**Volunteers Expenses Fund 2024**

£920 Grant Application Form

*Read the guidance before filling in this form and complete all sections.*

|  |  |
| --- | --- |
| **1) Organisation Name** |  |
| **2) Contact Details**  |
| Name: |  | Tel number: |  |
| Role in organisation: |  | Email address: |  |
| Address (inc postcode): |  |
| **3) Type of voluntary, community or social enterprise (VCSE) organisation** *(see separate guidance)* |
| Please state: |  |
| Organisation registration no. *(if applicable)*: |  |
| **4)** **Approximately how much income (money) does your group receive each year?** | £ |
| **5) Which communities of identity does your organisation support, from where in Manchester are they and approximately how many people in all?** *(aim for around 200 words)* |
|  |
| **6) How many in total of your existing volunteers support vulnerable people as described above? What are their volunteering roles?** *(aim for around 200 words)* |
|   |
| **7) Provide a breakdown of the out-of-pocket volunteers’ expenses requiring reimbursement by the £920 grant. Please ensure you provide clear sums for how you calculated them** |
|  |
| **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** (not signature)**:** |  | **Date:** |  |

Return your completed application form in MS Word or Open Document Text format *(no PDFs please)* **by 12 midday on Thursday 16 November 2023** via email to grants@macc.org.uk. If you have not received an email acknowledging receipt within two working days of submission please contact 0161 834 9823 and ask for Oliver Cranfield.

**The application form**

Use the grant application form to tell us the essential information that we need you to summarise so that the grants panel can select successful applicants. We ask that you tell us about:

*Which communities and kinds of people your organisation supports, where in Manchester they are including the approximate number of those you support;*

*How many existing volunteers you have, particularly the number of people whose expenses you wish to cover with this funding, and the kinds of work they do;*

*The kinds, quantities and costs of the volunteers’ expenses you want funded*

**Question 1: Organisation Name** (reminder: to be eligible to apply, your organisation must fulfil the following requirements):

* be a Manchester-based voluntary, community or social enterprise organisation
* be operating wholly in the city of Manchester for the benefit of local communities
* have an annual income under £100,000

**Question 2: Contact Details** please ensure you provide full contact details including the full postal address. If your organisation is not located in the city of Manchester then you are ineligible for this funding.

**Question 3: Type of VCSE organisation** choose from the following examples:

* Unincorporated Association
* Registered Charity
* Charitable Incorporated Organisation
* Community Interest Company / companies limited by guarantee
* Community Benefit Society
* None – we are not constituted

*Where relevant, you must include the registration number(s) for your organisation*.

**Question 4: Approximately how much income (money) does your organisation receive each year?** Please state your organisation’s turnover, i.e. the average amount of money received annually (£100,000 is the maximum allowed).

**Question 5: Which communities of identity does your organisation support, from where in Manchester are they and approximately how many people in all?** *(aim for around 200 words)* Examples of communities and socially excluded groups that experience the worst impacts of the cost of living crisis include people whom:

* use food banks
* are older or are very young
* have chronic long-term health issues
* are from Black Asian or other minoritised ethnic communities
* are long-term unemployed or have experienced worklessness
* are disabled
* are homeless
* are refugees

Please use this list of electoral wards to state where in Manchester your clients are:

**North:** Higher Blackley, Charlestown, Crumpsall, Harpurhey, Moston, Cheetham, Miles Platting & Newton Heath, Piccadilly, Ancoats & Beswick, Deansgate, Clayton & Openshaw

**Central:** Hulme, Ardwick, Gorton & Abbey Hey, Chorlton, Whalley Range, Moss Side, Fallowfield, Rusholme, Longsight, Levenshulme

**South:** Chorlton Park, Old Moat, Withington, Burnage, Northenden, Didsbury West, Didsbury East, Brooklands, Baguley, Sharston, Woodhouse Park

*Please also tell us approximately how many people your volunteers support.*

**Question 6: How many in total of your volunteers support vulnerable people as described above? What are their volunteering roles?** *(aim for around 200 words)* We want to know how many existing volunteers are involved with the work you do and a brief summary of what their roles are in supporting people. The total number may not necessarily be the same as the number of volunteers for which you seek funding.

**Question 7: Provide a breakdown of the volunteers’ expenses requiring reimbursement by the £920 grant. Please ensure you provide clear sums for how you calculated them**

E.g. travel and transport, refreshments and meals, care of dependents and accessibility costs. See pages 2-3 of the main guidance document for more info on the kinds of expenses that are eligible.

Your answer needs to indicate the number of volunteers, the type(s) of expenses and their estimated costs over the period they volunteer (up until 31 August 2024). For example:

* *1 volunteer x £30.66 per day contribution to childminder services x 1.5 days per week for 20 weeks = £919.80*
* *[2 volunteers x £9.40 per day public transport costs x 1 day per week for 30 weeks = £564] + [£5.93 refreshments costs per person per week = £355.80] = £919.80*
* *8 volunteers x 25.5 miles car travel per week average x 10 weeks x 45p per mile = £918*

Where possible you should base your proposed costs on previous average amounts reimbursed to your volunteers.

Remember you must have fully spent your grant and completed a short monitoring form by 31 August 2024.