



**SMALL GRANTS for VOLUNTEERING PROGRAMME
APPLICATION FORM**

Section 1. Organisation Details

1. Name and address of organisation:

Name:
Address:
Postcode
Telephone Number:
Fax Number:
Email Address:

2. District Council area project covers:

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3. Correspondence address for the main contact:

Name:	
Address:	
Post Code:	
Tel No.	Fax No.
Email:	

4. Name and address for a 2nd member of your organisation who could be contacted in relation to this project:

Post Code:	
Tel No.	Fax No.
Email:	

5. Name of the person with responsibility for volunteers in your group/organisation:

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6. If your group is part of a larger organisation, please name this organisation:

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7. What was the annual income of your organisation in the last financial year? (Note: If organisations have an annual income of more than £100,000 they are not eligible to apply)

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8. Does your organisation have a constitution? If yes, please attach a copy. If you do not yet have a constitution, please indicate whether you are working towards developing a governing document. (Note: In order to be successful organisations must have an agreed constitution)

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Date of proposed completion	<input type="checkbox"/>
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9. Please list your organisation's main activities:

10 How many people are currently involved in your organisation?

STAFF		VOLUNTEERS	
Full-time:		Management Committee	
Part-time:		Other Volunteers:	

11 Do you have a Bank Account? Yes No

If you have a bank account, please provide details below. Note: If you do not have a bank account, you will need to open one in order to receive this grant if your application is successful.

Account Name:	
Bank/Building Society Name:	
Bank/Building Society Address:	
Sort Code:	
Account Number:	

Please submit a copy of the most recent bank statement from your bank account with this application form.

12. How many people have to sign cheques or withdrawals to pay money out of the account?

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Section 2. Proposal for Use of Grant

13. Please describe the activities current volunteers are already involved in and what activities new volunteers will undertake.

14. What do you propose to use the grant money for?

15. a. Please give details of how you propose to use the grant in order to develop opportunities for people not in paid work to volunteer.

- b. What groups of people currently under-represented in the volunteering population do you propose to attract? (All applications must tick at least one).

Young people aged 16 to 25	<input type="checkbox"/>	People with disabilities	<input type="checkbox"/>
Older people aged 50 & over	<input type="checkbox"/>	People from minority ethnic groups	<input type="checkbox"/>

c. How do you propose to gain the involvement of volunteers from the group(s) you have listed?

d. How do you propose to recruit, support and train your volunteers?

16. How would you describe the people who will benefit from the activities funded by your grant? Tick all that apply.

People living in rural areas

Unemployed people

People living in urban areas

Older people; aged over 50

Gay, lesbian, bi-sexual or transgendered people

Young people; aged 16 -25

People with a disability

Children; under 16

People with dependants	<input type="text"/>	People from a minority ethnic community	<input type="text"/>
People on low income	<input type="text"/>	Other groups. Please state below:	<input type="text"/>

Section 3. Targets For New Volunteers

17.		Number of volunteers
How many of your organisation's existing volunteers do you expect to involve in the project funded by this grant?		<input type="text"/>
How many of these existing volunteers are;		
a. Not in paid work?		<input type="text"/>
b. People from one or more of the following under-represented groups in volunteering.		
i. People with disabilities		<input type="text"/>
ii. Young people (aged 16 to 25 years)		<input type="text"/>
iii. Older people (aged 50 years and over)		<input type="text"/>
iv. People from minority ethnic communities		<input type="text"/>

How many **new volunteers** do you expect to recruit within this funded project?

How many of these new volunteers do you expect to be;

a. Not in paid work?

b. People from one or more of the following groups under-represented in volunteering.

You should recruit some new volunteers from at least one of the groups listed below – but be realistic in the targets you set and include only those groups you believe you will be able to recruit volunteers from.

i. People with disabilities

ii. Young people (aged 16 to 25 years)

iii. Older people (aged 50 years and over)

iv. People from minority ethnic communities

18. How many **volunteer hours** per year (approximately) are currently generated by your **existing** volunteers – those involved in this grant?

19. How many additional **volunteer hours** do you expect to generate with **existing and new** volunteers – those involved in this grant?

Note: You can use your grant to support existing volunteers but you must also aim to use the grant to recruit and support new volunteers

Section 4. Budget

20. How much money are you requesting from the Small Grants for Volunteering Programme?

Please outline your projected expenditure below. **The maximum grant you can apply for is £1,100.**

Volunteer Expenses	
This must account for at least 50% of the total grant applied for	
Travel	£
Subsistence	£
Childcare	£
Training	£
Protective Clothing etc.	£
Sub Total	£
Project Running Costs	
Heat	£
Light	£
Rent	£
Telephone	£
Postage	£
Printing and Advertising	£
Sub Total	£
Equipment	
This must be directly related to volunteering and cannot account for more than 50% of the total grant applied for	
Details of equipment:	£
TOTAL GRANT APPLIED FOR	£

21. Please indicate other funding or help in kind that is available to you to support this proposed project:

Source of Funding	Value	Applied for (A) / Secured (S)

Section 5. Declaration

DECLARATION

On behalf of the organisation, we confirm that the information in this application is correct and, if our application is successful, we will comply with all requirements of Small Grants for Volunteering Programme.

Included with this application form are the following:

- Our organisation’s constitution
- A copy of our most recent Bank Statement (if you have a bank account)
- Our organisation’s most recent set of **signed** audited annual accounts or an income and expenditure account **signed** by two members of our management committee
- A copy of our volunteer policy (if you have one)

Signed:	Signed:
Name:	Name:
Position: Chairperson	Position: Treasurer / Secretary
Date:	Date:

Please contact your local office for closing dates and further information.

Antrim:	028 9446 6644	Armagh:	028 3751 8415
Bangor:	028 9020 0862	Belfast:	028 9020 0850
Downpatrick:	028 4461 9122	Dungannon:	028 8772 9690
Enniskillen:	028 6605 0000	Larne:	028 2826 0460
Lisburn:	028 9266 8740	Newry:	028 3026 2037