



## Volunteering Annual Grant - Request Form

Please read the guidance notes before completing the application form

**Name of Club:**

Address of Club:

Web site:

Postcode:

Club Tel. No:

RYA Region :

RYA Zone :

OB Area :

Who are you applying for the grant for?

Please only tick one box, use separate form for each programme.

OnBoard  
Volunteers

or

Volvo RYA Champion Club  
Volunteers

**Name of Contact Person:**

(person to contact regarding the application)

Position/ Role within club:

Contact Address:

Contact E-mail:

Contact Phone Number:

Are you the person who co-ordinates volunteer activity at the club? YES  NO

If No, please give the name of the person who does .....

Does your club have a Volunteer Development Plan,  
or a volunteer section within Club Development Plan?

YES  NO   
If YES, please attach a copy

About your Club Volunteers.....

Approximately how many active volunteers do you have within your club?		
How many of these volunteers are regularly involved in OB or VCC activities?		
Approximately what is the proportion of Male/Female volunteers? (numbers)	M:	F:
How many volunteers are aged 15 to 19, and 20 to 25 years?	15 - 19	20 - 25
What is the average age of the volunteers?		
What age is the youngest and oldest volunteer in the club (approx)?	Y	O
Approximately how many volunteers are from a minority ethnic background?		
Approximately how many volunteers consider themselves to have a disability?		

Please tell us how you plan to use this money? (max 50 words)

How will this support the recruitment and /or recognition of volunteers in your club?

How will you identify whether this has made a difference?

Payment will normally be made by BACs transfer to your nominated account.

(Payment will normally be made to the club, not to individuals)

Please provide the following information

Name of account (holder) .....

Name of Bank or Building Society .....

Account Number

Bank sort code   /   /

If you are unable to accept a BACs transfer please give details of who a cheque should be made out to

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Conditions of the Grant

The following conditions will apply:

- 1. That the grant is to be used to support the recruitment and recognition of volunteers.
- 2. The grant must be spent within 6 months of being issued.

Applicant

I confirm that, to my knowledge all the information given is true and correct.

I understand that I may be asked for additional information at any stage of the application process and I agree to comply with reasonable requests from the RYA.

Signed : ..... Date ..../.../.....

Print Name: .....

Position in club: .....

Club Commodore/Chairman

I confirm that, to my knowledge all the information given is true and correct.

I understand that I may be asked for additional information at any stage of the application process and I agree to comply with reasonable requests from the RYA.

I fully endorse and support the request on behalf of the Club.

I accept the conditions of the grant on behalf of the Club.

Signed : ..... Date ..../.../.....

Print Name: .....

Position: .....

Please return this form to the:  
Volunteer Development Officer, RYA, RYA House, Ensign Way, SO31 4YA.

Name of Club :	OB <input type="checkbox"/>	VCC <input type="checkbox"/>
OB Centre:		
RYA Region:	RYA Zone:	

Grant applied for:	Annual (£100)	<input type="checkbox"/>
	Development (£250 max)	<input type="checkbox"/>
	Delivery (£400 max)	<input type="checkbox"/>
Application Approved	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Amount of grant to be awarded	£	

Comments
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Action taken:	
Application received:	..../..../..... by: .....
Payment authorised:	..../..../..... by: .....
YES letter sent to club:	..../..../..... by: .....
E-mail to ODO/RDO/HPM	..../..../..... by: .....
Date of Follow-up: (6 months)	..../..../.....
Follow-up completed	..../..../..... by: .....

Notes:
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Signed by VDO :	Date ..../..../.....
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