

LET's Value Volunteer Fund Winter 2026

Guidance for Applicants

Grants of up to £250 for Bury VCSE groups to support and celebrate their volunteers.

Who can apply?

This fund is only open to organisations:

Constituted as a voluntary, community or social enterprise (VCSE) organisation

- With a maximum turnover of £1 million.
- With an organisational Bank Account with 2 signatories who are not related to each other, OR have a supporting organisation that can provide a holding account
- Fully up to date with grant reporting to Bury VCFA
- Are able to submit a fully completed application by 25th October

For this grant you **must** be a member of Bury VCFA

- Membership of Bury VCFA is free, whether you are a small community group or a large charity – all VCSE not-for-private-profit organisations are welcome.
- Membership means that in addition to eligibility for this grant you can also keep informed of developments in the VCSE sector locally, vote in our Annual General Meeting (AGM), promote your organisation through our website, access and get support from our voluntary bank and network with other VCSE organisations in Bury.
- Apply for membership [here](#)

What is the LET'S Value Volunteers Fund?

A key principle of the boroughs Let's Do It strategy is working together and building on the strengths of our local communities to improve the lives of residents. We know that volunteers play a crucial role in this work every day of the year and want to ensure this is recognised.

The LET'S Value Volunteers Fund seeks to support Bury's micro and small voluntary, community and social enterprise VCSE organisations by removing existing barriers to volunteering and creating new inclusive and accessible opportunities.

We recognise that VCSE organisations are best placed to understand the needs of their volunteers by addressing practical challenges, reducing financial pressures, and enabling people to take part. We are particularly keen to see organisations use funding creatively and flexibly to improve their volunteering offer.

Some examples of eligible funding are:

- To cover out-of-pocket expenses so that cost is not a barrier to volunteering
- To provide specialist equipment or adaptations that enable a wider range of people to participate
- To support inclusive recruitment and engagement of volunteers
- To offer training and development opportunities for volunteers
- To strengthen a positive and supportive volunteer culture within your organisation
- To support ways of promoting and showcasing the range and diversity of volunteer contributions in your organisation, so people from all backgrounds can see themselves represented and feel that volunteering is accessible and relevant to them.

If you have any questions regarding the eligibility of your application please do reach out to the grants team.

How much can you apply for?

VCSE organisations can apply to the Lets Value Volunteers Grants for up to a maximum of £250. If you have successfully applied for a grant in the previous round of the Lets Value Volunteers Fund you can do so again. Please bear in mind that any funding must be for something substantively different than in the previous round, this may be in terms of what the grant will pay for or the group of volunteers it will benefit.

Out-of-pocket expenses

If you are supporting out-of-pocket expenses, it is important to follow best practices to ensure that there is no impact on any individual's tax or benefits, etc.

All volunteers should be reimbursed for genuine out-of-pocket expenses, i.e. the exact amount volunteers have spent in the course of their volunteering.

You should keep records of how the expenses are distributed—a simple claim form can help. Keep it brief and only ask for relevant information, e.g., the names, dates, amounts, and signatures of the volunteer and person authorising the payment.

Organisations should, as far as possible, ask for and keep receipts from each volunteer.

If mileage is supported as part of travel expenses, the amount reimbursed for mileage should be based on the authorised mileage rates allowed by the Inland Revenue. www.gov.uk/government/publications/rates-and-allowances-travel-mileage-and-fuel-allowances/travel-mileage-and-fuel-rates-and-allowances

Car insurance and volunteer drivers: Volunteers using their own vehicle must have a full driving licence and volunteer usage covered on their car insurance. If volunteers are also using their vehicle to transport beneficiaries, then the insurance must also cover carrying passengers.

For further information, see: <https://www.ncvo.org.uk/help-and-guidance/involving-volunteers/volunteers-and-the-law/volunteer-drivers/#/>

Is there anything you can't apply for?

There are a few things that can't be funded. These include –

- Activities that have already taken place
- Contributions to major appeals
- Any activities promoting political or religious beliefs
- Any activities where there is a statutory duty to undertake them
- Statutory fines, criminal fines or penalties
- Where the activity has been funded by another source
- Out of area trips and excursions
- Gambling
- Alcohol

What policies / other documentation are required?

For this fund applicants must be members of Bury VCFA and as such no additional documents are needed to verify your application so long as your policies/constitution have not changed since you became members.

All organisations will also be expected to have the following policies in place at the time of application:

- a) Risk assessments
- b) Volunteer Policy
- ...and if applicable to project activities:
- c) Safeguarding Adults policy
- d) Safeguarding Children policy

Please note: If your project involves working with children or vulnerable adults, you will need to submit a copy of the Safeguarding Policy with your application.

What support is available to applicants?

Support with your application

If you have any questions or concerns about completing the application form, or you would like to discuss your application with a member of the team, please contact grants@buryvcfa.org.uk

Wider development support

The Bury VCFA Capacity Building Team provides practical support to VCSE organisations with developing policies, accessing volunteers, and accessing wider funding. For further information, visit our website at: www.buryvcfa.org.uk/funding-and-development

You can also contact the team via - fundinganddevelopment@buryvcfa.org.uk / 0161 518 5550

How to apply

Organisations that wish to apply will need to complete the application form and submit it by email to grants@buryvcfa.org.uk

When is the closing date for applications?

The fund will close to applications October 25th.

How will applications be assessed?

Upon receipt of applications, Bury VCFA will conduct several eligibility checks. If eligible for funding, the application will be forwarded to Bury Council for ratification.

When will we hear the outcome?

We aim to inform successful applicants by the end of November. Unsuccessful applicants will be provided with a summary of feedback from the assessment panel.

If successful, when will we receive the grant?

To ensure swift payment, the application form includes accepting the grant's terms and conditions. Payment will be triggered once your application is successful, typically being made within 10 working days.

To avoid delays, for organisations that have not received a grant from Bury VCFA before (or have changed their bank account since their last award), we will also require proof of bank details, such as a scan or photo of a bank statement or paying-in slip. **Please include this in your application.** Your payment will be delayed without this.

How long will we have to spend the grant?

We ask about the date and time of your activity within the form. All grant activity must be completed by the end of November 2027. However, we anticipate that the vast majority of grants will be spent before this, monitoring information will be due one month after the completion date outlined within your application.

What monitoring will you need?

Ultimately for this grant, we need evidence of what you have done with the funding and the difference it has made. This may be a short report of activity, a case study or photos of your event and feedback from volunteers.

We may also select your project for a monitoring visit (in person or remotely) to help us understand how you are getting on and if you're in need of any support.

As these grants come from public money, you are required to keep receipts for all project spending after your project is completed. We undertake a number of spot audits each year, and you may be asked to provide evidence of your spending.

Your monitoring is important it helps us to demonstrate how these grants and investments make a real difference to groups and local residents as well as reporting back to funders and wider partners to secure investment for the future.

Any further questions?

Please contact the Bury VCFA Grants Team by phone **0161 518 5550** or email grants@buryvcfa.org.uk

Completing Application Form

Contact Information

Question 1) – Please give the name of the lead contact for this application/project. They will be the primary point of contact for all matters related to this application and the project, should it be successful.

Question 2) – Please provide details of your organisation's bank account (account name, number and sort code) and include a scan or photo of a recent bank statement or paying-in slip. Not including this could delay payment if it is successful.

About your organisation

Question 3) – Please give the full name of your organisation. This should match the account name provided under Payment details (question 2).

Question 4) – Please give the registered address of your organisation. If you don't have a registered address as such, please provide the address of your Chair.

Question 5) – Please give your organisation's turnover for the last full financial year.

Question 6) – Please tell us how your organisation is constituted. Examples are provided below:

- Unincorporated Association or Community Group
- Company Limited by Guarantee
- Registered Charity
- Charitable Incorporated Organisation
- Community Interest Company
- Community Benefit Society
- Cooperative Society
- Other (give details)

Please note:

- All organisations must be not-for-private-profit
- Companies Limited by Guarantee must have an 'asset lock' to prevent the transfer of assets to individuals
- Some charities will also be a company limited by guarantee

Question 7) – Please give your organisation number (i.e. registered with the Charity Commission or Companies House). Please note that unincorporated organisations / community groups will not have an organisation number.

Question 8) – We expect all organisations to have relevant policies in place at the time of application. If you need advice or support on developing policies, please see the 'What support is available to applicants?' section above.

Please note that you will need to submit copies of the following documents along with your application:

- Safeguarding Adults Policy (only if applicable to your project)
- Safeguarding Children Policy (only if applicable to your project)

Question 9) – Please indicate the areas of Bury which will receive support from your project. If you deliver across the whole of Bury please tick 'Borough Wide'.

Question 10) – Please explain the purpose of your organisation and what it does in practical terms. Also, tell us who benefits (not the volunteers themselves) from the voluntary work undertaken. This might be people who live in a particular area or people who have a shared identity – for example, people who belong to the same ethnic group or who have similar interests or hobbies.

Question 11) - Please explain what you plan to deliver or spend the money on. Please describe:

- What activities or events you will deliver (number and duration)
- What this grant will pay for?
- How will volunteers benefit from your planned spend/activity?
- Any partners you are working with
- Key focus on the spend – travel costs, volunteer refreshments etc
- If applicable - How will you track spend over the life time of the grant / what process do you have in place for tracking volunteer expenses?

Question 12) – Please provide the timescale for which you will spend the grant. If you know the exact dates, please provide them, however, if not, please provide at least the calendar month you plan on holding the event. Your monitoring will be due the following month.

Question 13) – Please give an overview of what the money will be used on by describing each item and breaking down your calculation so we can see how you've arrived at the cost for each item. See some examples below.

Example 1

Acceptable: Stall at Bury Carnival for Recruitment Event @ £200/day = £200

Not acceptable: Event = £200

Example 2

Acceptable: Volunteer Travel Expenses @ £4/person x 2 x 12 weeks = £96

Not acceptable: Buses = £100

Example 3

Acceptable: Printing for volunteer thank you certificates x100 = £25

Not acceptable: Printing = £25

Important: We recognise it can be difficult to calculate precise costs so please estimate as best as you can. **If successful, it will be your responsibility to ensure that all spending is evidenced and does not exceed the limits set out in this guidance.**

Please attach

Please confirm you are attaching relevant safeguarding policies if applicable to project activities.

Declaration

Please confirm that this is a truthful and accurate application and that you have read the **Terms and Conditions** of this grant by giving the name and role of the lead applicant.