



## Guidance notes for Volunteer NL Micro 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 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.



## Overview of application process

1. Volunteer NL (UK Shared Prosperity challenge Fund) for 2025 - 2026 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 Thursday the 6th of November 2025. Supporting documents should be emailed to [Volunteering@northlan.gov.uk](mailto:Volunteering@northlan.gov.uk)
8. Applications will be logged and issued to the panel for assessment in November 2025
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, voluntary or charity 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 10 community and voluntary groups across North Lanarkshire. Previous organisations that applied to 2024 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 two quotes for all costs to be incurred.

## **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.

