

# Removing Barriers to Volunteering in Bedford Borough

**An awards programme  
managed by**



**Bedfordshire and Luton Community Foundation**  
(Registered Charity 1086516)

on behalf of  
**The Volunteer Centre, Bedford**



## **Explanatory notes and criteria for awards**

Please read the following notes carefully before completing the application form.

### **The Aims of the Fund**

The aim of this fund is to provide financial support to community groups to help them recruit, retain and train volunteers to work with them in improving the lives of people in Bedford Borough.

### **How much funding is available?**

The maximum you can apply for is £2,000. There is no minimum sum. However, awards in excess of £1,500 will be the exception rather than the rule.

### **Who or what will we fund?**

- Projects where the objective is to recruit new volunteers to work for the applicant group.
- Increasing the skills of volunteers by funding accredited training courses relevant to the work of the applicant group.
- Non accredited training courses for volunteers where the applicant can show an exceptional need or value to their volunteers.
- Reasonable travel expenses so that volunteers can carry out their roles.
- Capital items that assist with voluntary work.

### **Who/what will we NOT fund?**

- Applications from profit making organisations.
- Applications where those benefiting do not live in the Borough of Bedford.
- Requests from individuals.
- Grants will not be made to support the furtherance of any one religion (although we do make grants to community projects led by local religious groups), political activities, private business (other than social enterprises) or projects that would otherwise be funded from statutory sources.

### **Application and award procedures**

Only requests on the official application form will be considered.

Please make sure that copies of all supporting materials requested are included with the application.

On receipt of the completed application, we will contact you to ask for clarification of any issue if needed and will give the date of the next panel meeting at which the application will be considered.

All applications will be checked against the criteria and those that clearly meet these will be presented to the Awards Panel for their decision. The Funders reserve the right to accept or decline any application according to the decision of the Awards Panel. There is a complaints procedure available to applicants should they feel they have been unfairly treated.

The decision of the Awards Panel will be notified to you within two weeks of the date of its meeting.

### **Assistance**

If you have any difficulties in completing this form, you can of course contact either the Community Foundation office for clarification or assistance on any issue at the address shown below or the Community & Voluntary Service team on 01234-354366

### **The Completed form**

Please send your completed form and supporting documents you have been asked for to the address below.

Please make sure the documents are sent to us well before funds may be required. Our panel meets every three months from March onwards.

**Bedfordshire and Luton Community Foundation  
The Smithy, The Village, Old Warden, SG18 9HQ**

**Telephone – 01767-626459**

**E-mail – [administrator@blcf.org.uk](mailto:administrator@blcf.org.uk)**

**Web site – [www.blcf.org.uk/grants](http://www.blcf.org.uk/grants)**

**Registered Charity No. 1086516**