



Central  
Bedfordshire  
**Together**

# Inspiring Volunteering

**Cheering Volunteering Grant Scheme  
2018**

**Application Form**



## Guidance notes for Inspiring Volunteering – the Cheering Volunteering Grant Scheme

### The Grant Scheme

A total funding pot of £5,000 has been secured to be spent on local voluntary and community sector community projects that meet the criteria listed below. Grant awards will be made from a minimum of £100 to a maximum of £1,000.

Applications for financial assistance can be made by any group or organisation providing that the project they wish to spend the money on is located within Central Bedfordshire and / or will support primarily the residents of Central Bedfordshire.

The following guidance is intended to inform those groups interested in applying for financial assistance from the Inspiring Volunteering Grant Scheme. An application form can be found at the end of this guidance.

### What can be funded?

Funding should be used to inspire volunteering through the purchase of equipment that encourages / kick-starts new activities involving volunteers.

The types of work that we could fund include (list not exclusive):

- Projects that combat loneliness
- Activities that reduce anti-social behaviour and engage young people in positive activities
- Work to develop parenting skills
- Help with school readiness
- Initiatives to raise self-esteem
- Initiatives that help inspire healthy living / active lifestyles / health and wellbeing

The equipment must be purchased by 31 March 2019.

### What we will NOT fund?

- Revenue or running costs such as salaries, etc.
- A contribution to the cost of a piece of equipment costing more than £1,000 (unless you already have the rest of the funding required in place).
- Items you cannot demonstrate a genuine need for. You cannot use the fund to stockpile equipment for future use.
- Projects where the cost of the equipment has already been incurred (i.e. before June 2018).
- Projects where those benefiting do not live and/or volunteer in Central Bedfordshire.
- Awards will not be made to support the furtherance of religion (although we do make grants to community projects led by local religious groups) or political activities.

### Who can we fund?

- We will only fund voluntary organisations, community groups, charities and not-for-profit organisations. Your organisation must have a constitution or other governing document, and a governing body or committee of least three unrelated people.
- Organisations must have UK-based bank account in the name of the organisation that requires at least two unrelated signatories to operate the account.
- Applicants must be based in Central Bedfordshire and / or be conducting activities in the area.

## Who will we NOT fund?

- Applications from individuals, public sector organisations or private businesses.
- Organisations sponsoring the Central Bedfordshire Cheering Volunteering Awards.

## Timescale

Guidance and application forms published	8 January 2018
Deadline for submission of applications	12pm on 2 April 2018
All applicants notified of final decisions	by 4 May 2018
Project delivery begins	after 5 June 2018
Project completion	on or before the 31 March 2019

The organisers cannot enter into correspondence on the merits of a particular grant application while it is being considered or if it does not succeed, and the decision of the panel is final.

Completed application forms can be [submitted by email](#) or by post to FREEPOST RSJS GBBZ SRZT (you do not need a stamp), Cheering Volunteering, Central Bedfordshire Council, Priory House, Monks Walk, Chicksands, Shefford, SG17 5TQ.

If you need help to complete your application form you can contact Community Voluntary Service at [info@cvsbeds.org.uk](mailto:info@cvsbeds.org.uk) or Community Action Bedfordshire at [mail@cabeds.org.uk](mailto:mail@cabeds.org.uk). You can also email the [Partnerships and Community Engagement Team](#) if you have any queries about the grant scheme.

## Monitoring and accountability

Each recipient will be required to submit a short report (2 sides of A4) on the outcomes achieved with a breakdown of the funding spent. The recipient organisation will be ineligible for any future award until this report has been submitted.

Details of applications approved by the Panel will be published on [Central Bedfordshire Council's website](#).

## Additional information

### Successful organisations must:

- Be prepared to participate in publicity/awareness initiatives organised by the council.
- Be available to attend the [Cheering Volunteering Awards and Celebration event](#) on 5 June 2018 at the Grove Theatre, Dunstable, Beds.
- Acknowledge the grant aid together with other sources of funding in appropriate publicity and detailing how it was spent in its annual report and accounts, a copy of which should be sent to the Council as soon as it is published.
- Grant funding from the Inspiring Volunteering fund must be used for the purposes stated on the application only. If the organisation decides it wishes to spend the monies on something different it must ask the Council for written permission to do so, or the Grant will be withdrawn.
- Grants must not be used to settle debts on behalf of the organisation, nor be used to retrospectively fund projects.
- Central Bedfordshire Council reserves the right to recall any unspent grant given to an organisation which ceases to operate during the financial year for which the grant was given. The Council should be consulted prior to distribution of any remaining assets. Full details and accounts must be submitted to the Council as soon as possible.

# Application Form for Grant

*(Please use additional sheets if necessary)*

## 1. Applicant's details

*(Please include details of the Applicant's role in the project)*

Name of Applicant:

Name of Organisation

Email address

Address (including postcode):

Name of project

## 2. Description of project

*(Please give a full description of the project, including who will carry it out, number of volunteers, the location of the project, the main beneficiaries / how many, explain how it will benefit the local community.)*

## 3. Costing and details of all funding being applied for

*(Please detail how much grant you are requesting; provide a total for the cost of the project, including a breakdown of how funding will be spent.*

*Please also include details of any match-funding secured from other sources)*

## 4. Area or section of community targeted by this application

- *Projects that combat loneliness*
- *Activities that reduce anti-social behaviour and engage young people in positive activities*
- *Work to develop parenting skills*
- *Help with school readiness*
- *Initiatives to raise self-esteem*
- *Initiatives that help inspire healthy living / active lifestyles / health and wellbeing*

<p><b>5. Expected impact/outcomes of project or community initiative</b></p> <p><i>(If applicable, please provide details of how the project will be continued after the Grant Funding has been spent)</i></p>	
<p><b>6. Timescale involved</b></p> <p><i>(Please set out a timeline for starting completing the project, including any key dates)</i></p>	
<p><b>7. Governance</b></p> <p><i>(Please state the number of people who are currently on your governing body or committee and attach your constitution or other governing document)</i></p>	

**Declaration**

**Please sign this form to confirm that:**

The information supplied is full and correct to the best of your knowledge; you have read, understood and complied with the conditions of funding; understand that Central Bedfordshire Council reserve the right to reclaim the grant in the event of it being used for purposes other than specified, or the organisation ceasing to operate.

Signed:

Name:

Position:

Date:

**Please return your completed application form by 2 April 2018 to:**

Inspiring Volunteering Grant Application  
The Partnerships and Community Engagement Team  
Central Bedfordshire Council  
Priory House  
Monks Walk  
Chicksands  
Shefford  
Beds  
SG17 5TQ

[awards@centralbedfordshire.gov.uk](mailto:awards@centralbedfordshire.gov.uk)



# Central Bedfordshire **Together**

## **Contact us...**

by telephone: 0300 300 8000

by email: [awards@centralbedfordshire.gov.uk](mailto:awards@centralbedfordshire.gov.uk)

on the web: [www.centralbedfordshire.gov.uk](http://www.centralbedfordshire.gov.uk)

Write to Central Bedfordshire Council, Priory House,  
Monks Walk, Chicksands, Shefford, Bedfordshire SG17 5TQ