**Age-friendly and inclusive volunteering fund proposal form**

Grants of approximately £40,000 to £60,000, from a total fund of £250,000, are available to support initiatives to develop and document models of age-friendly, inclusive and flexible community contribution and volunteering.

Please complete this form and send it to volunteeringapplication@ageing-better.org.uk.

**The closing date for applications is Monday 10 December 2018 at 12 noon.**

The Centre for Ageing Better reserves the right to close applications early. Applicants should consult the Frequently Asked Questions on our website to ensure they have the latest information on timings and process.

If you have any queries please email volunteeringreview@ageing-better.org.uk.

|  |
| --- |
| **Basic details** |
| Organisation name |  |
| Title of your proposal |  |
| Amount of funding requested |  |
| [Type of organisation](https://www.ageing-better.org.uk/age-friendly-and-inclusive-volunteering-fund#who-should-apply) | [ ]  Registered charity |
|  | [ ]  Community interest company |
| Registered charity number or company number |  |
| Where will the work take place? |  |
| **Your idea** |
| [What is your idea?](https://www.ageing-better.org.uk/age-friendly-and-inclusive-volunteering-fund#what-are-we-looking-for) [Up to 250 words] |
|  |
| [What problem are you trying to solve, or what opportunity or promising example are you building on?](https://www.ageing-better.org.uk/age-friendly-and-inclusive-volunteering-fund#what-are-we-looking-for) [Up to 200 words] |
|  |
| [Please indicate the priority or priorities of the Age-friendly and Inclusive Volunteering Fund that your idea addresses.](https://www.ageing-better.org.uk/age-friendly-and-inclusive-volunteering-fund#our-priorities) |
| [ ]  Helping people to sustain lifelong contributions |
| [ ]  Helping people connect to the kinds of activity that suit their life circumstances |
| [ ]  Helping people who face particular barriers to taking part |
| [Describe how your idea will address the above priority or priorities.](https://www.ageing-better.org.uk/age-friendly-and-inclusive-volunteering-fund#our-priorities)[Up to 200 words] |
|  |
| [Describe how you will establish an approach / system / model that will last beyond the project funding.](https://www.ageing-better.org.uk/age-friendly-and-inclusive-volunteering-fund#what-are-we-looking-for)[Up to 200 words] |
|  |
| [Why will your model be of wider interest to others working with volunteers and community groups?](https://www.ageing-better.org.uk/age-friendly-and-inclusive-volunteering-fund#what-are-we-looking-for)[Up to 150 words] |
|  |
| [Tell us how you plan to reach people in later life who are most at risk of missing out on volunteering and community contribution opportunities.](https://www.ageing-better.org.uk/age-friendly-and-inclusive-volunteering-fund#equalities) [Up to 150 words] |
|  |
| [Tell us about the groups, organisations and stakeholders you already work with, including those with lived experience, who will help to build and test your model.](https://www.ageing-better.org.uk/age-friendly-and-inclusive-volunteering-fund#delivery)[Up to 150 words] |
|  |
| **Your current work** |
| [What are you already doing to support age-friendly and inclusive community contribution and volunteering?](https://www.ageing-better.org.uk/age-friendly-and-inclusive-volunteering-fund#delivery) [Up to 150 words] |
|  |
| [How will the model you develop with this funding contribute to your core work?](https://www.ageing-better.org.uk/age-friendly-and-inclusive-volunteering-fund#delivery)[Up to 100 words] |
|  |

|  |
| --- |
| **Your activities** |
| [Provide a brief outline of your delivery plan, including main activities and milestones.](https://www.ageing-better.org.uk/age-friendly-and-inclusive-volunteering-fund#delivery)[Up to 400 words] |
|  |
| [Provide an outline of your proposed allocation of staff time, including](https://www.ageing-better.org.uk/age-friendly-and-inclusive-volunteering-fund#what-can-you-spend-money-on):* Main activities outlined above
* Learning and working with us to document your model
* Project management and oversight
 |
| **Activity** | **Name and / or position** | **Time allocation** |
| **Delivery** |
|  |  |  |
| **Learning** |
|  |  |  |
| **Management** |
|  |  |  |
| [Please indicate if any new staff will be recruited and if so, how you will manage the work prior to their recruitment.](https://www.ageing-better.org.uk/age-friendly-and-inclusive-volunteering-fund#what-can-you-spend-money-on)[Up to 100 words] |
|  |
| **Learning**  |
| [Can you confirm that you will document and share the evidence, data and learning from your project, and provide Ageing Better with regular updates on progress, expenditure and learning?](https://www.ageing-better.org.uk/age-friendly-and-inclusive-volunteering-fund#learning) |
| [ ]  YES [ ]  NO |
| [Can you confirm that you will work with Ageing Better and our evaluation / learning support providers, give them access to project information and participants, and commit time to monitoring and learning throughout the project?](https://www.ageing-better.org.uk/age-friendly-and-inclusive-volunteering-fund#learning) |
|  [ ]  YES [ ]  NO |
| [We will support grantees to document their model and identify learning that would be useful to others. What sort of product would you like to produce, and what support would you like to do this?](https://www.ageing-better.org.uk/age-friendly-and-inclusive-volunteering-fund#what-are-we-looking-for)[Up to 200 words]  |
|  |

|  |
| --- |
| **Your budget** |
| [Please set out below how you plan to use this funding.](https://www.ageing-better.org.uk/age-friendly-and-inclusive-volunteering-fund#what-can-you-spend-money-on)*(Please let us know of any other funding or in-kind contributions you have secured or anticipate. Additional funding is not required.)* |
|  | Amount sought from Age-friendly and inclusive volunteering fund | Other funding (please tick box if this is secured)[ ]  | **TOTAL** |
| **Staffing costs** (as outlined in ‘Your activities’) |
| **Name and / or position**  | **Total time allocation and salary rate** |  |
|  |  | £ | £ | £ |
| **TOTAL STAFFING COSTS** | **£** | **£** | **£** |
| **Other activity costs** |
| **Description of activity / expenditure type** | **Explanation** *(e.g. volume and unit costs; monthly costs; other justification)* |  |
|  |  | £ | £ | £ |
| **TOTAL ACTIVITY COSTS** | **£** | **£** | **£** |
| **GRAND TOTAL** | **£** | **£** | **£** |
| **Your organisation** |
| What date was your organisation established?  |
|  |
| What was your organisation’s turnover in the last financial year? |
|  |
| [What were your level of unrestricted reserves at the end of the last financial year?](https://www.ageing-better.org.uk/age-friendly-and-inclusive-volunteering-fund#financial-stability-and-controls) |
|  |
| [Will the project you are applying for funding for work with children and/or vulnerable adults?](https://www.ageing-better.org.uk/age-friendly-and-inclusive-volunteering-fund#equalities) |
|  [ ]  YES [ ]  NO |
| If you answered ‘yes’, do you have a Safeguarding Policy and when was it last reviewed? |
|  [ ]  YES [ ]  NO | Date of review:  |
| [Does your organisation have an Equal Opportunities Policy or similar?](https://www.ageing-better.org.uk/age-friendly-and-inclusive-volunteering-fund#equalities) |
|  [ ]  YES [ ]  NO |
| If you answered ‘yes’, when was it last reviewed? |
|  |
| Does your organisation have a Data Protection Policy?  |
| [ ]  YES [ ]  NO |
| If you answered ‘yes’, has it been reviewed to comply with GDPR? |
| [ ]  YES [ ]  NO |
| [Does your organisation have at least two unconnected people on the board or management committee?](https://www.ageing-better.org.uk/age-friendly-and-inclusive-volunteering-fund#financial-stability-and-controls) |
| [ ]  YES [ ]  NO |
| [Does your organisation have a UK bank account that this funding can be paid into?](https://www.ageing-better.org.uk/age-friendly-and-inclusive-volunteering-fund#financial-stability-and-controls) |
| [ ]  YES [ ]  NO |
| If yes, can you confirm that it requires at least two signatories? |
| [ ]  YES [ ]  NO |
| If yes, can you confirm that you can identify and account for our grant as restricted funding? |
| [ ]  YES [ ]  NO |
| **Main contact** |
| Name |  |
| Email address |  |
| Phone number |  |
| **Alternative contact (if main contact is unavailable on 18 December 2018)** |
| Name |  |
| Email address |  |
| Phone number |  |

**After your proposal is submitted**

We will send you acknowledgement of your submission by email. We will assess all applications and shortlist a small number of applicants for the second stage.

Shortlisted applicants will be informed by **18 December 2018**. If your main contact will not be in the office on that day, please ensure you provide an alternative contact above.

A workshop will be held for shortlisted applicants in the week of **7 January 2019**. After the workshop, shortlisted applicants will have two weeks to revise their applications. We will conduct due diligence assessments in parallel.

An assessment panel will consider the revised applications and due diligence assessments. Final decisions will be made by **March 2019**.

The Centre for Ageing Better reserves the right to vary this timetable. Applicants should consult the [Frequently Asked Questions](https://www.ageing-better.org.uk/age-friendly-and-inclusive-volunteering-fund#frequently-asked-questions) on our website to ensure that they have the latest information on timings and process.