

Information For Applicants:
**HEALTH AND SOCIAL CARE
VOLUNTEERING FUND
NATIONAL GRANTS**



Contact us

If you would like further information about the fund you can contact us using the following methods:

E-mail: volunteeringfund@uk.ecorys.com

Helpline: **0845 172 8058**

Live question forum (between 10am – 12pm
Mon to Fri): www.volunteeringfund.com

Contents

Part 1: About the Health and Social Care Volunteering Fund

Context for the fund	2
What is our aim?	3
Important information for all applicants	4
Thematic focus of applications	5
Who can apply?	6
Who we will not give grants to	7
Restrictions on Communications Activities	8
What is available?	9
What we will fund under theme 1	10
What we will fund under theme 2	11
What we will fund under theme 3	12
What we will fund under theme 4	13
What we will pay for	14
Partnership working	17

Part 2: Applying for funds

Timetable for applications / approvals	18
What makes a good application?	19
How do I apply?	20
What's included in the application form?	21

Part 3: Awarding grants

What happens if you are awarded a grant?	25
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Context for the fund

Volunteers play a range of critically important roles in our communities, and contribute to the delivery of high quality health, care and support services. Volunteers already help improve health and well-being, help to reduce health and social inequality and offer support to people at the most vulnerable points in their lives.

The National Health and Social Care Volunteering Fund (HSCVF) grant scheme is designed to build on the invaluable contribution of volunteers in supporting the delivery of the Department of Health's (DH) strategic priorities, especially the Health White Paper – Equity and Excellence: Liberating the NHS. To view a copy of this White paper click on the link below:

http://www.dh.gov.uk/prod_consum_dh/groups/dh_digitalassets/@dh/@en/@ps/documents/digitalasset/dh_117794.pdf

The fund will also support the Big Society agenda in the health and adult social care field, and the DH's Strategic Vision for Volunteering in Health and Social Care, which is currently being updated. This Vision promotes high quality management and co-ordination of volunteers and celebrates volunteers and volunteering. To view a copy of the Strategic Vision click on the link below:

http://www.dh.gov.uk/prod_consum_dh/groups/dh_digitalassets/@dh/@en/@ps/documents/digitalasset/dh_113974.pdf

The programme will, where appropriate, capture learning from the long-standing and well-respected DH's Opportunities for Volunteering (OfV) projects.

Competition for the grant awards

The grant programme will be highly competitive, and funding will go to projects that have maximum impact in the development of new, improved and/or streamlined systems in health and social care volunteering. We will prioritise innovative projects and approaches and do not intend to fund proposals that simply supply ongoing service delivery.

The grants are only for projects with a national reach that are tied into the strategic priorities for the Department of Health. Projects should operate across at least 4 localities in different regions or counties, and should differ substantially in scale and priorities from the local projects, for which separate calls are made (see www.volunteeringfund.com for detail of the local scheme).

Projects will be expected to integrate plans for evaluating project outcomes especially the project's potential for improving existing health and social care delivery through the involvement of volunteers.

What is our aim?

Department of Health strategic aims

The HSCVF programme priorities have been developed so that funded projects can contribute positively towards:

- Department of Health strategic objectives
- Capacity and capability of third sector organisations in the health and social care sector
- An improved volunteer experience
- Alignment with commissioning health and social care

Aims of the HSCVF national grant programme

The programme is designed to support national level projects that are strategic and developmental in their approaches to volunteering in the health and social care sector. The fund aims to achieve impact at a strategic level with significant outcomes and impact.

All applicant organisations need to work collaboratively with statutory health and / or social care commissioners to test volunteer-led approaches to provision that complements existing statutory services.

Commissioners' involvement in the project design will be required as well as a statement of their support for the proposed project.

Important information for all applicants

- Projects should have a national reach operating across at least four localities in different regions/counties that are geographically spread across England
- Each applicant organisation will be allowed to submit a maximum of one proposal
- All existing OfV delivery organisations are eligible to apply, but not for direct continuation activity from previously OfV-funded projects
- The programme is not specifically focused on increasing numbers of volunteers but on new ideas, initiatives and ways of working with volunteers in the sector
- The programme is concentrating on properly evaluated projects from which others can learn and supports the building of a strong evidence base
- The HSCVF has been designed so that volunteering projects can demonstrate clearly improved service provision and user experience through the involvement of volunteers
- A statement of support from Health and Social Care Commissioners and/or Health and Social Care Providers will be required as part of the second stage of the application process
- Projects should work alongside health/ social care professionals and/ or provide complementary services within existing provision

Thematic focus of applications

The National Portfolio scheme has four funding themes. **Applicants should apply under one theme only.** An overview of the themes is given below, but there is more detail is given further on in the guide:

THEME 1: PATIENT-LED NHS

Projects that can demonstrate a step change in the contribution of volunteering in the health and social care sector

THEME 2: DELIVERING BETTER HEALTH OUTCOMES

Projects that improve patient/service user experience and outcomes through volunteering

THEME 3: IMPROVING PUBLIC HEALTH

Projects that improve public health through action to reduce health inequalities in health and social care through active volunteering initiatives

THEME 4: IMPROVING HEALTH AND SOCIAL CARE

Projects that enable people to have greater choice over their care and support, leading to improvements for individuals, and complements existing statutory and community provision through volunteering

Applications that demonstrate the strongest contribution towards these themes through volunteering will be given priority in the selection process.

Who can apply?

To apply to our programme you must:

- Be a constituted voluntary, community and social enterprise organisation, or organisation with charitable aims, unable to dispose of assets for private gain, for example:
 - A voluntary or community organisation
 - A charitable not-for-profit company
 - An organisation set up as a social enterprise – businesses that are chiefly run for social objectives, whose profits are reinvested in the business rather than going to shareholders and owners
- Be an organisation with national reach, i.e. a local / regional organisation with the capacity to partner with other organisations and deliver activity in at least four regions or localities in England
- Have three years of audited accounts or financial statements that are submitted to the Inland Revenue, other regulatory bodies or bank
- Have an established volunteer base in the health and/or social care sector
- Have health and social care volunteering at the heart of your organisational objectives
- Have an established track record of three years or more in managing health and social care projects of a similar financial value
- Be an organisation that can demonstrate the ability to work collaboratively with statutory organisations in health and social care activities
- Have established policies on the following:
 - safeguarding children, young people and vulnerable adults, covering staff and volunteers
 - equal opportunities covering staff and volunteers
 - health and safety policy covering staff and volunteers

These requirements apply equally to your delivery partners including sub-contractors and it will be the lead applicant's responsibility to ensure they are in place

- Have established and accredited quality standards in place for management of staff and volunteers. This also applies to all your delivery partners including sub-contractors.

Who / what we will not give grants to

- Individuals or sole traders
- Organisations that make profit for private gain
- Public bodies, including local authorities, schools, universities, community or town councils
- Organisations based outside England
- Organisations applying on behalf of other organisations. The organisation applying for a grant must be the same organisation that will receive and have responsibility for the funding
- Organisations without the proper financial records
- Proposals that duplicate existing services, initiatives or activities
- Routine ongoing, updating or maintenance costs of organisations
- Fundraising projects
- Research projects. Research is defined for this purpose as 'creative work carried out to increase knowledge'. If you are not sure if your proposed project would be included in this definition, please contact us
- Capital costs that are over the limit of £5,000 per year. Excluded items include buildings, refurbishment and transport items that become long term assets (e.g. vans, computers, photocopiers etc)
- The development of new office locations. All partnerships should have established delivery centres
- Proposals where the funding you want each year is more than 25% of the lead applicant's yearly income (based on your most recently available audited accounts)
- Partnerships where more than 5% of the total funding amount goes to partners or sub-contractors in the statutory or private sectors
- We welcome applications from both religious and secular organisations, but do not fund organisations to promote religious activities
- We do not fund political activities

Restrictions on Communication Activities

Due to restrictions introduced by the Cabinet Office, the following communications activities that cost more than £1000 in total per annum. are not eligible for investment through the fund. This includes:

- Advertising including online and offline advertising including advertorials
- Marketing activity including public relations
- Printing and publications
- Market research or communications development
- Digital activity, website development and maintenance, email or other electronic communications
- All events, conferences and exhibitions

Exceptionally, if a proposal can demonstrate that communications are central to their activities, we will consider the costs and potential benefits of the activity, and whether an exception should be made.

We recommend you contact us for further guidance and advice in advance of drafting a proposal including communication activities, before submitting an application.

What is available?

- A total grant award (maximum amount is dependent on your yearly income) of between £50,000 and £200,000 per year, over a maximum of 3 years (subject to annual parliamentary approval). Funding for one and two year projects is also available.
- An option to participate in the HSCVF Support Package delivered by nationally recognised voluntary organisations including an organisational diagnostic visit; support consultancy; training in volunteer management and accredited Action Learning Networks.
- A HSCVF team to advise and support you with your financial and monitoring queries and to help you disseminate your project outcomes. The team has a daily helpline, a website with news and helpful links, and online facilities for transmitting and recording all your project records.

What we will fund under theme 1: Patient-led NHS

Projects that can demonstrate a step change in the contribution of volunteering in the health and social care sector. We provide examples below which illustrate how volunteers might contribute to current health and social care priorities, but this list is not restrictive, and projects which can meet the criteria for the programme in other priority areas will be considered for funding.

Applications that demonstrate the strongest contribution towards this theme **through volunteering** will be given priority in the selection process.

Examples of the type of activities which support current health and social care priority areas are detailed below:

1. Projects that support groups normally not assertive as users of health and social care services being empowered to become involved in their community health and care services, for example, through volunteers helping to improve information sources and flow to these groups
2. Projects that demonstrably reduce cultural barriers to health and social care service usage through volunteering, for example amongst black and minority ethnic (BME) communities and migrants
3. Projects that maximise patient/service user self-management including ensuring they have appropriate information and knowledge about how to manage their condition and their own care in a community setting, with the help of volunteers, for example, through advocacy or peer support

What we will fund under theme 2: Delivering Better Health Outcomes

Projects that improve patient/service user experience and outcomes are sought.

Applications that demonstrate the strongest contribution towards this theme **through volunteering** will be given priority in the selection process.

For example:

1. Projects that can demonstrate decreased hospital admissions and re-admissions through appropriate community based interventions involving volunteers, eg. through reduction of the number of falls amongst older people or better condition management in the community
2. Projects that measurably improve awareness of lifestyle risks associated with cancer, diabetes and stroke amongst vulnerable and hard to reach groups, with the support of volunteers in the community or health services

What we will fund under theme 3: Improving Public Health

Projects that improve public health through action to reduce health inequalities in health and social care through active volunteering initiatives in localities and communities are sought.

Applications that demonstrate the strongest contribution towards this theme **through volunteering** will be given priority in the selection process.

Examples of projects that can contribute to current health and social care priorities include:

1. Projects to improve appropriate and timely health screening rates for disabled people
2. Projects that improve levels of physical activity, healthy eating and smoking cessation, especially amongst groups that are hard to reach with these messages, e.g. older men
3. Projects to improve levels of alcohol related advice and prevent alcohol related harm to communities that are hard to reach, e.g. BME communities, women
4. Projects that improve access to health, mental health and social care services for hard to reach groups and reduce stigma
5. Projects that ensure early access to antenatal care, and support for breast feeding in communities where uptake is low
6. Projects that are aimed at improving the mental health and emotional wellbeing of children and young people

What we will fund under theme 4: Improving Health and Social Care

Projects are sought that enable people to have greater choice over their care and support, leading to tangible improvements for individuals, and complements (rather than replaces or duplicates) existing statutory and community provision.

Applications that demonstrate the strongest contribution towards this theme **through volunteering** will be given priority in the selection process.

We are particularly interested in projects that involve volunteers in:

1. Improving social care outcomes for people using personal budgets, for example, through volunteers supporting the increased understanding and take-up of personal budgets amongst groups where uptake is low, but who could clearly benefit from personal budgets
2. Building strong and sustainable local networks that support people who need care and support, and for the people who care for them, to live independent and fulfilling lives
3. Providing support and relief for carers from their caring role
4. Helping to empower local communities by building social networks and community capacity e.g. through person to person support using complementary currencies such as time banking and volunteering credits
5. Working in partnership with the NHS and councils with adult social care responsibilities to ensure people experience a high quality of care, particularly on discharge from hospital
6. Demonstrably improving self-management for those with a long term condition such as diabetes, Chronic Obstructive Pulmonary Disease, dementia, cancer, cardiac care and stroke care, and reduces dependence on statutory health services through increased community based provision

What will we pay for?

We will pay for all the eligible costs of the project. Costs incurred or expenditure committed before your organisation has secured HSCVF national scheme funding will not be paid for.

Eligible project costs can include revenue expenditure, limited capital costs and a fair portion (an 'apportioned' cost) of your overheads.

The following information gives you an idea of the type of spending that we can and cannot pay for. It is not exhaustive and when we assess your application we may want to discuss this in detail, or include or exclude some items.

Revenue and capital costs

By revenue and capital costs we mean the costs of employees, volunteers, equipment, space or activity used only in the project. Typically, these are the day-to-day costs incurred by the HSCVF project.

Eligible revenue expenditure includes:

- Salaries of project workers, including costs, such as pensions and National Insurance for the project
- Recruitment of staff who will work on the project – this cost must be apportioned against the HSCVF claim at the appropriate pro-rata level.
- Expenses of project staff and volunteers, including project related travel, accommodation, telephone bills and stationery
- Travel for project related volunteers and beneficiaries
- A contribution to the salaries of management staff who supervise project staff, including costs, such as pensions and National Insurance.
- Rent, heating, lighting, maintenance and insurance for office space and buildings where used for this project or the shared apportioned cost for the project
- Training of staff and volunteers working on the project
- Monitoring and evaluation of the project
- Fundraising for continuing the project after our grant, up to a value of £1,000 per year
- Website infrastructure, design, development, events and publicity for the project, or a fair portion of organisational costs up to a value of £1,000 per year (including the use of consultants or designers)
- Translation costs where relevant to project
- Professional and legal fees associated with revenue expenditure on the project, and operating leases
- Costs associated with developing business plans

Ineligible revenue expenditure includes:

- Costs incurred or expenditure committed, before you secure HSCVF national scheme funding
- Any costs which individuals, private or public organisations are already paying for, whether in cash or in kind
- Items that only benefit an individual and are not needed to deliver the project outcomes
- Funds to build up a reserve or surplus
- Loans or loan repayments
- Contributions to general appeals
- Any costs including redundancy or transfer costs resulting from statutory or other funding coming to an end
- Redundancy payments for project staff appointed specifically to work on this programme

Capital funding

We will allow you to spend up to £5,000 per year for the project on capital items. This allowance excludes items that become long-term assets e.g. vans / other vehicles, computers, photocopiers etc.

Eligible capital expenditure includes:

- small items of equipment which are required to deliver the project objectives and outcomes (for example, laptops or projectors). Please contact the HSCVF Finance Team (**0845 172 8058** or **volunteeringfund@uk.ecorys.com**) for clarification where necessary.

Ineligible capital expenditure includes:

- small-scale alteration or refurbishment of buildings or new builds
- finance leases or items deemed to be capital above the annual £5,000 threshold set out by the HSCVF guidance.

Overheads

By overheads we mean the costs of employees, volunteers, equipment, space and services that partly support the project you want us to fund, but also support your other work.

We may make a contribution towards your overheads ('apportioned' costs). Work out how much support the project you want us to fund needs from the people, equipment and spaces that make up your overheads. Calculate the cost of this support then divide this figure by the percentage of the eligible revenue and capital costs you are asking us to fund. If shortlisted for the Stage 2 application you will be asked to explain how you have worked this out, and we will decide if the amount requested is fair.

Partnership Working

The HSCVF is a national grant scheme with a requirement to have national reach. If your organisation does not have service delivery outlets in at least four regions geographically spread across England, you can apply to work in partnership with other organisations or agencies that have a shared interest in your proposed project and its specific objectives to achieve this requirement.

The lead applicant for your proposed project must be a voluntary, community or social enterprise organisation. There is no limit to the number of partners that can apply together, but the more partners involved, the more complex the management will become so we recommend no more than five partners in any one bid. Please note that there is a 5% limit on HSCVF monies going to statutory or private sector organisations even where they are partners.

The HSCVF distinguishes the difference between partners and sub-contractors in this way:

We expect all partners to be involved in making decisions about the overall delivery of the project, and should have a partnership agreement in place before the project begins. Partners work cooperatively and share responsibility for achieving the overall project goals.

Sub-contractors differ in that they have no management input, and are simply there to perform, under a sub-contract, specific and /or specialist elements of the project's delivery. Any partner can appoint a sub-contractor for this purpose. However, we are limiting the involvement of sub-contractors from the private or statutory sector to 5% of the total budget. There is no limitation on the level of sub-contracting for voluntary organisations.

If you plan to work in partnership with other organisations we will ask you for the information about your partnership at the different stages of the process. You will be asked to:

- Registration stage: give the names of your proposed partners
- Stage 1 application: provide details of what your project's activities will be in each region; your partners 'role' in the project, your experience of partnership working and how the partnership will help to deliver a successful project.
- Stage 2 application: provide detailed information on your partners, how and why you are working together and a partnership agreement.

Timetable for applications / approvals

This section gives details of the application process and the timetable for the HSCVF national grant scheme. The timeline below outlines what you, as the applicant, must do and when. It also shows what we will do.



what makes a good application?

A good application:

- Clearly has a national reach
- Is innovative in its approach
- Focuses on clearly defined aims and measurable outputs
- Proves it will have an effect nationally, or the potential for it
- Clearly describes what benefits the proposal will bring
- Is clear about how the proposal contributes to DH strategic aims
- Shows how it contributes to the funding theme you have chosen
- Shows meaningful arrangements for working strategically with statutory health and social care commissioners
- Can show how all partners will add value to the project
- Has a realistic strategy for longer-term funding
- Has clear evaluation and strategies to pass on what has been learned

How do I apply?

The application submission process is all **online** and accessible via **www.volunteeringfund.com**.

Before you can enter the application portal you **must** register your interest in the fund online (see website address above) between **16 November and 13 December 2010**. As long as you meet the fund's eligibility criteria (see Who can apply?) your registration will be accepted.

The two stage application process is as follows:

1. First stage applications: Application portal opens 1 December 2010 and closes at noon on 12 January 2011

Once your registration is approved you will receive a user name and password to access the application portal and complete your application.

2. Second stage applications for shortlisted applicants: Application portal opens 1 March and closes at noon on 5 April 2011.

Applicants who have scored sufficiently highly at Stage 1, and have the best fit with the programme priorities will be invited to submit a Stage 2 application.

We anticipate a high level of demand for the HSCVF national grants. There are likely to be more good quality applications than we are able to fund. Applications will be scored based on what we believe makes a good project and what best meets the priorities of the HSCVF programme. The DH will make the final decisions on successful applications.

What's included in the application form?

Here, we'd like to give you an idea of the questions we'll be asking in both Stages 1 and 2. This may help you to draft your application responses offline, before inserting it into the online application.

Please note that **we will only accept proposals that are submitted through our application portal** (accessed via www.volunteeringfund.com)

You need to answer the questions as clearly and fully as possible. Remember that we use the information you give us in your application form to assess your proposal for funding.

We do not accept additional information that has not been requested as part of the application process.

STAGE 1 APPLICATION FORM

These questions are included in the Stage 1 application form. There is a character limit for each question. Characters include letters, numbers, spaces and any additional formatting you may use e.g. bullet points. The allowance available for each question will be displayed on the application portal with a helpful countdown feature so you can clearly see your remaining allowance.

Project Summary

1. Project name
2. Choose the theme that you want to apply under (drop down list of themes 1 - 4)
3. What is the aim of the project (1000 characters; approx 100 words)
4. Please provide an outline summary of what your project activities will be in each of your chosen activity regions (5000 characters; approx 500 words)
5. What evidence do you have to show that your project is an innovative approach to meeting health and social care needs (4000 characters; approx 400 words)
6. How have you consulted with the people who would benefit and what did you find out? (1000 characters; approx 100 words)
7. Have you consulted with appropriate statutory services / local commissioners who you would work with and what did you find out? (4000 characters; approx 400 words)
8. Can you give us up to 3 intended outcomes, or results you think will emerge from the project (1000 characters; approx 100 words)
9. Tell us about the proposed project delivery arrangements and partnerships including overall project management and how the project will be delivered on a day to day basis.

The big picture for your project

- 10.** How will your project contribute to the Big Society Agenda in relation to the following: (1000 characters; approx 100 words)
- Empowering communities: giving local councils and neighbourhoods more power to take decisions and shape their area.
 - Opening up public services: the Government's public service reforms will enable charities, social enterprises, private companies and employee-owned co-operatives to work in partnership with public service providers to offer people high quality services;
 - Promoting social action: encouraging and enabling people from all walks of life to play a more active part in society, and promoting more volunteering and philanthropy.
- 11.** How will your project contribute to the development of good practice in volunteering? (1000 characters; approx 100 words)

Your beneficiaries – who are they?

- 12.** From the list below please select the key groups that best describe the beneficiaries of the project. You can select a maximum of three:
- Black and minority ethnic groups
 - People with a learning disability
 - Disabled people
 - People with long term conditions
 - People with mental health conditions
 - Men
 - Women
 - Children or young people
 - Older people
 - Faith groups
 - Lesbian, gay or bisexual people
 - Trans people
 - Carers
 - Families / parents
 - People experiencing socially exclusion
 - Groups / communities experiencing health inequalities
 - Other (please state)

Organizational / partnership activities list

- 13.** Please choose from the list below up to two areas where your organisation (if a single bid) or your partnership (if a joint bid) carry out volunteering activities and services *regularly*:
- Caring
 - Health
 - Health promotion
 - Prevention of ill–health
 - Prevention of accidents
 - Condition management
 - Ante-natal services
 - Empowerment of disadvantaged groups
 - Disadvantaged geographical communities, urban or rural poverty
 - Work with physically disabled people
 - Mental Health problems
 - Learning Difficulties
 - Harm reduction and/or rehabilitation of people with alcohol or drug related problems
 - Awareness raising and/or lobbying on a specific condition or health issue
 - Other
- 14.** If you are working in partnership what is your experience of partnership working. (1000 characters; approx 100 words)
- 15.** Please tell us more about partners ‘roles’ in the project (2000 characters; approx 200 words)
- 16.** How will this partnership help to deliver a successful project (1000 characters; approx 100 words)

If your application scores sufficiently highly at Stage 1, you will be invited to submit a more detailed application at Stage 2.

STAGE 2 APPLICATION FORM

The Stage 2 application is more detailed. It asks for information about you, your partners, your proposed project and you need to send in various supporting documents. Where possible we will use information you have already given us when registering and in your Stage 1 application.

Detailed information on the requirements of the Stage 2 application form will be provided to shortlisted candidates.

The supporting documents needed at Stage 2 will be:

- a detailed budget profile for the project
- a project delivery plan including performance indicators and milestones
- statements of support from Health and Social Care Commissioners and/or Health and Social Care Providers, and their agreement in principle to work in collaboration with the project
- copies of the following policies: health and safety; equal opportunities and safeguarding vulnerable children and adults
- copies of three years of audited accounts
- partnership agreements
- certification relating to quality systems

What happens if you are awarded a grant?

Grant award letter

If you are awarded a Volunteering Fund National Grant we will send you a grant award letter that will outline your grant award in each financial year for your project's duration, subject to annual Parliamentary approval.

Projects work with set HSCVF terms and conditions. The applicant organisations are accountable for the grant, and head up the partnership. This means that even though projects may have various partners, the lead applicant is responsible for ensuring that the project is delivered, the project outcomes are met within agreed timescales and budget, and in line with the terms and conditions.

Project Accounts

Every stage of the monitoring and finance elements of the HSCVF projects are undertaken through an online portal called *Your Project Account*. This system has been designed in stages to reflect a project's lifecycle and our administrative processes. Every project has a unique User Name and Password that our system will generate.

Projects can nominate an appropriate start date, within the first three months of receiving a grant award letter. A proportion of grant funding is made available in advance.

HSCVF have a set of performance indicators that provide a basis for monitoring of projects so that we can see what difference HSCVF money has made.

Projects need to provide HSCVF with financial and progress reports at various points in the project so that we can find out what difference money has made, and make sure that it is well spent. This enables HSCVF to account to DH and to Ministers for the money that has been invested.

The HSCVF programme is concentrating on properly evaluated projects from which others can learn and supports the building of a strong evidence base as we want to ensure that your project makes a difference.

Projects that are awarded grants will be expected to integrate plans for evaluating project outcomes, especially the project's potential for improving existing health and social care delivery through the involvement

Contact us

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E-mail: volunteeringfund@uk.ecorys.com

Helpline: **0845 172 8058**

Live question forum (between 10am – 12pm
Mon to Fri): www.volunteeringfund.com

