



# Volunteering Grants

## Guidance Notes 2010 - 2013

Supported by



### Document History

| Revision Date               | Summary of Change                   | Version |
|-----------------------------|-------------------------------------|---------|
| 15 <sup>th</sup> April 2005 | First Draft                         | 1.0     |
| 12 <sup>th</sup> Sept 2005  | Incorporating Sunsail & Sportsmatch | 1.1     |
| 15 <sup>th</sup> Sept 2005  | FINAL VERSION                       | 1.2     |
| 12 <sup>th</sup> Dec 2005   | Update to include Midlands RDO      | 1.3     |
| 5 <sup>th</sup> Jan 2006    | Removed any reference to year       | 1.4     |
| 2 <sup>nd</sup> Jan 2007    | Updated RDO information             | 1.5     |
| 2 <sup>nd</sup> Oct 2007    | Included Volvo Champion Clubs       | 2.0     |
| 24 <sup>th</sup> Nov 2010   | Updated contact details             | 2.1     |
| 17 <sup>th</sup> Jan 2010   | Updated RDOs checked for 2013       | 2.2     |

## **Introduction**

The RYA Volunteer Grants programme aims to help clubs to support their volunteers, by providing financial assistance to clubs in order to recruit, recognise train and develop the key individuals that make OnBoard and Volvo Champion Club activity a reality, by giving their time, experience and skills for the benefit of our sport.

Currently only clubs involved in OnBoard (OB) and/or Volvo Champion Club (VCC) programmes, or clubs that are working towards either programme, are eligible to apply for the grants.

RYA Volunteering Grants are only available in England. Clubs within the Home Countries should contact the Development Officers in the respective country.

It is intended that this grant programme will be available until March 2013.

The RYA Volunteer Development Officer has overall responsibility for the allocation and administration of these grants.

These notes set out the criteria and process for clubs and centres wishing to access the RYA Volunteering Grants.

*RYA Volunteering -*

*Helping clubs to support their volunteers*

## Annual Grants

### Who is eligible for the Annual Grant?

Any club or centre that has been accepted by the RYA to be involved in OnBoard or Volvo Champion Club programmes, and that is actively delivering these activities.

### What can the Annual Grant be used for?

This is very much for individual clubs to decide, providing it is used to support activities or resources within the broad areas of **recruitment** and **recognition** of the volunteers delivering activities.

### Conditions

- The value of the grant is £100.
- The grant must be used to **recruit** and/or **recognise** *volunteers* who give their time freely to OB or VCC activities
- The grant should be spent within 6 months of being accepted.

If you are unsure how best to use this money, or if you have ideas that you would like to discuss please contact the Volunteer Development Officer.

## Discretionary Grants

These are split into two categories:

**Delivery** – for clubs and centres **signed up** and actively delivering OnBoard or Volvo Champion Club programmes.

**Development** – for clubs that are **working towards** delivering OnBoard or Volvo Champion Club programmes.

### What can the grants be used for?

Development or Delivery grants should be used to subsidise the costs associated with training / developing volunteers. For example, they can be used to subsidise the following:

- RYA Instructor training (dinghy, windsurfing & power boating)
- RYA Club Racing Coach
- First Aid courses
- VHF courses
- Child Protection Awareness
- Sport / Club / Volunteer Development
- Social Inclusion i.e. Equal opportunities, disability awareness.

If you are unsure how best to use this money, or if you have ideas that you would like to discuss please contact the Volunteer Development Officer.

## **Delivery Grants**

### Who can apply for a Delivery Grant?

Any club or centre that has been accepted by the RYA to be involved in the OB or VCC programmes, and is actively delivering activities is eligible to apply for the grant. The grants should be used to subsidise the costs associated with training / developing volunteers.

If the grant is to support an individual, the club or centre should make the application on their behalf. Applications from individuals will not be considered.

Clubs not yet *signed* up with OB or VCC, but which are working towards becoming actively involved in the programmes should go to **Development Grants**.

### Conditions

- Available to clubs that are signed up to OB or VCC programmes
- The amount claimed must be matched by the club itself.  
(i.e. Grants are for up to 50% of the actual costs)
- Maximum of £400 per club or centre
- 'Club Volunteer Development Plan' created and being implemented
- Grant must be to support *volunteers* who give their time freely to OB or VCC activities
- Grant must be spent within 6 months of being accepted.

## **Development Grants**

### Who can apply for the Development Grant?

Any club or centre that is committed to & working towards involvement in OB or VCC and is likely to be accepted within the next two years. The grants should be used to subsidise the costs associated with training / developing volunteers.

If the grant is to support an individual, the club or centre should make the application on their behalf. Individual applications will not be considered.

Clubs which have already *signed* up with OB or VCC and are actively delivering the programme should claim the **Delivery Grant**.

### Conditions

- Available to clubs that are working towards signing up to OB or VCC
- The amount claimed must be matched by the club itself.  
(i.e. Grants are for up to 50% of the actual costs)
- Maximum of £250 per club or centre
- Clubs are eligible to apply in two separate years (Maximum)
- Clubs need to be working towards a Club Volunteer Development Plan
- Grant must be to support *volunteers* who give their time freely to OB or VCC activities
- Grants must be spent within 6 months of being accepted

## Applying for the Grants

### When to apply?

Applications for all grants will be accepted at any time during the year.

### How to apply?

Clubs wishing to claim the **Annual** grant need to complete the 'Annual Grant Request Form'.

To claim the **Development** or **Delivery** grants, clubs must complete the 'Discretionary Grant Application Form'

### Where to send the forms?

Completed forms should then be sent to the  
Volunteer Development Officer, RYA House, Ensign Way, Hamble, SO31 4YA.

## What happens next?

### How long before the money is awarded?

The decision to award the grant will normally be taken within 4 weeks, and payment made within 6 weeks of submitting the application.

### Who makes the decision to award the grants?

The Volunteer Development Officer will consider the application, and inform the club of the decision to award a grant. The Club, ODO, RDO or HPM may be asked to provide further information in support of the application.

### How is the grant paid?

Payment of the grant will be made by BACS transfer to a nominated club account, normally within six weeks of submitting the application if it is successful. Payments can be made by cheque if necessary. (Payments will not normally be made to an individual)

### Follow Up & Reporting

The RYA is obliged to ensure that these grants support the recruitment and recognition of volunteers within clubs which are actively involved in the OB or VCC programmes, and is therefore required to make regular reports to funders and sponsors on the success of the programme and grant provision.

In order to reflect an accurate picture in these reports the Volunteer Development Officer will contact clubs in receipt of grants to confirm how the money has been spent, and to ascertain what benefits have been derived, for the club, its volunteers and programme activity. This will normally take place within 12 months of the grant being awarded.

## Who to contact for more information?

### OnBoard

#### Regional Development Officers:

|                                      |  |
|--------------------------------------|--|
| <b>North West:</b>                   | Sally Kilpatrick   |
| E-mail:                              | <a href="mailto:sally.kilpatrick@rya.org.uk">sally.kilpatrick@rya.org.uk</a> |
| Telephone:                           | 07747 534 527  |
| <b>North East &amp; Yorks:</b>       | Suzie Blair  |
| E-mail:                              | <a href="mailto:suzie.blair@rya.org.uk">suzie.blair@rya.org.uk</a>           |
| Telephone:                           | 07771 642 933  |
| <b>Thames Valley &amp; London:</b>   | Guy Malpas   |
| E-mail:                              | <a href="mailto:guy.malpas@rya.org.uk">guy.malpas@rya.org.uk</a>             |
| Telephone:                           | 07799 714 779  |
| <b>Sailing Development Officers:</b> |  |
| London:                              | Steve Mitchell 07748804802   |
| Thames Valley:                       | Tim Anderton 07585505882   |
| <b>South West:</b>                   | Tony Wood  |
| E-mail:                              | <a href="mailto:rdo.ssw@rya.org.uk">rdo.ssw@rya.org.uk</a>                   |
| Telephone:                           | 07876 330374   |
| <b>East:</b>                         | Robbie Bell  |
| E-mail:                              | <a href="mailto:robbie.bell@rya.org.uk">robbie.bell@rya.org.uk</a>           |
| Telephone:                           | 07747 563 298  |
| <b>South:</b>                        | Andy Hooper  |
| E-mail :                             | <a href="mailto:andy.hooper@rya.org.uk">andy.hooper@rya.org.uk</a>           |
| Telephone:                           | 07748 806 733  |
| <b>Midlands:</b>                     | Gareth Brookes   |
| E-mail:                              | <a href="mailto:gareth.brookes@rya.org.uk">gareth.brookes@rya.org.uk</a>     |
| Telephone:                           | 07876 330 136  |

### Volvo Champion Club

#### High Performance Managers:

|                                |  |
|--------------------------------|--|
| <b>North &amp; West:</b>       | Chris Blackburn  |
| E-mail:                        | <a href="mailto:chris.blackburn@rya.org.uk">chris.blackburn@rya.org.uk</a> |
| Telephone:                     | 07909 994 637  |
| <b>South &amp; South West:</b> | Chris Atherton   |
| E-mail:                        | <a href="mailto:chris.atherton@rya.org.uk">chris.atherton@rya.org.uk</a>   |
| Telephone:                     | 07909 994 641  |
| <b>East &amp; South East:</b>  | Paul Wren  |
| E-mail:                        | <a href="mailto:paul.wren@rya.org.uk">paul.wren@rya.org.uk</a>             |
| Telephone:                     | 07909 994 642  |

#### National Staff :

#### Champion Club Liaison Officer

Name: Viv Nanopoulou  
E-mail: [viv.nanopoulou@rya.org.uk](mailto:viv.nanopoulou@rya.org.uk)  
Telephone : 023 8060 4245

#### RYA Volunteering

#### Development Officer :

Jackie Bennetts  
Direct Line: 023 8060 4199

#### Project Assistant:

Nell Power  
Direct Line: 023 8060 4192

E-mail : [volunteering@rya.org.uk](mailto:volunteering@rya.org.uk)