**Volunteers’ Celebration Fund**

**Application Form**

**Guidance Notes**

Volunteers’ Week 1 – 7 June is a time to say thank you for the fantastic contribution volunteers make. During another difficult year, people from all walks of life have taken the time to volunteer and made a huge difference to people and their communities.

Action Together is inviting local VCFSE groups across Oldham, Rochdale and Tameside to apply for one of our Volunteers’ Celebration Funds to support an activity during 2022.

When thanking your volunteers, take a moment to remember each and every one of them. From trustees and campaigners to carers and fundraisers, this is a great time to think about the fantastic contribution all your volunteers make.

It’s also a chance to think about what volunteering means to you. How can you celebrate people from every walk of life who are getting involved in volunteering? It might also be an opportunity to recruit new volunteers within your organisation.

**What can the fund be used for?**

Grants of up to £500 are available for events and activities that include one or more of the following priorities:

* **Recruit**

Involving new volunteers to help run your group or support your organisation, which are inclusive and flexible to meet the diverse communities across Oldham, Rochdale and Tameside.

* **Retain**

Creating opportunities for your volunteers to feel connected, valued and supported.

* **Recognise**

Celebrating your volunteers, their achievements, and the difference they make within communities across Oldham, Rochdale and Tameside – particularly during the Covid 19 Pandemic and the recovery from it.

As Covid 19 is still with us, any activity must comply with the latest government guidance and legislation (as it may change from time to time) so that it can be carried out safely.

**Who can apply?**

You can apply for a grant up to:

* £500 if you are formally constituted and are a member of Action Together – you can find out how to become a member for free [here](https://www.actiontogether.org.uk/become-member) or contact us at [development@actiontogether.org.uk](mailto:development@actiontogether.org.uk) to discuss your membership with us; or
* £200 if you are an informal social action or mutual aid activity.

Please note:

* Mutual Aid is the term we use to describe people giving each other needed support in communities.
* Social Action is the term we use to describe people coming together (physically or remotely) to help solve the problems that are important in their communities.

**Closing Date:** This is a rolling programme. You can apply any time before 12 noon on 31 July 2022. Any funds awarded must be spent by 31 December 2022.

**Eligible Costs**

Only the items outlined below are eligible for funding:

* Venue Hire
* Refreshments
* Marketing and Publicity
* T-shirts and other merchandise
* Entertainment / activity costs
* Awards and Certificates

**Please note:** direct staffing costs & training costs are not eligible for funding

For support with your application, please contact [development@actiontogether.org.uk](mailto:development@actiontogether.org.uk)

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**Application Form**

**Section 1: About you**

|  |  |
| --- | --- |
| Is your group based in Oldham? | Yes / no |
| Is your group based in Rochdale? | Yes / no |
| Is your group based in Tameside? | Yes / no |
| Do you work across more than one of the above locations? If yes, please provide details below | Yes / no |
|  | |
| **Please note any organisation can only apply once for this grant in each year** | |
| Are you a member of Action Together? | Yes / No |
| If you are not a member you can apply for membership [here](https://www.actiontogether.org.uk/become-member) or you can contact us at [development@actiontogether.org.uk](mailto:development@actiontogether.org.uk) to discuss your membership with us | |

**Section 2: Contact Details**

|  |  |
| --- | --- |
| **Organisation Name:** |  |
| Main Contact Name: |  |
| Tel Number: |  |
| Email address: |  |

**Section 3: How are you planning to use this fund?**

|  |  |
| --- | --- |
| **What are you planning to use this grant for during 2022? (you can tick more than 1 box)** | |
| Recruiting volunteers |  |
| Retaining your volunteers |  |
| Recognising your volunteers |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Where and when will the activities take place?** *(if known)* | | | |
| **Ward** | **Venue / online?** | **Date** | **Times** |
|  |  |  |  |

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| --- |
| **Please describe your event or activity?**  Please describe how will it recruit, retain or recognise volunteers. Please include how will you know if your event / activity is successful? |
|  |

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| **Approximately how many people will benefit from your events or activities?** |
|  |

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| --- |
| Please indicate how much money you need and provide a detailed breakdown of your planned expenditure and details of **how** the costs have been worked out. For example: Venue Hire - 3 days for 4 hours per day @ £25 per hour £25 x 4 x 3 = £300.00 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Item of expenditure** | **Please describe & show calculations below** | **Item Cost** | **Amount Requested** |
|  |  | £ | £ |
|  |  | £ | £ |
|  |  | £ | £ |
|  |  | £ | £ |
|  |  | £ | £ |
| Total cost of your event or activity | | £ |  |
| **Total amount requested from the this Fund** (Maximum £500) | | | £ |

Declaration

|  |  |  |  |
| --- | --- | --- | --- |
| **Declaration:** *All the information supplied is correct to the best of our knowledge and I am duly authorised to submit this application on behalf of our organisation.* | | | |
| Name: |  | Role: |  |

Please send your completed application form by email to: [**funding@actiontogether.org.uk**](mailto:funding@actiontogether.org.uk)