**Guidance Notes for Volunteering Small Grants Applications**

**1. Overview**

Limavady Community Development Initiative (LCDI), as lead partner for the Association of Independent Volunteer Centres (AIVC: includes Causeway Volunteer Centre, Craigavon & Banbridge Volunteer Centre, Limavady Volunteer Centre, Mid-Ulster Volunteer Centre and Omagh Volunteer Centre); North West Volunteer Centre and Volunteer Now, has been appointed by Department for Communities (DfC) as the Intermediary Funding Body for the Volunteering Small Grants Programme for Northern Ireland.

**To be eligible for grant assistance (minimum award £200 – maximum award £1,200) organisations must not have an annual income exceeding £100,000 per year.**

Examples of grant awards would be for meeting the volunteer out-of-pocket expenses of an organisation, supporting the recruitment of new volunteers, providing travel, training or small running costs like heat or light etc.

**2. Eligibility Criteria**

To be eligible for funding, organisations must demonstrate how their proposal delivers on the programme outcomes set out below.

Objective 1 – Increase Volunteer activity by groups under-represented in the volunteering population, including people not in paid work.

Objective 2 – Innovation – Increasing Diversity and Numbers

Objective 3 – Increase in numbers of new Volunteers

Objective 4 – Benefit to your local community

**Applications Open – Thursday 9th August 2018**

**Deadline for Applications – 12noon Monday 3rd September 2018**

**3. Notes for Applicants**

When completing your application form please ensure that you consider the following guidance. The small grants programme is designed to support small volunteer involving organisations in order to contribute towards their key areas of expenditure. Grant applications should 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. The grant is also designed to support the recruitment of new volunteers so that groups can grow and develop.

**Section 1**

What **category** does your group fall under?

Please state whether you are a community development, youth group, sport group, early years group, elderly group, faith group, etc..

Objective 1 – Increase Volunteer activity by groups under- represented in the volunteering population, including people not in paid work.

A major aspect of this programme will be to support volunteering participation from under-represented Section 75 groups, such as;

• Those not in paid employment

• Aged 65 and over,

• Under 25’s,

• Those with a disability, and

• Those from a racial / ethnic minority background.

How will you specifically target these groups?

At the outset, each of the applying organisations will identify targets for increase in activity of the volunteers from each group. These targets will be taken into consideration in the assessment and selection process for organisations in their application for funding.

Objective 2 – Innovation - Increasing Diversity and Numbers

Applicants will be asked to demonstrate new innovative methods for the recruitment of volunteers such as radio advertisement, social media usage, website appeals etc.

At the outset, each of the applying organisations will be required to identify targets for developing new approaches to volunteer recruitment that are appropriate to your

own needs and circumstances as well as reflecting the diversity of your local community. These targets will be taken into consideration in the assessment and selection process for organisations in their application for funding. Please link your targets to question 11 and 12, e.g. 3 new volunteers with a disability will be gained through targeting a local disability group, health and social care trust etc.

Objective 3 – New approaches to involvement of volunteers

Applicants must demonstrate how they will involve volunteers in a meaningful way within their organisation

At the outset each of the applying organisations will identify how they will meaningfully engage with new/ existing volunteers within their organisation e.g provide training and/or mentoring for volunteers.

Objective 4 – Benefit to Community

Applicants must demonstrate how any grant will bring benefit to their community.

At the outset each of the applying organisations will identify how they will meaningfully engage with their communities through volunteering e.g provide more trained persons within community. Applicants should also think about how they engage with the wider community increasing knowledge and understanding of the work of the organisation, the role of volunteers and the impact that is gained.

**Hours contributed**

This is an estimate of the time given by volunteers within your organisation.

**Key beneficiaries**

Please list those who benefit from the work of the organisation including those who benefit from the involvement of volunteers.

**Budget**

Please give details of what you wish to spend your grant on. Please ensure that the areas of expenditure are solely focussed on recruiting, supporting and recognising your volunteers.

Volunteer Expenses

Volunteer Recognition – this is your opportunity to say thank you to your volunteers for their contribution to the organisation. The purchase of alcohol is not permitted and expenditure should only be for volunteers. The purchase of gifts which have a monetary value are not eligible expenditure.

Volunteer recruitment – if you wish, for example, to develop a poster campaign or include adverts within the local newspapers to recruit new volunteers please include relevant costs.

Travel – reimbursement of travel costs for volunteers can be claimed within this grant. Please use the travel claim form supplied if successful. This can be used to attend the volunteering role (home to place of volunteering organisation/opportunity) meetings, training or any travel on behalf of the organisation relevant to the volunteer role.

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 etc are eligible areas of expenditure.

Training – 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.

Project Running Costs

Heat, Light, Rent and Insurance should be clearly linked to the volunteers ability to organise their activities and support the ability of the organisation to function. General bills for the running of the larger organisation should not be included.

**4. 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

• A copy of your most recent audited accounts or income/expenditure report

• A copy of your Volunteer Policy

Please note

*In the event of over-subscription, the IFB reserves the right to re-profile the amounts awarded,*

We look forward to receiving your application and to working with you to deliver support for volunteering across Northern Ireland.

**Return applications to: smallgrants@lcdi.co.uk**

**OR**

**LCDI Small Grants**

**24d Benevenagh Drive**

**Limavady**

**BT49 0AQ**