

# Sheffield RAG

## Raising & Giving

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## APPLICATION FOR RAG FUNDING | 11-12 GUIDELINES

### **SHEFFIELD RAG:**

Sheffield RAG is a 20 person strong student working committee from the University of Sheffield. Our aim is to facilitate fundraising by members of the student body and to support student groups in their efforts to raise money for worthy causes. Last academic year we raised over £200,000. We raise this money by putting on events for students and the wider community throughout the academic year (September-June).

### **WHO WE FUND:**

#### **RAG Funding**

Sheffield RAG are passionate about putting the money they raise back in to the local community, and as such have made the commitment that 85% of the money raised will go to groups working in South Yorkshire / North Derbyshire. Although national charities are welcome to apply, the priority for RAG will continue to be local organisations. We do give some funds to national charities if they can assure us that the money spent goes directly into our community. As long as your organisation is 'not-for-profit', Sheffield RAG will consider your application for financial support. Your organisation *does not* have to be a registered charity. For a list of some of the charities Sheffield RAG has supported please visit: <http://www.sheffieldrag.com/pages/page/charity>. If you would like an accurate breakdown, please request it from [charities@sheffieldrag.com](mailto:charities@sheffieldrag.com).

The application that you submit will be available to all student groups wanting to fundraise for charity. As part of the donation process we will ask all organisations that receive a donation to partake in a feedback system. Therefore, if your application for funding is successful then we will contact you after the donation has been made and you will be required to provide further information as to how the donation has been used and the impact it has made.

### **Small organisations' crisis grant (New for 2011-12)**

Sheffield RAG can provide financial assistance for groups in urgent need due to unforeseen circumstances, such as a local crisis or some sort of immediate threat to the service you provide. These donations can be turned around within 14 days. These grants are strictly limited to small organisations- those that have an annual turnover of £5000 or less. Ordinarily, donations are up to £500 however, in exceptional circumstance, a donation of up to £1000 may be given.

To be considered you **MUST** have submitted an application for RAG funding for the current academic year (2011-12). Requests for grants should be emailed directly to the Community Fundraiser and you will then be sent an application form to fill in detailing your request.

### **'Give As You Rent' Appeal**

The University of Sheffield also runs an appeal called 'Give As You Rent'. Last year £22,966 was given to organisations working with the homeless, those living in temporary housing or those working with issues around homelessness such as substance abuse. This appeal is run by RAG in conjunction with the Communities scheme at the student residences and the University's Accommodation and Commercial Services (ACS).

This opt-out scheme takes £6 annually per student bed in University Accommodation. Local organisations working with the homeless and displaced are invited to put in a separate application for '**Give as You Rent**' funding once the application process is open (January 2012). You can find out about this appeal at [www.GiveAsYouRent.co.uk](http://www.GiveAsYouRent.co.uk).

Organisations are welcome to apply for both RAG funding and the 'Give As You Rent' Appeal – as long as you meet both sets of criteria. Because there is such a large pot of money earmarked for local homeless charities, students will look to the appeal to largely fund this area. You are of course welcome to apply for both the 'Give As You Rent' Appeal and the RAG fund, but if you are an organisation working with homelessness as a fundamental part of your service, we would recommend that you prioritise the 'Give As You Rent' Appeal.

Please note that all the **information provided below is for the RAG fund only**. The 'Give As You Rent' Appeal guidelines, application form and deadlines, can be found on the website ([www.GiveAsYouRent.co.uk](http://www.GiveAsYouRent.co.uk)).

## **MAKING AN APPLICATION:**

The application form is very easy and can be downloaded from the Sheffield RAG Website – <http://www.sheffieldrag.com/pages/page/charity>.

Completed application forms should be submitted to the Community Fundraiser, Emma Damian-Grint electronically – [emma.damian-grint@sheffield.ac.uk](mailto:emma.damian-grint@sheffield.ac.uk). Due to our environmental policies, we strongly urge you to submit your application via email. However, if you are unable to, then please post directly to the Community Fundraiser at:

Emma Damian-Grint,  
Community Fundraiser,  
Union of Students,  
University of Sheffield,  
Western Bank,  
Sheffield,  
S10 2TG.

### **Please read the following application guidelines carefully before submitting your application.**

Please fill in **all** areas of the application form. In order for us to consider your application as best as we can, this is **essential**.

- Question 1)** - Please try to fully explain your organisation and anything that you might think relevant to your application. Please do not exceed the word count.
- Question 2)** - Please try to fully explain your service users. If you have figures or demographic splits, that information is well received. For us to make a decision about your application the more you can tell us about you users the better.
- Question 3)** - Please fully explain the services that your organisation provides to service users. If your organisation provides different services for different users, please just outline them – unless they *need* further explanation.
- Question 4)** - This question asks that you put forward a list of items that the students could buy your organisation. Please provide a real variety of items, no more than 5, at varying costs. Students like to feel that their donation, whatever size, will help your organisation – so to have a greater chance of success please provide a real variation, from small to large donations. If you are an

umbrella or multi-service organisation, please feel free to apply for different amounts for different projects, as long as this has been explained in questions 1, 2 & 3. Students like to support a range of services: from marketing materials, staffing and core costs to children's toys, one day events or new equipment. *But please note that we do not have the resources to work to any deadlines you may have for items added to this shopping list.*

- Question 5)** - If students are interested in making a donation they may ask to visit your organisation or want to meet you personally. In this section please tell us whether you can receive visits, would be willing to come in for a charity event, be able to provide volunteering opportunities etc. We understand that for some groups that do not have their own premises or that work with vulnerable people, this will not be possible. Your answer to this question will not effect your application for funds, but will be looked at should your organisation be considered for a financial donation.
- Question 6)** - As our students raise money through events and collections, it might well be that they may ask a charity for support if they have chosen to donate as a result of that event. If you have marketing and publicity for your organisation, charity buckets, access to a mailing list of volunteers that may be able to advertise the event, or can provide help on the day – the students may contact you. Again, if you cannot provide this support it will not affect your application, but any support the students can get would be very gratefully received.
- Question 7)** - Please feel free to circle up to 3 categories that you feel appropriate to your organisation. This information is only used to help us to classify you on our database and does not affect your application for funding.
- Question 8)** - If you have information to back-up your application (such as press cuttings, photos or endorsements) that you feel would help the students to properly understand your organisation, because it isn't clear in the application form, then you can include these with your application. **\*\*** Please bear in mind that your application form alone is often sufficient and if the students decide that they are interested in your organisation, they will often ask the Community Fundraiser to request further information or to arrange a visit (where appropriate).

**\*\* RAG are committed to operating as an environmentally friendly group and as such would prefer not to receive lots of printed information with applications – most of the**

time they will not need this material to make a decision. We would encourage that you send the application and wait for us to make a request if we require more details. This helps you save marketing materials and postal costs – and means that we can stay green, only asking for information we *need* when we need it.

## **APPLICATION DEADLINES:**

Applications for RAG funding can be submitted at two points in the year – dates below:

**1) Round One: 4<sup>th</sup> August 2011 - 15<sup>th</sup> September 2011**

**2) Round Two: 3<sup>rd</sup> January 2012 - 7<sup>th</sup> February 2012**

- Once your organisation has submitted an application you will be included on our charity database and then considered for funding after the closing date.
- We give away donations of £100 - £22,000.
- If the students believe in your cause or organisation they could make a donation at any time in the academic year.

## **WHAT HAPPENS NEXT:**

If you have entered your application for Round One and not heard anything back from us this DOES NOT mean that you have been unsuccessful.

**We will keep your application for the full academic year** and review it after each event.

**Our last donation will be given in August 2012.**

Where appropriate, students may want to **visit or talk to you directly** before deciding whether to donate money. If this is not appropriate please state that in your application (Question 5).

If you have been successful you will be **invited to a celebratory event** where you will have the opportunity to meet the students responsible for the fundraising.

We will **phone all organisations** that have put forward an application in the summer to let you know what we've been up to, take down any updated information and explain why we chose to give money to certain organisations throughout the year.

You can also catch us at **Sheffield Funding Fairs**, in the **SYFAB newsletter** and check what we are up to on our website - [www.sheffieldRAG.com](http://www.sheffieldRAG.com).

If we **require more information** the Community Fundraiser will contact you directly.

If you have had a change of contact details for your organisation please e-mail the Community Fundraiser directly (at any time) with the **updated information**:

[Emma.damian-grint@shef.ac.uk](mailto:Emma.damian-grint@shef.ac.uk)

## **WHO MAKES THE DECISION?**

The students in the Sheffield RAG Committee, or group that have fundraised, discuss and make the final decisions about donations.

The Community Fundraiser is there in an advisory capacity, to feed in any additional requested information, and to make sure that all students are aware of previous donations made. This helps the students make a more informed decision and allows us to stick to our commitment of donating 85% of funds raised regionally.

## **MAKING THE DONATION:**

You will be informed by telephone and e-mail that you have received a donation. All donations are given by cheque - either sent or collected at one of our celebratory events. We **DO NOT pay donations to individuals**. Your organisation has to have access to an account in YOUR ORGANISATION'S NAME. In some circumstances we may ask for an independent referee to confirm your application, need for support or the work that you do.

## **WORKING WITH CHARITABLE GROUPS:**

By harnessing student enthusiasm we raise more money for charity every year. We encourage all students to get involved in RAG events or support them to raise money for charities they care about with staff support.

**\*This fundraising program is completely student-led programme. This includes all decisions on requests for funding, events organised or deciding who RAG works with. As such we don't often take part in events organised by outside organisations or work with outside organisations to organise fundraising events.\***

We do, on occasion, advertise charitable fundraising opportunities organised by outside organisations to the wider student population – as long as they do not clash with RAG events. If we choose to support your event in this way, **we expect that the money our students raise will go through our accounts and a cheque will be drawn directly to the**

**charity from us.** This way we can give a true picture of the money students from the University of Sheffield fundraise each year.

The decision of whether to advertise opportunities falls to the committee person in charge. If you have an opportunity that you would like to advertise, please e-mail details to the Community Fundraiser directly and she will pass this information to the students in charge to make that decision.

**\*Please respect students' privacy and do not contact them directly. We ask that you understand that student priorities are their studies and to put on a full RAG events calendar. All correspondence, requests for support and advertising of events should come through the Community Fundraiser.\***

We believe that we have covered all information on RAG funding in these guidelines. However, if you have fully read the guidelines and you have any questions or queries relating to the application process, please feel free to contact the Community Fundraiser directly.

**SHEFFELD VOLUNTEERING** provides voluntary work opportunities for University of Sheffield students and staff. We manage own initiatives and also promote opportunities with local organisations. In doing so, our purpose is to inspire the spirit of active citizenship in our students & staff and enable them to contribute to the regeneration of our city. See [www.sheffieldvolunteering.info](http://www.sheffieldvolunteering.info) for more information.

During the last academic year, over 1310 students and staff were active in the local community. Sheffield Volunteering won the national title of 'Volunteering Team of the Year' at the Higher Education Volunteering Awards in 2009 and Lego Club, one of our student-led projects more recently won an 'Outstanding Project' award (HESVA, 2010).

We would like to hear from local schools, charities or voluntary groups who want to promote volunteering opportunities to staff and students. We would also like to hear from organisations who would be interested in hosting society volunteering activities (e.g. dance, drama, art etc) or have other ideas for partnership work.

Email: [volunteering@sheffield.ac.uk](mailto:volunteering@sheffield.ac.uk)

Tel: 0114 222 8549

