

# The v Project

Young Volunteer Grants Scheme  
Guidelines



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### Young Volunteer Grants Scheme Guidelines

### Global Radio, v the Youth Volunteering Charity and Global Charities

**PLEASE READ THESE GUIDELINES IN FULL BEFORE COMPLETING THE APPLICATION FORM**

**What is the v Grants Programme?**

v is collaborating with Global Radio and Global Charities through the v Project - Young Volunteer Grants Scheme - to provide funding for activities or projects that help deliver **NEW** volunteering opportunities for **young people aged 16-25**.

**Who are v?**

v is an independent charity launched to champion youth volunteering in England set up as result of the findings of the [Russell Commission](#).

Its aim is to inspire a million more **16-25** year olds to volunteer and enable a lasting change in the quality, quantity and diversity of youth volunteering.

Since its launch in May 2006, v has commissioned the creation of over 80,000 volunteering opportunities, through direct grants to volunteer organisations and through the private sector Match Fund programme.

For more information on v, please visit [www.wearev.com](http://www.wearev.com) or [www.vinspired.com](http://www.vinspired.com).

**What is Volunteering?**

Volunteering is a non-compulsory activity that involves spending time, unpaid (*Excluding necessary expenses*), doing a form of activity which benefits others in the community, society or the environment.

v recognises that volunteering is a diverse activity which can include mutual aid or self help, service to others, participation and civic engagement, or advocacy and campaigning.

**Who Can Apply?**

To be eligible to apply for a grant your organisation must be in the list of eligible organisations listed below:

**i. A Registered Charity**

A Registered Charity is one that is registered with the Charity Commission and has a Registered Charity number.

**ii. A Social Enterprise/Community Interest Companies (C.I.C.)**

Social enterprises are business with primarily social objectives, whose surpluses are principally reinvested for that purpose in the business or in the community, rather than being driven by the need to maximise profits for shareholders and owners.

**iii. A Company Limited by Guarantee (*With charitable aims*)**

**iv. A Community Group (Unregistered voluntary organisation)**

A Community Group is defined as a group of people sharing ethnic, cultural, religious or other common interests. Community Groups **MUST** include a letter from an independent referee with their application (*Please see page 3 of guidelines on Independent Referee*).

## **v. A Public/Statutory Sector Organisation, (but only as a member of a Consortium bid)**

### **A Consortium Bid**

A Consortium Bid is when two or more of the above eligible organisations work in partnership to deliver the project. All members of the consortium must play an active role in delivering the outcomes of the project, and although there will be one lead organisation, they will not be sub-contracting other members of the consortium to deliver on their behalf.

Please note, if you intend to apply as part of a consortium, you must observe the following additional points:

- All members of the consortium fulfil the above eligibility criteria
- One organisation is the lead and the accountable body for the application
- The lead organisation **cannot** be a private, public or statutory sector body
- The lead organisation will have main delivery responsibilities and will also be responsible for the co-ordination and management of the project on behalf of the consortium. *(However, all members of the consortium need to take responsibility, for the delivery of the project, as part of their role.)*

### **Independent Referee - Community Groups ONLY**

Please ask a referee, who is independent of your organisation, but knows your work well to write a reference, on their headed notepaper, and attach it with your application.

The referee **MUST**:

- Be someone who knows your organisation in a professional capacity, but is not part of it or the project
- Be someone who has an external perspective of the work of your organisation and the project you are applying for
- Have read and understood your application, prior to writing the reference letter.

Suitable referees could be:

- A Funding Officer from your local CVS
- A Local Authority Officer, who works with your group
- A Youth Worker, Teacher, Social Worker, Local Councillor, MP or a Healthcare Professional, who knows your organisations work.

The reference letter **MUST** include;

- The referee's position, their organisation's address, direct phone line and be signed by him or her
- Their relationship with your organisation
- Knowledge of your work
- Demonstrate knowledge of your v project application request and ability to deliver the proposed project.

### **Who Cannot Apply?**

- Individuals
- Political groups
- Commercial or 'for profit' organisations
- Trusts and Foundations

- Organisations that propose a religious activity (*This does not mean that religious or faith based charities cannot apply, but only for funding that does not specifically promote a religious activity*).
- Public Sector organisations (*Unless part of a Voluntary Sector led Consortium*).

### **What You Can Apply For....**

- Projects where participating Volunteers are 16-25 years old
- Projects based in England and deliverable within six months of the grant being awarded
- Projects that take place within the analogue 'Transmission Area' of the promoting radio station
- Volunteering opportunities that are **NEW** (*I.e. Additional activities*)
- The new volunteering opportunities created by the projects should be taster sessions and fit into one of the categories below (*Volunteering Opportunities – Definition section*). They should enable young people to get a flavour of volunteering and a sense of its potential value, both to themselves and their local community
- Grant requests of **between £1,000 and £10,000**
- Grants to be used for direct **NEW** volunteering project costs and not for capital projects
- Projects **MUST** offer value for money. Costs per new volunteer opportunity should not exceed £300, including all associated project running costs. For example, a £10,000 grant should expect to generate around 35 or more volunteer opportunities and a £5,000 project around 20 or more volunteer opportunities, depending on the nature of volunteering involved.

Priority will be given to projects which:

- Are youth led, (*I.e. that young people are involved with the planning and delivery of the volunteer opportunity*)
- Target young people from diverse groups and disadvantaged communities
- Identify further volunteering or other progression opportunities for participants
- Are creative and innovative
- Maximise community impact.

### **What You CANNOT Apply For...**

- Projects that support volunteers outside of the **16-25** year age range
- Individuals
- Projects taking place outside of England
- Retrospective funding
- Purchase of mini bus
- Trips abroad
- Capital projects.

### **Volunteering Opportunities Can Be:**

- **Short-term:** Opportunities for young people to take part in a one-off volunteering opportunity that enables them to get a flavour of volunteering and a sense of its potential value, both to themselves and their local community.
- **Part-time:** Opportunities for young people to make a structured commitment to volunteering, which is usually a few hours per month, or for up to two or three days per week, for a number of weeks.
- **Full-time:** Activities where a young person makes a structured commitment to volunteer, for approximately 30 hours a week, over a period of not less than 13 weeks.

## **How to Apply for Funding**

Please complete **ALL** sections of the application form, ensure the details provided are **legible** and in **black ink** as the forms will need to be photocopied

Please do not submit answers to application questions on additional sheets

Please note the deadline and address for returning the form (*On the final page of the application form*).

Please do not leave returning the form until the last minute. **Applications received after the deadline date will not be considered.**

## **Filling in the Form**

### **Sections....**

**1 & 2** Please complete **ALL** your contact details and other information requested about your organisation, including your organisation's aims and status.

**3** If you are an Unregistered Community Group you **MUST** provide an independent reference letter. Please see page 3 of these guidelines for further information.

### **4**

i) Please complete **ALL** the boxes in this section. Give your project a title and tell us where and when your project will be taking place.

ii) Tick just **ONE** of the category boxes that you think your project best fits into.

iii) Tick just **ONE** of the category boxes to tell us how you heard about v project grants.

iv) It is important to give details of how your proposed project fits into any of the four stated priorities and provide an explanation (*E.g. Youth led – a young person's committee may be established, to design and deliver the volunteering project, for other young people aged 16-25*).

v) You also need to state clearly a) exactly what the volunteers will be doing and b) what training they will receive to enable them to carry out their roles (*E.g. volunteers will be recruited to work with disabled children and will receive training in Child Protection, First Aid and Health and Safety*).

vi) Please describe in detail how a) the daily management of the project/volunteers will take place and b) tell us how volunteers will be recruited and supported (*I.e. Who will oversee the project and how will this be done, as well as details of who will monitor the work of the volunteers and provide any necessary support? Examples of how volunteers will be recruited could include outreach work, advertising and networking. Please ensure that you provide details of where outreach and networking etc will be carried out and what form/s it will take*).

vii) Tell us what benefit you expect the project to bring, to the volunteers and the wider community (*E.g. Volunteers may benefit from enhanced skills, qualifications, increased self esteem and confidence and as a result of the project, may have decided to pursue other volunteering opportunities, or may gain employment or training. The wider community may directly benefit from the input of the volunteers and barriers within the community may have been broken down*).

viii) Tell us how the project will be monitored and evaluated (*E.g. You may choose to interview volunteers during and at the end of the project, views of the wider community will be sought and all of this feedback should influence the future delivery of the project*).

**5** Please provide a detailed financial breakdown of the total cost of the items for which you are applying to us for. This will illustrate planning and research of the project and support section 4, as well as enabling the Allocations Panel to make a meaningful grant if full funding is not appropriate. Please consult the [Volunteering England website](#), for guidance on volunteer expenses, **before** setting your budget.

Please also provide information on the funds raised to date, for this project, and tell us of your plans to raise any shortfall in funding if we are unable to fully fund your request.

Eligible costs include:

- Staff/sessional workers to deliver the project (*Including recruitment/training of young people*)
- Staff/sessional workers expenses
- Volunteer recruitment (*E.g. Marketing*)
- Volunteer training (*These costs should be relative to the overall project, for example we would not expect high training costs for short-term opportunities*)
- Volunteer expenses (*E.g. Travel, food,*)
- Volunteer accreditation costs
- Volunteer recognition events (*These costs should reflect a local or one-off event with partners, therefore costs against this element of the funding request should be minimal*)
- Essential equipment costs (*For project use only*)
- Management & overheads (*Includes % line management of staff and core office costs and must be no more than 12% of total budget*).

Ineligible costs include:

- Existing staff/workers (*Who carry out existing tasks*)
- Capital costs (*E.g. IT equipment, laptops and PCs, capital builds or renovations*)
- Costs covered by other funding.

**6** You must fully complete both sections A and B and enclose a copy of your latest audited/examined accounts. For new organisations, we need to see current income/expenditure figures. Latest financial information, relating to income, expenditure, assets and liabilities must be filled in by **ALL** organisations.

If applicable, please also explain briefly and clearly what your unrestricted reserves will be used for.

**7** The **Checklist** is for your benefit, please read and complete it, making sure you send in the required documents with your application. Failure to submit requested documentation will result in your application **NOT** being considered.

**8** Please read, complete and sign the Declaration, before submitting the application. Unsigned forms will **NOT** be considered.

**What Happens Next?**

Applications answering all parts of every section and submitting all required additional documents will then be passed to our independent v Grant Allocations panel, made up of representatives from the local voluntary sector, local young people (16-25 year olds) and representatives from the local radio station. **The decision of the independent v Grant Allocations Panel is final.**

**If your application is successful:**

- An Evaluation & Monitoring Report Form will need to be completed and returned, to Global Charities, within 2 weeks of the completion of your project and **NO** later than 6 months after the grant monies have appeared in your bank account.  
This will need to include volunteer statistics and evidence of **ALL** grant expenditure, in the form of receipts, invoices and/or pay slips. We also encourage you to send any publicity materials (*I.e. flyers or newspaper cuttings connected to the project and/or any photos, CDs, DVDs and other media*).
- For any monies not spent, an additional proposal needs to be submitted to Global Charities, for consideration. This will need to be approved **before** the remaining part of the grant can be spent. This proposal should include details of how the underspend can be used to enhance further new young volunteering opportunities.
- If no proposal is submitted and approved, any unspent funds **MUST** be returned to Global Charities.

**Further Information**

For further information please contact Helen Morton, Grants Officer at Global Charities, on 020 7054 8836 or by emailing [helen.morton@thisisglobal.com](mailto:helen.morton@thisisglobal.com)