Information For Applicants:

Health and Social Care Volunteering Fund Local Grant and Capacity Building Scheme 2013

vF volunteering fund
health & social care

Contact us

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

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What is the Health and Social Care Volunteering Fund?

The Department of Health's Health and Social Care Volunteering Fund (HSCVF) is an innovative capacity and grant funding programme which helps to build capable communities. The Local Grant and Capacity Building Scheme provides a combination of support to build the capacity and resilience of voluntary sector organisations (VSOs) and a grant to enable VSOs to test out a new area of work delivered by their volunteers. The integral support is designed to enable VSOs to play a more effective role in addressing health, public health and social care needs, alongside and in partnership with statutory services in their localities.

The HSCVF was launched in December 2009 and represents a strategic shift from just grant giving to capacity building in order to strengthen volunteering in local communities. The fund has been developed to make a positive contribution to the Department of Health's strategic objectives. It has been designed to align with the key priorities for the health, public health and social care sector and links local activity to improve health and wellbeing to national strategic objectives.

The programme is managed by a partnership led by Ecorys and includes leading national voluntary sector organisations - Community Service Volunteers (CSV), Attend and Eastside Primetimers. The partnership has been delivering the fund since 2009.

Context for the fund

The Health and Social Care Volunteering Fund (HSCVF) local grant and capacity building scheme has been designed to improve the voluntary sector's potential in the health, public health and social care landscape by helping them to become more sustainable. The design of this fourth local round of HSCVF funding has taken into account the recent operational changes to the NHS and how health / social care services are commissioned. We also understand the changing structures in the voluntary sector.

This local element of the fund HSCVF complements the national grant scheme which invites national organisations / partnerships of organisations to apply for more substantial awards to deliver more strategic or developmental volunteering programmes.

Local projects should be much smaller in scale than those funded through the national grant programme, and all projects must be delivered by locally constituted organisations. Organisations which are successful in receiving funding will still be expected to work closely with local health, public health and / or social care providers and deliver services in their local communities through the involvement of volunteers.

Department of Health strategic aims

The scheme has been developed to make a positive contribution to the Department of Health's (DH) objectives. The HSCVF programme priorities have been developed so that funded projects can contribute to:

- DH Strategic Vision for Volunteering (2011)
- DH Strategic Aims and Objectives – as outlined in the key priorities section, NHS strategic developments and developments in public health and mental health
- Enhancing the capacity and capability of health, public health and social care sector organisations at a local level
- An improved volunteer experience through better recruitment and support for volunteers
- Working with new commissioning arrangements in health, public health and social care and
- Building capable communities / developing Big Society agendas through delivery within localities and communities.

Key priorities

HSCVF recognises that volunteers play a range of critically important roles to strengthen the support networks in our communities, and in health, public health and social care. Projects supporting voluntary care and support services can improve community health and well-being, and helping to reduce health and social inequality.

Volunteers frequently offer support to people at the most vulnerable points in their lives, which why the HSCVF places a high priority on supporting volunteering in the health, public health and social care sector.

The fund's focus on encouraging volunteers, and delivering vital services through volunteering, also makes a significant contribution to the Strategic Vision for Volunteering in Health and Social Care which, alongside Caring for our Future White Paper, also sets the context for this grant programme. In line with the Vision, projects will be actively supported to develop high quality support for and co-ordination of volunteers in the way they promote, recruit, support and celebrate volunteers and volunteering.

HSCVF is aligned with the key priorities for the health, public health and social care sector, which are drawn from a number of public documents, including:

Giving White Paper: To view a copy of this White Paper click on this link: **http://bit.ly/L2jJYw**

The Department of Health's Strategic Vision for Volunteering - Social action health and well-being: building co-operative communities. This document can be viewed at: **http://bit.ly/qRJLl3**

Caring For Our Future: reforming care and support. To view a copy of this White paper click on this link: **http://bit.ly/XaDxQd**

Everyone Counts: planning for patients 2013/14. To view of a copy of this paper click on the link: **http://bit.ly/12vflBI**

Francis Report: To view a copy of this report click on the links below:
Vol 1: http://bit.ly/YeDVM6
Vol 2: http://bit.ly/16xx7zY

Transforming care: A national response to Winterbourne View Hospital Department of Health Review: Final Report. To view a copy of this report click on this link: **http://bit.ly/Zfo6cV**

The Adult Social Care Outcomes Framework 2013 to 2014: To view a copy of this White Paper click on this link: **http://bit.ly/Zj3TgX**

The Public Health Outcomes Framework for England 2013 to 2016: To view a copy click on **this link: http://bit.ly/17UExtr**

NHS Outcomes Framework 2013/14: To view a copy of this document please click on this link: **http://bit.ly/103wOdz**

The power of Information: Putting all of us in control of the health and care information we need. To view a copy of this White Paper click here**: http://bit.ly/106Nonf**

Grant awards

The grant programme will be competitive. The scheme is open to local charities, voluntary organisations, as well as locally constituted co-operatives, mutuals and other not-for profit organisations with social aims.

Projects must have a clear focus on how they would support and drive forward new ideas, in delivering services to communities that add value to existing local statutory services and local health and social care provision. By 'project', we mean a specific activity that is specially set up for this grant funding (see page 20 for more detail). We do not fund regular and on-going activity, though we do make a contribution to overheads for project management and encourage full cost recovery.

The fund will seek projects that have something special to offer over existing services, and for their potential to develop new and / or streamlined systems in health, public health and social care volunteering.

Grants will not be provided to projects that simply aim to supply additional core services, or request funding for existing services or continuation funding.

Important information for all applicants

- Each applicant organisation will be allowed to submit a maximum of one proposal.

- Projects must demonstrate real social value in delivering services to communities that add value to existing local statutory services and local health and social care provision.

- Grants will be awarded for their potential to develop new, improved and/or streamlined systems in health, public health and social care volunteering, rather than projects that can simply supply core health and social care services.

- Has a clearly identifiable project that is easily identifiable as separate activity from what your organisation usually undertakes.

- On-going funding for existing services will not be supported.

- Projects should enhance the capacity and capability of health, public health and social care sector organisations at a local level.

- Projects must demonstrate improved service provision and user experience through the i involvement of volunteers in their proposals.

- Projects should provide an improved volunteer experience.

- Projects should provide an improved volunteer experience through better recruitment and support for volunteers, alongside increasing the diversity of volunteering opportunities at a local level.

- Organisations previously funded by HSCVF can only apply if their funding has now ceased.

- Has a clearly identifiable project that is easily identifiable as separate activity from what your organisation usually undertakes.

Thematic focus of applicants

The local scheme has five funding themes. Applicants should apply under one theme only, and although it is not a disadvantage to work under more than one theme, you do not need to show that you are contributing to all themes. An overview of the themes is given below, but more detail is given further on in the guide.

The five priority themes below are the areas in which we will be seeking applications. The examples of types of projects sought under each theme are tied to DH strategic objectives.

THEME 1: **Increasing User Voice To Improve Quality Of Care**
We are seeking projects that use volunteers to build and strengthen the voice of users over their own care and support as well as in the wider health, public health and social care system.

THEME 2: **Community Based Health And Care Interventions**
Projects are sought that increase strong and sustainable community-based health and social care activity based within community settings including people's homes. In particular we are seeking projects that ensure that services are tailored to the needs of individuals, their families, carers and communities.

THEME 3: **Improving Public Health Through Prevention And Risk Reduction**
Projects are sought that improve public health via action to reduce inequalities in health in disadvantaged groups and areas through active volunteering initiatives; and reduce health related risks, particularly amongst vulnerable and hard to reach groups.

THEME 4: **Improving Management Of Chronic And Long Term Conditions**
Projects applying under this theme should enable people to have greater choice over their care and support, leading to tangible improvements for individuals' care and support in managing key long term conditions.
Projects should complement and enhance existing statutory and community provision and reduce dependence on acute services.

THEME 5: **Building Capable Communities**

Projects are sought that promote the growth of alternative forms of volunteering that encourage innovation in volunteering practices, support communities to become connected, and develop sustainable community-based solutions for improving health, public health and social care. Projects will help people support each other to avoid, or delay, the need for formal care and to help each other to live independently.

Applicants must be from the voluntary sector, although inputs could include pro bono and corporate social responsibility initiatives from the private and statutory sectors.

Applications that demonstrate the strongest contribution towards these themes by supporting and developing volunteering and social action will be given priority in the selection process. We would expect all applicant organisations to demonstrate meaningful involvement of their project volunteers e.g. through co-design, co-production and/or volunteer-led service delivery, with volunteers drawn from across the local community, including from disadvantaged groups and areas.

We are expecting the following cross cutting issues to be reflected throughout applications from any of the priority themes:

Cross Cutting Themes

• Projects must provide added value and complement, not duplicate, directly commissioned health, public health and social care services. This includes services commissioned by Health Sector Commissioners (e.g. Clinical Commissioning Groups), Local Authorities, or provided by other charities and voluntary organisations.

• Projects must be able to show there is a local need for their services, either through the area being highlighted in the Joint Strategic Needs Assessment and Joint Heath and Wellbeing Strategies, or by clear evidence from statutory health and / or social care agencies that there is a lack of such services already within their locality.

• All activities should have a clear ability to improve health and care outcomes, reflecting priorities within the NHS Outcomes Framework 2013/14, Public Health Outcomes Framework 2013/14, Social Care Outcomes Framework 2013/14 and specific outcomes indicators for specific population groups and conditions.

• The Health and Social Care Act 2012 introduced the first specific legal duties for health inequalities and the Secretary of State has an overarching duty to have regard to the need to reduce inequalities. This means that health inequalities must be properly, and seriously, taken into account across all policy relating to the NHS and public health and this should be reflected in project proposals.

• Projects must ensure value for money as well as demonstrate social value in service delivery.

• Projects should demonstrate a commitment to volunteer-involving service delivery that encourages client centred approaches, and integrated pathways of care and support to help focus on the service users' overall journey.

  Applicants may wish to refer to Everyone counts: planning for patients 2013/14; the Winterbourne View and the Francis Report and in particular the recommendations around 'Patient, public and local scrutiny' and the use of patient feedback.

Who can apply?

To apply to our local scheme you must:

- Be a constituted voluntary sector 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 or social enterprise company/organisation with social objectives and where any profits are reinvested in the business rather than going to shareholders and owners. Organisations must be incorporated with a governing document specifically stating that they are not for profit.

- Be a locally constituted organisation i.e. organisation whose charitable objectives restrict it to working in a defined geographical area in England, rather than England-wide.

- Have an established (even if small) volunteer base in the health and/or social care sector.

- Have health and social care volunteering at the heart of the organisation's objectives.

Have the capacity to:

- Participate fully in the integral support package (see page 38 for more detail).

- Undertake the fund's monitoring and reporting requirements.

- Manage and deliver a strategically focused project.

- Have a track record of three years or more in managing health and social care projects of a similar financial value. New organisations should contact us if they have difficulty with this criterion.

- Be an organisation that can demonstrate an ability work within health and social care commissioners services in health, public health and social care.

- Be able to demonstrate a robust procedure which covers staff and volunteers for each of the following:
  - ► safeguarding children, young people and vulnerable adults
  - ► equal opportunities
  - ► health and safety.

Who / what we will not give grants to

Who / what we will not give grants to

- Individuals or sole traders.

- Organisations that make profit for private gain.

- Public bodies, including NHS Foundation Trusts, local authorities, schools, universities, community or town councils.

- Organisations based outside England.

- Projects where the funding you need each year is more than 25% (one quarter) of the lead applicant's yearly income (based on your most recently available audited accounts).

- Continuation of services, where funding is coming to an end, unless projects can demonstrate new activity areas.

- 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 – although partnerships are acceptable. See section 'Partnerships / Working with Subcontractors' for more detail.

- Organisations without proper financial records (i.e. audited accounts or financial statements submitted to Inland Revenue / other regulatory bodies or bank).

- Proposals that duplicate existing services, initiatives or activities.

- Routine on-going, updating or maintenance costs of organisations.

- Fundraising projects.

- Research projects. Research is defined for this purpose as 'creative work carried out to increase knowledge'. Research as an element of a wider project may be acceptable e.g. a pilot study. If you are not sure if your proposed project would be included in this definition, please contact us.

- Capital expenditure.

- The development of new office locations. All projects should have established delivery centres.

- We welcome applications from both religious and secular organisations, but do not fund organisations to promote religious activities.

- We do not fund political activities.

Communication restrictions

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. For organisations considering applying to the HSCVF, the restrictions apply to all new advertising and marketing spend which includes, but is not limited to all paid for:

- 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.

Definitions

1 "Paid for" refers to all marketing and advertising products and services that are externally procured i.e. will incur cost to the organisation.

2 "New" means any activity that is not subject to a binding contractual commitment. Existing binding contractual commitments are not affected

What is available?

The fund aims to enhance capacity in the health; public health and social care volunteering field and help organisations grow and develop. This is why HSCVF provides a combination of grant funding and capacity building support to organisations. Funded organisations must want to take up both elements of the fund:

- ► A package of support activities to build organisational capacity that will assist with longer term ustainability, as well as,

- ► Financial provision for project activity through grant awards.

- The total grant of up to £50,000 is available. Maximum grant amounts for each financial year (subject to annual parliamentary approval) are:

  - ► 2013/2014 - £5,000 (between 2 January and 31 March 2014)
  - ► 2014/2015 - £20,000
  - ► 2015/2016 - £20,000
  - ► 2016/2017 - £5,000

The maximum amount available per financial year is also dependent on your organisation's yearly income, as the HSCVF grant must be 25% (one quarter) or less of your income each year. We will also check against other Department of Health grant recipient lists to ensure that DH is not a majority / the sole funder of organisations.

- The HSCVF Support Package is delivered by nationally recognised voluntary organisation (see page 32 for more detail). This package aims to build organisational capacity that will with longer term sustainability. Organisations should be prepared to dedicate 6-10 day to these activities per annum, and should include travel costs to participate in activities within their project budget.

- A HSCVF team is always available to advise and support funded projects. The HSCVF management team assists in day to day queries, financial and monitoring questions and in dissemination of project outcomes. The team has a daily helpdesk, and a website is also hosted by the fund.

- Additional support tools to help project managers with various aspects of project management such as a dissemination guide, quality standards guide and an evaluation toolkit are also available via the HSCVF website for organisations to download.

What we will fund under theme 1:

Increasing User Voice to Improve Quality of Care

We seek projects that use volunteers to build and strengthen the voice of users over their own care and support as well as in the wider health, public health and social care system.

Examples of the type of volunteer involving activities which support health, public health and social care priority areas are:

- Projects that encourage and empower patient voice in the health, public health and social care system.

- Projects that promote greater levels of scrutiny and accountability in the health, public health and social care system.

- Projects that develop and involve volunteers in increasing access to new and developing forms of information that promote choice and control so people are actively engaged in their health and care, as citizens and members of communities.

Examples of projects could include:

- Projects that reduce the digital divide for health and care gain and utilise new ways of providing people with health and care information to signpost them to the information they need and / or link people with service providers.

- Co-production projects that develop greater levels of service user involvement and empowerment within the planning and delivery of health and social care services in health, public health and care settings.

- Projects that take forward recommendations from the Francis Report such as patient/service user advocacy and patient/service user led feedback systems, developed with the support of volunteers.

What we will fund under theme 2:

Community Based Health and Care Interventions

Projects are sought that increase strong and sustainable community-based health and social care activity based within community settings including people's homes. In particular we are seeking projects that ensure that services are tailored to the needs of individuals, their families, carers and communities.

Examples of the type of volunteer involving interventions which support health, public health and social care priority areas are:

1   Building local networks that support people who need care and support, and for the people who care for them, to live independent and fulfilling lives within the community.

2   Integration of services around the individual to ensure smooth patient and service user centred pathways favouring community based care and support.

3   Projects that can demonstrate decreased hospital admissions and re-admissions through appropriate community based interventions involving volunteers.

4   Projects that join-up community-based support and care with referral pathways into/from health and care services for people who experience violence to enable them to get the support and care that they need to get their lives back. Violence includes domestic and community based violence as well as sexually exploited young people.

Projects might include, for example,

• Schemes that involve rehabilitation to live within the community after a fall.

• Projects providing support and relief for carers from their caring role to enable more sustainable community based care.

• Projects that support early interventions with individuals following recent a diagnosis to assist with better condition management.

• Projects that support people to manage daily living activities to enable them to live independently following hospital discharge or to prevent hospital admission.

What we will fund under theme 3:

Improving Public Health through Prevention and Risk Reduction

Projects are sought that improve public health via action to reduce inequalities in health within disadvantaged groups and areas through active volunteering initiatives; and which reduce health related risks, particularly amongst vulnerable and hard to reach groups.

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

1   Volunteer involving projects that help people make positive changes in their lifestyle choices and behaviours that will help them to live healthier lives and improve their overall wellbeing.

2   Projects that measurably improve awareness of lifestyle risks associated with cancer, diabetes, cardiovascular disease and stroke with the support of volunteers in the community or health services.

3   Volunteer involving projects that take a life course approach with priority given to ensuring the best possible start for children and families.

Examples could include:

- Improving diet and nutrition; increasing levels of physical activity; reducing smoking and use of tobacco products; preventing substance misuse (drug and alcohol misuse); promoting good mental health; sexual health and HIV services.

- Reduction of health and lifestyle risks beginning in pregnancy through support for parents, children and families with improving their awareness and skills leading to the reduction of preventable conditions across the lifecycle.

- Projects that include innovative ways of boosting the confidence, self-esteem and resilience of children and young people to health and lifestyle risks.

What we will fund under theme 4:

Improving Management of Chronic and Long Term Conditions

Projects should enable people to have greater choice over their care and support, leading to tangible improvements for individuals' care and support in managing key long term conditions. Projects should complement and enhance existing statutory and community provision and reduce dependence on acute services.

We are particularly interested in projects that involve volunteers in:

1   Supporting rehabilitation and improving recovery from conditions such as stroke, with the help of volunteers.

2   Projects that use and involve volunteers to promote early intervention approaches, including enhancing skills in self-management of single or multiple physical and mental health conditions.

3   Promoting dignity in care, particularly for older people, people with learning disabilities, those experiencing mental health issues and other vulnerable groups.

4   Projects that encourage and promote self care and help individuals to take responsibility for their own health and well-being.

Examples of projects might include:

•   Better condition management, particularly by supporting people to get the most from digital tools including telehealth and telecare.

•   Development of peer to peer support networks for long term conditions, both face to face and online.

•   Support for people with dementia and other long-term conditions that involves them, their families, carers and communities in planning their care and support in the community up to and including care at the end of life.

•   Developing volunteer involving interventions that contribute to improving people's experience of care on discharge from hospital and reducing dependence on acute services through increased community based provision. This could also include the use of volunteers in hospitals and care homes, for example as meal time assistants.

•   Improving understanding and use of 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 them.

•   Support to programmes which work with local Government and the NHS supporting integrated working.

•   Schemes that support people to stay fit and healthy, both physically and mentally; taking action to prevent illness and accidents; the better use of medicines; treatment of minor ailments; and better care of long term conditions.

What we will fund under theme 5:

Building Capable Communities

To promote the growth of alternative forms of volunteering that encourage innovation in volunteering practices, support communities to become connected, and develop sustainable community-based solutions for improving health, public health and social care. Projects will help people support each other to avoid, or delay, the need for formal care and to help each other to live independently.

Applicants must be from the voluntary sector, although inputs could include pro bono and corporate social responsibility initiatives from the private and statutory sectors.

We are particularly interested in:

1   Time banks: community based projects which meet everyday needs through the exchange of time, skills and opportunities. The time bank creates a mutually supportive network of people helping people and helps to build social connectedness in local communities.

2   Alternative giving: development of sustainable community based solutions that build and maximise social and community capital (including health, public health and social care expertise) to meet the needs of local populations.

3   Development of peer to peer support networks for long term conditions, both face to face and online.

4   Projects that encourage and promote self care and help individuals to take responsibility for their own health and well-being.

Examples of projects might include:

- A time bank where for every hour a person spends helping someone, they are entitled to an hour of   help in return. This could be help with the preparing a meal in exchange for an hour ironing, or advice on gardening.

- Time credit scheme: people give time to help other people, agencies, communities and are thanked for their time with time credits e.g. 1 credit for every hour contributed. People then use these credits to access community resources such as events, training and leisure services; or to trade time with neighbours.

- Creation of dementia-friendly communities which challenge misunderstandings about dementia within the community, to help improve the ability of people with dementia to remain independent and have choice and control over their lives within the community.

- Schemes that support people to stay fit and healthy, both physically and mentally; taking action to prevent illness and accidents; the better use of medicines; treatment of minor ailments and better care of long term conditions

What we will pay for?

We will pay for all the eligible costs of the project. Costs incurred or expenditure committed before your organisation has secured HSCVF local scheme funding is ineligible. 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 an exhaustive list and when we assess your application we may want to discuss this in detail, or include or exclude some items.

Revenue

By revenue we mean the costs of employees, volunteers, 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 – if staff work across a number of projects 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 activity for volunteers and participants.

- 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 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 eases.

- Costs associated with developing business plans.

- Costs associated with safeguarding e.g. DBS checks.

- Expenditure incurred via project delivery activities e.g. venue hire.

- Volunteer childcare / dependent expenses (payable for childcare expenses which comply with current legal safeguarding practices e.g. DBS checking; use of registered childminders etc.)
- Travel and expenses costs for attendance at support package events and attending other HSCVF events including start-up seminars.

Ineligible revenue expenditure includes:

- Costs incurred or expenditure committed before you secure HSCVF local 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 unless formally agreed, in writing, by the Managing Body.

What we mean by overheads

By overheads we mean the costs of employees, volunteers, equipment, space and 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)].

What we mean by apportionment

'Apportionment' is a way to allocate costs to a grant when your organisation delivers two or more projects during the financial year. Your project may incur some costs during this period which are shared costs for your organisation. Apportionment is a method of fairly allocating these overheads to your HSCVF project (see the link below for more details). Shared organisational expenditure cannot be easily traced back to a specific project and is linked to costs for all your organisation's activities. For example, office costs, accommodation overheads such as rent, rates and utility bills, management charges etc. For organisational costs such as these, apply an apportionment rate to each cost to charge a fair amount to your HSCVF project.

You can find guidance on permitted apportionment methods and practical, worked-through examples by clicking this link **http://bit.ly/McTxeW**.

What do we mean by project?

A project, by definition, is a temporary activity with:

- A start date
- Specific objectives, goals (key performance indicators) and conditions
- Defined responsibilities for project managers and all involved in project delivery
- A budget
- A project delivery plan
- A fixed end date.

Your project should be easily identifiable as separate activity from what your organisation usually undertakes. Please remember that the HSCVF cannot fund the on-going or core work of an organisation, so you must show us how your proposed project would be a completely new piece of work for your organisation or a significant development of your current work.

What is innovation?

Innovation is a way of renewing, changing or creating more effective processes, or ways of doing things. Being innovative does not necessarily mean inventing; innovation can mean adapting and/or responding to the needs of your local community to deliver better products or services. When formulating your project idea, this could mean implementing new ideas, or simply improving your existing services. Please remember that the HSCVF is looking for innovation around the way in which you will use your HSCVF project volunteers in a meaningful way. This could be through co-design, co-production and/or volunteer-led service delivery.

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.
- A project could develop or reproduce an innovative or successful way of working based on a previous trial or limited pilot activity.

Types of project activities that could be funded

- A short term initiative / campaign
- Pilot activity
- A new facet to an existing service e.g. new target group, new geographical delivery location
- Match funding for an initiative with longer term potential
- Kick-start funding for a new service area or job role linked to new activity
- Recruitment of new pool of volunteers to work on a new initiative / in a new geographical location
- Training or awareness raising amongst existing volunteers e.g. around health inequalities / commissioning changes etc.

Who we have previously funded

HSCVF fund a range of innovative volunteer led health and / or social care projects across England. To find out more about our local and national projects by visiting the HSCVF interactive map .

The map which contains details on each of the HSCVF projects and enables you has the ability to search through the following fields:

- Activity regions

- Beneficiaries

- Grant type

- Year funded.

You can view the map clicking on this link: **http://www.volunteeringfund.com/map**

Partners / working with subcontractors

There is no requirement for partnership working in the HSCVF local scheme. If you do choose to work in partnership or to subcontract elements of your project delivery, the notes below will help with the application.

What's the difference between partners / subcontractors?

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 subcontractors 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.

Requirements for projects with partnership / subcontractor arrangements

If you choose to work in partnership, the lead applicant for your proposed project must be a voluntary sector organisation. We suggest, given the size of the fund that no more than three partners be involved in your bid as the more partners involved, the more complex the management will become. Please note that there is a 5% limit on HSCVF monies going to statutory or private sector organisations even where they are partners.

If you choose to work with other organisations as partners or subcontractors please be aware that a lead applicant is responsible for:

• The audit trail of the project as a whole (including your partners / subcontractors)

• Submitting monitoring data for the project as a whole

• Collecting and submitting monitoring data in a timely manner to the management board as it is requested

• Distributing all funds to partners / subcontractors

• Vouching for partners / subcontractors eligibility

• Undertaking to deal with any breaches of eligibility / audit or legal requirements amongst partners/ sub-contractors, including safeguarding, compliance with equality legislation etc.

Timetable for applicants / approval

This section gives an outline of the application process and the approximate timings for the HSCVF local scheme. Below, we outline what you, as the applicant must do and when. It also shows what we will do at each stage of the application process.

10 June - 19 July	**Register your interest** Registration portal opens
10 June - 31 July	**Complete your application** Application portal opens
10 weeks	**Application assessments** Independent assessment of bids presented to DH
Oct 2013	**Outcome of application** Outcomes available on application portal
Jan 2014	**Projects start**

How do I apply?

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

Registration

Before you can enter the application portal you must register your interest in the fund online (see website address above).

You will be told immediately if you do not meet the eligibility criteria. We aim to turn around registration requests as quickly as possible. This is often on the same day, but can take a couple of days if we have received a large volume.

We may need to ask you additional questions to enable us to make an informed decision. As long as you meet the fund's eligibility criteria (see 'Who can apply?') your registration will be accepted.

Application portal

The application process is as follows:
- Once your registration is approved (including an on-line eligibility check) you will receive a user name and password to access the application portal and complete your application.
- The registration portal opens at on Monday 10 June and will close on 19 July 2013.
- The application deadline will be noon on 31 July 2013.

We anticipate a high level of demand for these HSCVF 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.

If you have any questions, please check the FAQs, or contact us on 0845 172 8058 or at **volunteeringfund@uk.ecorys.com** or 0845 172 8058.

What makes a good applicaton?

A good application:

- Has a clearly identifiable project that is easily identifiable as separate activity from what your organisation usually undertakes

- Focuses on clearly defined aims, objectives and measurable outputs

- Proves it will have an effect locally, or the potential for it

- Clearly describes what benefits the proposal will bring

- Demonstrates how it contributes to the funding theme you have chosen

- Shows that the project would not go ahead without HSCVF funding

- Shows how equality and the tackling of health inequalities are central to the proposal.

- Is clear about how your organisation can benefit from the integral support package offered as part of HSCVF.

Dos and dont's when completing applications

This short guide has been complied following feedback from our independent assessors. It provides some tips on dos and don'ts when completing an application.

DO

1   Read the eligibility criteria and the Information for Applicants guidance before starting the application. Then read them again! You don't want to waste time writing an application if you don't meet the criteria.

2   Check how the online portal works. All application portals are not the same. Make sure you know how to use the HSCVF portal, have a trial run at inputting and saving information before you are at the stage of wanting to submit your completed application.

3   Answer the question. Read the question, and any sub-questions. Check your answer is to all parts of the question.

4   Contact the funder and don't be afraid to ask questions. It is also a good opportunity to talk about your project and see if the funder would be interested to fund your idea.

5   Get as many people involved as you need to develop a good application.... because it is a lot of work and also ensures that everyone has ownership of the project. Everyone that has been part of the decision making process from the start will be more likely to stick to the plan!

6   Ask an independent reader to proof read your application to make sure everything makes sense and that someone that doesn't know the project can picture it.

7   Although we only ask for cost heading totals in the Planned Expenditure section, it is important hat these figures are based on actual costs not guesses / estimates wherever possible. Think your budget through because you will have to stick to it!

8   Avoid jargon, particularly, 'management speak' or 'sector specific' language, if it doesn't help your application (which it very rarely does).

9   Ensure that budget calculations and apportionment methods are fully explained.

10 When describing project activities and timetables, consider them as project milestones which can be designed to help you monitor progress.

11 When describing outcomes, be specific and realistic and provide us with something that can be measured.

12 Have a back up copy in case of technical problem with uploading. We will accept this in cases of proven difficulty.

DON'Ts

1 Don't just apply for the maximum funds available but build your budget based on the project's resource needs.

2 Don't apply for a project beyond your capacity... (You can consider collaboration if you think you would be able to deliver this project with partners).

3 Don't leave completion of the bid to the last minute - you won't get an extension. IT hiccups can cause problems which can't be resolved in time.

4 Don't simply say you will add value. Explain what that value is and how it will be added.

5 Don't simply say you will remove barriers; explain what the barriers are and how you will remove them.

6 Don't assume that the assessor will understand your organisation or your work. Describe what you do and how, to give a picture of your organisation.

7 Don't have the finance director (or similar) input jargon in the financial section.

8 Don't make spelling mistakes!

9 Don't use abbreviations unless explained.

What's included in the application form?

Here, we'd like to give you an idea of the questions we'll be asking you. This may help you to draft your application responses offline, before inserting them 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.

Handy features to help complete your online application:

- **Tool tips -** More detailed information / guidance to help you understand what we are looking for in your answer to each question is displayed in 'tool tips' that will pop up in blue boxes when you hover of a particular question on the portal.

- **Character counters -** Where applicable, we have included character counters that will display how many characters remain available for each answer you provide. Characters include: letters, numbers, spaces, line breaks and any additional formatting you may use e.g. bullet points.

- **Multiple save points -** Save each answer when you have completed it. If you do not save regularly or if you move between sections without saving you will lose your work. The time counter in red tells you how long you have before you will need to save again. We also recommend you draft your answers off-line and paste this information in to each respective section.

- **Submit & Print -** You can preview and print your grant application at anytime using the "Submit & Print" button. Once you have completed your application, you can submit it to us by pressing the "Submit Application" button which is available on the "Submit & Print" page.

Application questions

About your organisation

1 **Number of paid staff** (not scored)

2 **Number of volunteers** (not scored)

3 **Signatory name** (not scored)

4 **Describe your organisation's aims and objectives** (1000 characters max) Scored 1-3

Please include your overall aim and purpose of your organisation and focus on how your project will meet these objectives

5   Please give us three examples that show your experience of providing positive activities in health and / or social care. Please make sure you include any activities you have carried out with statutory health and social care agencies / commissioners (local authority, Clinical Commissioning Groups, GPs etc) (1500 characters max) Scored 1-3

Please include examples from the last 5 years only. Please tell us what you did, when you did it and what you achieved. If you have any evidence of change that resulted from the activity, describe that too.

6   Please tell us about your volunteers and their place within your organisation's (1500 characters max) Scored 1-3.

Tell us: what your volunteers do; their age / gender / ethnicity; how you recruit them; whether they are based locally; how you train them (formal? informal? accredited training?); whether training / support is on-going; how long your volunteers usually stay with your organisation.

7   Please tell us about how you ensure that your work is of a high quality, and how you will ensure a high standard in your proposed project (1500 characters max) Scored 1-3

If you have any quality standards say what they are (e.g. PQASSO, Investors in Volunteers, ISO standards) and how you will use them in making sure this project is delivered to a high standard. Please mention

- How you look after your staff
- Management standards
- Health & Safety standards
- How you ensure staff and volunteer safety when working in and outside the office
  Your proposed project

Your proposed project

8   What is the name of your proposed project? (100 characters max; not scored).

9   Which theme are you applying under? (drop down list; not scored)

10 Describe your proposed project's three main objectives and things you aim to achieve (500 characters allowed per box) Scored 1-5

Providing less than three objectives will not reduce your application's chance of success Tell us what objectives your proposed project will achieve, not your organisation. Remember we are looking for new projects and cannot fund existing provision. You should tie your objectives into the theme you are applying under.

11 Please tell us how your project will add value to local health and social care provision and any discussions you have had about your project with anyone from your local statutory services (e.g your local authority or Clinical Commissioning Group (1000 characters max) Scored 1-5

Tell us about any relevant services in your project location. Although your idea is 'new' you must adequately demonstrate that there is a proven need for your project. You should make sure your bid complements and contributes to relevant strategic plans and priorities. If you have discussed your project with anyone from your local statutory services (e.g your local authority or Clinical Commissioning Group please describe their views on the project and how they might work with you to help your proposed project be successful.

12 How have you consulted with the people who would benefit from your proposed project and what did you find out about their needs? (1000 characters max) Scored 1-5

Examples of consultation include: community surveys; focus groups; public meetings; discussions with other organisations in the wider community. You need to tell us who you have consulted with and when. Consultation should be less than 2 years old. If you can't consult with the people you want to help, tell us why. We also want to know how your project has been influenced by what people have told you and how you know that the people you want to help will use your project.

Delivery methods, outcomes and more about your volunteers

13 For each objective, please describe the activities involved and the timetable for each. (Question response required in a table format, 500 characters allowed per box) Scored 1-3

Activities are the tasks, actions or services that take place in your project to achieve its outcomes. Be clear and concise about what you will do and how you will do it. Bullet points are fine. Please include an estimated timetable for these activities e.g. develop project materials Jan – Feb 13, volunteer recruitment Feb - March 13.

14 Please describe up to three intended outcomes for each of your project objectives. These will be the things that change or will improve as a result of your proposed project. (Question response required in a table format, 500 characters allowed per box) Scored 1-5

Outcomes are the changes or differences that you want your proposed project to make over the funding period.

15a Explain how you will involve volunteers in your proposed project, and what they will do (2000 characters max) Scored 1-5

Tell us how your volunteers will help you deliver your proposed project. If you have difficulties involving your volunteers, please tell us why.

b   How many extra volunteers are expected to be recruited for your proposed project, per annum? (300 characters max, not scored)

Please explain how you worked out your answer to the above question.

c   How many extra volunteers are expected to be recruited for your proposed project, per annum? (300 characters max, not scored)

Please explain how you worked out your answer to the above

16 Who do you expect the new volunteers to be? Select up to a maximum of 3 (not scored)
- Black and minority ethnic groups
- Carers
- Children or young people
- Disabled people
- Professionals (e.g. health professionals – nurses, doctors, counsellors)
- Lesbian, gay or bisexual people
- Men
- Older people
- People experiencing social exclusion
- People with a learning disability
- People with long term conditions
- People with mental health conditions
- Trans people
- Women
- Other groups / communities experiencing health inequalities / social exclusion / disadvantage (please specify)

17   How will your proposed project contribute to the development of good practice in volunteering? (1500 characters max) Scored 1-5

For example, improved training for volunteers, producing good practice tools/resources, using volunteers in a more effective way to deliver services.

18 **Describe how you plan to evaluate your proposed project** (1500 characters max) Scored 1-3

This could include on-going or end of project evaluation. Methods used could include recording volunteers' experiences (feedback forms, workshops, interviews / focus groups, volunteer diaries), use of statistical information on take up of services.

Management

19 **How will your proposed project be managed on a day to day basis?** (1000 characters max) Scored 1-3

Who will manage the project delivery day to day and who will they report to, to ensure effective project management? Please describe the roles of both of these people and their relevant experience.

20 **Who is responsible for your organisation's finances and accounting and what is their role in your organisation? Please tell us who will verify your accounts?** (500 characters max) Scored 1-3

Please tell us the role of the person responsible for your project's finances. Who in your organisation verifies your accounts? E.g. Board, Chief Executive, Treasurer. You may also have your annual accounts audited. If so, does your organisation have an external audit/assurance process?

21 **How will you monitor your actual spend on your proposed project to ensure you can report spend to us accurately and regularly?** (1000 characters max) Scored 1-3

Describe the financial controls or accounting systems that your organisation uses to monitor spend and record key financial information.

Planned Expenditure

22 **Please complete the table below to show how the HSCVF grant monies will be spent. The maximum grant available for the whole funding period is £50,000. Between January and March 2014, you can receive a maximum of £5,000.**

Please note:
There is a restriction on the amount an organisation can claim per financial year. An organisation's maximum annual claim must be the lower of: 25% of their organisation's turnover (as per the latest set of audited accounts) OR

Please note:

There is a restriction on the amount an organisation can claim per financial year. An organisation's maximum annual claim must be the lower of: 25% of their organisation's turnover (as per the latest set of audited accounts) OR

2013/2014 - £5k

2014/2015 - £20k

2015/2016 - £20k

2016/2017 - £5K

	Staff	Accommodation	Travel & Subsistence	Project Management Costs	Office Costs	Other
2nd Jan - 31st Mar 2014	0	0	0	0	0	0
1st Apr 2014 - 31st Mar 2015	0	0	0	0	0	0
1st Apr 2015 - 31st Mar 2016	0	0	0	0	0	0
1st Apr - 30th Sept 2017	0	0	0	0	0	0

23 Please tell us how you worked out your costs, include any assumptions you have made and how your budget offers value for money (2000 characters max) Scored 1-3

Please state if your organisation will apportion any costs (i.e. costs that will be shared between a number of projects). Please list any assumptions made when calculating costs. E.g. inflation at x% for years 2013/14 and 2014/15, based on past experience; recruitment costs at £x per individual.

24 Please confirm that all proposed spend is eligible and in accordance with the HSCVF guidance document. (not scored)

Sustainability and development needs

25   Explain how any Health & Social Care Volunteering Fund monies will complement other funding you receive (1000 characters max) Scored 1-3

For example, how will the proposed project expand your existing services, increase your organization's capacity / reach?

26   Who are your current main funders? (Maximum of five funders; not scored)

Include also whether your organisation has been in receipt of other funding (not HSCVF) from the Department of Health (i.e. not from the HSCVF)? If so, please give details of what that is for (e.g. SEIF, IESD) and the corresponding time period it covers.

27   Describe how you want the integral Health & Social Care Volunteering Fund (grant monies and Support Package) to support you in helping your organisation to develop (1000 characters max) Scored 1-5

Examples may include:

Develop stronger relationships with local strategic agencies (e.g. local authority, health and / or social care commissioners and how).

Support the long-term capacity of your staff and organization.

Open up new income generation options / activities.

Application marking scheme

In total there are 19 questions which will be scored. Each question will be allocated a score between either 1 and 3 or 1 and 5. This means that the highest score available is 71 and the lowest score is 19. Outlined below are section headings from the online portal and the number of questions which will be scored in each section:

Section	Number of questions marked	Marking out of	Total possible marks for section
Your organisation	4	3	12
Your proposed project	3	5	15
Delivery methods, outcomes and more about your volunteers	5	Q13 & 18 - out of 3 Q14, 15(a) & 17 out of 5	21
Management	3	3	9
Expenditure	2	3	6
Sustainability and development needs	2	Q25 - out of 3 Q27 - out of 5	8
Total potential marks	19	71	71

What happens next?

You will receive an acknowledgement of submission once you have successfully completed all sections of the application and submitted it online. The marking process for this fund is rigorous and objective. Each bid is marked by an experienced bid assessor, who has no connection with either the Department of Health or the HSCVF management team. We expect to decide about whether to take it further within 10 weeks and will let you know via the application portal.

Appeals

The decision on each bid is final and will not be reviewed unless the applicant agency has provided concrete evidence to the HSCVF managing body that their bid has been unfairly marked or that there is concrete evidence of an error on the part of the managing agency. In this instance the evidence will be reviewed and if considered necessary the bid will be remarked by a senior member of the Manging Body's team who has no direct involvement in the management of HSCVF.

Remarking may not lead to funding being awarded however, and is no guarantee that the bid will reach the required threshold for funding. Each bidding round is highly competitive and the majority of bids received are not funded even where they have demonstrable strengths.

What happens if you are awarded a grant?

Grant award letter

If you are awarded HSCVF funding and support 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 organisation is accountable for meeting the terms and conditions of the grant. Where applicable the lead applicant heads up the partnership, and are is responsible for subcontractors. This means that even though projects may have various partners / subcontractors, the lead applicant is responsible for ensuring that the project is delivered, the project outcomes are met within agreed timescales and budget, and all elements are delivered in line with the terms and conditions.

Project start-up requirements

In order to receive your first payment we would need the following documents to be completed / sent in to us.

1 A budget breakdown
2 A signed BACS form
3 A short summary of your project.
4 A Review your delivery plan.
5 Copies of polices and audited accounts - These documents are required as part of our proces to ensure your project's eligibility.

Performance Indicators

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.

Progress reporting

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.

HSCVF project finance and monitoring guidance

You are accountable to the HSCVF for the performance of your project and for the use of the funds you receive. You must therefore ensure that appropriate reporting and monitoring procedures are put in place. To ensure best practice we have produced a number of guidance documents for previous successful applicants. You may find these helpful when deciding whether to apply, completing your application and for general guidance on good practice in the voluntary sector. Please note, these documents relate to previous funding rounds and are subject to change. However, they are a good starting point to ensure you have the procedures and policies in place to enable effective management of your HSCVF project.

For guidance on best practice in reporting and monitoring on your HSCVF project please review pages 6-11 of **http://bit.ly/KPqWM6.**

For guidance on ensuring due diligence and audit procedures please review http://bit.ly/MeEXCZ and **http://bit.ly/MeEYXx.**

For guidance on financial rules and dealing with restricted funds in your organisation's annual accounts please review pages 12-16 of **http://bit.ly/KPqWM6.**

Newly-formed organisations

A number of changes in the voluntary sector have occurred since we opened our first local round of funding in 2009/10. A number of new organisational forms have spun-off from traditional voluntary sector services e.g. social enterprises and CICs. As a result, the organisation itself may not have a 3-year track record but the personnel or the old-form of the organisation may have significant experience in delivery in the sector. In this instance, we will accept applications from the organisation if it has been incorporated for at least 12 months. In addition, during the grant agreement stage we will require the following documents:

- A Profit & Loss Statement for the latest 12 month period.

- A Balance Sheet for the latest 12 month period.

- A copy of your certificate of incorporation approved by Companies House if the organisation has 'Ltd' status.

- A copy of your Articles of Association (or equivalent) evidencing the organisation has a local constitution.

Any financial information submitted as evidence will need to be signed-off by your Chief Executive, a Trustee or an independent auditor (or equivalent). As part of our due diligence process, additional information may be required during the contracting and delivery period to evidence effective risk management. The HSCVF team will assess each organisation's risk profile and request information on a case-by-case basis. Please contact the HSCVF team at the registration stage if your organisation is newly-formed. We will then be able to provide detailed and tailored information given your organsiation'sorganisation's circumstance.

HSCVF support package

The HSCVF is different to other grant funding programmes. The Local Grant and Capacity Building Scheme provide organisations with wide-ranging support. Successful applicants receive a support package to build organisational capacity and help their long-term sustainability and grant monies to deliver a discrete project to develop their organisation's volunteer-led delivery.
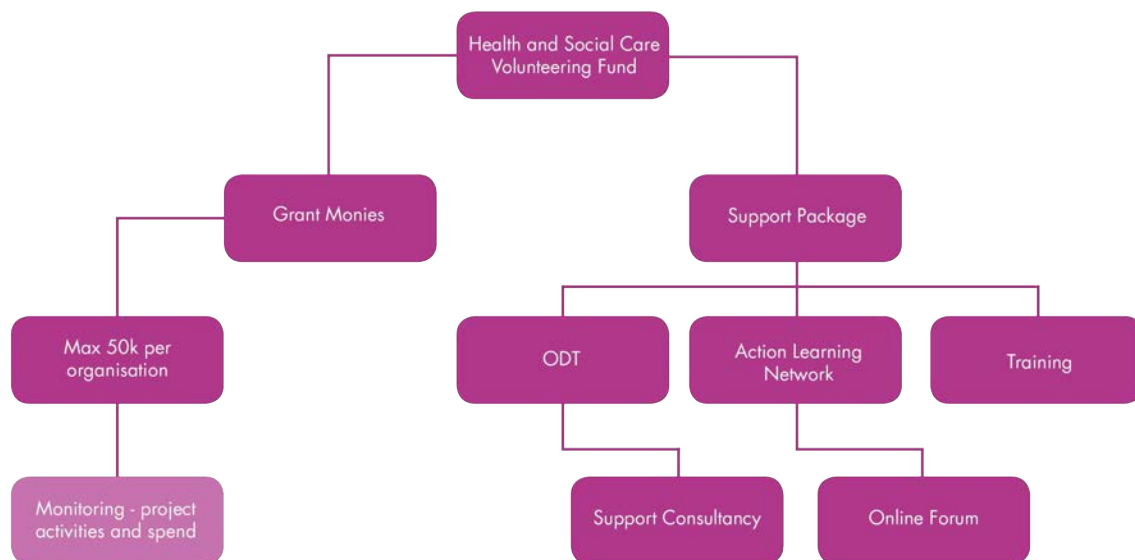
Project support is tailored to their specific needs and that starts in the application process with applications saying how the support package can be of value to their organisation.

All projects are offered:

- An organisation diagnostic – a facilitated session using an Organisation Diagnostic Tool (ODT) that aims to bring about organisational change through a review of the organisation's performance and identification of potential improvements.

- Support consultancy - where project managers can discuss various aspects of project delivery depending on their needs. There is no set agenda. Delivery is tailored to each organisation.

- Action learning networks – 5 workshops (accredited by the Institute of Leadership and Management) designed to establish projects as robust / fundable initiatives.

- Training - on volunteer management that includes volunteer selection, matching volunteers' needs to roles, supervision, volunteer pathways to employment, dealing with difficult volunteers, retention and recognising volunteers and their contributions.

- The opportunity to take part in an online forum - a virtual discussion platform.

Participation in the HSCVF support package is a key part of the fund's objectives.

We detail below the time required for each element of the package, and successful projects should make allowances in their budget for travel to these activities.

Although we will deliver some on your premises like the 'Organisational Diagnostic' (ODT), other elements such as training and action learning networks will be in accessible city locations around the country.

Health and Social Care Volunteering Fund Support Package

Support element	Status	Time allowance	Outcome
ODT	Required element	1 day	Action plan
Support Consultancy	Drawn down as agreed in action plan	Max of 3 days per year (e-mail, helpline, in person)	One to one tailored support
Training	Various packages on basis of need	Variable	More trained staff and volunteers
Action Learning Networks	Required element	5 days over 2-3 years	Networking, sharing good practice
Online Forum	Optional but recommended	As required	Networking, sharing good practice

Organisational Diagnostic Tool

The Organisational Diagnostic Tool happens first, and we hope within 8 weeks of successful projects starting. It is owned by the project, and takes the form of a session facilitated by a specialist from Eastside Primetimers, one of our partner organisations (www.primetimers.org.uk). It involves:

• Examination of project organisation's performance

• Identification of improvements and priorities.

Key areas to be considered are:

• Quality of services/products being delivered

• Funders/customers – income generation

• People resource

• Governance

• Planning, processes & IT

• External environment/marketing

• Money/finances

A specialist from Eastside Primetimers will contact the project in advance of the ODT and: send the ODT paperwork agree who should be involved (e.g. project manager, project team, maybe organisational director, or some trustees or management committee – the funded organisation decides who will get the best out of it) facilitate the meeting including agreeing actions/timetable.

The ODT facilitator will then send the project a report from the session which the project can comment on and agree. The project will then own this and this should help the project and its organisation in the future.

After the ODT has taken place, we will be offering project organisations and project staff Action Learning Networks, training on Volunteer Management, on-going support from a support consultant or mentor, and online networking.

Action Learning Networks

The Action Learning Networks (ALN) are a series of five workshops making up the 'Developing Volunteering Projects' programme (approved by the Institute of Leadership and Management). Their purpose is to establish projects as robust / fundable initiatives, which are integrated into the wider health and social care field.

Subject areas include:

• Project development

• Change management

• Developing working relationships with partners

• Aligning volunteer contribution (to include recruitment, retention, diversity and enhancing contribution)

• Sustainability and exit strategies

The workshops will focus on real issues facing projects and, as such, help participants develop practical action plans for their own situations. Through discussions, projects will identify how to improve the quality and efficiency of service-delivery and develop a strong case for support for future funders.

On completion of the 5 workshops, participants will obtain a certificate (and 1 year's free membership) from the Institute of Leadership and Management.

Support Consultancy

The Support Consultancy element is a recommended aspect of the support package Support Consultancy is undertaken after the Organisational Diagnostic Tool (ODT). Part of the ODT reporting process is to identify what the role of the Support Consultant should be and where they could offer support and help to each project. Support Consultants can discuss various aspects of project delivery depending on your needs. There is no set agenda for this area of work as their approach is designed to be tailored to each individual organisation. Their work with you might include:

• Helping with your project progression

• Any barriers to progress that they can help your overcome

• Support in areas highlighted in your ODT outcomes

• Spending some time helping you to think through issues arising – e.g. Where they might signpost you for support, promote any other projects they you can meet with outside of the programme who have faced similar issues

• Reminding your about programme level activities

• Any training courses you would like HSCVF to consider putting on in area of volunteer management (in topic areas not covered by ALNs).

Training

The training is on offer to those who want it, free of charge. It builds on the need for organisations to have in place an effective Volunteer Management process, which includes the following aspects:

• Selecting your volunteers

• Matching volunteers' needs to available roles

• Supervision of volunteers

• Dealing with difficult volunteers

• Volunteer retention

• Recognising volunteers and their contributions

Training is delivered at Introductory, Intermediate or Advanced Levels. The variety of topics on offer is linked with the areas of Volunteer Management listed above. They aim to help organisations to have these elements in place.

On-line forum

An on-line forum (Attend Connect) is available to enable:

- General areas of good practice to be promoted
- Project representatives a platform to discuss current issues
- Key issues arising in the forum to feed future ALN workshops.

Attend Connect allows HSCVF projects to find discussions with those responsible for developing other HSCVF projects, including people involved in similar types of projects across the country. You can talk to lots of others either as part of open discussions or by messaging people privately. Discussion is just one of a number of support services for you. You can also access a range of resources tailored for your course. For example, you will also find the summaries of the discussions from the Action learning Workshops delivered across the country, together with relevant toolkits for each of the topics covered in these workshops. Attend Connect also hosts discussions and resources for people undertaking Volunteer Management NVQs, and whilst all users can contact each other privately, only HSCVF users will be able to access the HSCVF topics. Meeting has been held, the ODT facilitator will send the completed report from the session which the project can comment on and agree. An action plan will form part of this which the project is able to use to develop the organisation as they go forward.

What do projects think of the Support Package?

To show how the support package has benefitted our existing local projects we produced a series of short case study films.

We chose three very different stories which we felt represent the varied support package work that has been happening over the past few years and which is continuing into the future. Hearing the voices of individuals and organisations who have benefitted from our investment over the last few years really brings the HSCVF message to life.

All of the films are available to view online via our YouTube Channel at
http://www.youtube.com/volunteeringFund

Notes

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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**