

LET's Value Volunteer Fund Guidance for Applicants

Grants of up to £250 for Bury VCSE groups to support and celebrate their volunteers.

Who can apply?

This fund is only open to organisations:

Constituted as a voluntary, community or social enterprise (VCSE) organisation

- Based in Bury OR have a strong track record of delivery in Bury
- With a maximum turnover of £1 million.
- With an organisational Bank Account with 2 signatories who are not related to each other OR have a supporting organisation that can provide a holding account
- Fully up to date with grant reporting to Bury VCFA
- Are able to submit a fully completed application by 30th October 2024

What is the LETS Value Volunteers Fund?

This fund is for micro and small voluntary, community or social enterprise sector organisations to help them support and value their volunteers. We believe VCSE groups know best regarding what they need to support their volunteers but this might include using the funding –

- To host a volunteer thank you event
- To pay for specialist equipment to assist your volunteers in their activities
- To support paying out-of-pocket expenses for volunteers

How much can you apply for?

VCSE organisations can apply to the Volunteers' Expenses Fund for up to a maximum of £250. Only one application per organisation may be submitted per round, and if successful, only one award per financial year is permitted.

Out of Pocket expenses

If you are supporting out-of-pocket expenses it is important to follow best practices to ensure that there is no impact on any individual's tax or benefits etc.

All volunteers should be reimbursed genuine out-of-pocket expenses i.e. the exact amount volunteers have spent in the course of their volunteering.

You should keep records of how the expenses are distributed—a simple claim form can help. Keep it brief and only ask for relevant information, e.g., the names, dates, amounts, and signatures of the volunteer and person authorising the payment.

Organisations should, as far as possible, ask for and keep receipts from each volunteer.

If mileage is supported as part of travel expenses, the amount of money reimbursed for mileage should be based on the authorised mileage rates as allowed by the Inland Revenue. www.gov.uk/government/publications/rates-and-allowances-travel-mileage-and-fuel-allowances/travel-mileage-and-fuel-rates-and-allowances

Car insurance and volunteer drivers: Volunteers using their own vehicle must have a full driving licence and volunteer usage covered on their car insurance. If volunteers are also using their vehicle to transport beneficiaries, then the insurance must also cover carrying passengers.

For further information see: <https://www.ncvo.org.uk/help-and-guidance/involving-volunteers/volunteers-and-the-law/volunteer-drivers/#/>

Is there anything you can't apply for?

There are a few things that can't be funded. These include –

- Activities that have already taken place
- Contributions to major appeals
- Any activities promoting political or religious beliefs
- Any activities where there is a statutory duty to undertake them
- Where the activity has been funded by another source.

What policies / other documentation are required?

To ensure the funding only goes to voluntary, community and social enterprise organisations we ask how you are constituted. We check this in three key ways:

- You are a member of Bury VCFA (so we have seen your governing documents)
- You are an incorporated organisations (we check the charity commission and companies house)
- Or you submit a copy of your governing documents.

Unincorporated community organisations who are not members of Bury VCFA will need to include a copy of the constitution or governing document. Not doing so may delay your grant payment.

All organisations will also be expected to have the following policies in place at the time of application:

- a) Health and Safety policy
- b) Public Liability Insurance
- c) Risk assessments
- d) Volunteer Policy

...and if applicable to project activities:

- e) Safeguarding Adults policy
- f) Safeguarding Children policy

Please note: If your project involves working with children or vulnerable adults, you will need to submit a copy of the Safeguarding Policy with your application.

What support is available to applicants?

Support with your application

If you have any questions or concerns about completing the application form, or you would like to discuss your application with a member of the team, please contact grants@buryvcfa.org.uk

Wider development support

The Bury VCFA Capacity Building Team provides practical support to VCSE organisations with developing policies, accessing volunteers, and accessing wider funding. For further information, visit our website at: www.buryvcfa.org.uk/funding-and-development

You can also contact the team via - fundinganddevelopment@buryvcfa.org.uk / 0161 518 5550

How to apply

Organisations that wish to apply will need to complete the application form and submit it by email to grants@buryvcfa.org.uk

When is the closing date for applications?

The fund will close to applications 12 noon on the 30th October 2024.

How will applications be assessed?

On receipt of applications, Bury VCFA will undertake a number of eligibility checks. If eligible for funding, the application will be forwarded to Bury Council for ratification.

When will we hear the outcome?

We aim to inform successful applicants by the end of November. Unsuccessful applicants will be provided with a summary of feedback from the assessment panel.

If successful, when will we receive the grant?

To ensure payment in time for December activities, the application form includes accepting the grants terms and conditions. Payment will be triggered once your application is successful. This typically takes up to 10 working days.

To avoid delays, for organisations that have not received a grant from Bury VCFA before (or changed bank account since their last award), we will also require proof of bank details, for example, a scan or photo of a bank statement or paying-in slip. **Please include this in your application.** Your payment will be delayed without this.

How long will we have to spend the grant?

All organisations receiving a grant will have up to 12 months from the date of the offer letter to spend the grant. However, we anticipate the vast majority of grants will be spent in this financial year (before end of March 2025).

What monitoring will you need?

Ultimately for this grant, we need evidence of what you have done with the funding and the difference it has made. This may be a short report of activity, a case study or photos of your event and feedback from volunteers.

We may also select your project for a monitoring visit (in person or remotely) to help us understand how you are getting on and if you're in need of any support.

As these grants come from public money you are required to keep receipts for all project spend after your project is completed. We undertake a number of spot audits each year and you may be asked to provide evidence of your spending.

Your monitoring is important it helps us to demonstrate how these grants and investments make a real difference to groups and local residents as well as reporting back to funders and wider partners to secure investment for the future.

Any further questions?

Please contact the Bury VCFA Grants Team by phone **0161 518 5550** or email grants@buryvcfa.org.uk

Completing Application Form

Contact Information

Question 1) – Please give the name of the lead contact for this application / project. They will be the primary point of contact for all matters relating to this application and the project if successful.

Question 2) – Please provide details of your organisation's bank account (account name, number and sort code) and include a scan or photo of a recent bank statement or paying-in slip. If we have all required paperwork, we aim to pay all grants by December 2024. Not including this could delay payment if it is successful.

About your organisation

Question 3) – Please give the full name of your organisation. This should match the account name provided under Payment details (question 2).

Question 4) – Please give the registered address of your organisation. If you don't have a registered address as such, please provide the address of your Chair.

Question 5) – Please give your organisation's turnover for the last full financial year.

Question 6) – Please tell us how your organisation is constituted. Examples are provided below:

- Unincorporated Association or Community Group
- Company Limited by Guarantee
- Registered Charity
- Charitable Incorporated Organisation
- Community Interest Company
- Community Benefit Society
- Cooperative Society
- Other (give details)

Please note:

- All organisations must be not-for-private-profit
- Companies Limited by Guarantee must have an 'asset lock' to prevent the transfer of assets to individuals
- Some charities will also be a company limited by guarantee

Question 7) – Please give your organisation number (i.e. registered with the Charity Commission or Companies House). Please note that unincorporated organisations / community groups will not have an organisation number and if you are not members of Bury VCFA please include a copy of your constitution or governing document with your application. Please check [here](#) to see if you are a member.

Question 8) – We expect all organisations to have relevant policies in place at the time of application. Please note that Public Liability Insurance costs can form an element of your bid. If you need advice or support on developing policies, please see the ‘What support is available to applicants?’ section above.

Please note that you will need to submit copies of the following documents along with your application:

- Safeguarding Adults Policy (only if applicable to your project)
- Safeguarding Children Policy (only if applicable to your project)

Question 9) – Please indicate the areas of Bury which will receive support from your project. If you deliver activity across the whole of Bury please tick ‘Borough Wide’. While you may support boroughwide residents, please consider where you offer the activity.

Question 10) – Please explain the purpose of your organisation and what it does in practical terms. Also, tell us who benefits (not the volunteers themselves) from the voluntary work undertaken. This might be people who live in a particular area or people who have a shared identity – for example, people who belong to the same ethnic group or who have similar interests or hobbies.

Question 11) - Please provide practical details about what you plan to deliver or spend the money on. Please describe:

- What activities or events you will deliver (number and duration)
- Key focus on the spend – travel costs, volunteer refreshments etc
- How many volunteers will benefit
- Timescales e.g. a xmas event held in December 2024.
- Any partners you are working with
- What this grant will pay for
- If applicable - How will you track spend / what process you have in place for volunteer expenses

Question 12) – Please give an overview of what the money will be used on by describing each item and breaking down your calculation so we can see how you’ve arrived at the cost for each item. See some examples below.

Example 1

Acceptable: Volunteer Celebration Buffet @ £10/person x 10 = £100

Not acceptable: Food = £100

Example 2

Acceptable: Volunteer Travel Expenses @ £4/person x 2 x 12 weeks = £96

Not acceptable: Buses = £100

Example 3

Acceptable: Printing for volunteer thank you certificates x100 = £25

Not acceptable: Printing = £25

Important: We recognise it can be difficult to calculate precise costs so please estimate as best as you can. **If successful, it will be your responsibility to ensure that all spending is evidenced and does not exceed the limits set out in this guidance.**

Please attach

Please confirm you are attaching relevant safeguarding policies if applicable to project activities.

Also, a copy of your constitution if you're not already a member of Bury VCFA.

Declaration

Please confirm that this is a truthful and accurate application and that you have read the **Terms and Conditions** of this grant by giving the name and role of the lead applicant.