2 (possibly BIF1?) had a Development Phase as part of the funded work before project launch - is this different now for BIF3?**

There's no development phase for BIF3. We introduced it for BIF2 to ensure organisations had enough time to develop their work but we've had more time this round so didn't feel it was needed.

## **Eligibility**

**Is there a maximum turnover figure to exclude larger organisations?**

No there are no income thresholds.

**Is there an income threshold?**

No there are no thresholds.

**Is it possible to apply for any funding to part fund work supplying children with school uniform?**

The Bristol Impact Fund only funds work with those aged over 16, so this work wouldn't be eligible. I'd suggest contacting our colleague Mark Lee who works on the Youth and Play grants for any information he might have on funding available –

[mark.lee@bristol.gov.uk](mailto:mark.lee@bristol.gov.uk) or check the Quartet website for other funding opportunities - <https://quartetcf.org.uk/grants-support/>

**So registered address isn't relevant?**

We are wanting to focus on supporting local organisations so we would also expect an organisation to have their headquarters in Bristol.

**The majority of the key decision makers must be of what background please? 75%?**

By an organisation 'of' your community, we mean that the majority of the key decision makers in your organisation identify with a specific community. You might show this by showing how 75% or more of the Board of Trustees/Management Committee AND 50% or more of senior staff identify as being from a certain community or sharing a certain characteristic.

**We are a new organisation who are about to start operating in xx so we have no track record as such of known outcomes etc. Can we apply with any hope?**

If you are very new, it may be better to look at our small grant funding that will open later in the year. An organisation needs to submit either at least one set of annual accounts or financial records to meet our due diligence requirements. You will also need to show that you know the community you work with really well to understand their priorities.

**We are registered with Companies House and currently awaiting our charity number from the Charity Commission. Would this qualify us to apply?**

You would be eligible if you can provide a Companies House number, as I presume this means you are registered as a company? It's fine to just provide the Companies House number if you don't yet have the Charity Commission number. To check if you have one of the eligible organisational structures, check page 3 of the Guidance document (Bristol Impact Fund 3: One City, Many Communities).

**As we are newly established, we don't yet have a year of accounts for xx Bristol. However, we can provide full accounts from xx Charity Group. Would these suffice?**

We would want to see financial records from the Bristol branch, rather than the national organisation, but understand that new organisations may not be able to provide annual accounts. Instead, you can attach documents that we can use to check your organisation's financial stability, financial governance and governance (for example, bank statements and/or management accounts.)

**In question 1f (Does your organisation currently meet the council's baseline standards?) can I tick no? I'm applying for a medium 55k pa grant, not total, and the following question (1g – see below) is unclear.**

**1g - If your answer to the previous question was 'No', does your organisation commit to working to meet the council's Baseline Standards by the time the funding starts in April 2026? (optional). For organisations applying for less than £55,000 in total.**

If your organisation doesn't currently meet the Baseline Standards, then please tick no to question 1f and then tick yes to 1g, if you commit to meeting them by April 2026. The note about grant size is a typo so thank you for pointing that out – the question is relevant whatever grant size you are applying for, so we will remove the note from Find a Grant now.

**The question I have is related to being 'Of the community'. While the vast majority of key decision makers in our organisation are from Bristol, we cannot say that they**

**are from the specific communities and groups which we are targeting with this project. Would we be eligible to apply given the above?**

Your organisation does not have to be 'of' a particular community to be eligible for funding. However, if your organisation is not 'of' the community you work with, we will want to see how the equalities community is significantly involved in your work. There is a specific question on this (3g) so this is where you can outline the plans and networks you've discussed in your email.

**I am writing to seek clarification on a 'standard' listed within your baseline standards documents. Section 1 bullet point 2 reads: 'Each financial year a properly organised and quorate Annual General Meeting is held and the Link Officer/Contract Manager is invited to attend this meeting.'**

**As xx is not a membership organisation we have not held AGM's, though we hold three celebration events per year that allow feedback from volunteers and the people we support. Can you confirm if this would exclude us from applying?**

Thank you for your highlighting this. This does not exclude you from applying as we understand there are different variations of CIOs, one of which doesn't require an AGM. We are currently reviewing the baseline standards and will take this point into consideration when finalising it.

**Do you fund ongoing work and services currently being delivered to the Bristol Community, or must this be a new project or service?**

We would fund ongoing work, you just have to be able to demonstrate impact and that the project meets the criteria of the fund.

**Our preferred model is a partnership application with xx as lead partner and xx School Trust CIO and xx as named parties on our application. Our bid will focus on supporting parents to find local culturally sensitive solutions to the challenges they face. Will xx School Trust CIO be an acceptable named partner for this bid?**

As the focus is about supporting parents not the children it would be an acceptable named partner for your application. The application will need to ensure wider impact of parents, and not be targeted at children (where children aged under 16 are the primary or sole participants).

**Just a query regarding the baseline standards. We don't have an AGM as we are not required constitutionally to do this, would we need to do this if we did receive a grant? We do have Articles of Association and believe we meet the other standards.**

You are not required to hold an AGM if your organisation's constitution or governing documents do not require it. We understand that some organisational structures, such as certain forms of CIOs, are not membership-based and therefore do not require AGMs.

As long as your organisation meets the other baseline standards and can demonstrate good governance and accountability (e.g. through your Articles of Association, regular board meetings, and opportunities for stakeholder feedback), this will not exclude you from applying for BIF3. We are currently reviewing the baseline standards and will take this variation into account when finalising them.

**1f asks whether we meet the council’s baseline standards. We will show evidence of how we will meet the only standard we currently do not fully meet. Do we need to upload all evidence of our policies, feedback forms, contracts etc, or is it enough to state what we do and do not meet, and provide evidence in future if required?**

For question 1f, if your organisation does not currently meet all of the Council’s baseline standards, you should indicate that you do not currently meet all the standards and confirm whether you are committed to meeting them by the time the grant starts (April 2026). You do not need to upload all supporting evidence (e.g. policies, contracts, feedback forms) at this stage. If your application is successful, you will be asked to provide evidence as part of the due diligence process before funding is released.

## **Eligibility – trustees**

**Can you still apply at all if your organisation works in Bristol but doesn’t have 3 trustees within bs1-bs16 postcodes?**

All organisations that apply must be eligible and therefore have 3 Bristol-based trustees. In a Partnership with a Lead Partner, it may be that some partners do not yet meet the eligibility criteria. In this instance, they must state that they are willing to work towards them within 6 months of the start of the grant in the Partnership's Memorandum of Understanding. This includes the Bristol-based trustees, so a partner could work towards recruiting Bristol-based trustees between now and within 6 months of the start of the grant (end of Sept 2026) and this would make them eligible.

**In section 1o it says: To be eligible for this fund, at least 3 of the organisation’s trustees must be resident in the Bristol area and have an active role in the organisation. But on page 6 of the guidance it says “We will prioritise local organisations (by which we mean that their main headquarters are in Bristol and have at least 3 trustees who are residents of the Bristol area.) However, we will consider applications from non-local organisations which meet the eligibility criteria and which bring specialist expertise to the city, which is not otherwise available locally.” Does this mean that organisations who don’t have 3 trustees/directors in the local area will still be considered?**

If your organisation is already based in or delivering services in Bristol (it already has an established presence in Bristol and the work your organisation does is for the benefit of Bristol people) it is eligible as long as it meets the rest of the eligibility criteria. As you've identified, you would need to have at least 3 of the organisation’s trustees to be resident in the Bristol area and have an active role in the organisation. This is part of the way the

fund is working to prioritise local organisations. The Bristol area is any postcode that starts with BS1 through to BS16.

During the 3-month application window, you could try and find 2 more Bristol based trustees. Or an alternative is to join a partnership application with a lead partner. In a Partnership with a Lead Partner, the Lead Partner must meet all eligibility criteria at application stage, but it may be that some partners do not yet meet the eligibility criteria. In this instance, they must state that they are willing to work towards them within 6 months of the start of the grant in the Partnership's Memorandum of Understanding (so by September 2026).

**Why do you ask for the full list of current trustees including full names, addresses, roles and relationships?**

We ask for the details about trustees as a way of checking that organisations meet our eligibility criteria and the council's Baseline Standards. To be eligible for the Bristol Impact Fund 3, you would need to have at least 3 of your trustees resident in the Bristol area (with a postcode from BS1 – BS16) so this is why we ask for their addresses. If a trustee doesn't wish to give their full address, they could just give the first part of their postcode as an alternative. If a trustee doesn't wish to give their full name, they could provide their initials instead. We also want to know their role in the organisation so that we can see that all trustees have an active role, and we need to check their relationship to each other as, to be eligible, trustees should not be related to each other or live together.

**As a national organisation we do not have Trustees living in the Bristol area. We would want to apply to the Fund as a “non-local organisation which meet the eligibility criteria, and which bring specialist expertise to the city which is otherwise not available locally”. I would be grateful if you could confirm that we are recognised as a non-local organisation bringing specialist expertise to Bristol, and as such is eligible to apply to Bristol Impact Fund 3.**

The focus of Bristol Impact Fund 3 is on meeting local priorities and growing the Bristol VCSE sector. Asking for 3 local trustees is one way we are ensuring this local prioritisation. The application will only be considered eligible if the organisation has 3 Bristol-based trustees.

We understand that in certain situations, there may be specialist expertise not currently being delivered by local organisations. In these situations, non-local organisations could apply as part of a partnership but we would expect them to show commitment to their work in Bristol by finding local trustees who know and understand the local context, within 6 months of the start of the grant.

**I wanted to clarify the eligibility point surrounding Bristol based trustees.**

**For context, XXX is a national organisation and we do currently deliver work in Bristol. We do not have any trustees located in Bristol, however we noted in the original eligibility criteria that the fund will 'consider applications from non-local**

**organisations which meet the eligibility criteria and which bring specialist expertise to the city, which is not otherwise available locally'.**

**However, I have now seen that 'to meet the eligibility criteria for BIF3, the organisation would also need to have at least 3 of the organisation's trustees to be resident in the Bristol area.'**

**If we were to partner with a lead organisation, with the 3 Bristol trustees and a Bristol head office, would we still be expected to try and find our own Bristol based trustees - as per 'they must state that they are willing to work towards them (the eligibility criteria) within 6 months of the start of the grant' ?**

**I am curious as to if this is a change made since the initial information sessions, and why it was stated previously that organisations could be 'non-local'. Any clarity you can provide would be much appreciated.**

The focus of Bristol Impact Fund 3 has always been on meeting local priorities and growing the Bristol VCSE sector. Asking for 3 local trustees is the main way we are ensuring this local prioritisation.

Under a partnership application, there would be scope for organisations who don't currently meet this eligibility criteria to be involved – we understand in certain situations, there may be specialist expertise not currently available in Bristol. However, we would expect a non-local partner to show commitment to their work in Bristol by finding local trustees who know and understand the local context, within 6 months of the start of the grant. To clarify, this isn't a change of position and the guidance has been worded like this since the launch of the fund.

## **Find a grant**

**Is there a skeleton form with all the questions and sections on the form, which we could work on offline, and when all is ready, simply input the answers into the actual form?**

Yes you can download the application as a document from the Find a Grant platform. There is also the question guide on the Bristol Impact Fund webpage.

**One of our partnerships has been having significant technical difficulties in accessing the .gov.uk portal which has not yet been possible to resolve by the national .gov.uk team. Can their application be submitted on their behalf by a third party / consultant if this cannot be resolved?**

Yes, a consultant or third party could submit on their behalf as long as the secondary email address provided is for their organisation. However, I will contact the organisation we know are having issues still and see if we can resolve it so that you submitting on their behalf isn't necessary.

## **Format**

**Is there a more accessible way to get to the questions needed to apply? Such as a PDF?**

You can find the questions in a word document to download on The Bristol Impact Fund website. Click 'Apply for a grant' and then 'Application question guide' which is under 'Resources'.

## **Grant sizes**

**When you say average Grant is £55k. Do you mean £55k spread over the 4 years?**

No, £55k per year. Please see Guidance document for clarification over maximum grant sizes etc.

**Is £110k max per year?**

Yes, please see Guidance document for clarification over maximum grant sizes etc.

**If an organisation applies for a specific amount of funding – for example, £55,000 to deliver their work – is the decision-making process all-or-nothing? i.e. would they either receive the full amount or no funding at all, or is it possible for a partial award to be made?**

It's possible that we may make a partial award, but we prefer to fund the whole of an application as we recognise the work that goes into outlining the budget etc.

**I am planning an application for the BIF3 funding opportunity and am wondering if the amount requested in the application will affect the likelihood of a grant being granted, or if a smaller amount may be considered if the total amount is deemed too high. We are considering whether its best to apply for a higher amount of funding to fund the entire project or if we would have a better chance of success if we applied for a lower amount.**

Unfortunately, we can't comment on whether a large vs a smaller grant is more likely to be awarded as the allocation of funding will depend on other applications received. Allocations will consider the spread in terms of impacts, geographical spread and representation of equalities communities. It's worth noting that we expect the average grant size to be awarded will be £55,000. Larger applications of around £110,000 (per organisation per year) will need to be high quality, demonstrating very strong community building principles and be well placed to make a significant impact. So you would need to explain how funding the entire project would enable this level of impact.

**If we did apply for a larger amount but you didn't consider the application strong enough for that level of funding, or that amount was not available for whatever reason, would you consider granting a smaller amount to part-fund the project, or would the application be rejected?**

It's possible that we may make a partial award, but we prefer to fund the whole of an application as we recognise the work that goes into outlining the budget etc. Just a reminder about the support available from Voscur if you want to talk through your application ideas with them? They're holding drop-in sessions on the 7th and 20th May and you can sign up here: Events – Voscur: <https://voscur.org/events/>

**We are keen to make an application to Bristol Impact Fund 3. Previously we have been funded in BIF2 under the Small Grant scheme but we would like to apply for a medium grant in the range of £20K - £30K per year to allow us to grow our offer. Is there any specific guidance on amounts to apply for. I.e. is there an expected level of turnover or match?**

No, there's no specific guidance on amounts to apply for. However, the assessment panel will expect to see that the total amount of budget requested is reasonable, including in terms of the magnitude of change/ benefit from the work proposed. For organisations funded through Bristol Impact Fund 2, the panels will also want to see what progress towards greater financial sustainability has been made.

**Please can you let me know whether an organisation can be part of two different partnership bids for the Bristol Impact Fund 3. Each bid would relate to a different service delivered by our organisation, so we would not be seeking funding for the same activity twice. We would also not be the lead partner on either of these bids.**

Yes, you can apply as part of any number of partnerships, as long as the total combined amount applied for by yourself is less than £110,000 per year.

**If applying as part of a partnership (without a lead partner) where the partnership bid as a whole would constitute a large bid, but some individual partners are bidding for less than £55k for their individual role in the partnership, should the smaller partners select 'medium grant - under £55k' or 'large grant - over £55k' at Question 2c? The guidance does not appear to address this point as far as we are able to see.**

Apologies that this isn't clear in the guidance. If a partner's allocation of the grant is under £55k, then they should select medium grant in their application, question 2c.

## **Hate crime**

**We're working on an application with xxx to fund work with Gypsy, Roma and Traveller communities, building on work that's already being done with a GRT voices group. Part of this would be funding a GRT Community Development Coordinator. We've been keen to get input from the group on the application, and what we're asking to be funded. One suggestion that came through is that the Coordinator would look at online hate crime that's targeted at the wider GRT community living in Bristol. This would include researching, identifying, and reporting it, either to xxx or the police (but would not involve a casework element.)**

**We wanted to check, before including the online hate crime element of the GRT**

**application, whether this would jeopardise the application? We understand if it would but were keen to include this suggestion within the application as it's come directly from the community and is a really important piece of work.**

Part of the focus of the Bristol Impact Fund is responding to local community-identified priorities so it's good to hear that you've been seeking input from the group as part of the application process. We can't see that there would be a problem including the online hate crime element of the GRT application – as long as you can show in your application how the work would support the GRT community living in Bristol. Hate crime prevention is an important priority of the fund and it is recognised that this work may not always include a casework element, but instead be working preventatively to build community cohesion and develop the skills, knowledge and capacity of citizens and communities to prevent hate crime, so you would also need to demonstrate this in your application.

## **Indicators**

**Can you clarify re question 4e on the BIF 3 application form. It says in the guidance notes select 'up to four indicators. Can you confirm that this means up to 4 indicators per chosen outcome.**

Please select up to 4 indicators in total, rather than for each outcome. This is a bit of an inconsistency in our guidance/form we've realised, as you may select up to 6 outcomes – if you'd like to select an indicator for each outcome and exceed the 4 indicator guide, that will be fine, but I'd warn against having more than 6 indicators as it would become complicated to manage. Please note, this is an optional, unmarked question, but hopefully helpful to start thinking about how you'll measure change. The indicators are also not set in stone and, if successful, can be adapted to suit the projects / organisations.

**Section four, question 4e says 4 indicators but the guide says we need to select 5 indicators.**

Apologies about this – it was a typo in the guidance we only noticed after publishing it. The form is right in asking for 4 indicators in total. However, if you're selecting more than 4 outcomes, feel free to select an indicator for each outcome and exceed the 4 indicator guide. Please note, this is an optional, unmarked question, but hopefully helpful to start thinking about how you'll measure change. The indicators are also not set in stone and, if successful, can be adapted to suit the projects / organisations.

**If applying as part of a partnership, can partners select different indicators to support the shared outcomes?**

Yes, partners can select different indicators for shared outcomes.

## National organisations

**We are a large national charity that also operates locally with offices and services in Bristol (for which we will apply for funding). Your guidance notes under Local Priority state: "We will prioritise local organisations, meaning those whose main headquarters are in Bristol and have at least three trustees who are residents of the Bristol area. However, we will consider applications from non-local organisations that meet the eligibility criteria and bring specialist expertise to the city, which is not otherwise available locally." Could you clarify whether having three Bristol-based trustees is a strict requirement for eligibility? Does the use of "however" imply that this criterion is not essential if non-local organisations meet the eligibility criteria and provide specialist expertise to the city?**

The focus of Bristol Impact Fund 3 has always been on meeting local priorities and growing the Bristol VCSE sector. Asking for 3 local trustees is the main way we are ensuring this local prioritisation. Under a partnership application, there would be scope for organisations who don't currently meet this eligibility criteria to be involved – we understand in certain situations, there may be specialist expertise not currently available in Bristol. However, we would expect a non-local partner to show commitment to their work in Bristol by finding local trustees who know and understand the local context, within 6 months of the start of the grant.

**"Your organisation reinvests any financial surpluses to further objectives that bring a significant community benefit to Bristol." As a national charity not based locally, could you elaborate on how this eligibility criterion applies to us? Especially as you referenced that non-locally based organisations can apply for funding.**

As stated above we want to maximise the impact of the funding for Bristol Citizens. As the focus of the fund is on supporting the local VCSE ecosystem. If a significant amount of an organisation's work is in Bristol, whether they're national or local, then any financial surplus would automatically end up benefitting those in Bristol.

**Please could you support with a query regarding the following eligibility criteria from the Bristol Impact Fund 3 Guidance - 'Your organisation reinvests any financial surpluses to further objectives that bring a significant community benefit to Bristol'.**

**As a charity, all or financial surpluses are reinvested back into the pursuit of our charitable objectives. Our charity's remit is within and beyond Bristol, therefore this reinvestment does bring about a significant benefit to the Bristol community, as well as other communities. On that basis, please can you confirm if we would we be deemed eligible to apply for the fund?**

As a registered charity, your organisation's commitment to reinvesting all financial surpluses into your charitable objectives is aligned with this eligibility requirement. The

fact that your remit extends beyond Bristol does not in itself affect your eligibility, provided that the proposed work funded through BIF3 delivers a clear and significant benefit to Bristol communities.

The fund's focus is on maximising impact for Bristol citizens and strengthening the local VCSE ecosystem. While we prioritise organisations with strong local roots and leadership, we also recognise that in some cases, non-local organisations may bring specialist expertise or fill a significant gap in local provision. In these instances, we encourage applicants to demonstrate a clear understanding of the Bristol context and to review the full eligibility criteria — including the requirement for at least three Bristol-based trustees — to ensure alignment with the fund's priorities.

On that basis, and assuming all other eligibility criteria are met, your organisation would be eligible to apply for the Bristol Impact Fund 3.

## **Organisation type**

**We are currently applying for Bristol Impact Fund 3 and couldn't find registered charity as an option on the application form. We were wondering if someone could help us with this?**

Thank you for your question. The reason that registered charity isn't an option is that it's not actually an organisational structure. If you are a registered charity you can choose from 4 main organisational types. 1) charitable incorporated organisation (CIO), 2) charitable company (limited by guarantee), 3) unincorporated association, 4) trust. Your governing document should contain the type of organisational structure that you are.

You can find out more here: <https://www.gov.uk/guidance/charity-types-how-to-choose-a-structure#types-of-charity-structure>. If you need further support then I would refer you to <https://www.voscur.org/> or <https://www.blacksouthwestnetwork.org/> who may be able to advise you further.

## **Other funding**

**This process takes almost a year to get a grant. Are there any short-term grants?**

There can be short term grants outside of the Council. We advise you to speak with Voscur or Black South West Network for support on which and how to apply.

**Question 2i states, have you previously received or are you currently in receipt of a Bristol City Council grant? Is this as a whole organisation or just related to the project we are applying for funding for?**

Thank you for getting in touch. This question relates to any grant you have previously received or currently in receipt of from Bristol City Council as a whole organisation.

## **Outcomes**

**Is it possible to select more than one outcome from Impact 1?**

Yes, you can select the additional outcomes from any of the 4 impacts so an additional one from Impact 1, or from Impact 2, 3 or 4.

## **Partnerships**

### **Is it more beneficial to be in a partnership?**

No it is not more beneficial to be in a partnership. We do encourage however all organisations to collaborative approach.

### **Does Lead partner just mean the main or primary partner, or is it referring to a specific Lead scheme?**

There are two types of Partnership application - with and without a Lead Partner. Please refer to the Guidance document which explains how the application process is different for each type of partnership.

### **Can we use an existing Collaboration Agreement instead of a Memorandum of Understanding for our partnership application (if we check the template MOU for any improvements or amendments)?**

Yes, this would be fine. The Memorandum of Understanding is just provided as a template so as long as any existing agreement contains the same information, it would be fine to use that.

### **There are 5 groups in the partnership: do all have to complete Sections 1 and 2 of the application, covering Eligibility and Organisational information - baseline standards, safeguarding, insurances etc? Or would, as the lead partner, our baseline standards be sufficient?**

Only the Lead Partner needs to complete the application form. However, each party must complete, sign and submit a Memorandum of Understanding, which the Lead Partner will upload as part of Section Two of the application form. This must cover that all organisations involved in the partnership either meet the eligibility criteria specified above or are willing to work towards meeting the eligibility criteria within 6 months of the start of the grant.

### **I am working on an application for the Bristol Impact Fund, and we are applying as the lead partner. I was unsure whether to answer the questions in section 3 (who) on behalf of both organisations or, as we're the lead partner, to answer it just from our perspective.**

In Question 3a, we'd like to hear who the community members are of both/all organisations, especially those relevant to this application – ie those who you hope will be project participants in the partnership.

Questions 3b, c and d are about the focus of the application so would be answered on behalf of both organisations.

Question 3e is a Yes/No question, so please answer this from the Lead Partner's perspective.

And for Questions 3f and g, please provide a combined response from both organisations (ie select multiple boxes if each organisation's key decision makers are from different communities.)

**We have been asked by a few organizations to be part of BIF funding bids. Can we join more than one group.**

Yes, you can apply as part of any number of partnerships, as long as the total combined amount applied for by yourself is less than £110,000 per year.

**We have two partners in the bid with whom we have MoUs. Question 2h asks for us to upload these documents, however I can only seem to attach one file. How would you like me to tackle that?**

**I'll probably zip them together and upload a zip file, however you might not want that.**

The system only allows one upload for the answer, so the best solution would be to upload a zip file. If this doesn't end up working on our end, we will contact you afterwards. Are your partners expected to work together or will they only be working with you? As they may need to outline how they will work together in their memorandum of understanding. Bringing them altogether in one would address this.

## **Priorities**

**Are there any particular themes for the funding?**

No - as feedback was that having themes was too deductive. Community organisations are able to identify their own community priorities.

## **Project type**

**Is there a preference for different type of work from BIF2, e.g if we submit an application that shows what we do works, do you want us to build/change it still? Would an application doing the same thing lose points?**

The grant will fund both new and continuing activities - there isn't a preference for either. Funding applications must just demonstrate how the proposed activities respond to priorities identified by communities. It is expected that these priorities may evolve over the four years of the grant, but if you are doing something that works then as long as you explain this, and how you will respond to any changes in context, then you wouldn't lose points for continuing the same work.

## **Self sustainability**

**Do we need to ideally show evidence of how the project will self sustain in future?**

You are not required to demonstrate future self-sustainability as a formal criterion in the application. However, if your project includes plans for long-term impact or sustainability, you are welcome to include this as part of your narrative — particularly if it strengthens your case for value and legacy.

## **Subcontracting**

**We're exploring a potential application to Bristol Impact Fund 3 and I wanted to check something regarding delivery partners for one of the options we are considering.**

**One of the organisations we're looking to include is XX (a national charity), who have delivered apprenticeship programmes across Bristol since 2017 with a strong track record of working with local employers (including us). They bring specialist expertise in youth employment, sport-for-development, and inclusive apprenticeship delivery.**

**XX is a national charity and does not currently have three Bristol-based trustees. They are also not in a position to meet this requirement within six months of the grant start. We will be leading the application, and XX would be subcontracted to deliver a defined strand of the programme under our oversight.**

**Would this approach be eligible under BIF3 guidelines, on the basis that XX would not be a formal grant partner or signatory?**

Subcontracting delivery to organisations that do not meet the eligibility criteria — including the requirement for three Bristol-based trustees — is not permitted under BIF3. This requirement applies to all organisations involved in delivery, whether as lead applicants or delivery partners, to ensure the fund supports and is accountable to Bristol-based communities and the Bristol VCSE sector.

Allowing subcontracting in this way could create a route around a core eligibility criterion and could be seen as unfair to other applicants who may have excluded ineligible partners on this basis.

Applicants may still wish to consider informal, non-delivery collaborations with such organisations — for example, in an advisory role, as part of a learning network, or through non-funded partnership working — provided these arrangements do not involve direct delivery of BIF3 funded activities.

## **Subsidy control**

**I have a query about issues related to public funding and state subsidy rules, can you clarify what the rules are around this and if you did go over the limit how would it affect your application.**

What constitutes a subsidy is set out in section 2 of the Subsidy Control Act 2022:

- (1) In this Act, “subsidy” means financial assistance which—
- (a) is given, directly or indirectly, from public resources by a public authority,
  - (b) confers an economic advantage on one or more enterprises,
  - (c) is specific, that is, is such that it benefits one or more enterprises over one or more other enterprises with respect to the production of goods or the provision of services, and
  - (d) has, or is capable of having, an effect on—
    - (i) competition or investment within the United Kingdom,
    - (ii) trade between the United Kingdom and a country or territory outside the United Kingdom, or
    - (iii) investment as between the United Kingdom and a country or territory outside the United Kingdom.

So the fact that monies are coming from BCC, meets the public resources angle. S.2(1)(b)-(d) would still need to be met in order for the funding to be defined as a subsidy. If the funding is determined to be a subsidy, we then move onto whether that subsidy is permissible by reference to the subsidy control principles as set out in Schedule 1.

The minimum financial assistance (MFA) threshold is £315k, but that’s in the current financial year, plus the two immediately preceding and also includes any other subsidies received by the party in question i.e. if they’re also receiving public funding from the National Lottery for example, then that would need to be included in the sum. I hope this helps, as we cannot provide legal advice, it is up to the organisation to make the call on this.

**Thanks, for your email however I am not sure I understand. If it was the case that we reached that threshold, as we receive a large contract for services with the NHS we get funding from South Glos LA and we have recently got lottery funding – does this mean we can’t apply for this fund? Or is it an issue that we would need to declare something to the govt or there is an implication for us as an organisation elsewhere?**

You can still apply for the fund, having grants from other public bodies is fine. We just need to make you aware that if you have received over £315k from public institutions in the last 3 years then there may be a risk.

We are confident that the grant we would give you doesn’t constitute a subsidy ([Subsidy Control rules: quick guide to key requirements for public authorities - GOV.UK.](#)) however we don’t know about the other funding you may be in receipt of.

**I am working on our BIF3 application. In terms of the Q1 K, if our answer is yes, does this affect eligibility for the grant, or are we still okay to apply if the answer is yes?**

You can still apply for the fund, having grants from other public bodies is fine. We just need to make you aware that if you have received over £315k from public institutions in the last 3 years then there may be a risk.

We are confident that the grant we would give you doesn't constitute a subsidy ([Subsidy Control rules: quick guide to key requirements for public authorities - GOV.UK](#)) – there are four questions we ask to determine this) however we don't know about the other funding you may be in receipt of.

## Scale of change

**I may have missed it, and apologies if that's the case, but I'm struggling to see anywhere that I can or should put in any detail about the number of people we might engage with in our activities, number of sessions we might run or anything that indicates the scale of our work or its volume. The only options I can see are perhaps in the answers to either 4c – though this focuses on the change we want to see, not how we go about it; or 5a – though this is about what we want to do rather than how much of it. There seems to be a 'value for money' element to the assessment, but none of question 7 seems to address the scale of change either.**

**What are you expecting in terms of demonstrating VFM (particularly the quantitative side of things)? What do you want to see in terms of scale of activity – and where should I put it in the forms?**

Thanks for your question. The guidance document provides additional detail that should help clarify things. We've included the relevant sections and key points below:

**Question 4C – Scale of Change** - For each outcome you have selected, please explain what this outcome looks like for your community. What does the change look like? (1,500 words) Scored.

This section asks you to describe what each selected outcome will look like in practice for your community. Specifically, you should:

- List each outcome you've chosen.
- Explain what the expected change will look like.
- Describe how this change will manifest in your community.
- Wherever possible, include details such as the number of people who will benefit or the extent of the impact.

**Question 5a - What do you plan to do?** (750 words) Scored in conjunction with 5b (if applicable).

This section is your opportunity to give a detailed overview of what you plan to do. You should explain:

- The activities you will deliver.
- Whether this is a new project or an expansion of existing work.
- How this work connects with other initiatives—either by you or by others.
- Who you'll be working with, and what collaborations you are building.
- How you'll work together with partners to create change.

The guidance document offers specific prompts to support your response.

## Question 7a – Value for Money

Value for money will be assessed by looking at whether the budget you're requesting is reasonable given the level of impact your project aims to achieve.

Your response here should align with:

- The scale and significance of the changes described in Section 4.
- The rationale provided in your "why" section.

Hope that clarifies things.

## **Support**

**Is there support for applicants and organisations who may have barriers to learning, Neurodiversity's or SPLDs, to ensure the accessibility of the grant for all community organisations who wish to apply.**

Yes, you will need to contact Voscur or BSWN for 1:1 support.

**I had hoped to attend the Asset Based Community Development webinar on 6th May on behalf of Square Food Foundation, but it says it is sold out. Are there any other sessions coming up or any additional space to join this? If not, are you able to circulate the slides from this session. I'm aware this is key learning ahead of the BIF application deadline.**

We've just added a waiting list to the event, so please feel free to join that and then you'll be alerted if someone cancels their order. If a space doesn't become available, we'll be recording the session and sharing the slides so will ensure you're included when we send that out.

**Unfortunately, we have missed the online information sessions which were being held in April. I wondered if you had a recording of one of the sessions which you were able to share.**

I'm afraid we didn't record the session but have attached the slides for your info. Please do let us know if you have any follow up questions.

**We have been previously rejected from funds that we were assured that we would be successful in our application. It would be great to get some support and guidance around submitting an optimum application that will increase our potential of success with our application. Please let me know who I need to speak to or who can assist with us getting support with our application.**

We suggest you contact Voscur to ask for their support with your Bristol Impact Fund application. They still have a couple of drop in sessions on 7th and 20th May which you could attend, and also offer 1:1 support for organisations who might want additional support. Information on the drop in sessions is here: [Events – Voscur](#) and further details of their support is here: [One-to-One Support – Voscur](#).

**I wonder if you could let me have the slides and recording referenced below from May 6th training on ABCD.**

The slides are now available on the Bristol Impact Fund webpage.

**Are we able to get a list of questions for BIF 3 in a word document so we can work on them offline? Also, we're planning a partnership application, and I was wondering if I could talk through with someone about the best way to structure this?**

You can download a word document with all the questions on it from the Bristol Impact Fund website. It is in the 'Apply for a grant' section, under 'Resources', titled 'Application Question Guide'.

In the Guidance Notes you can find further information about partnership applications on page 9. We can't talk through applications however Voscur are holding a Q&A drop-in session, details are below: 20th May, 2pm to 3pm: BIF3 Large and Medium Grants Application Paperwork – <https://events.aidecrm.co.uk/voscur/events/95>

**Section three, I think I'm missing a document to understand the definition of structural inequity?**

There's a definition of structural inequity in the Grant Prospectus, and also in the Guidance document on page 18: "the unfair distribution of resources, opportunities, and treatment that results from policies, standards, practices, attitudes, and prejudices that are institutionalized and even structural in the society."

**I would be grateful for any guidance on grouping our community together i.e. Would it be best to select a specific group of young people such as those who are NEET to provide an example, or is it best to state that we support a wide range of young people who each face systemic inequities for different reasons?**

Thank you for getting in touch. We cannot advise which would be best for your application but if you do anticipate that the majority (75% or more) of people supported or benefiting will identify with multiple groups then you would need to highlight this in your application, stating who your project participants are and how they experience systemic inequity. If the main focus of your proposal is working with a specific group, please tell us by ticking the relevant boxes in question 3d, you can pick more than one. Do not tick all the groups who might use or benefit from your services or activities, but rather those that will be a main focus of your work. I hope this helps. For further support Voscur is holding one more Q&A drop-in session, details are below:

20th May, 2pm to 3pm: BIF3 Large and Medium Grants Application Paperwork – <https://events.aidecrm.co.uk/voscur/events/95>

**We would be incredibly grateful for any guidance or information regarding available funding streams through Bristol City Council, such as the Bristol Impact Fund, Community Resilience Fund, or Councillor Community Grants. Our work strongly aligns with the Council's aims to promote inclusion, mental health, and community cohesion, and we would welcome the opportunity to demonstrate our impact further. Thank you very much for your time and consideration. I would be happy to provide further details or meet to discuss our work and funding needs.**

Thank you for your email and sharing details about your organisation. As we are currently in application phase for Bristol Impact Fund, we cannot meet with an organisation to give grant advice. However, for more information on the Bristol Impact Fund 3 you can visit our website here: [The Bristol Impact Fund](https://www.bristolimpactfund.org/). If you would like to apply for this, Voscur is holding one more Q&A drop-in session, details are below: 20th May, 2pm to 3pm: BIF3 Large and Medium Grants Application Paperwork – <https://events.aidecrm.co.uk/voscur/events/95>

Voscur also regularly gather lists of relevant funding opportunities for local organisations here: [Funding and Grants – Voscur](#)

Information on the Community Resilience Fund can be found here: [Community Resilience Fund](#)

**I have a question regarding the 'place' based question in section 3B. We run our kitchen from a 'place' (xx) but we don't focus on this area alone, and work with people from across the city in many of the most marginalised areas. I was wondering if this is 'place based' enough?**

Thank you for getting in touch. We cannot advise what is enough for your application but if you do anticipate that you will be focussing on more than one area you can tick multiple options on question 3b to show where people who will take part in your work live. These should be the areas your work will focus on and where you would expect to collaborate. Only pick more than one if you work in multiple wards in a certain area. You can expand on your answer in question 3c.

I hope this helps. For further support Voscur is holding one more Q&A drop-in session, details are as follows: 20th May, 2pm to 3pm: BIF3 Large and Medium Grants Application Paperwork – <https://events.aidecrm.co.uk/voscur/events/95>

**We would appreciate your advice on:**

- 1. Whether our project aligns well with the Bristol Impact Fund's priorities.**
- 2. How we might improve the wording or structure of our application.**
- 3. Any additional evidence or data you recommend we include.**
- 4. How to make our budget or delivery plan stronger.**
- 5. Other funding opportunities or partnerships you suggest we explore.**

We aren't able to give specific advice about what to include in your application, however there is support available from Voscur ([info@voscur.org](mailto:info@voscur.org)) and Black South West Network ([admin@bswn.org.uk](mailto:admin@bswn.org.uk)). Voscur is holding one more Q&A drop-in session, details are as follows: 20th May, 2pm to 3pm: BIF3 Large and Medium Grants Application Paperwork – <https://events.aidecrm.co.uk/voscur/events/95>

**Good morning, we would like to apply for the BIF3: One City, Many Communities, 2026 to 2030 grant, but we missed the information sessions. Is there someone in your team that we could talk to regarding the grant?**

We cannot provide advice on the telephone or face-to-face to individual applicants as we want to make sure that every organisation gets the same information and advice.

Please see attached the slides we presented at the info sessions.

When we respond to questions or requests via email or from the info sessions, we communicate the answers to all other applicants via the Bristol Impact Fund webpage. Here you can also find the Guidance notes, grant prospectus and other resources.

**Would it be possible to arrange a meeting to discuss this further before the application deadline? Please let me know your availability at your earliest convenience.**

We cannot give bespoke advice to individual organisations and therefore are not offering 1:1 opportunities to organisations to meet with us. We (and colleagues) need to be careful that we are consistent and point people in the direction of existing guidance. Voscur and BSWN are providing more dedicated support as neutral advisors so I would recommend speaking to one of those organisations.

There are lots of resources on the Bristol Impact Fund website. You need to click on 'apply for a grant' and the Guidance notes, Q&As, ABCD session recording and other supporting documents are under the heading 'Resources'. You can also ask us questions via this email until 31st May.

## **Target groups**

**Do all target groups need to be met, or can an application focus on a specific group such as Asylum Seekers and Refugees?**

It's fine to select a specific group for your work as long as you can show if it's a group that have experienced inequity.