



## 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); North West Volunteer Centre & 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, 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 at least two of 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 – New Approaches to Involvement of Volunteers

**Applications Open – Monday 8<sup>th</sup> January 2018**

**Deadline for Applications - 12noon Thursday 18<sup>th</sup> January 2018**

### **3. Notes for Applicants**

When completing your application form please ensure that you consider the following guidance.

#### **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 groups, such as;

- Those not in paid employment
- Over 50's,
- Under 25's,
- Those with a disability, and
- Those from an ethnic minority background.

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. These targets will be taken into consideration in the assessment and selection process for organisations in their application for funding.

#### **Objective 3 – Increase in numbers of new volunteers**

Across the programme it is envisaged that there will be an increase of new volunteers.

At the outset, each of the applying organisations will be required to identify targets for the recruitment of new volunteers. These targets will be taken into consideration in the assessment and selection process for organisations in their application for funding.

## Objective 4 – 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.

### **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](mailto:smallgrants@lcdi.co.uk)**

**OR**

**LCDI Small Grants  
24d Benevenagh Drive  
Limavady  
BT49 0AQ**