

Information For Applicants:
HEALTH AND SOCIAL CARE
VOLUNTEERING FUND
NATIONAL GRANTS 2012



Contact us

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

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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	1
What is our aim?	3
Important information for all applicants	6
Thematic focus of applications	7
Who can apply?	8
Who/what we will not give grants to	9
Restrictions on Communications Activities	10
What is available?	12
What we will fund under theme 1	13
What we will fund under theme 2	14
What we will fund under theme 3	15
What we will fund under theme 4	16
What will we pay for	17
What do we call a project?	20
Partnerships/working with sub-contractors	21

Part 2: Applying for funds

Timetable for applications / approvals	23
What makes a good application?	24
Quality standards	25
How do I apply?	26
Online portal help notes	27
Dos and dont's when completing applications	29
Whats required for the application stage?	31

Part 3: Awarding grants

What happens if you are awarded a grant?	37
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Context for the fund

There have been considerable changes to the voluntary, community and social enterprise (VCSE) sector in the last year and there are significant differences planned for the NHS operational structures, some of which are already starting to take place. This second national round of Health and Social Care Volunteering Fund (HSCVF) funding has been designed with these emerging contexts in mind.

The Department of Health (DH) recognises that volunteers play a range of critically important roles in building resilient communities, and in the context of health, public health and social care contribute to the delivery of high quality health, care and support services; improving health and well-being; and helping to reduce health and social inequality. They frequently offer support to people at the most vulnerable points in their lives.

This national grant scheme is explicitly aligned with DH objectives; so increasing the impact of DH's investment in volunteering in directly supporting integration of volunteering into the delivery of DH strategic outcomes. It will support key priorities for the health, public health and social care sector, including:

The Health White Paper – Equity and Excellence: Liberating the NHS. To view a copy of this White paper click on this link: <http://bit.ly/c7Dfen>

The Vision for Adult Social Care: Capable Communities and Active Citizens. To view a copy of this White paper click on this link: <http://bit.ly/g9RgOh>

Healthy Lives, Healthy People: Our Strategy for Public Health in England. To view a copy of this White paper click on this link: <http://bit.ly/pNEVO8>

The fund's focus on encouraging volunteers, and delivering vital services through volunteering, also makes a significant contribution to the DH's Strategic Vision for Volunteering in Health and Social Care (launched 17 October 2011 and found at <http://bit.ly/qL2L8M>). This Vision also sets the context for this grant programme. In line with the Vision, projects are expected to demonstrate high quality management and co-ordination of volunteers in the way they promote, recruit, support and celebrate volunteers and volunteering.

Competition for the grant awards

The grant programme will be competitive. The scheme is open to national charities and charities that service a specific locality, as well as social enterprises, co-operatives, mutuals and other national charities and not-for profit organisations with social aims.

The Fund will seek projects that have something distinctive and different 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.**

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 ongoing activity, though we do make a contribution to overheads for project management.

Existing HSCVF grant scheme recipients are allowed to apply for the fund. However, the new project would have to be substantially different and provide clear innovation and exceptional value for money to that currently being funded in order to apply. On the basis of diversity and fairness we are looking for a significantly different portfolio of projects.

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

What is our aim?

Department of Health strategic aims

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

- DH Strategic Objectives – including the Vision for Adult Social Care, 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 neighbourhood level
- An improved volunteer experience through better recruitment and support for volunteers
- Working alongside new commissioning arrangements in health, public health and social care
- The Big Society through delivery within localities and communities.

Aims of the HSCVF national grant scheme 2012

This scheme aims to build on the success of the 2011 national grant scheme by reaching a wider range of VCSE organisations. In 2011 a total of £2,058,000 was awarded to 13 successful projects, and a similar number will be supported in this round.

This national grant scheme 2012 only provides grants for projects that are tied to DH's strategic priorities and the fund's criteria. Each applicant should focus their activities in **one** of the four new Strategic Health Authority (SHA) clusters. Their project must operate across at least four diverse delivery locations / local authorities that are spread across the SHA cluster of their choice. The SHA clusters and the former SHAs covered by each new SHA cluster are as follows:

- **NHS North of England:** to include all Local Authorities in the North East, North West, Yorkshire and Humberside.
- **NHS Midlands and East:** to include all Local Authorities in the East Midlands, East of England and West Midlands.
- **NHS South of England:** to include all Local Authorities in the South West, South Central and South East Coast.
- **NHS London:** to include all Greater and inner London Boroughs.

The grant programme will be highly competitive, and funding will go to projects that **demonstrate value for money and have maximum impact** in the development of new, improved and/or streamlined systems in health, public health and social care volunteering rather than projects that can simply supply additional services.

Projects will be expected to integrate plans for an independent evaluation (external or sufficiently arms length to assure independence) of the project outcomes especially the project's potential for improving existing health, public health and social care delivery through the involvement of volunteers. In order to do this, applicants will be expected to set aside **between 3% and 5% of the project's annual budget** for independent evaluation. We have developed a separate evaluation guide to assist projects with their plans for evaluating their projects, which is available from our website www.volunteeringfund.com.

All projects will also be expected to consider the sustainability of their activities once the HSCVF funding ceases. Exceptions to this will only be made for projects with time limited activities such as short term campaigns or pilots. We would expect projects to develop a sustainability strategy showing how the HSCVF project would be continued after the end of the grant funding period. Projects would need to show their potential to be sustainable in their project delivery locations and their potential to have an effect nationally. **We would expect projects to set aside up to £5,000 a year in costs for work on sustainability.** Information in your application relating to links to statutory services and commissioners will form part of the supporting evidence for the likely sustainability of your proposed project. When developing your sustainability plans please refer back to 'who / what we will not give grants to'. Further information and support will be given on sustainability planning through the programme, and major sector support agencies such as NCVO also have specific help available in this area, for example, <http://www.ncvo-vol.org.uk/advice-support/coping-with-cuts-practical-advice-guides>.

The HSCVF will reflect the current drive for increased efficiencies and enhanced health, public health and social care outcomes through improved partnership working between organisations and across sectors. For this reason, this national HSCVF programme welcomes projects that can demonstrate improved health, public health and social care outcomes through strong partnership working; although partnership is not a requirement. In these scenarios one partner will be required to become the lead and accountable body for the funding.

The scheme is open to national VCSE organisations and consortia of locality-based VCSE organisations. VCSE organisations include co-operatives, mutuals and other not-for profit organisations with social and charitable aims.

To assist locally based VCSE organisations to meet the remit of the HSCVF national scheme, we are facilitating partner-finding between organisations across each SHA cluster area through a bespoke partner-finding portal called 'Search for a partner'. This portal will be operational throughout the application period. Please see the 'Partnership working' section for more information on collaborative working.

All applicant organisations **will need to work collaboratively with statutory health and/or social care commissioners** to test the strategic involvement of volunteers in the new delivery structures through volunteer-led approaches to provision that complement existing statutory services. All successful projects will be expected to collaborate with commissioners in the new structures over the 3-year funding period. This includes including Foundation Hospitals, Mental Health Trusts and established hospital volunteers e.g. NAVSAMM members, amongst others.

1. In Year 1 projects will be expected to engage with the health sector's transition arrangements in terms of understanding the emerging commissioning structures and starting to make links with key organisations/individuals.
2. In Year 2 projects will be expected to work with the new commissioning organisations for health and social care as they are established.
3. In Year 3 projects will be expected to have robust partnership arrangements in place for working with the new commissioning organisations / commissioners for health and social care.

Commissioners' involvement in the project design will be required and a clear statement of support and agreement to work in collaboration with statutory services forms part of the application process.

Important information for all applicants

- Each applicant organisation will be allowed to submit a maximum of one proposal as a lead partner, but could be a delivery partner in other bids.
- Projects should operate across at least four delivery locations / local authorities that are geographically spread across their chosen SHA cluster.
- We strongly recommend that applicants work with the new commissioning structures and within the new SHA cluster regions.
- Existing HSCVF national grant scheme recipients are allowed to apply for the fund. However, the new project would have to be substantially different and provide clear innovation and exceptional value for money compared to that currently being funded in order to apply. On the basis of diversity and fairness we are looking for a significantly different portfolio of projects.
- Funding will go to projects that demonstrate value for money and have maximum impact in the development of new, improved and/or streamlined systems in health, public health and social care volunteering rather than projects that can simply supply additional services.
- Grants will not be provided to projects that simply aim to supply additional core services, or request funding for existing services or continuation funding.
- Previous OfV delivery organisations are eligible to apply, but not for direct continuation activity from previously OfV-funded projects.
- Projects should demonstrate clearly improved service provision and user experience through the involvement of volunteers in their proposals.
- Projects will be expected to integrate plans and allocate between 3% and 5% per annum for an independent evaluation of the project outcomes especially the project's potential for improving existing health, public health and social care delivery through the involvement of volunteers.
- All projects will also be expected to consider the sustainability of their activities once the HSCVF funding ceases and plan to use up to £5,000 per annum to working on the sustainability of their project, unless the project is clearly a time limited activity.
- Projects should work within the communications restrictions currently in place in Whitehall unless these restrictions are lifted during the grant period. See the 'Restrictions on Communicating Activities' for more detail.

Thematic focus of applications

The national grant scheme 2012 has four funding themes. **Applicants should apply under one theme only.** An overview of these themes is given below and more detail is given further on in the guide:

THEME 1: PERSONALISATION AND CHOICE OF CARE AND SUPPORT

Projects that build and strengthen people's choice and control over their own care, with the support of volunteers, are sought under this theme.

THEME 2: DELIVERING BETTER HEALTH AND CARE OUTCOMES

Projects are sought that improve health and care outcomes through the support of volunteers. Applications that result in measurable reductions in health inequalities and improvements in life expectancy in disadvantaged groups are expected under this theme.

THEME 3: IMPROVING PUBLIC HEALTH

Projects that improve public health through action to reduce inequalities in health, public health and social care through the integration of active volunteering initiatives in localities and communities are sought under this theme.

THEME 4: IMPROVING HEALTH AND SOCIAL CARE

Projects are sought that improve the accessibility and options, particularly through increasing citizen voice and advocacy, for long-term health and care by focusing on prevention, personalisation and partnership.

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 either:

- a national VCSE organisation or
- a consortia of locality-based VCSE organisations. (VCSE organisations include co-operatives, mutuals and other not-for profit organisations with social aims.)

In addition, the lead partner must have a minimum annual turnover of at least £200,000 per annum.

- Projects should operate across at least four delivery locations / local authorities that are geographically spread across their chosen SHA cluster.
- 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, public health and/or social care sector.
- Have health and social care volunteering at the heart of the organisation's 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 an ability to work with the current and emerging 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.

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

- Either have established and accredited quality standards in place for the management of staff and volunteers OR be prepared to work towards these during the course of your project. 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.
- Foundation Hospitals or Mental Health Trusts (although they are encouraged to be partners).
- Work that is the responsibility of local commissioners
- Projects 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 – 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 / bank).
- Proposals that duplicate existing services, initiatives or activities.
- Routine ongoing, updating or maintenance costs of organisations.
- Projects solely focused on fundraising activities.
- 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 (see page 19 for further details).
- The development of new office locations. All projects / partnerships should have established delivery centres.
- 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).
- Partnerships where more than 5% of the total funding amount goes to partners or subcontractors in:
 - the statutory sector
 - Foundation Trusts/Mental Health Trusts and
 - the private sector (with exception of costs associated with independent evaluators).
- 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

Effective, timely and targeted communications about your project will be critical to the delivery of its success. However, there are some considerations in the area of communications of which you need to be aware.

On Monday 24 May 2010 the Chancellor of the Exchequer set out new plans to reduce expenditure to achieve £6.2 billion of net savings. As part of this plan the Government implemented an immediate freeze on all new government advertising and marketing spend.

For organisations considering applying to the fund, there are restrictions on communication activities that cost more than £5,000 per annum, these apply to all new advertising and marketing spend which is defined as:

- All paid for advertising including, but not limited to:
 - TV advertising
 - Radio advertising
 - Digital advertising
 - Outdoor advertising
 - Print advertising, including advertorials
 - Recruitment advertising campaigns
 - Costs of media, and fees and commission for media buying, media planning, creative development and production

- All paid for marketing activity, including but not limited to:
 - Design and branding
 - Direct and relationship marketing
 - Customer relationship management programmes
 - Telemarketing
 - Campaign helplines
 - Partnership marketing
 - Sponsorship marketing
 - Field or experiential marketing
 - Merchandising
 - Advertiser-funded programming
 - Audio-visual activity
 - Storage and distribution of marketing materials

- All paid for communication strategy, planning, concept and proposition testing and development
- All paid for market research that informs marketing and advertising activity
- All paid for evaluation of marketing and advertising activity
- All paid for printing and publications
- All paid for events, conferences and exhibitions
- All paid for public relations (PR) activity
- All paid for digital activity including:
 - All website and application development
 - Search engine marketing, including pay-per-click
 - Search engine optimisation
 - Digital display advertising
 - Content partnerships
 - Email marketing
 - Mobile marketing
 - SMS marketing
 - Interactive online content.

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.
3. Binding contractual commitments are those where an immediate financial penalty would be incurred for breaking the terms of the contract.

What is available?

- A total grant award of between £50,000 and £200,000 per year over a maximum of 3 funding years (subject to annual parliamentary approval). Funding for 1 and 2 year projects is also available.
- The maximum amount available per year is also dependent on the applicant organisation's yearly income, as the HSCVF grant must be 25% (one quarter) or less than the organisation's income each year.
- An option to participate in the HSCVF support package is delivered by nationally recognised voluntary organisations. This package includes: an organisational diagnostic visit; support consultancy; training in volunteer management; and accredited Action Learning Networks. More information on the support package is available at www.volunteeringfund.com
- A member of the 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 helpline, a website with news and helpful links, and online facilities for transmitting and recording all your project records. A discussion forum is also hosted by the fund.

What we will fund under theme 1: Personalisation and Choice of Care and Support

Projects that build and strengthen people's choice and control over their own care, with the support of volunteers, are sought under this theme.

We provide examples below which illustrate how volunteers might contribute to current health, public 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.

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

1. Projects that take forward the vision of 'no decision about me without me', using and involving volunteers to make sure that patient, carer and service user voice and experience are integral to NHS and social care plans, commissions and delivery of care services. Their input will ensure that these services are designed around individuals, their families, carers and communities, particularly the most disadvantaged and excluded, and those with mental and not just physical health problems.
2. Projects that use and involve volunteers to increase 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.

We encourage projects that:

- reduce the digital divide for health and care gain
- develop skills in locating and using a variety of high-quality health and care information
- create new ways of providing people with health and care information and advice using combinations of approaches and methods, including brokerage models that use and involve volunteers to signpost people to the information they need and / or link people with service providers
- using volunteers to support individuals, their families and carers to make choices about a range of community and mental health services that are offered as part of the support for the planned roll out of 'Any Qualified Provider' from 2012.

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

Projects are sought that improve health and care outcomes through the support of volunteers. Applications that result in measurable reductions in health inequalities and improvements in life expectancy in disadvantaged groups are expected under this theme.

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

1. Projects that will use volunteers to improve physical and emotional outcomes for children – including those with disabilities – by improving care during pregnancy and the early years; improve outcomes for families with multiple problems to contribute towards the Prime Minister’s ambition to “try and turn around every troubled family in the country by 2015”; and involve children and young people in decisions about their own care.
2. Projects that use and involve volunteers to promote early intervention approaches, including:
 - Volunteer involvement in targeted awareness raising, early identification and self management support for preventable physical and mental health conditions
 - Volunteer involvement in care planning and maintenance that promotes independence and postponement of dependency
 - Projects that use and involve volunteers to demonstrate or promote effective integration within and between health, community, primary, acute and social care services so that they are designed and commissioned around people, their families, carers and communities including through the use of personal budgets across health and care.

What we will fund under theme 3: Improving Public Health

Projects that improve public health through action to reduce inequalities in health, public health and social care through the integration of active volunteering initiatives in localities and communities are sought under this theme.

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

1. Volunteer involving projects that support and enable all parts of society, particularly disadvantaged groups, to make positive changes in their lifestyle choices and behaviours that will help them to live healthier lives and improve their overall wellbeing, for example, by improving diet and nutrition; increasing levels of physical activity; reducing smoking and use of tobacco products; preventing substance misuse (drug and alcohol misuse); and promoting public mental health.
2. Volunteer involving projects that improve access to sexual health and HIV services and the treatment of drug and alcohol dependence by socially excluded groups, where stigma and discrimination has previously prevented access to these services. These projects will promote positive behaviours, including behaviour change, and raise self-esteem amongst these groups.
3. Volunteer involving projects that improve awareness of good hygiene practices and the proper use of medicines (in particular antibiotics).
4. Volunteer involving projects that take a life course approach in relation to the above priorities. In particular, those proposals focused on ensuring the best possible start for children and families (beginning in pregnancy) and those proposing innovative ways of boosting the confidence, self-esteem and resilience of children and young people.

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

Projects are sought that improve the accessibility and options, particularly through increasing citizen voice and advocacy, for long-term health and care by focusing on prevention, personalisation and partnership.

Projects should enable people to have greater choice over their care and support, leading to tangible improvements for individuals, and complements and enhances existing statutory and community provision.

We are also particularly interested in projects that involve volunteers in:

1. Promoting dignity in care, particularly for older people, people with learning disabilities, those experiencing mental health issues and other groups.
2. Developing local innovative approaches to information, advice and support for people, their families and carers to increase awareness of care and support options, and to plan and arrange support to meet individual needs. This should specifically include information, advice and support to enable carers to better undertake and balance their caring responsibilities and to enable them to maintain employment, education and wider community participation.
3. Support earlier diagnosis of people with dementia and other long-term conditions and involves them, their families, carers and communities in planning their care and support.

What will we pay for?

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

Eligible project costs can include revenue expenditure, certain capital costs up to a value of £5,000 per annum and a fair portion of organisational overheads (an 'apportioned' cost). For more information on allocating overheads to your project please see the document entitled '*Allocating Shared Costs to my HSCVF project*' which is available on the website www.volunteeringfund.com

The following information gives you an idea of the type of expenditure we will and will not pay for. It is not an exhaustive list and when we assess your application we may want to discuss some elements in more detail, or ask you to 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 needed in the effective delivery of your HSCVF project.

Revenue

Revenue costs are the day-to-day costs incurred by your HSCVF project.

Eligible revenue expenditure includes:

- Salaries of project workers, including costs, such as pensions and National Insurance for the project worker.
- Recruitment of staff who will work on the project – this cost must be apportioned against the HSCVF claim at the appropriate level (if the member of staff works on more than one programme).
- Expenses of project staff and volunteers, including project related travel, accommodation, telephone bills and stationery.
- Travel for project related volunteers and participants.
- A fair 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 to the project.
- Training of staff and volunteers working on the project.
- Monitoring and evaluation of the project. Applicants will be expected to set aside between 3% and 5% of the project's annual budget for independent evaluation.
- Sustainability of activities following the HSCVF grant, up to a value of £5,000 per year. Applicants should also refer back to 'who / what we will not give grants to.'

- Website infrastructure, design, development, events and publicity for the project, or a fair portion of organisational costs up to a value of £5,000 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.
- Costs associated with safeguarding e.g. CRB checks.
- Expenditure incurred via project delivery activities e.g. venue hire.
- Volunteer childcare / dependent's expenses (payable for childcare expenses which comply with current legal safeguarding practices e.g. CRB 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.
- We may pay redundancy costs for staff employed directly for the project delivery, to agreed statutory time limits. The costs have to be reasonable and proportionate e.g. if an employee has been working for an organisation for 10 years and the HSCVF project was for the last 2 years of their employment, the fund would only meet 2 years of redundancy costs. The redundancy payments should also be at a reasonable level and proportionate to the size of the grant fund, not at significantly enhanced agreement rates.

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/or are not needed to deliver the project's outcomes
- Funds to build up a reserve or surplus.
- Loans or loan repayments.
- Contributions to general appeals.
- Any costs including transfer costs resulting from statutory or other funding coming to an end.

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 have a useful economic life post-HSCVF delivery e.g. vans / other vehicles, buildings etc.

Eligible capital expenditure includes:

- These are the items of equipment which are required to deliver your project's objectives and outcomes effectively (for example, laptops, printers 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.

When assessing whether the capital item is eligible/ineligible ask yourself the following questions:

- do these cost items need to be incurred to deliver the HSCVF project effectively?
- will the item(s) be used solely over the duration of the HSCVF lifecycle?

If you answer "yes" to both of the questions above it is likely that this capital item is eligible for HSCVF purposes.

What do we call a 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 ongoing 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.

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.

Partnerships / working with subcontractors

The HSCVF national grant scheme 2012 requires projects to have reach across 1 of the 4 chosen SHA clusters. If your organisation does not have service delivery outlets in at least 4 local authorities that are geographically spread across the SHA cluster, you can apply to work in partnership with other organisations / agencies that have a shared interest in your proposed project and its specific objectives.

To assist locally based VCSE organisations to meet the remit of the HSCVF national scheme 2012, we will facilitate partner-finding between organisations across each SHA cluster area through a bespoke partner-finding portal. This portal will be operational throughout the application period. It can be accessed through the HSCVF website at www.volunteeringfund.com.

NCVO has developed a guide to collaborative working that is available at <http://www.ncvo-vol.org.uk/advice-support/collaborative-working>.

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. Partnerships 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 from partners 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 foundation trusts/mental health trusts, private or statutory sector to 5% of the total budget with the exception of evaluation costs. 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, community or social enterprise organisation. We suggest, given the size of the fund that no more than five 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 partnerships where more than 5% of the total funding amount goes to partners or subcontractors in:

- foundation trusts/mental health trusts
- the statutory sector and / or
- the private sector (with exception of costs associated with independent evaluation).

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.

Time table for applications/approvals

This section gives an outline of the application process and the approximate timings for the HSCVF national grant 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.



KEY

What you must do

What we will do

What makes a good applicaton?

A good application:

- Contributes to the new NHS commissioning structure
- Is clearly supported by commissioners of health, public health and / or social care through evidence of meaningful arrangements for working strategically with them
- Has a clearly discrete 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 across the chosen SHA cluster, or the potential for it
- Clearly describes what benefits the proposal will bring
- Is clear about how the proposal contributes to DH strategic aims
- Demonstrates how it contributes to the funding theme you have chosen
- Shows that the project would not go ahead without HSCVF funding
- Can show how all partners will add value to the project
- Has a realistic strategy for longer-term funding
- Has clear evaluation and sufficient resources allocated to evaluation and strategies to pass on what has been learned.
- Is clearly different from any existing HSCVF grant scheme project.

Quality standards

We expect the lead organisation, and all delivery partners (including sub-contractors) to have established nationally recognised quality standards in place for management of staff and volunteers OR be prepared to work towards these during the course of the project.

By quality standards we mean standard or measures that will ensure your project will be delivered to a high standard.

This should include:

- How you look after your staff and volunteers
- Management standards for staff and volunteers
- Health and Safety standards for staff and volunteers
- How you ensure staff and volunteers safety when working in and outside the office.

Example of nationally recognised quality standards are:

- PQASSO
- Investors in People
- Investors in Volunteers
- ISO 9000 / ISO 9001

More information on quality standards is available on the NCVO website -

<http://www.ncvo-vol.org.uk/change/quality-assurance-change/quality-selector/quality-selector>

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 and **check your eligibility** online at **www.volunteeringfund.com** between 24th October and 21st December. See 'Online portal helpnotes' for more detail.

There is a two stage application process following registration:

1. First stage applications: Application portal opens 7th November 2011 and closes at noon on 26 January 2012

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 19 March 2012 and closes at noon on 20 April 2012

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. **Please be aware that applicants proceeding to Stage 2 will only receive notification in the week preceding the 12 March 2012 .**

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.

Online portal helpnotes

Here are some tips and 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. **PLEASE NOTE: Characters counts are not the same as word counts, and include: letters, numbers, spaces, line breaks and any additional formatting you may use e.g. bullet points.** In Microsoft Word the word count tool displays your character count with spaces, and this is the count you should use to stay within the character limit.
- **Registration process** - When you submit your registration of interest in applying to the fund you will receive an e-mail to let you know that your registration has been sent to us. At the same time, the HSCVF team also receive notification of your registration submission. We evaluate your eligibility and if you are successful you will be notified as soon as possible – we aim for 3 working days. As long as you meet the fund's eligibility criteria (see Who can apply?) your registration will be accepted.
- **System-generated emails** – our online systems use 'system-generated' emails to notify you of each stage of the registration and application process. So you should receive an email to let you know that:
 - your registration has been submitted
 - your registration outcome
 - your application has been submitted
 - your application outcome.

Some organisations have set their IT systems up to automatically reject all system-generated emails and file them as 'Junk'. If you have not heard from us after 3 working days then please check your 'Junk' folder before calling / emailing us.

- **Red asterisks** - Any errors in the information that you enter will be highlighted by a red asterisk at the side of the relevant text boxes and a pop-up message will appear to let you the nature of your error(s). Please note there may be multiple errors on the page and the system will automatically take you the first one. You must correct all the errors before you can save your work. Clicking the 'Save' button before all the errors have been resolved will not allow you to save or submit your work.
- **Forgotten passwords** – The application log in page asks for your user name and password which you will be sent once your registration has been accepted. If you do forget your password, then you can click on 'forgot your password?', enter your email address and you will be sent your log in details again.
- **Multiple save points** – Please 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 reading 'Your session will be timed out in x minutes' 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 as an additional precaution.
- **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.

Dos and don'ts when completing applications

This short guide has been compiled 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. Think your budget through in detail because you'll have to stick to it! Use actual costs not guesses / estimates wherever possible.
8. Avoid jargon, particularly, 'management speak' or 'sector specific' language, if it doesn't help your application (which it very rarely does).
9. Include a sentence or two (at the most) which succinctly summarises your project, its target group, and its purpose. Something like this is helpful: "this project will enable 40 volunteers to make a difference to the lives of young people who are disabled by helping them to engage in mainstream community activities. Local youth group leaders tell us this group is difficult to engage and would work with us to ensure that they are better able to provide access".
10. Ensure that budget calculations and apportionment methods are fully explained.
11. When describing project activities and timetables, consider them as project milestones which can be designed to help you monitor progress.

12. When describing outcomes, be specific and realistic and provide us with something that can be measured.
13. When describing your quality and management standards discuss how these apply to the project, not in general terms.
14. Describe your 'exit strategy' (how to intend to carry on after the grant).
15. 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.
10. Don't say that, if funded, you will 'develop a project plan'. Assessors will expect that the project plan has been developed prior to application.

What's required for the application stages?

Here, we'd like to give you an idea of the questions we'll be asking you at stage 1 of the process. (More detail on the second stage is given at the end of this section.) Helpful pointers on answering each question (tool tips) that will appear online as you complete your application are provided beneath each question.

This information 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.

Application questions

1. Project name

- Please provide a unique, short name for your proposed project. (100 characters max)

2. Choose the theme that you want to apply under (drop down list of themes 1 - 4)

- Read the programme priorities and choose one theme which best represents your projects aim.

3. What is the aim of the project (1000 characters; approx 100 words)

- This should reflect your service users' needs, how your project will deliver vital services through volunteering and the project's proposed effect on the new commissioning structures.

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)

- Tell us what activities your proposed project will deliver, the proposed service users and where activity will take place. There should be a clear link between the activities in each chosen delivery location.
- Remember we are looking for new projects and cannot fund existing provision.
- You should tie your activities into the theme you are applying under.

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)**
 - Tell us about any relevant services in your project delivery locations that your project will add value to. 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. We are also looking for new approaches to old problems.

6. **How have you consulted with the people who would benefit and what did you find out? (1000 characters; approx 100 words)**
 - 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.

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)**
 - Please tell us about any discussions you have carried out with statutory health and social care agencies.
 - Please tell us what you did, who you did this with and how this shaped your application.
 - Please describe their views on the project and how they might work with you to help your proposed project be successful.

8. **Can you give us up to 3 intended outcomes, or results you think will emerge from the project (1000 characters; approx 100 words)**
 - Outcomes are the changes or differences that you want your proposed project to make over the funding period. These could include outcomes for your volunteers, project, organization, partners or statutory services.

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. (2000 characters; approx 200 words)**
 - Describe how your project will be delivered.
 - Describe who will have overall responsibility for the project.
 - Describe who will have day to day responsibility for the project.

10. If you are working in partnership what is your experience of partnership working. (1000 characters; approx 100 words)

- This section should describe any health/ social care projects you have delivered in partnership over the last 3 years and how the partnerships led to improved project outcomes.
- You should say who funded any work listed, how long the project/partnership lasted or if it's still current and a few lines describing what the project(s) did.
- We are particularly interested in what the project(s) achieved, so please include some detail of what was produced, or how things were improved as a result of the project(s) and any objectives, outputs and impact achieved.

11. Please tell us more about partners 'roles' in the project (2000 characters; approx 200 words)

- Tell us what you see as the role of each of the organisations you are considering as partners and how each partner organisation will add value to the achievement of the HSCVF goals.

12. How will this partnership help to deliver a successful project? (1000 characters; approx 100 words)

- Tell us about your partnership arrangements in terms of responsibilities at each stage of the project.

The big picture for your project

13. How will your project contribute towards building healthy and resilient communities (1000 characters; approx 100 words)

- Provide realistic examples of how your project would build healthy and resilient communities including meeting service user needs.

14. How will your project contribute to the development of good practice in volunteering? (1000 characters; approx 100 words)

- For example, enhanced volunteer experience through volunteer involvement in service provision, production of good practice tools/resources for volunteers. We would like to see projects related to DH's Strategic Vision for Volunteering - <http://bit.ly/qL2L8M>.

Your beneficiaries – who are they?

15. 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)

Organisational / partnership activities list

16. 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

Second stage proposals

There will be second stage of application for those that score well in the first stage. This will ask for:

- a detailed budget
- a detailed delivery plan with performance indicators
- a statement of support from local Health Commissioners
- your policies on health and safety, equal opportunities, safeguarding vulnerable children and adults
- certification on quality systems
- current audited accounts
- partnership agreements, and
- more detail on specific areas which are unclear or not sufficiently worked through in the first stage proposal.

We will shortlist around 20 applications from stage 1 and invite them to proceed to second stage. This will still be a competitive process, and not all applications that move to second stage will be funded.

All costs involved in preparing the second stage application are to be met by the applicant organisation.

What happens if you are awarded a grant?

The HSCVF management is committed to reducing the costs of grant administration, and supporting environmental good practice. This means that many of our working methods are paper-free. We are happy to talk any organisation through the online applications, but projects do need to be aware that they will be expected to work in this way.

Grant award letter

If you are awarded a HSCVF 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 organisation is accountable for meeting the terms and conditions of the grant.

Where applicable the lead applicant heads up the partnership, and are 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.

Online project monitoring and document

Every stage of the monitoring and finance elements of the HSCVF projects are undertaken through an online project monitoring and document storage system. 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.

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. More detailed guidance on managing your HSCVF national grant scheme project will be made available to successful project managers.



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