

VOLUNTEERING FUND FOR HEALTH AND SOCIAL CARE

GUIDANCE NOTE FOR COMPLETION OF 2010 LOCAL PROJECT APPLICATION FOR FUNDING

1. INTRODUCTION

This guidance note will help you complete the 2010 Local Project application for the Volunteering Fund for Health and Social care ('Volunteering Fund'). You should read the general points, and refer to the guidance by section as you compose material for each section of the application.

The programme is accepting local applications on a regional, rolling basis. Please refer to 'Current Funding Rounds' page on the website www.volunteeringfund.com for details relating to your area. All dates quoted beyond the application deadline may be subject to change, depending on the number of applications received in each region.

Before starting your application form please consider that due to the high volume of applications and the limit on the funding available, unless your proposed project clearly meets the funding criteria and priorities – it is very unlikely that your application will be successful. It is therefore very important that you read this guidance carefully and follow the instructions for completion and submission of applications.

1.1 What help is available to you during the application process?

Information on the programme and other helpful material can be found at www.volunteeringfund.com.

You may also wish to take advantage of other support during the application phase: Pre-application workshops to give further information on the programme and guidance on completing the application will be held across the regions on a rolling basis. Please check the website for further details.

A pre-application helpline is also available by phone (answerphone messages will be answered as soon as possible) and email on working days between 10am and 4pm until the application deadline:

Phone: 0845 172 8058

Email: volunteeringfund@ecotec.com

This guidance note, workshops and helpline are intended to provide the necessary understanding for you to complete the application. There is also a frequently asked questions section on the website which may well answer your questions before you contact the helpline. Please note that the Managing Body cannot give feedback to applicants on the validity or detailed content of their proposal, or individual help in writing the full application.

2. VOLUNTEERING FUND ELIGIBILITY

2.1 Is your organisation eligible to apply?

All applicant organisations must meet the criteria set out in the Health and Social Care Act 2008 (Sections 149 - 156). In broad terms this means that applicant organisations must meet the criteria of common definitions of third sector bodies and must be working in the health and social care sector.

The Managing Body is using the common definition of a third sector organisation as defined by Communities and Local Government:

Non-governmental organisations that are value driven and which principally reinvest their surpluses to further social, environmental or cultural objectives. It includes voluntary and community organisations, charities, social enterprises, cooperatives and mutuals.

If you are unsure if you are a third sector organisation please refer to the Office of the Third Sector website, www.cabinetoffice.gov.uk/third_sector.aspx , or National Council for Voluntary Organisations resources, www.ncvo-vol.org.uk

In addition to the legal requirements in sections 149 to 156 of the 2008 Act, the following eligibility criteria also apply to organisations applying to the Volunteering Fund:

- Your organisation must operate within the Third Sector.
- Your organisation must work in England. The devolved administrations of Scotland, Wales and Northern Ireland have their own arrangements.
- Your organisation should be a corporate body or have a formal constitution if not incorporated. A corporate body would have a Board of Trustees or Directors. An unincorporated association would have a management committee.
- If your organisation has charitable objects, and registration is required, the organisation must be registered with the Charity Commission. See www.charity-commission.gov.uk for information about charity registration. Exempt charities and those with income below a set level may not have to register.
- Your organisation must have an Equal Opportunities Policy and Health & Safety Policy.

2.2 What would make your proposed project eligible?

Your proposal should be able to demonstrate one or more of the following:

- Innovation in volunteering practice
- Clear potential to develop, for example in terms of scale of operation, delivering to a new area or in engaging new groups of volunteers

- Participation in local partnerships which may develop into more formal arrangements as part of longer-term sustainability strategies
- Capacity to embed support, deliver long-term sustainability and maximise dissemination of effective practice.

As well as this guidance on completing applications, **it is important that you refer to the Volunteering Fund Strategic Priorities and specification.** You should note that competition for this fund is likely to be fierce, and that around 6-8 grants only will be available in each region. It is vital therefore that you pay close attention to the **Focus** and **Criteria:** there are a number of detailed eligibility and delivery requirements to which all applicants need to adhere to avoid being eliminated from the selection process.

You will also need to be familiar with the policy contexts for the Volunteering Fund. These are:

- **Cross cutting theme 1: Addressing Social Care priorities** – the DH strategy 'Our Health, Our Care, Our Say'. The strategy document is available on line at <http://www.dh.gov.uk/en/Healthcare/ourhealthourcareoursay/index.htm>. You should consider your local joint commissioning plans, relevant PCT strategies and your area's Local Area Agreement (LAA).

- **Cross cutting theme 2: Addressing Health Inequalities -**

Local projects applying under this cross cutting theme will need to outline how their proposed activities will address health inequalities within their local authority and PCT area. All applicants will need to outline how their proposed activities will address effective contribution towards health related priorities within their area's LAA, relevant PCT strategies or joint commissioning plans.

For an initial resource on your area's LAA see [\(http://www.communities.gov.uk/localgovernment/performanceframeworkpartnerships/localareaagreements/\)](http://www.communities.gov.uk/localgovernment/performanceframeworkpartnerships/localareaagreements/). You may need to look for additional information sources for more locally relevant detail.

Weighting of scores for local project applications: In the event of a high number of applications for funding, the assessment process will also take into account the locations of projects / organisations. **We will give preference to projects which target activity in local authorities and PCTs within the 'Spearhead group'¹** which is the DH's most up to date mechanism for prioritising activity in areas of high health inequality. See Annex 1 for a full list of the 'Spearhead group'.

¹ The Department of Health's focus for reducing health inequalities is the Spearhead Group of local authorities and primary care trusts. The Spearhead Group includes the fifth of areas with the worst health (measured by life expectancy, cancer and cardiovascular disease) and deprivation status.

2.3 What would be considered ineligible?

Please note the following to avoid spending time preparing an ineligible bid:

- **The proposal must not duplicate or displace existing activities, paid jobs or be used to fund existing volunteers / volunteering activities.** Descriptions of existing and proposed volunteering activities must be given to demonstrate that proposed activity is wholly additional.
- **One application per organisation** is permitted.
- **A maximum of £35K is available per organisation**, but tapering off over the funding period. The funding period you choose to apply for can be between 1 and 3 years as per the following examples:

You can apply for

- 1 year funding of £35,000; **or**
 - 2 years funding e.g. Yr 1 - £20,000 and Yr 2 - £15,000; **or**
 - 3 years funding e.g. Yr1 - £15,000, Yr2 - £12,000 and Yr 3 - £8,000
- The Volunteering Fund grant **should not exceed 25% (¼) of your turnover in any one year** based on your last set of published accounts as per the following examples:
 - If you apply for £12,000 in 2010/11; your turnover must be $4 \times 12 = £48,000$ or more
 - If you apply for £20,000 in 2010/11; your turnover must be $4 \times 20 = £80,000$ or more

There is no limit on maximum turnover.

- Volunteering activity in health or social care **should be part of your core business or area of activity.**
- You must have **audited accounts or financial statements** that are submitted to the Inland Revenue, other regulatory bodies or your bank.
- You must have and submit your **policy on safeguarding children, young people and vulnerable adults.**
- Your organisation must have and submit an **Equal Opportunities Policy** and **Health and Safety Policy.**

The above points are not exhaustive and it is the responsibility of each applicant to ensure that the above specification have been met in full.

3. COMPLETING YOUR APPLICATION FORM

3.1 What makes a good application?

A good application:

- Uses plain English, and is not over complex;
- Is focussed with clearly defined objectives and measurable outputs;
- Demonstrates local impact or the potential for local impact on health inequalities / social care;
- Clearly describes what additional benefits the proposal will bring;
- Is clear about how the proposal contributes towards the Department's strategic objectives;
- Is relevant to and addresses the requirements of the Volunteering Fund;
- Is clear about how your organisation will benefit from the additional support elements of the proposal.

3.2 How do I apply?

Local project applications to the Volunteering fund follow a one-stage application process, after completing an eligibility check. Applications are completed on-line and notifications of results will be sent by e-mail. Please contact us if this is likely to cause a problem for your organisation. Not having internet or e-mail access should not deter you from making an application if your organisation is eligible. Decisions on exceptional circumstances where it is not possible to make an on-line application will be made on a case by case basis.

Organisations need to register with the Volunteering Fund before a new application can be started. **One application per organisation is permitted.** Registration is also needed to ensure that your organisation is eligible to apply for Volunteer Fund money. We want to help organisations avoid wasting time and effort on completing an ineligible application.

You can register through our website, on the 'Current Funding Round' page at www.volunteeringfund.com. You will be provided with a User ID and password (the password provided is case sensitive) as part of the registration so **it is important that you keep a note of these.** We aim to provide you with authorisation to start your application within one working day.

3.3 Using the application portal

To start a new application, login to your account using your User ID and password. This will open up a blank form with some fields populated with information from your profile when you registered. When completing the form the system will automatically save a draft regularly for you. It is possible to complete part of the form, log off and return to it at a later date. All you need to do is log in to the system again using your User ID and password.

You do not have to complete your application form in one sitting. It is possible to draft some of it and return to complete more at a later date. The system will automatically save your draft as you complete the form. The system allows you to print and review your draft application up until you press the SUBMIT button. **You must make sure that you are fully happy with your application when you press SUBMIT as changes cannot be made after this time and this will be the only accepted version.**

You should not leave any section blank, and should attempt to include a response to each and all of the bullet pointed areas you are asked to cover, within the section for which it is requested. When preparing your application, also take account of the weighting of each section, which is shown in the number of marks allocated, given in brackets next to the title and in the following 'Content and Scoring Framework' table.

3.4 Content and Scoring Framework

Section	Content	Maximum Marks
1	Applicant Organisation Details	Not Scored
2	Track Record	25
3	Project Rationale and Objectives	125
4	Delivery methods, outcomes, impact	100
5	Management	75
6	Sustainability and Development Needs	50
7	Planned Expenditure and Income	25
Cross cutting	Linkages with Local Area Agreements, joint commissioning plans and PCT objectives	50
Cross cutting	Proposed activity focusing on areas of highest health inequalities	50
Total		500

Cross Cutting elements: information to assess these two areas will be taken from across your application form e.g. you need to demonstrate that you have either worked with your local PCT before, have focussed your activities on areas outlined in your LAA or joint commissioning plans or have clear ideas/ plans on how you will work with them as part of the Volunteering Fund.

A maximum volume of text is stated for each section in brackets next to the title. The online system has been programmed to accept a maximum number of characters for each section. It will not be possible to enter text that exceeds the stated limit.

At the end of the online application system, you will be asked to print off a paper copy of your proposal. This will automatically print using a set font and font size. Please do not try to change the format or layout of the form in any way. This hard copy of the proposal must include an original signature from an authorised person within your organisation.

3.5 Submitting your application form

All applications are to be completed using the online application system. At any time whilst you are completing the application form, you can review the whole form in a 'print preview' type page. This will allow you to see all your entries in one continuous document.

At the end of the application completion process you will be asked to review your document in full before clicking on the SUBMIT button. **This is very important as changes cannot be made once your proposal has been submitted.**

You are also required to send a hard copy of the proposal and supporting documents to:

**ECOTEC Research & Consulting
Volunteering Fund Managing Body
Vincent House
Quay Place
92-93 Edward Street
Birmingham B1 2RA**

A hard copy can be printed from the online system. Do not change the format or layout of the form in any way.

Refer to the Document Checklist on the final page of the application system and front cover of your hard copy to ensure you have included all required documents, and the correct number of them.

Deadlines

The deadline for receipt of completed proposals – **both online and hard copy - including all supporting documents** is **12pm on the deadline date for your region.**

You are strongly recommended to make your submissions ahead of time, allowing for any unforeseen delays as the deadline will be strictly implemented. **Please ensure that you have checked the Volunteering Fund website for each region's deadline.**

The onus is on applicants to prove that the tender was received before the deadline. If the tender is hand delivered, ECOTEC will issue you with a signed receipt recording the date and time your tender was received. If you are posting the hard copy, you are recommended to send them by recorded delivery so that the Post Office record the date and time ECOTEC receives the package and obtains a signature to confirm it has been delivered.

Make sure you keep a copy of your application because:

- We cannot return your application form
- You will need a copy for future reference
- You should keep a copy for your own records
- If you receive feedback you will need to refer to your original application form

Get help with completing the form

Feedback from others can be helpful. For example, someone who knows nothing about your project may be able to tell you if it is clear from your application what you want to do and how you propose to do it. Someone with experience of similar projects and/or financial expertise may be able to comment on whether your project budget is realistic or not.

Help may also be available from your local Council for Voluntary Service (CVS) or Volunteer Development Agency/Volunteer Centre.

If you are new to volunteer involvement we strongly suggest you view Volunteering England's website, and contact the information helpline if you have specific questions about how to involve volunteers in your work, access issues, guidance on expenses etc

4. GUIDANCE BY SECTION

SECTION 1: APPLICANT ORGANISATION DETAILS

This section is not scored.

Organisation Name: Write the registered name of the lead applicant organisation (the organisation that will be accountable for the funding) here. Please note that the applicant organisation must be formally constituted and able to provide a copy of annual audited accounts (see document checklist).

Registered Address: This should be the address of the company named under “Organisation Name” and for which accounts are submitted.

Charity Registration Number (if applicable): If you are registered with the Charity Commission, please give your registration number.

Region in which you operate: Please state which Regional Development Agency area you come under. Please specify where you will deliver your activity e.g. North West. The local grant scheme will not fund national projects or national organisations, even if they have local branches. We will only fund local branches of a larger national organisation if they are independently constituted organisations.

Application Contact Name and Position/ Email/ Phone: The details here should be for a contact person who has been involved in putting together the proposal.

Organisation Legal Structure: Please state the type of organisation you are, whether you are a registered charity, Community Interest Company, Bencom etc. Although you do not need to be a registered charity, you do need to fulfill the definition of a Third Sector organisation (see section 2.1 *'Is your organisation eligible to apply?'*).

Number of a) staff and b) volunteers: Please provide the total number of FTE paid staff and volunteers.

Annual turnover: The turnover you record should relate to the most recent financial year for which you have submitted audited accounts. Broadly, turnover relates to net income for the period, but you should use the definition set by your accountant.

Amount of Grant Funding Requested: Third Sector Organisations will need to submit management / audited accounts as part of any application.

SECTION 2: TRACK RECORD

This section is worth **25 marks**. The application system will allow you to enter 5125 characters (including spaces) for this section. Please focus your responses on examples of previous work that are specifically relevant to your proposal. You should provide evidence of your track record, where possible, such as health and / or social care volunteering activity previously undertaken, numbers of volunteers involved, any linkages to Local Area Agreements / Spearhead area activity, any hard or soft outcomes achieved, and results of evaluation.

SECTION 3: PROJECT RATIONALE AND OBJECTIVES

This section is worth **125 marks**. The application system will allow you to enter 7430 characters (including spaces) for this section. Here, you are recommended to read the “Focus” section of the Specification carefully.

Address each of the bullet points in turn.

Alignment with policy initiatives means both national policy and local priorities.

If your application is made under **Cross Cutting Theme 1: Addressing Social Care priorities**, explain how your proposal will make an important contribution to care and support services in the areas outlined in *Our Health, Our Care, Our say*.

If your application is made under **Cross Cutting Theme 2: Addressing Health Inequalities**, explain how your proposal will help alleviate health inequalities within your local authority and PCT area

Overall, under either theme, you should demonstrate how your proposal contributes towards health and social care related priorities within your area's Local Area Agreement and / or Joint Commissioning Plan.

Your **rationale** must explain both the local need(s) you will be addressing, and the evidence you have to support your proposed approach.

When giving evidence about the need for your project try and give *specific* examples. e.g. research or evaluation findings you or others have done that demonstrates the need for your project in your local community. If your project aims to improve the lives of a particular disadvantaged community, it is essential that you explain specifically how and why this group of people is disadvantaged. The more specific you are, the more we can understand why the project is needed. Be clear about how your project will address this need and make a difference to the people you aim to benefit.

Additionality should explain how you will be contributing to current local provision without duplicating existing initiatives.

Also, the Volunteering Fund does not fund the **ongoing or core** work of an organisation, so you must show us how this project would be a completely new piece of work for your organisation or a *significant* development of your current work. For example, a project could aim to involve volunteers in a new and different way or involve volunteers from a particular community or group (e.g. young men or people from an isolated rural area) who have not previously been involved in the organisation. A project could also aim to substantially change the structure or way that services are delivered or develop/replicate an innovative or successful way of working. We will consider projects that are based on a limited pilot scheme.

You must also give **objectives** for what you propose to deliver. Objectives should be SMART (specific, measurable, achievable, realistic and timebound). You must include here how you will contribute towards one or more of the following:

- innovation in volunteering;
- clear potential to develop, e.g. in terms of scale of operation, delivering to a new area or in engaging new groups of volunteers
- participation in local partnerships which may develop into more formal arrangements as part of longer-term sustainability strategies

SECTION 4: DELIVERY METHODS OUTCOMES AND IMPACT

This section is worth **100 marks**. The application system will allow you to enter 5125 characters (including spaces) for this section.

Address each of the bullet points in turn, ensuring that the information given here is consistent with the previous section.

You should quantify the degree of increase in your services that this proposal represents. Eg. You currently work with x volunteers and undertake x amount of activities, and plan to increase this to y number of volunteers undertaking y activities, representing z% increase.

You should also set out how the funded provision will differ from your existing work. In your response to the bullet point about added value, you should explain what is distinctive about your proposal or what specialist contribution your proposed activities will make to current local provision without duplicating existing initiatives.

You must explain how you will involve volunteers in the project; who you will expect the newly recruited volunteers to be and how many hours you expect them to give to the project.

Describe the training that will be offered to volunteers.

Indicate the days/times and location of the positive activities and support you will deliver.

Here, you should set out in relation to your objectives, the activities that will be carried out, and the outcomes that will be achieved as a result, in a timebound and measurable form.

Your stated outcomes and impact should include the benefits you expect to record for volunteers, your provision and your organisation as a whole. The outcomes should be quantified. Your proposed impact should include the impact of your proposal on the local need(s) you have identified.

Describe your plans for evaluation, including whether it will be internal/ external, what will be evaluated, how outcomes will be measured, and when reports will be made.

SECTION 5: MANAGEMENT

This section is worth **75 marks**. The application system will allow you to enter 4285 characters (including spaces) for this section.

Address each of the bullet points in turn. Please note that three of the bullets require you to include attachments with your proposal; you do not need to summarise or paste material for these.

You should explain the management and governance arrangements for your project, including detailing who would be responsible for the following areas:

- administration, record keeping and finance;
- monitoring and reporting;
- staff and performance management;
- ensuring sustainability

Please do not underestimate the resourcing of management tasks, especially where these are not currently established areas of work for your organisation. It is very important that the arrangements outlined in this section (roles/ staff time) are appropriately reflected in your project budget. Full cost recovery is important to the programme, and additional funding cannot be made available at a later date.

You should also outline what you regard as the key risks that you may need to manage for this proposal and what actions you will take to address any issues arising. Risk assessment will be a key aspect of the project appraisal, and you need to demonstrate that your project will be well managed to reduce risk.

SECTION 6: SUSTAINABILITY AND DEVELOPMENT NEEDS

This section is worth **50 marks**. The application system will allow you to enter 5125 characters (including spaces) for this section.

Address each of the application form bullet points in turn.

As part of your explanation for how the Volunteering Fund monies will compliment other funding you receive, you should detail your current approach to organisational development including diversifying your activities and income and your approach to sustainability. The **Volunteering Fund offers support** that is a mixture of diagnostics, action learning and training, peer support, consultancy and mentoring offered by the Managing Body in response to business development needs of funded organisations. Broad areas where support will be provided will include: people/HR, governance, finance, commissioning, volunteer engagement and IT, although packages will be designed flexibly in response to the needs of funded organisations.

You need to explain how you expect this approach to be implemented during the funding period, and where this fund and the support offered through the fund fits with your approach. You should also indicate how you anticipate this support helping your organisation develop. Also explain which individuals within your organisation will be

responsible for identifying your organisational support needs, receiving and, most importantly, embedding the support.

Please note that Volunteering Fund support is paid for and delivered by the Managing Body as part of the Volunteering Fund Development budget; you do not need to include costs for this in your budget profile. You do need to allow time and resources for staff to participate in the relevant activities, however.

SECTION 7: PLANNED EXPENDITURE AND INCOME

This section is worth **25 marks**. The application system will allow you to enter 4285 characters (including spaces) for this section. This does not include the Expenditure and Income document (which should be provided as a separate document).

Address each of the application form bullet points in turn.

Describe financial controls in place to manage funding

It is very important that appropriate systems and controls are in place to enable you to record and report actual costs routinely, ensure accuracy and eligibility, and monitor the Volunteering Fund budget closely for variations to plan. Describe these systems and controls.

Expenditure Document

The purpose of this document is to provide a clear breakdown of the costs you expect to incur in meeting your stated objectives for the Volunteering Fund.

There are **six** sheets. Click on each of the tabs labelled "Staff", "Travel & Subsistence", "Accommodation", "Office" and "Other", to detail each area of expenditure that applies. Each sheet will total your entries on both a column and yearly basis. Expenditure totals are carried through to the "Summary" sheet. This final sheet also includes an automatic cross checker, with entries highlighted in red. Any discrepancies between the figures in the Cross Check and entries in the Summary sheet mean that there is an error in your submission which needs to be corrected.

You must ensure that all estimated costs are real, auditable and can be justified. This is particularly important for Year 1 entries. Inadequately detailed items such as "Residential courses, May-June: £90,000" will be considered as unjustified: in this example a breakdown of venue hire, workers, course materials, travel and subsistence would be appropriate. Take care to provide costs rather than prices (eg. *Not* Mentoring @ £400 pp). **Do not include any costs that are met through other funds. Capital costs of any kind are ineligible.**

Be sure you include all expenditure that you expect to incur in relation to proposed activities.

A Volunteering Fund grant can be used to pay for salaries, volunteer expenses and training costs, rent and premises costs, administrative costs, publicity and volunteer recruitment costs, insurance, audit fees, and reasonable management costs.

It is recommended that any **employees are paid on an established salary scale** (for example, National Joint Council for Local Authorities or NJC Scale). For the current NJC salary rates contact the NCVO Voluntary Sector Helpdesk on 0800 2 798 798 or see www.navca.org.uk/localvs/scales

Volunteers should be reimbursed for money they have to spend to volunteer (e.g. bus fares or petrol money or lunch money during a day's volunteering). When calculating costs, you should take into account the number of volunteers you plan to involve, the likely frequency of their involvement, local transport facilities and costs, etc.

You should consider budgeting, if your proposal demands it, for costs associated with:

- Management and administration (project planning, staff recruitment and supervision, book-keeping) - in line with Section 5
- Evaluation – in line with Section 4
- Staff recruitment including safeguarding checks
- Marketing of the project
- Hire of premises/ facilities/ licences
- Business development costs - in line with Section 6

Expenditure should be estimated for each of the financial years running April 2010-March 2011, April 2011-March 2012 and April 2012 -March 2013.

All planned expenditure and income should be rounded to the nearest whole pound.

Apportionment

There is likely to be a need to apportion shared costs, particularly in relation to the areas of "accommodation", "office" and "other" expenditure, which may be supported by other income sources and be utilised for other areas of work as well as the Volunteering Fund project. You should use an apportionment method as described below.

Explain the calculation you have used to work out the proportion of shared costs to be charged to the project, in the "Calculation" column. Where 100% is being charged to the project, provide a brief justification of this e.g. venue hire for project only.

Apportioning shared costs using beneficiary hours

If the sole activity of your organisation is delivery of positive activities and support, you must apportion any shared costs using the beneficiary hours method. For this method you need to have a record of the total hours of positive activities and support delivered by the organisation.

A simplified example

The project will deliver 2,000 hours over a year. Meanwhile, during the same period the whole organisation will deliver 9,000 hours of positive activities and support (including the project). Therefore, the calculation to allocate any shared costs is:

$$\frac{2,000}{9,000} \times 100 = 22.22\%$$

22.22% of the total of any shared costs can be allocated to the project.

Apportioning shared costs using staff time

If your organisation does not just deliver positive activities and support, you should apportion costs using staff time. This means calculating the time spent by staff working directly on the Volunteering Fund project as a proportion of all staff time.

Firstly, calculate the number of hours for all staff including project staff, but not including those that you count as your shared costs, such as managers/ finance/ admin.

A simplified example

In your organisation, full-time staff work 52 weeks x 5 days per week, minus 8 public holidays and 25 days annual leave = 227 days x 7 hours.

If you have a total of 6 full-time direct delivery staff, including the Volunteering Fund worker, this represents 9534 hours (7 hours x 227 days per year x 6 staff = 9,534).

The time to be spent by the Volunteering Fund worker on this project is estimated at 675 hours, so to create the apportionment figure to be charged to the project, divide 675 by the total of training/project staff above as follows;

$$\frac{675}{9534} = 7.08\%$$

7.08% of all shared costs (admin / managers / rent / electricity / insurance etc.) can therefore be allocated to the Volunteering Fund grant.

You must use one methodology only, and track actual hours during the funded period to support your calculation.

Common apportionment mistakes include:

- Organisations which are running three projects simply divide shared costs by three.
- Organisations apportion on the basis of the number of volunteers engaged as a result of this project as a percentage of the total number of beneficiaries within the organisation as a whole. For example, an organisation may have 80 beneficiaries, of whom 10 are funded by the Volunteering Fund. It is not acceptable to apportion on the basis of $10/80 = 12.5\%$.
- Organisations estimate shared costs with no evidence. For example, “based on past usage, we estimate 34% of the phone bill is for this project”.

Income

Please include information regarding income in the application form.

Alternative funding is expected to replace Volunteering Fund monies in full by the end of the agreed funding period. The grant is designed to taper as replacement income is increasingly brought in to cover costs during the programme period.

Please outline your ideas on potential sources of income that might be brought in during the programme lifespan to offset the tapered Volunteering Fund monies. Given that ongoing costs including additional staff must be met in entirety from the end of the funding period, it is important that the grant can be displaced gradually by new income at least in the second year of the project.

CROSS CUTTING ELEMENTS

Cross Cutting elements:

- Proven linkages with LAAs, joint commissioning plans and PCT objectives
- Proposed activity focusing on areas of highest health inequalities

These elements are worth **50 marks each**. Information to assess these two areas will be taken from across your application form e.g. you need to demonstrate that you have either worked with your local PCT before, have focussed your activities on areas outlined in your LAA or joint commissioning plans or have clear ideas/ plans on how you will work with them as part of the Volunteering Fund.

Annex 1

The Spearhead Group Local Authorities and Primary Care Trusts following the PCT Reconfiguration

Local Authorities in the Spearhead Group	Primary Care Trusts in the Spearhead Group
Barking and Dagenham	Ashton, Leigh and Wigan PCT
Barnsley	Barking & Dagenham PCT
Barrow-in-Furness	Barnsley PCT
Birmingham	Birmingham East & North PCT
Blackburn with Darwen	Blackburn with Darwen PCT
Blackpool	Blackpool PCT
Blyth Valley	Bolton PCT
Bolsover	Bradford PCT
Bolton	Bury PCT
Bradford	Central Lancashire PCT
Burnley	City and Hackney PCT
Bury	County Durham PCT
Carlisle	Coventry PCT
Chester-le-Street	Cumbria PCT
Corby	Derbyshire County PCT
Coventry	Doncaster PCT
Derwentside	East Lancashire PCT
Doncaster	Gateshead PCT
Easington	Greenwich PCT
Gateshead	Halton & St Helens PCT
Greenwich	Hammersmith & Fulham PCT
Hackney	Haringey PCT
Halton	Hartlepool PCT
Hammersmith and Fulham	Heart of Birmingham PCT
Haringey	Hull Teaching PCT
Hartlepool	Islington PCT
Hyndburn	Knowsley PCT
Islington	Lambeth PCT
Kingston upon Hull, City of	Leicester City PCT
Knowsley	Lewisham PCT
Lambeth	Lincolnshire PCT
Leicester	Liverpool PCT
Lewisham	Manchester PCT
Lincoln	Middlesbrough PCT
Liverpool	Newcastle PCT
Manchester	Newham PCT
Middlesbrough	North East Lincolnshire PCT
Newcastle upon Tyne	North Tyneside PCT
Newham	Northamptonshire County PCT
North East Lincolnshire	Northumberland Care Trust
North Tyneside	Nottingham PCT
Nottingham	Oldham PCT

Local Authorities in the Spearhead Group	Primary Care Trusts in the Spearhead Group
<p>Nuneaton and Bedworth Oldham Pendle Preston Redcar and Cleveland Rochdale Rossendale Rotherham Salford Sandwell Sedgefield South Tyneside Southwark St. Helens Stockton-on-Tees Stoke-on-Trent Sunderland Tameside Tamworth Tower Hamlets Wakefield Walsall Wansbeck Warrington Wear Valley Wigan Wirral Wolverhampton</p>	<p>Redcar & Cleveland PCT Rochdale PCT Rotherham PCT Salford PCT Sandwell PCT South Birmingham PCT South Tyneside PCT Southwark PCT Staffordshire County PCT Stockton-on-Tees Teaching PCT Stoke on Trent PCT Sunderland PCT Tameside & Glossop PCT Tower Hamlets PCT Wakefield PCT Walsall PCT Warrington PCT Warwickshire PCT Wirral PCT Wolverhampton PCT</p>