

SIB Project Brief and Call for Projects: Volunteer and Community Support Project
Project Brief: Volunteer and Community Support

Washington Area Committee would like to invite local Voluntary and Community Sector (VCS) groups and non-profit making organisations to submit a full application that will develop and implement a **Volunteer and Community Support Project** in the Washington area. Applications will be considered from VCS groups who have a management committee, constitution and bank account with dual signatories. VCS groups must adhere to accounting requirements in accordance with the Companies Act.

1. Introduction and Background

- There is an opportunity for local VCS groups with a track record of successfully delivering support to the third sector, and volunteering activity, to submit a full application to deliver a project on behalf of Washington Area Committee.
- It is intended this new project will build on and consider the outcomes and Exit strategy of the previously SIB funded initiative, the Community and Volunteer Development Project, delivered via the Washington Trust.
- The new project should also consider the opportunities available to the VCS to bring in further funding via the CLLD funding for **Objective 3 Improving community capacity, partnership working and social innovation**. This opportunity includes
 - **Action 3.1** Projects that promote leadership development, volunteering, active inclusion and citizenship, and that support the sustainability of VCSE organisations
 - **Action 3.2** Projects which stimulate innovation and investigate, develop and implement new opportunities, services and models, including social investment activity.
- The Area Committee is keen to develop initiatives to provide additional support to new and existing groups, and to all aspects of volunteering in Washington
- Research was undertaken to gather information on existing projects and support within the area and identify gaps. It was identified that many local organisations traditionally operated by volunteers are struggling to attract new and younger volunteers to help sustain them. This new project should look at how it can make a link between developing new volunteers and helping future proof some of the local VCS organisations.
- The research also identified the need to develop and co-ordinate support specifically for grassroots groups and volunteers across the whole of the Washington area.

2. The project proposal should:

- Be focused and specifically meet local needs within the Washington area (Washington Central, Washington East, Washington North, Washington South, and Washington West) as identified by the VCS Sector.

- Proactively work with local organisations who make a real difference in the area to ensure they have the correct procedures and mechanisms in place to sustain their activity and recruit, support and retain volunteers
- Identify, advise and support local and smaller grassroots VCS organisations who need help to build their capacity, helping them move on to the next level re delivering services for the benefit of Washington residents.
- Provide a local DBS service for Washington based organisations
- Recognise and be familiar with existing support in the area and the city to ensure partnership working and non-duplication. It is necessary to ensure that the Washington area receives support from citywide infrastructure and support organisations and the proposed project needs to complement and add value to any offer from initiatives being delivered within the City and the Washington area.
- Ensure the project delivers a partnership approach and establishes relationships with other organisations, local businesses and local voluntary and community sector groups. This includes further development of corporate volunteering across Washington.
- Be creative and innovative
- Attract additional funding from sources other than SIB
- Be for a period of at least two years
- Employ a dedicated member of staff to deliver the project locally and be the point of contact for stakeholders of the project.
- Include a forward plan/exit strategy to identify how the project continues once the SIB funded project is complete
- Identify what added value your organisation can bring
- Evidence understanding, and potential solutions, to the issues faced by the voluntary and community sector in Washington
- Identify how volunteering activity and support is to be monitored

Project outcomes

- Volunteers are recruited and supported to
 - a) work within a specific organisation in the area, to contribute to the development of that organisation
 - b) form a 'bank' of volunteers who give time on an ad hoc basis to a number of volunteering opportunities and local activities
- Corporate volunteering is established as a route to involve local business in the community
- Local organisations are equipped to continue to deliver valuable services in the community and they have the capacity to recruit, support and retain volunteers
- Smaller grassroots organisations are supported to increase their capacity and grow and are aware of the opportunities available to them for support.
- A local DBS service is provided across Washington
- There is increased recognition and celebration of volunteering within the local community
- A volunteering steering group specific to the area is developed to ensure collaboration and partnership working with relevant organisations continues
- A Washington Plan identifying how this project fits within the current strategic activity across the Washington area and the City of Sunderland, and how it will work in partnership at a local level to meet the needs of the local VCS and to ensure no duplication

3. Strategic Fit

The proposal should acknowledge and identify how the project will fit within the current strategic activity across the Washington area and the City of Sunderland. To ensure a joined up approach, a number of partners should be considered, including:

- VCAS
- Gentoo
- Age UK
- Sunderland City Council
- Local VCS Organisations

In addition, applicants should familiarise themselves with other Washington SIB funded initiatives and plans that could assist with delivering the proposed project outcomes and could add value to any new project.

4. Budget

There will be a maximum overall budget of **£50,000**. The project will be for a **minimum of two years**, with a full review after the first year.

5. Assessment

Each project application will be assessed against set criteria. The results of that assessment and a recommendation will be presented to Washington Area Committee.

6. Proposed Timescale

Project brief and Call for Projects invitation	4 th July 2018
Deadline for applications	17 th July 2018
Assessment and consultation by	22 th July 2018
Award of grant	25 th July 2018

Return Date

SIB Application form, guidance notes and scoring matrix are available from 0191 561 2449 or by emailing karon.purvis@sunderland.gov.uk

The deadline date to return the completed application (in two formats), along with necessary documents is **17th July 2018**

Two formats will need to be submitted.

Format One: (Hard Copy): A signed hard copy of the application form, along with all relevant paperwork should be posted into Sunderland City Council, Member Support and Community Partnership Service, Room 3.98, Strategy Partnership and Transformation Directorate. Civic Centre, Burdon Road, Sunderland, SR2 7DN.

Format Two: (Electronic Copy): An electronic copy of the application should be emailed to karon.purvis@sunderland.gov.uk and copied to scrutinyandareaarrangements@sunderland.gov.uk.

Queries

If you have any questions regarding the application process or you require any advice on the development of the project please do not hesitate to contact Karon Purvis on 0191 561 2449 or on karon.purvis@sunderland.gov.uk

SIB Scoring Method (external)

Please note that the project will be scored on the level of detail provided in the application form. Insufficient detail or a lack of clarity will result in a lower mark being allocated. A total of 160 marks is available, as detailed below. The results of this scoring will be used to inform decision making. There is not a minimum required score in order to gain funding. However, where there are competing bids the scores will be used to compare projects and select the preferred option.

Application Section		Scoring Methodology (Range)
Question 1	XX marks	0 - 15
Question 2	xx marks	0 - 60
Question 3	XX marks	0 - 20
Question 4	XX marks	0 - 10
Question 5	XX marks	0 - 30
Question 6	XX marks	0 - 25
		Total Score Available = 160

SIB Scoring Criteria (external)

Project Name	Volunteer and Community Support Project
Organisation	
Area	Washington
Total Score/Total Available	/160

Question 1	
Is the organisation based in/local to the relevant area	How it will be scored?
Comments and Score:	15 - based in or delivers activities that benefit the relevant area 10 - based in Sunderland 5 - based in region Score 15

Question 2	
How does the project meet the outcomes identified in the brief?	How it will be scored?
Comments and Score: How <ul style="list-style-type: none"> Volunteers are recruited and supported to <ul style="list-style-type: none"> a) work within specific organisations in the area, to contribute to the development of that organisation 5 points b) form a 'bank' of volunteers who give time on an ad hoc basis to a number of volunteering opportunities and local activities 5 points Support for local organisations (particularly grassroots organisations) will help equip them to build capacity to continue to deliver valuable services in the community 5 points Develop initiatives to provide support to new and existing groups, and support and co-ordinate volunteers and all aspects of volunteering 10 points A local DBS service is provided 5 points Opportunities for increased recognition and celebration of volunteering within the local community 5 points 	Score 60

<ul style="list-style-type: none"> • Show how the proposal can proactively work with local organisations who make a real difference in the area to ensure they have the correct procedures and mechanisms in place to sustain their activity and recruit, support and retain volunteers 10 points • Identify, advise and support local and smaller grassroots VCS organisations to build their capacity 10 points • Evidence understanding, and potential solutions, to the issues faced by the voluntary and community sector 5 points 	
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Question 3	
The brief identifies who should benefit from this project, is the application clear how it will reach the beneficiaries?	How it will be scored?
Comments and Score: Be focused and specifically meet local need within the Washington area (Washington Central, Washington East, Washington North, Washington South, and Washington West). 20 points	20 - Accurately and fully explains how 10 - partially explains how 0 - does not explain how Score 20

Question 4	
Does the project offer added value and target 'new' beneficiaries?	How it will be scored?
Comments and Score: Identify what added value your organisation can bring 5 points New targets and beneficiaries 5 points	10 – evidence of how it will add value and complement current services 5 – awareness of other services and plans to add value 0 – no knowledge of current services Score 10

Question 5	
<p>Have the management and monitoring systems for the project been clearly explained? Are they adequate and relevant to the project?</p> <p>Are the milestones realistic?</p> <p>Do you feel that potential issues and risks have been clearly identified and mechanisms in place to deal with them?</p> <p>Has sustainability/exit strategy been covered?</p>	How it will be scored?
<p>Comments and Score:</p> <ul style="list-style-type: none"> • Monitoring and management systems 5 points • Attract additional funding from sources other than SIB 5 points • Be for a period of at least two years 5 points • Employ a dedicated member of staff to deliver the project locally and be the point of contact for stakeholders of the project. 5 points • Include a forward plan/exit strategy to ensure the outcomes of the project continue once the SIB funded project is complete 10 points 	Score 30

Question 6	
<p>Partnership working – Does the application clearly explain how it will engage with existing organisations working in the area to ensure duplication is avoided</p>	How it will be scored?
<p>Comments:</p> <p>Does the project reference the previously SIB funded initiative, the Community and Volunteer Development Project, delivered via the Washington Trust. That projects recent Exit strategy has identified a number of outcomes which are articulated within this brief. 5 points</p> <p>A volunteering steering group specific to the area is developed to ensure collaboration and partnership working with relevant organisations 5 points</p> <p>Recognise and be familiar with existing support in the area and the city to ensure partnership working and non-duplication. 5 points</p> <p>The project delivers a partnership approach and establishes relationships with other organisations, local businesses and local voluntary and community sector groups. 10 points</p>	<p>25 - very clear with examples given 15 –clear without examples 0 - not clear</p> <p>Score 25</p>

Total Score	
Project Appraised by	
Appraiser Signature	
Date	