

# Volunteers Expenses Fund

Grants of up to £750  
to support volunteers



Supported by



# Volunteers Expenses Fund Guidance Notes



**What is the Volunteers Expenses Fund?** This fund is for small voluntary, community or social enterprise sector organisations (with less than £100,000 turnover per year) to meet the cost of paying out expenses to support volunteers.

**Eligible Costs** Only the items outlined below are eligible for funding

**1) Cost of protective clothing / specialist equipment** You can apply to the fund to cover reasonable costs of any clothing or specialist equipment required for your volunteer roles – e.g. uniforms, safety shoes, etc. A limit of £50 per volunteer can be claimed.

**2) Refreshments and meals whilst volunteering** This covers reasonable refreshments such as tea, coffee and biscuits for volunteers who work less than 3.5 hours in a day. For volunteers who work more than 3.5 hours in a day meal expenses can be claimed with a limit of £5 per day on production of a receipt.

**3) Care of dependants during volunteering** You can apply to the fund to cover the costs of your volunteer's caring expenses. Please note that we can only fund expenses paid to a 'formal' care provider or a registered child-minder and you need to ensure you have receipts for any reimbursements. A limit of £15 per day can be claimed for each volunteer who has caring responsibilities.

**4) DBS checks of your volunteers (if appropriate)** You can claim up to a maximum of £15 per volunteer DBS check. These can be obtained via Salford CVS. DBS checks have a very strict criteria for the checks to be allowed to take place. To check if the volunteers are eligible for a check please contact us on 0161 787 7795. Also see: [www.salfordcvs.co.uk/db-checks](http://www.salfordcvs.co.uk/db-checks)

## **Travel to and from the place of volunteering**

**5) Public Transport:** You can reimburse your volunteers for the cost of standard-class return bus or train tickets upon production of a valid receipt. A limit of £8 per volunteer per day can be claimed. If your volunteers have disabilities and require specific transport at an additional cost please provide information within the application.

**6) Own Transport:** You can reimburse your volunteers for using their own transport to travel to and from their place of volunteering, providing they complete a Travel Expenses Claim Form. You should use current HMRC reimbursement rates when calculating how much to give to your volunteer. For current rates see: [www.hmrc.gov.uk/rates/travel](http://www.hmrc.gov.uk/rates/travel)

Volunteers using their own vehicle must have a full driving licence and Volunteer usage covered on their car insurance. If volunteers are also using their vehicle to transport beneficiaries then the insurance must also cover carrying passengers. Please see [www.ctauk.org/advice-and-information/volunteer-insurance](http://www.ctauk.org/advice-and-information/volunteer-insurance) for further guidance.

**7) Accessibility Support** Any costs associated with a volunteer's physical or other impairment that prevents or hinders them from volunteering will be considered eligible.

For our full Terms and Conditions of grant funding see:  
[www.salfordcvs.co.uk/sites/salfordcvs.co.uk/files/T%26C%20Grants%202017.pdf](http://www.salfordcvs.co.uk/sites/salfordcvs.co.uk/files/T%26C%20Grants%202017.pdf)

Please note that organisations can apply for one grant per financial year.

If you have any difficulties with any of the questions on the application form please contact us. Applications will be assessed by a grants panel every month. **You can submit your application at any time.** All applicants will be informed of whether their bid has been approved. Successful applicants will be required to complete some additional paperwork before receiving their grant.

**Need any help?** Contact Salford CVS Grants Team on **0161 787 7795** if you feel you need some support. You can also email us at [grants@salfordcvs.co.uk](mailto:grants@salfordcvs.co.uk)