



## **ACE Volunteer Fund - Introduction and Guidelines**

### **Introduction:**

#### **What is the ACE Volunteer Fund?**

Action in Caerau & Ely (ACE) is looking to share its success, knowledge and experience, by offering a small flexible fund to local voluntary organisations in the Caerau & Ely area.

ACE is offering this fund to voluntary community projects to create, support, operate and flourish local initiatives.

ACE's heart is about working together in the community; encouraging people to use their skills, and resources, and helping to support opportunities that meet local needs and achieve lasting positive change.

We aim to allocate funds to two different projects up to £500 each.

The guidelines for the fund are set out below, but if you need further information, would like to chat about the fund, or would like to be sent an application form, please contact: 029 2000 3132 or [volunteering@aceplace.org](mailto:volunteering@aceplace.org) or visit the ACE website - [www.aceplace.org](http://www.aceplace.org)

### **Guidelines:**

#### **Who can apply for a grant?**

Any small voluntary organisation in the Caerau & Ely area can apply for a grant.

One application per year.

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

We are looking to fund voluntary organisations who are working in the Caerau & Ely community, who have a focus on making a difference, meeting local need and achieving lasting positive change.

Funds will be allocated for future purchases or support, not for money already spent.

## **Application process**

- The fund will be advertised for one month via social media, on the ACE website and through personal contacts and word of mouth.
- Once the closing date is reached, all applications will be assessed by the trustees. The trustee's decision is final.
- If successful, the referees for the appropriate projects will be contacted to support the application.
- An offer letter will be sent to the project asking for an acceptance of the terms and conditions once successful references have been received.
- Once acceptance from the project is received, the monies will be transferred via the bank details provided in the application form.
- If the group does not have a bank account, ACE will manage the spend of the grant on the group's behalf.
- At the end of the six-month period, the project will be asked to give a short report and forward photos (a template project report form will be forwarded) for monitoring and marketing and for publication on social media and in ACE newsletters.
- If a project is unsuccessful in the funding round, the appropriate organisation will be contacted to inform them of this. They may then apply again in the following funding round.

## **Finances**

In the application form we will ask for:

- Bank or building society details (if you do not have a bank account please contact us)
- A breakdown of project costs. The project will need to use the money within the six-month window and forward copies of receipts to ACE once all the money has been spent.

## **Other information**

We ask that you provide us with two referees to support the application.

We also ask for your permission to post on the ACE website and on social media should you be successful, so that others can see the difference that is being made in local community projects funded by ACE.