



Volunteering Wales Grants

2021/22 grant application guidance

This guide is designed to help applicants understand more about the Volunteering Wales Grants including the aims and priorities of the grant, who can apply for funding, and what is required from applicants.

Specific guidance relating to the individual application questions will be included within the MAP application form.

Closing date: 12 April 2021

Contents

Introducing the Volunteering Wales Grants	3
Grant aims	4
Grant priorities.....	4
Is your organisation eligible to apply?.....	5
Application process	6
STAGE 1: APPLICATION	6
STAGE 2: VOLUNTEERING WALES BOARD*	7
What are the assessment criteria for projects?	7
What documents do I need to supply?.....	8
Registering with MAP	9
Payment of grants.....	9
Important dates.....	10
Helpful resources.....	10
Further support and guidance	10

INTRODUCING THE VOLUNTEERING WALES GRANTS

Volunteering Wales is about ‘...the kind of country we want to be’.

A volunteer is someone who commits time and energy for the benefit of society and the community, and volunteering can take many forms. It is undertaken freely and by choice without concern for financial gain. The Welsh Government’s Volunteering Policy aims to; (i) improve access to volunteering for people of all ages and from all parts of society; (ii) encourage the more effective involvement of volunteers, including through appropriate training; and, (iii) raise the status and improve the image of volunteering ([Welsh Government Volunteering Policy: Supporting Communities, Changing Lives, 2015](#)).

Delivering prosperity for all is the mission of the Welsh Government. Its long-term aim is to build a Wales that is prosperous and secure, healthy and active, ambitious and learning, and united and connected. The Welsh Government has committed to create **opportunities for more people to volunteer** and recognises that the strongest communities have people who want to step forward to get things done. These are individuals who often seek no reward, other than seeing their community prosper ([Prosperity for all – the national strategy, 2017](#)).

The [Well-being of Future Generations Act](#) aims to improve the way that Wales achieves economic, social, environmental and cultural well-being. Through funding organisations to support and train individuals to contribute through quality volunteering opportunities, Volunteering Wales Grant scheme will contribute to all seven goals. Volunteering has an immediate and long-term positive impact on the individual and community. Nationally volunteers are vital for the delivery of third sector groups’ missions and values.

Volunteering Wales Grants is a scheme funded by the Welsh Government to promote and improve volunteering in Wales. The scheme is administered by WCVA (Wales Council for Voluntary Action).

The Volunteering Wales Grant fund for 2021/22 will launch on 18 January 2021.

GRANT AIMS

The aims of the scheme are:

- Increase volunteer engagement and satisfaction by removing barriers to volunteering for people of all ages and from all parts of society.
- Support the creation and development of high quality and positive volunteering opportunities in Wales.
- Promote changes in beneficiary organisations to embed volunteering into their culture e.g. obtaining [the Investing in Volunteers Award](#).

GRANT PRIORITIES

Demonstrate the contribution that volunteers and volunteering make to the 7 [Well-being of Future Generations Act \(2015\)](#) goals and to enable organisations to make progress towards the Welsh Government '[Ways of Working](#)'.

1. **A Prosperous Wales**
2. **A Resilient Wales**
3. **A More Equal Wales**
4. **A Healthier Wales**
5. **A Wales of Cohesive Communities**
6. **A Wales of Vibrant Culture and Thriving Welsh Language**
7. **A Globally Responsible Wales**

30% of the funding will be dedicated to projects that exclusively engage volunteers aged 11-25.

IS YOUR ORGANISATION ELIGIBLE TO APPLY?

Your organisation can apply if:

- it is a not-for-profit organisation and is independent of government and private sectors
- its proposed project / activity will be taking place in Wales (employment outside Wales is not supported under this grant scheme)
- It is an organisation that currently involves volunteers to benefit the community, supported by a volunteering policy OR is an organisation that has developed a volunteering policy and believes involving volunteers will benefit the community
- the proposed project recruits new volunteers and can use a system to monitor and track volunteer involvement and progress (the [Volunteering Wales](#) platform can help)
- it is willing and able to take part in an independent evaluation of the impact of the grants
- the project must be delivered between **1 June 2021 (this is the earliest start date) and finish on 31 March 2022**. Projects beginning and/or completing on any other dates will not be eligible for funding

Your organisation **cannot** apply if you are:

- A political organisation
- A statutory organisation

- A County Voluntary Council (CVC) or Volunteer Centre
- A private organisation

Please note that only one application can be made by the same organisation in any grant round.

Applications that are BAME led and can demonstrate strong involvement of BAME communities; and applications that demonstrate a targeted and measurable positive impact on physical and/or mental health will be prioritised, but applications with a focus on communities and target groups in keeping with the grant scheme's aims will be considered.

APPLICATION PROCESS

The application process is split into two stages for applicants.

Stage 1: application

The first part of the application will be where you provide details of your organisation, including policies, recent accounts and contact details.

The rest of the application is where the project will be described in detail. You will also be required to demonstrate how the project will work towards at least three Well-being of Future Generations goals.

Once the application is submitted the Grants team will assess the answers against the scoring criteria. At this stage there will be no opportunity to amend the answers provided and no feedback will be given until after the award letters have been issued. You may be contacted to provide supporting information/documents if these are missing. The applications will only be scored based on each question and the individual question guidance.

A sample of the applications will be quality checked prior to final recommendations made to the Volunteering Wales Board.

Stage 2: Volunteering Wales board*

All applications that pass the minimum score questions will be referred to the Volunteering Wales Board. The Board will decide which applications to fund. They may also make recommendations of partial funding where appropriate / according to the funding available.

Once the Chair has signed off the final decision, outcome letters will be sent to all applicants.

*The **Volunteering Wales Board** provide strategic direction and overview to the grant scheme, support the appraisal and awarding of grants and review the performance of projects. The Board is comprised of members of WCVA's Board and members drawn from the Welsh volunteering community.

WHAT ARE THE ASSESSMENT CRITERIA FOR PROJECTS?

Applications will be assessed against the following criteria: -

- a. A clear and appropriate project description
- b. Demonstration of need
- c. Quality of volunteering experience
- d. How the project has been developed in a collaborative and integrated way to enable the objectives to be sustainable
- e. Recruitment and welcoming volunteers
- f. Impact of the project
- g. Project targets and budget

Maximum grant amount: The maximum grant available under this scheme is **£20,000**

WHAT DOCUMENTS DO I NEED TO SUPPLY?

The application will require you to submit documents online in the form of a scanned PDF.

You will be required to submit organisation specific documents however if your organisation does not currently have finalised versions of any of the policies you can contact your local CVC for support ([directory found here](#)). It may not make your application ineligible; however, we would expect to see policies in development prior to award:

- Volunteering Policy
- Governing document
- Equal opportunities policy
- Environmental policy
- Welsh language policy
- Data protection policy (which demonstrates GDPR compliance)
- Safeguarding policy (if you work with volunteers or beneficiaries under 18 or vulnerable adults)
- Latest set of full audited accounts
- Latest set of draft accounts (if audited accounts are older than 12 months old OR Management accounts (if audited accounts are older than 12 months old)
- Forecast accounts (for new organisations yet to post accounts) You

will also be required to submit project specific documents:

- A volunteer Induction/training plan
- Volunteer role descriptions
- A project profile (including targets and budget) (this will need to be completed on the mandatory WCVA template)

REGISTERING WITH MAP

In order to apply to the Volunteering Wales Grants, you will need to register with WCVA's Multipurpose Application Portal (MAP). If you have previously registered with MAP, you can log in by entering your username and password on the home screen.

Organisations can register by visiting the website:

<https://map.wcva.cymru>

Once you have registered with MAP you will be able to apply for any funding opportunities administered by WCVA.

PAYMENT OF GRANTS

Grants to successful applicants will receive a 45% upfront payment once any conditions of award are met, followed by a 45% payment after three months of delivery and a final 10% payment at the end of the project. The payments will be made to the organisation's bank account. No grant payments will be made to an individual's bank account.

If, following a monitoring visit, the project is deemed to be significantly underachieving against the targets, payments can be withheld until actions have been taken to mitigate the impact on the overall project's achievement. In exceptional circumstances grant awards can be withdrawn and projects ended early.

Monitoring visits will be undertaken at three months and at completion of the project by a member of the WCVA Grants team, however additional meetings can be scheduled if the organisation is struggling to meet the requirements of the award. More information on the information / evidence needed during these visits will be provided in a Project Management Guide upon grant award.

IMPORTANT DATES

Launch date: 18 January 2021

Deadline for applications: 12 April 2021

Outcome of grant application: 27 May 2021

Projects to start: earliest start date 1 June 2021

Project end date: 31 March 2022

HELPFUL RESOURCES

If you are not currently a member of your local County Voluntary Council (CVC), the list of each CVC can be found [here](#).

- [Wellbeing of Future Generations Act 2015 – WCVA information page](#)
- [Wellbeing of Future Generations Act 2015 – Commissioner page](#)
- [Volunteering Policy: Supporting Communities, Changing Lives](#) (Welsh Government, 2015)
- [Prosperity for all – the national strategy](#) (Welsh Government, 2017)
- [Working with volunteers resources and information](#)