Volunteering Wales Grants 2020/21

Grant application guidance: Completing the project profile form

CONTENTS

Completing the project profile

(Please use the profile provided with the grant application on WCVA's Multipurpose Application Portal (MAP))

The project profile is split into three schedules:

1) Project costs
2) Match funding
3) Project targets

Finally, there is a summary table that will be auto-populated from the information provided in the schedules.

The schedules will profile your definite financial costs and targets anticipated for the project. The information provided will form the basis of any grant award if your proposal is successful. Please spend time reading this guidance thoroughly before populating the schedules.

Please note: if the answers do not meet the requirements for any of the specified 'minimum score' questions on the MAP application form, assessment will stop and so this project profile will not be considered.

PROJECT COSTS

Please follow this step-by step guidance:

Timeline: Start by entering in the month dates, the end date of the final month must not be later than **31 March 2021**.

Checkpoint: Are these the same dates mentioned in the application? Are they within the date limits set by the funding round?

1) **Staff costs:** Please show the staff costs expected to be incurred for each individual role working directly on the activity. These costs should include

any employer's national insurance and pension contributions, if applicable, but could also represent payments to sessional staff who invoice for their services.

If you are applying for funding for part of a larger project, **only include the cost directly related to the part of the activity described in the application**. For example, if 50% of a staff member's time is already funded through another grant only profile the percentage of time the individual will be carrying out on this specific activity.

This schedule should not include other staff costs such as expenses or protective clothing – those must be profiled under 'other costs'. Also, if you have opted to account for overheads through a simple 15% calculation in the 'other costs' section, we would not expect to see a contribution towards shared staff resources such as HR, Payroll, etc, in this section.

Please note: Living Wage Foundation Rate

WCVA is a 'Living Wage Friendly Funder' and expects all salaries included within the project budget to reflect, at least, the Living Wage Foundation rate, where possible. This covers any posts to be funded in full, part contributions to a staff post, sessional workers, interns or apprentices. Details of the current Living Wage Foundation rate may be found at https://www.livingwage.org.uk

Checkpoint: Have these staff roles been mentioned in the application and are their duties clear? If new staff need to be appointed, has the delay between project start and recruitment date been profiled? Has there been a project administrator role included?

2) **Equipment:** Profile all items of equipment required to carry out this activity and provide as much explanation as is necessary to explain to an 'outsider' why this equipment is required.

Checkpoint*: Are these items of equipment mentioned in the application? Has the explanation demonstrated the need for this equipment?

3) **Training:** Profile the cost of delivering training for the volunteers. This can include the use of external firms/companies to deliver bespoke or nationally recognised qualifications, but also the cost of delivering internal training such as refreshments and materials. If you are using the 15% of staff time for overheads it would be expected that room hire internally was not profiled, however delivery staff time can be profiled under staff costs.

Checkpoint: Does the application refer to the training that is budgeted? If the training is for more participants than the volunteers profiled under this project have you concerned the appropriate apportionment of cost in the budget? Have printing costs been included for materials / resources and in-house certification?

4) **Other costs:** This is where all other costs not captured in the above categories will be profiled, including the overhead value of 15% of staff costs. Please ensure all costs are necessary to the successful delivery of the activity and are described in the application. 'Other costs' is the appropriate section for budgeting all staff and volunteer expenses incurred as a direct result of the project.

NB: Overheads

Projects funded through the Volunteering Wales Grant Scheme may only be one of your organisation's projects and services and will often use a variety of your existing resources to run successfully. There is a cost to your organisation for having these resources and because the project is using them, they are eligible project costs. Costs that are shared between the project and the organisation are called overheads or indirect costs.

If you are planning to include a contribution to overheads, these costs should either be detailed, or you can simply allocate a sum equal to 15% of the total staff payment costs. We recommend this option, but if you use it, we will not expect to see overheads such as rent, rates, utilities, etc, included in the section. A 'management fee' is **not** an eligible project cost.

Checkpoint: Are the costs essential to the delivery of the project? Are these costs mentioned or implied in the application? Have you added 15% of the staff costs only, not 15% of the whole project budget?

Overall guidance

Please ensure that all activity described in the application has an applicable cost associated with its delivery. Make sure the costs fall in the month that the cost is expected to be paid and in line with the plan of activities for your project.

MATCH FUNDING

Although it is not essential to profile match funding and will not affect the scoring of your application, it is important, should the project be funded, as it demonstrates added value brought in by the Volunteering Wales grants. We will report this data to Welsh Government on completion of the projects.

Match funding can take several forms: other sources of funding, volunteer time and in-kind costs.

1) **Other sources of funding:** Please identify the source of funding eg Big Lottery. Please then detail the amount of match funding under either the 'Value of funding or donation' or 'Value of funding applied for or predicted donations'.

   The explanation should provide more details on the purpose of the match funding under the 'Explanation' column.

   If the funding has not been awarded yet, please enter the decision date. **NB if the funding has not been approved yet you will need to confirm that the project detailed in the application with the same targets will still go ahead and is still achievable.**

Checkpoint: Please ensure any funders are aware that you have included their awards in the application for Volunteering Wales.

2) **Volunteer time:** Please enter the source as the volunteer role, with the number of volunteers undertaking this role directly on the project. Under the 'Value of funding applied for or predicted donations' column please enter the value of this volunteer role based on the predicted hours and the average

hourly rate of £13.53. Please make sure each volunteer role has a separate entry as the hourly rates do vary.

To support the role title entered in the description box please detailed the duties on the project under the 'Explanation' column.

3) **In-kind costs:** Please enter the description of the item or service donated. Please then detail the value of the donation under either the 'Value of funding or donation' (if this has been donated already specifically for the project or is an agreed donation if the application is successful), or 'Value of funding applied for or predicted donations' (if it is anticipated the project will secure the donations).

Please calculate the 'cost' of the donated goods or services and give as much explanation as you think an 'outsider' would need to understand the calculation under the 'Explanation' column.

Checkpoint: Types of secured in-kind cost can include agreed use of training space with an external organisation or free training provision already agreed by an external organisation or sessional worker. Types of predicted in-kind costs can include free items or services the applicant has secured in past projects and expects to still have access to during this project, eg printing, training materials.

PROJECT TARGETS

1) **Mandatory targets:** 'Number of volunteers engaged (all ages)' or 'Number of 14-25 year old volunteers engaged' (this target should only be completed if your project will exclusively engaged 14-25 year old participants) and 'Number of volunteer hours undertaken' are mandatory targets.

Please enter the number of volunteers you will be engaging under the project activity and the hours those volunteers will undertake. The number of volunteers must be profiled when you expect to enrol the individuals onto the project. The number of volunteer hours must be profiled in the month you expect the hours to be achieved. **A percentage of the overall fund will be ringfenced for projects that exclusively engage 14-25 year olds.** If your project will **only** be engaging with this age group profile your targets under the 'Number of 14-25 year old volunteers engaged'.

Checkpoint: Do the numbers match the description in the application? Are the targets realistic and achievable? Are the targets in proportion to the activity described and the funding requested?

> **2) Training and qualifications:** It is expected that all volunteers engaged will undertake some form of training, whether that be formal qualifications or volunteer role based courses.
>
> Please profile the targets based on the number of **volunteers** achieving the type of qualification/training, **not** the number of total qualification/training achieved as some volunteers may achieve multiple qualifications/training. This will then demonstrate the percentage of volunteers engaged gaining new skills. If successful we would encourage case studies and reports that detail multiple achievements by volunteers to recognise the added value for the individuals and the community.
>
> **NB:** there is no difference in the score achievable based on the level of qualification. Please profile targets achievable for your target group and project.

Checkpoint: Do the numbers match the description in the application? Are the targets realistic and achievable considering the target groups for your specific project? Do the targets support volunteer progression?

> **3) Improvement in volunteer well-being:** This will be the number of volunteers who report a positive outcome, for themselves, directly related to the project activity, eg the volunteer has increased their social network, or the volunteer has reduced feelings of isolation.

SUMMARY

The summary box provides an overview of the profile, this includes:

> **1) Volunteering Wales Grant Value:** This is the total grant amount requested. If the box is red this means the value is higher than the maximum grant award and **must** be reduced before submission.

2) Match funding: This is the added value the project could potentially bring into the project and will be reported to Welsh Government.

3) Cost per volunteer: It is expected that the cost per head will not exceed £1000. If it is above or significantly below, the box will turn red. This does not mean the application is ineligible, it will just emphasise the need to demonstrate in the application why the value may be higher / significantly lower than expected. Eg if you already have the resources required to deliver the project and the expected expenditure is low, a significantly lower cost per head would be expected, or, if the project wants to engage volunteers who are considered vulnerable adults there may be a higher staffing cost required and therefore the cost per head would be much higher. As long as the application clearly explains the support / resource requirements this will be taken into account during assessment.

4) Cost per volunteering hour: It is expected that the cost per hour is in line with the average national wage per hour of £13.53 https://statswales.gov.wales/Catalogue/Business-Economy-and-Labour-Market/People-and-Work/Earnings/medianhourlyearnings-by-ukcountryenglishregion-year . As above, any higher/significantly lower values will need to be justified in your application.

Checkpoint: Has the profile been reviewed alongside the application to ensure they support each other? Is the amount being requested expected, if not review the budget page and ensure all expected costs are profiled. Are the targets realistic and achievable?

ASSESSMENT OF PROJECT PROFILES

If you are awarded a Volunteering Wales Grant, we won't ask you for evidence of the costs in advance, but we may ask you for further explanations or evidence during the application assessment process; and our project monitoring visits will involve checking what has been charged to the project, including receipts, invoices, bank statements, etc, if necessary. If you have opted for the 15% overheads calculation, you will not need to provide evidence to support this.

KEY POINTS TO REMEMBER

- Please work out the full cost of the project and be certain that the funding package will cover it
- If your organisation is a charity, you must account for the grant as a restricted fund.
- Only profile targets that can be directly attributed to the project described in the application. The type and number of targets should be proportional to the size of the grant requested and your organisation