Salford CVS

**Volunteers’ Week Activities Fund  
Guidance for Applicants**

**Summary of the Fund Criteria**

* **Grants of up to £500** for Salford-based VCSE organisations wanting to recruit, retain or recognise their volunteers
* **Activity period:** Anytime between Sep – Dec 2021
* **Full Membership of Salford CVS**
* **No turnover limit**
* Maximum of **one award** per group
* **Closing date for applications:**   
  12:00 noon on Monday 26th July 2021
* **Decisions to be made by:**  
  end of August 2021

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**Volunteers’ Week Activities Fund**

Guidance for Applicants

**Section 1 – About the fund**

**What is the Volunteers’ Week Activities Fund?**

This fund is for voluntary, community or social enterprise sector organisations who want to put on activities or events to **recruit**, **retain** or **recognise** volunteers anytime between September 2021 and December 2021.

The last year has been one of the toughest in living memory for our sector. It has also demonstrated beyond any doubt the value of volunteers and volunteering.

This fund is an opportunity for VCSE organisations to mark the achievements of your volunteers. Examples of activities that could be funded are given below:

** Certificates for volunteers  Volunteer recruitment stall **

** Volunteer celebration afternoon tea  Wellbeing packs for volunteers  Social media campaign to recruit volunteers **

** Celebration events on ZOOM and/or in person  Reward trips to Salford venues (e.g. RHS Garden Bridgewater) **

**How much can you apply for?**

Applications are invited for projects up to maximum of £500. Only one application per organisation may be submitted.

**What can the grant be spent on?**

**Eligible spend includes:**

* Staffing costs, refreshments, venue hire, printing, small recognition gifts for volunteers, certificates/trophies, transport costs, entry fees to visitor venues, other general project costs etc.

**Ineligible spend includes:**

* Non-project costs (e.g. office hire, overheads), vouchers for volunteers and alcohol.

Salford CVS actively encourages purchasing from local, independent suppliers where possible. Purchasing from Amazon is actively discouraged.

**Who can apply?**

Only organisations that meet the criteria below will be eligible to apply

* This fund is open to voluntary, community or social enterprise (VCSE) sector organisations who are supporting beneficiaries most affected by Covid-19.
* All organisations must be a pre-existing member of Salford CVS. To apply for membership see the link: [www.salfordcvs.co.uk/membership-0](http://www.salfordcvs.co.uk/membership-0)   
  Applications will only be considered from organisations operating in Salford.
* Of those people being supported through this fund (the beneficiaries) 100% must be Salford residents.
* There is no turnover limit for organisations.

**What policies / other documentation is required?**

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

1. Health and Safety policy
2. Equality/Diversity Statement or Policy
3. Public Liability Insurance (Cost can be included in budget)
4. Risk assessments (inc Covid-19 precautions) (if applicable to project)
5. Safeguarding Adults policy (if applicable to project activities)
6. Safeguarding Children policy (if applicable to project activities)
7. Volunteering Policy

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

**What support is available to applicants?**

Salford CVS can offer practical support to your organisation with developing policies, accessing volunteers, accessing wider funding, pre-application read-throughs/feedback etc.

For further information, visit our website at:

[www.salfordcvs.co.uk/development-support](http://www.salfordcvs.co.uk/development-support)

You can also contact our Development Team by phone 0161 787 7795 or email at: [office@salfordcvs.co.uk](mailto:office@salfordcvs.co.uk)

Also see our online Safeguarding in Salford resources: [www.salfordcvs.co.uk/safeguarding-salford](http://www.salfordcvs.co.uk/safeguarding-salford)

If you have any questions or concerns regarding completing the application please contact the Grants Team by phone 0161 787 7795 or email at: [grants@salfordcvs.co.uk](mailto:grants@salfordcvs.co.uk)

**How to apply**

Please read this guidance in full to ensure your application meets the criteria.

Organisations that wish to apply will need to complete the application form and submit it by email to [grants@salfordcvs.co.uk](mailto:grants@salfordcvs.co.uk) in WORD or PDF format (ideally not as a scanned PDF). Alternatively, they can be posted to:

Salford CVS, The Old Town Hall, 5 Irwell Place, Eccles, M30 0FN

**When is the closing date for applications?**

The fund will close to applications at **12:00 noon on Monday 26th July 2021**.

**How will applications be assessed?**

On receipt of applications Salford CVS will undertake a number of eligibility checks. All applications that are eligible will be independently scored by a panel.

This assessment panel will then meet to agree the awards and provide feedback on unsuccessful applications.

**When will we hear the outcome?**

All applicants will be informed by email within 4-6 weeks of the closing date. Unsuccessful applicants will be provided with a summary of feedback from the assessment panel.

**If successful, when will we receive the grant?**

On receipt of an offer letter from Salford CVS organisations will need to complete and return an ‘Acceptance of Grant Form’ together with an invoice for the full grant amount. For organisations that have not received a grant from Salford CVS before (or changed bank account since their last award) we will also require proof of bank details. This can take the form of a scan or photo of a bank statement or paying-in slip.

On receipt of these documents Salford CVS will then issue the grant by bank transfer within 5-10 working days. The full grant amount will be paid upfront in line with the ‘Principles of Good Grant Giving’ which Salford CVS adheres to.

**How long will we have to spend the grant?**

All organisations receiving a grant will have up to the end of December 2021 to spend the grant.

**How will our project be evaluated by Salford CVS?**

This take the form of a simple report form when your project is completed. 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 guardians of public money Salford CVS requires all funded organisations to keep receipts for all project spend after your project completes. Salford CVS undertakes a number of spot-audits every year and you may be asked to provide evidence of your spending.

With your help in providing simple feedback we can demonstrate how grants and investments can make a real difference to local people. This is important in helping us report back to our funders and wider partners, and helps secure investment in our sector over the years to come.

**Any further questions?**

Please contact the Grants Team by phone 0161 787 7795 or email at: [grants@salfordcvs.co.uk](mailto:grants@salfordcvs.co.uk)

**Section 2 – Completing the Application Form**

About your organisation

**Question 1)** – Please give the full name of your organisation.

**Question 2)** – 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 any successful project award.

**Question 3)** – Please give a secondary contact. They will only be contacted if we have difficulty reaching the lead contact.

**Question 4)** – Only pre-existing Full Members of Salford CVS are eligible to apply. Please tick this box to confirm your organisation is a Full Member. Please don’t assume that your organisation is a member of Salford CVS just because you receive regular eNewsletters from us. If in doubt, please phone us on 0161 787 7795 to check.

**Question 5)** – Please provide your organisation’s turnover (revenue / income) for the most recent financial year.

Please note: all the information below will be shared with the Assessment Panel

**Question 6)** – Please restate the full name of your organisation.

**Question 7)** – Please tell us how your organisation is constituted. Unincorporated Organisations / Community Groups will not have an Organisation Number.

**Question 8)** – Salford CVS expects all organisations to have relevant policies in place at the time of application. Please note that 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.

About your project

**Question 9)** – Please give your project a memorable name. This helps us identify your project should your application be successful.

**Question 10)** – Please tell us whether your activity will focus on recruiting, retaining and/or celebrating your volunteers.

**Question 11)** – In this section tell what you intend to do with the grant if you’re successful. Please give details of the practicalities involved in delivering your project i.e. how you will use the money, what you plan to do, who’s doing it, the frequency of activities, how it will be promoted, on which days etc. This activity should be recognisable in your project budget.

**Question 12)** – Please tell us how many volunteers your currently have (in any typical month)

**Questions 13)** – How many volunteers will this project support?

**Question 14)** – Please tell us if your activity will involve children or vulnerable adults.

**Question 15)** – Please tells us when your project will happen (between Sept and Dec 2021)

**Question 16)** – If you have a venue in mind for your activities, please provide details. It may be that you don’t know at this stage.

**Question 17)** – Please indicate the areas of Salford which will receive support from your project. If it is across the whole of Salford, please tick ‘Salford city-wide’.

About the money

**Question 18)** – Please give an overview of what your project will cost by describing each item. Also break down your calculation so we can see how you’ve arrived at the cost for each item. See some examples below.

Example 1

**Acceptable:**  Venue hire – 4hrs/wk @ £10ph x 2 weeks = £80

**Not acceptable:**  Venue hire – £80

Example 2

**Acceptable:**  Refreshments @ £5/person x 20 people x 2 events = £200

**Not acceptable:**  Refreshments = £200

The item cost figure may be the same as the amount you’re requesting. If you have other sources of money, it may be you’re only looking for a contribution (see the example below)

|  |  |  |  |
| --- | --- | --- | --- |
| **Description of item** | **Breakdown of calculations** | **Item cost** | **Amount requested** |
| Refreshments | £5/person x 20 people x 2 events | £200 | £100 |

Therefore, the total cost of the project may be more than the amount you’re requesting from this fund. If this is the case, please include the other sources of funding which will support this project and whether the money has been secured or whether an application is pending. Such match funding is desirable but not essential.

Please attach

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

Declaration

Please confirm that you have read the [**Terms and Conditions**](https://www.salfordcvs.co.uk/system/files/Salford%20CVS%20Terms%20and%20Conditions%20for%20Grants%20and%20Investments.pdf)of this grant by giving the name and role of the lead applicant.

Optional – Making a pledge to help improve Salford

If you wish to make a pledge to help make Salford 10% Better you can tell us in this final section.

You can make a pledge at the link below:

[www.salfordsocialvalue.org.uk/10-better-campaign/make-a-10-better-pledge](http://www.salfordsocialvalue.org.uk/10-better-campaign/make-a-10-better-pledge)