

# Volunteering Groups Grant Funding Guidance

Queen Mary Students' Union  
2020/21

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# Volunteering Groups Grant Funding Guidance

Each year, Queen Mary Students' Union support student-led activities through grant funding. A proportion of this grant money is made available to the Students' Union's Volunteering Groups. This year funding will be available to Volunteering Groups in 2 ways:

1. Volunteering Groups Welcome Fund
  - £40 given to each affiliated Volunteering Group at the start of the year
  - Used to promote your group and to help recruit new volunteers
  - Will be recalled if unspent after set deadline
2. Volunteering Groups Development Fund
  - Available for all affiliated Volunteering Groups to apply for funding
    - **Note:** Volunteering Groups with over £1,000 in their subs account are not eligible for funding, unless in exceptional circumstances. You can request your subs balance by e-mailing us on [su-volunteering@qmul.ac.uk](mailto:su-volunteering@qmul.ac.uk)
  - Money awarded to help support groups in meeting their aims + objectives e.g. equipment, volunteer reward + recognition, training resources
  - 4 funding rounds across the year (detailed in the Before you Apply section)

The Students' Union has limited grant funding available and is a competitive application process. It is there to support new activity or ideas that develops your group in line with your aims and objectives. We encourage you not to rely on receiving funding from the Volunteering Groups Development Fund for your regular activity and equipment but also consider how you can source other income for your projects/events/activities.

In this document, you can find the information you need to spend your Welcome Fund and prepare a strong application to the Development Fund and some practical information about application deadlines.

## Welcome Fund

Every year the Students' Union allocates money to Volunteering Groups to help them recruit volunteers for their activities that year. This money is given a spending deadline (late Oct/early Nov) and will be recalled back and reallocated to the Volunteering Groups Development Fund for use by groups throughout the year.

The focus of the spending should be on attracting new volunteers to your group. Some ideas include:

- Reusable items to make your Welcome Fair stall stand out (in person or virtually)
- Resources for a Welcome Meeting (including food)
- Low sustainability impact advertising e.g. poster with a QR code linking to an information page/ mailing list sign-up
- Paid marketing campaigns on social media
- Essential equipment you may need to run your activities

Due to the Students' Union's commitment to sustainability disposable marketing materials will not be funded e.g. leaflets, stickers.

# Volunteering Groups Development Fund

## Before you apply

It is worth noting that due to decreased grant funding this year, Volunteering Groups with over £1,000 in their subs account are not eligible for funding, unless in exceptional circumstances. If you would like to discuss this further please e-mail us at [su-volunteering@qmul.ac.uk](mailto:su-volunteering@qmul.ac.uk).

If you are planning to apply for grant funding, it's a good idea to familiarise yourself with the deadlines. We can't accept late applications, so please plan ahead and get your application in on time. The table below shows the dates of the funding rounds, think about when you may need to the money and which round suits this timeline.

	Opens	Closes	Board Meeting	Outcomes circulated by
<b>Round 1</b>	14 <sup>th</sup> Aug	09:00 2 <sup>nd</sup> Sep	7 <sup>th</sup> – 9 <sup>th</sup> Sep	10 <sup>th</sup> Sep
<b>Round 2</b>	28 <sup>th</sup> Sep	09:00 28 <sup>th</sup> Oct	2 <sup>nd</sup> – 6 <sup>th</sup> Nov	11 <sup>th</sup> Nov
<b>Round 3</b>	1 <sup>st</sup> Dec	09:00 27 <sup>th</sup> Jan	1 <sup>st</sup> – 5 <sup>th</sup> Feb	3 <sup>rd</sup> Feb
<b>Round 4</b>	8 <sup>th</sup> Feb	09:00 17 <sup>th</sup> Mar	22 <sup>nd</sup> – 26 <sup>th</sup> Mar	31 <sup>st</sup> Mar

## Making your application

To apply for funding from the Development Fund you must submit an application form by the deadline set (late applications will not be accepted), note from the 'Before you Apply' section that the deadline is always set for 9am on the set date.

All applications must be signed off and submitted by the **President** or **Treasurer**. If you hold a different role in the committee (e.g. Events Officer), you are welcome to help write the application, but remember it must be submitted by the President or Treasurer.

Please note that only applications from groups where the President and Treasurer have completed training will receive funding in Round 1 and be eligible to apply for funding in Rounds 2-4.

In the application form, we'll ask you some questions to find out what you need funding for and how much you need. The application form will ask for the following information:

- Details about your volunteering group
- Summary of the project/event/activity/equipment that you are applying to the development fund for
- How will this project/event/activity contribute to your volunteering group's aims and objectives and benefit your group (volunteers or quality of activities)
- Budget plan of what you will be spending the money on, including timelines

- How much money you are requesting
- Additional funding sourced
- Why you cannot use your subs money

You can find the [application form here](#).

### How much can my group apply for?

The maximum amount of funding a Volunteering Group can apply for over the year depends on how many volunteers are engaged and active within the group, this is monitored through the group's volunteer tracker.<sup>1</sup>

Number of Active* Volunteers	Maximum amount of funding per year
Under 5	Not eligible
5-10	£5 per member
11-20	£100
21-30	£200
31-40	£300
41 and over	£400

\*Active volunteers are counted if you have logged volunteering hours for this volunteer on your group's volunteering hours tracker.

### What are the types of things that my group can and cannot apply for funding for?

#### What can be funded?

- ✓ Volunteer recruitment and promotion – promotional items
- ✓ Project equipment – new equipment or replacing and maintaining equipment core to your group's activity
- ✓ Training & Development – training resources, conferences or development activities for volunteers
- ✓ Volunteer retention and reward – different ways to thank your volunteers

#### What cannot be funded?

- ✗ Travel – volunteers can already claim travel to and from volunteering activities in line with the [Students' Union volunteering expense claim policy](#)
- ✗ Anything that has already taken place or bought before the outcome deadline for that round (known as retrospective bids)
- ✗ Donations or affiliations to a charity or political body: As the Students' Union is a registered charity, we cannot fund any donations to other charities, political parties, campaigns or trade unions. We can also not subsidise your charity fundraising activities.
- ✗ Alcoholic drinks
- ✗ Committee Merchandise e.g. hoodies
- ✗ Single-use plastics/promotional materials: as a Students' Union we have a commitment to sustainability

<sup>1</sup> Volunteer numbers from last academic year will be considered in grant allocations for Round 1

## Top Tips

1. Make sure you check how much you are eligible for before planning what you are going to apply for
2. Provide as much detail as possible – the more detail that you provide the less the grant panel will question why you need the funding
3. Link it to your aims + objectives as a group – make sure you demonstrate why it will help you to meet the groups targets for the year
4. Include links/research in to costings – it is always a good idea to show that you have done a little bit of research into where to source things from, especially when it is a more expensive item
5. Showing that you have other sources of income for a project shows that you are being proactive and not just relying on the Development Fund – don't be afraid to tell us if you have already received funding from other sources

## Submitted your application – what happens now?

When you've submitted your application, the Volunteering Board review all submitted applications from that round with the support of the Volunteering staff team and allocate the Grant Funding. The Volunteering Board base their decisions on a set of criteria, as outlined in the 'funding criteria' section of this document. They will also look at the detail of your application when they make their decision, you will need to make it clear what you are bidding for to get funding. Incomplete applications are also unlikely to be funded.

Once the decisions have been made you will be notified about what has been funded, what has not and why.

### Spending awarded grant funds

- You are only able to use the money that you have been granted for the purpose for which they awarded – this will be explained in the funding e-mail.
- Awards funds will be transferred to individual group Grant Accounts. For information on how to access or spend this money see the Volunteering Groups [Finance page](#).
- All grant monies not spent by an agreed spending deadline date will be returned to the Students' Union for re-allocation in future Development Fund rounds, unless otherwise agreed.
- If necessary, you will also be reminded to submit any relevant paperwork (such as budget sheets or risk assessments) for the event/project/initiative.
- For events and/or events or activities involving under 18s or adults as risk, Safeguarding measures need to be discussed with the Volunteering Team.

If your funding application is not approved by the board you will receive a reason why. If the reason is not clear you can request further information from the Volunteering Team on [su-volunteering@qmul.ac.uk](mailto:su-volunteering@qmul.ac.uk) or by coming in for a meeting.

If, after speaking to the Volunteering Team about the reasons why your application was rejected, you are still not satisfied with outcome you can appeal the decision by contacting an Executive Officer.

## Anything else?

If you have any questions – now or after you've submitted your application, you can contact the Volunteering Team on [su-volunteering@qmul.ac.uk](mailto:su-volunteering@qmul.ac.uk). Please note that it may take us a few days to get back to you. Good luck with your application!