



APPLICATION DETAILS

Organisation/ Group Details

Organisation name:

Organisation activity:

Date established:

Organisation type (please, highlight the relevant option):

CIC / Charity / Constituted Community Group / Residents Association

Other (Please state) _____

Charity number (if applicable):

Organisation address:

Postcode:

Website:

Facebook:

Account Details

Bank / building society name:

Account name:

Sort code:

Account number:

Contact Details

First name:

Second or family name:

Job / role title:

Email:

Telephone:

About your project

Where will your project / activity take place? (full address or multiple specific addresses):

When will the project / activity start?

When will the funding be fully spent?

Summarise your project activity:

Are you working in partnership with any other organisations or groups in order to make this project happen? If yes, please detail.

Outline the benefits and outcomes that you expect as a result of this project. (Be sure to explain how it will help develop volunteering in Preston):

How many people do you expect to directly benefit from the project / activity?

How many new volunteers will it enable you to involve?

How many volunteers will improve their mental/physical health and well-being through these activities?

Will all volunteers receive induction through either on the job briefing or attending training?

If yes, what topics will you cover in your training?

What new volunteering opportunities will be developed?

How will you assess and report on the success of your project / activity?

Costings

How much money do you require in total to provide your project / activity?

How much money are you requesting from this fund?

How will you spend the money requested from the fund?

ITEM	COST

I have read and agree to the Preston Volunteering Fund Terms and Conditions on behalf of the applicant organization and confirm that we have the necessary policies to ensure good practice.

Full name:

Position:

Date:

Please attach the following required supporting documents.

- Bank account details;
- Most Recent Audited Accounts or If you are a new group, or been running for less than 15 months and do not have accounts then we will accept original copies of your latest 3 months Bank/Building Society statements (these will be returned);
- Constitution/ governing document;
- Equal Opportunities Policy; (contact Preston Volunteers for support with this if required))
- Health & Safety Policy; (contact Preston Volunteers for support with this if required))
- Safeguarding policy (children and young people and/or vulnerable adults depending on area of work); (contact Preston Volunteers for support with this if required))
- DBS Checks (where relevant).

If you do not have a bank account and three months of account statements,



this does not stop you from applying. Please contact us and we will work with you to provide support on this.

If you do not have required policies Preston Volunteers runs workshops where we provide template policies for you to adapt.

Contact joseph.cooper@communitycvs.org.uk for enquiries about the fund, booking workshops and further support.

Data Consent

To administer and allocate the Preston Volunteering Fund, we need to share the information you provide with Preston City Council. By submitting your application to us, you consent to us doing this.

We will also share this information in the event of any safeguarding concern or if ordered to do so by a Court or if requested to do so during an internal or external audit if required.

To read our full Privacy Policy, [click here](#).