



Guidance notes for Volunteer NL Challenge fund

Introduction to fund

Before you decide to proceed and complete your application it is recommended that you read the following guidance notes to confirm your proposed project is eligible within the funding. Clubs / organisations must ensure that applications align with The Plan for North Lanarkshire.

Fund overview

This challenge fund is funded by the UK Government through the Communities and Place investment theme of the UK Shared Prosperity Fund. The UK Shared Prosperity Fund is a central pillar of the UK government's agenda and provides £2.6 billion of funding for local investment by March 2025. The Fund aims to improve pride in place and increase life chances across the UK investing in communities and place, supporting local business, and people and skills. For more information, visit <https://www.gov.uk/government/publications/uk-shared-prosperity-fund-prospectus>

The Community and Place theme aims to:

- Strengthen our social fabric and foster a sense of local pride and belonging, through investment in activities that enhance physical, cultural and social ties and access to amenities, such as community infrastructure and local green space, and community-led projects.
- Build resilient, healthy and safe neighbourhoods, through investment in quality places that people want to live, work, play and learn in, through targeted improvements to the built and natural environment and innovative approaches to crime prevention.

Volunteering helps to break down social barriers and offer people an opportunity to socialise with people from different social and cultural backgrounds. The Volunteer NL project seeks to engage volunteers to operate across a range of roles within North Lanarkshire Council, while supporting wider support to volunteers operating in community groups and sporting clubs across North Lanarkshire and their development of volunteer pathways.

Overview of application process

1. Volunteer NL (UK Shared Prosperity challenge Fund) for 2024 - 2025 is now open. Organisations and groups who are constituted and have their own bank account are eligible to apply.
2. To apply organisations / groups must fully complete and return the official application form and submit along with the required supporting documents.
3. It is important to answer all sections of the application form, as we will use your answers to assess your application and to allocate a score.
4. Your score will be used to determine if your application is successful and will be used to decide the level of funding to be awarded.
5. Even if your application is successful, it is important to know that the grant award may be lower than what was requested.
6. On receipt of your application, you will receive an acknowledgement email from us.
7. The fund will close on Monday the 14th of October 2024. Completed applications and supporting documents should be submitted online or by post to FAO Joanna Kingsley Volunteer NL, Broadwood Leisure Centre, 1 Ardgoil Drive, Cumbernauld, G68 9NE
8. Applications will be logged and issued to the panel for assessment in November 2024
9. Decision notices will be issued within 4 weeks of assessments being completed.

Eligible Applicants

To be eligible to apply for funding, the applicant must be a constituted community or voluntary group.

Applicant organisations must be governed by people who are elected or appointed by the members of the organisation and the organisation and membership must be open to appropriate sections of the community.

Religious organisations may apply if the focus of the project is open to all sections of the community, and it doesn't involve the promotion of a particular faith or religious viewpoint.

Parent Councils may apply for activities run by them out with school hours but not for materials for school curricular work.

Individuals, profit distributing organisations, private clubs, political parties and Trade Unions are not eligible to apply.

Outcomes

It is expected that grants will be awarded to 20 community and voluntary groups across North Lanarkshire. Previous organisations that applied to 23/24 fund are encouraged to apply, please note new organisations applications will take priority

You will be expected to provide information on what you hope to achieve if you are successful with your application. This will include

- Number of events and how many people attended your event
- How many individual volunteers where supports as a result of the project

- The increase in volunteers as a result of your project
- On completion you will be required to provide a statement of what has been achieved

Costs

It is anticipated that grants awarded will range from £500 and not exceed £2,000.

Grants are available for the purposes of supporting volunteer development within your group. Grants cannot be used to support costs associated with paid employees who may be associated with your organisation. Grants may not be used to fund costs already incurred or repairs / improvements to premises not owned by or leased to the organisation applying. An example of costs which may be covered include:

- Promotion/marketing of opportunities
- Events
- Training for volunteers
- Uniforms/PPE
- Travel expenses for volunteers
- Miscellaneous volunteer expenses

Project assessment

You must provide a statement on why you need funding to take this project forward. This should include expected impact on the community, with a particular reference on how your project will strengthen social fabric and lead to demonstrable community benefits. Although not specifically used as an assessment criteria, the strongest applications will reinforce the council's commitment to the *Plan for North Lanarkshire*.

Applications will be assessed against the following criteria:

- What additional services will be delivered?
- How will existing services be improved?
- Will existing (and new) services be more accessible?
- How many users are likely to benefit?
- Will the improvement benefit an area of deprivation, including areas of rural isolation?

Completing the application form

Complete all 7 sections of the application. Each section is clearly numbered as follows:

Section 1: Organisation details

Section 2: Contact details

Section 3: About your organisation

Section 4: Organisation description

Section 5: Purpose of grant

Section 6: Project information

Section 7: Financial information

Section 8: Additional information

Section 1: Organisation / Group details

Basic organisational / group information is requested, including: - the name of your organisation and contact details.

Section 2: Contact details

Provide us with details of two individuals who are responsible for the project. These will be the people who will be our points of contact, these individuals should be familiar with the funding application and be able to provide us with further information or clarification should we need it. The contact should have the appropriate authority on behalf of the organisation to respond to the questions. The secondary contact will only be contacted, should we be unable to reach the named first contact.

Section 3: About your organisation

To aid the assessment process, it is important for us to learn more about your organisation. Specifically, tell us if you have charitable status, total numbers, length of time in operation, how your organisation is governed, are your premises owned or leased. If so, please provide details of length of lease left

Section 4: Organisation description

Please provide information about your organisation and the services it provides, no more than 300 words

Section 5: Purpose of grant

Please tick appropriate headers. If other is ticked. Please provide information to support this

Section 6: Project information

This section provides you with an opportunity to detail what you require the funding for; how you will use the resources and the difference the project will make within your community, plus any other relevant details such as beneficiary, if your project will benefit an area of deprivation/areas of rural isolation and how your project will align with the councils commitment to the Plan for North Lanarkshire.

Section 7: Financial information

Please provide a financial breakdown of your project as stated in the headings. You will be required to demonstrate that value for money has been considered by obtaining at least to quotes for all costs to be incurred.

Section 8: Additional information

If your project enables your organisation to be more environmentally sustainable. Please provide information.

Evaluation

Organisations who accept funding awards will be required to participate in our grant monitoring process. This will include a final report from about your project.