**Guidance Notes for Volunteering Programme**

**Derg Faughan Sperrin**

**Overview**

The North West Volunteer Centre is the administrative body on behalf of Derry City and Strabane District council for allocation of DfC’s Volunteering Programme funding for the rural DEA areas of Sperrin, Faughan and Derg. **The minimum grant award is £250 and maximum £500 per organisation.**

The Volunteering Programme is designed to support volunteer involving organisations in the Derg, Sperrin and Faughan DEA areas in order to contribute towards the efforts of volunteers in response to Covid-19. Grant applications must focus on areas of expenditure that clearly support their volunteers so that they can undertake their roles to the best of their ability with the maximum impact eg. reimbursement of out of pocket expenses such as travel or refreshments. The grant is also designed to support building volunteer capacity eg. recruitment of new volunteers, training (including online) and Access NI applications for volunteers.

Application details will be stored by NWVC and shared with 3rd parties namely DCSDC /DfC for the purposes of monitoring and reporting if applicable. In the event of over-subscription, the NWVC reserves the right to re-profile the amounts awarded.

**Eligibility Criteria**

To be eligible for funding, organisations must:

1. Involve volunteers
2. Be supporting community need in response to Covid-19
3. Be a constituted group
4. Have a current bank statement

**Applications Open – Friday 8th January 2021**

**Deadline for Applications Friday 29th January 2021**

**Claims can be made for the period 1st November 2020 – 31st March 2021**

**Notes for Applicants**

**Section 1**

Please ensure that the contact person will be the main point of contact for the grant if successful in your application. Please indicate which DEA area that your organisation falls into – this would be the location base/office address for your organisation.

To comply with GDPR regulations the NWVC will require permission to store and share data for the purposes of the funding programme and for monitoring and reporting practices of public funds.

The NWVC would like to share the work of groups throughout the period of the funding - please add any social media platforms that your organisation uses and handles if possible.

**Section 2**

To be eligible all applicants must have an agreed constitution – a copy must be attached with your application. If you are registered with the NI Charities Commission please provide your NI Charity number. **Organisations that are not registered with NI Charities commission are still eligible to apply.**

**Section 3**

Applicants must provide a brief overview of the main activities that the organisation provides.

**Section 4**

Please provide the total number of active volunteers that are involved in your organisation currently.

**Section 5**

Applicantsmust describe how their volunteers are supporting community activities in the Derg/Sperrin/Faughan DEA Areas in response to Covid 19. Eg. calling with older residents, delivering food, prescriptions, providing online learning courses or support etc..

**Section 6**

Applicants must demonstrate how they support their own volunteers within their organisation. This could be through support, supervision, out of pocket expenses, training, recognition events or how volunteers are recruited, inducted and managed.

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**Budget**

Claims can be made from the 1st of November 2020 until the 31st March 2021. Payments will be made on receipt of invoices / receipts/travel claim forms.

Please give details of what you wish to spend your grant on. Please ensure that the areas of expenditure are solely focussed on the main headings within the budget plan.

Volunteer Expenses

Travel - Reimbursement of travel costs for volunteers can be claimed within this grant from 1st November 2020 – 31st March 2021. A travel claim form will be supplied to successful applicants. Volunteer travel is reimbursed at 38p per mile based on guidance from DfC. Volunteer travel can include meetings, training or any travel on behalf of the organisation relevant to the volunteer role and from volunteer’s home to place of volunteering organisation/opportunity.

Volunteer refreshments can also be covered under volunteer subsistence.

PPE – protective clothing can be purchased as long as it is for the volunteer so that they can carry out their role. Gardening gloves, uniform items, hi-vis vests etc are eligible areas of expenditure.

Training for volunteers – this should be directly related to the role that the volunteer is undertaking on behalf of the organisation, for example, first aid training, safeguarding, food hygiene etc.

Governance

Volunteer Access NI costs can be claimed for throughout the 5-month period.

**Supporting Documents**

**The following documents must be included with your application**

• A copy of your Constitution

• A copy of your group’s most recent Bank Statement

We look forward to receiving your application and working with you to deliver support for volunteering in the rural areas of Sperrin, Derg and Faughan

**Closing date for applications**

**Friday 29th January 2021**

**Return applications to:**

**Jacqui@volunteeringnorthwest.co.uk**

**For further queries please contact**

**07706291964**

**Jacqui Garnon**

**North West Volunteer Centre**

**22 Bishop Street**

**Derry/Londonderry**

**BT48 6PP**