

Executive Summary
Washington Area Committee SIB applications

Applications for Management Plan for Usworth Park
Project Brief

Introduction and background

Washington Area Committee would like to invite Washington based Voluntary and Community Sector (VCS) groups, and public and statutory providers to submit a full application that will provide a community led Management Plan for Usworth Park.

Washington Area Committee wishes to see proposals which address the Area Committee's priority of Environment and Green Space and Community Inclusion.

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.

Introduction and Background

The Washington Clean and Green initiative is a community-based, environmental initiative that inspires and empowers communities to come together to clean up, fix up, respect and take pride in their immediate neighbourhoods and the wider green space in Washington. As part of that ethos there are a number of elements established which when brought together have been extremely successful in attracting volunteers, social organisations, neighbourhoods and communities to come together and make Washington a safe and cleaner place to live, work and play:

- Friends Parks Groups Project supports the local community to come together to take on shared responsibilities (with SCC Local Services) and undertake a programme of skills building and training to take on additional tasks within specific sites, e.g. parks, and managing a programme of small capital works.
- Healthy Places Healthy People aims to work on a number of sites across Washington, to enhance local neighbourhoods, encourage community partnerships and improve the health of residents' through access to green spaces. The project aims at helping the local community make small scale improvements to their green spaces with the long term goal that the group will help support and maintain the site after the project has ended. This project has recently engaged with a small number of residents and organisations to encourage positive use of Usworth Park and to establish and formalise a Friends Group – with the aim of being able to support this group through the Friends of Parks Project.
- Usworth Park – identified via both the 'Friends' project and the Healthy Places Healthy People Project, is a small local park which has as an clear aspiration - the re-instatement of the Green Flag Award. A small group of passionate volunteers and local community have more recently come together in order to increase community engagement and participation in the Park.

Expected Outcomes

This Call for Projects is for an organisation experienced in producing plans to manage park development. The Management Plan should include the following:

- A clear vision including the community aspirations for the Park
- How proposals will compliment the work of SCC's Park Management Plan for Usworth Park and be used to aid future development and maintenance of Usworth Park and to plot improvements,

manage the site and achieve the Green Flag Award, in partnership with SCC's Place Management Service

- How the Park will contribute to a positive neighbourhood identity and provide a focal point for the local community
- How it will compliment the work of SCC's Park Management Plan for Usworth Park Details to provide opportunities for accessible green space, play, leisure, safe walking and enhance the ecology. The park should provide a landscape suitable to a neighbourhood/urban setting.
- Consider how to expand the park use and provide a range of opportunities for informal recreation, equal access, and community inclusion.
- The Plan needs to clearly evidence the best route for gaining the Green Flag award documenting what is there now, what is the aspiration, how to get there, and how will we know it has been successful.
- The plan needs to identify the mechanism for improving the buildings and structures, the 'landscape', community ownership and increasing community use.
- There needs to be a robust funding strategy to aid future development and maintenance
- There needs to be both a short term action plan and a medium/long term action plan included to aid sustainability
- There needs to be a clear recommendation for a robust community led governance structure or methodology

It is anticipated the production of the management plan should take no more than 6 months.

The successful applicant will be expected to report and liaise directly to the Washington Area Place Board throughout that time.

Context

The application needs to:

- Ensure co-ordination with SCC's Place Management team to aid delivery of any recommendations from this process.
- Evidence knowledge of Usworth Park's current status within the context of use, access, condition, and community involvement.
- Show the applicant has knowledge of Sunderland City Council's strategic framework for Parks and open spaces, and all other relevant policies.
- Be in line with Green Flag criteria
- Show knowledge about the context of the space in relation to the neighbourhood and the area.
- Show they have an understanding with regards to current usage, community interest, engagement and aspirations

Budget:

The total budget available for this Call for Projects is **£20,000**.

Application No.1

Name of Project	Usworth Park Plan
Lead Organisation	Groundwork

Total cost of Project	Total Match Funding	Total SIB requested
£20,000		£20,000
Project Duration	Start Date	End Date
6 months	September 2018	March 2018

The Project

Groundwork has been working in Washington for the past 18 months and successfully delivered a range of projects in parks and green spaces which have encouraged residents to take ownership of neglected areas and work to improve their neighbourhoods. In that time we have built and maintained many links with local residents, community groups, VCS organisations and Elected Members. In the past five months we have developed and delivered a project at Usworth Park. We know the park well, have delivered community events on site, met many local residents, attended the current Friends meetings and met with Place to discuss opportunities at the park.

It would be difficult to suggest what the vision for the park is at the moment - this proposal explains how determine the vision will be determined. Community Project Managers would monitor site use over a defined period of time and consult park users, Sunderland Council, the Bowls Club and the Friends group about their aspirations for the site. This coupled with Groundwork's substantial land management, Green Flag and community engagement knowledge will form the basis of a new vision for Usworth Park. From our current understanding of the park and the people who are using it the vision may include securing Green Flag status, finding ways to reduce anti-social behaviour, encourage positive community use, repair and maintain the bowls pavilions, enhance biodiversity, develop run down areas such as tennis court and bowls court and improve access.

Groundwork regularly meet with SCC's Place Management team in relation to other projects across the city and an have excellent working relationships with Debbie Hall and Andy Old who would be key contacts/partners for this project. Usworth Park's most recent management plan will inform the document produced as part of this project. Groundwork are familiar with working to and developing new site management plans and site action plans from our work managing Elba Park over the past eight years. Elba Park was awarded it's first Green Flag six years ago and has retained it ever since. Groundwork manages Elba Park on behalf of The Land Trust and are responsible for management, maintenance, conservation, community engagement and developing new community projects. The skills we have developed for managing Elba Park can easily be transferred to developing a new strategy for Usworth Park. Groundwork have been involved with Rethinking Parks, through NESTA the innovation programme which looked to park managers to find new more sustainable ways of managing parks and green spaces. This national programme selected 15 pilots across the country and Groundwork's was one of those selected. Working in partnership with Darlington local authority, Groundwork are looking at how local businesses can invest in local parks. They have recently been selected for a second stage project to further develop this model.

The current management plan for Usworth provides a good basis for how the park is managed and is written in a style that supports Green Flag. It has not been updated since 2017 so part of this project will see Groundwork staff working closely with Place Management to update the plan and suggest additional actions and projects which will develop the park further. Groundwork will closely follow the Green Flag manual *Raising the Standard* when completing the updated management plan having been through the process

successfully six times so have an excellent understanding of the judges' requirements. The plan is to work to the set criteria and suggest activities, events and additional projects for the park that will evidence the work and levels of community engagement. By working closely with council officers and local residents the plan will promote and create a platform for increased community activity. This will contribute to an increased positive neighbourhood identity; the park itself will become the heart of the community. People use parks for many different reasons and it is impossible to keep all park users happy all of the time. A diverse range of potential projects that links into heritage, improving wildlife, encourages sports activities and recreation, and promotes being outdoors will be proposed/developed. This will give the community an opportunity to be involved in shaping their park and increase the sense of ownership and responsibility too. The document produced as part of this work will complement the current management plan. The way to expand park use and encourage ownership is to work with partners, stakeholders and the community from the onset of this project. A deliverable plan for the key stakeholders and the community to drive forward will be produced. Positive changes and development on site will show to the community that this park is a valuable community asset and something they should work to enhance for the benefit of everyone.

- Working with Place Management the project will develop a new/updated management plan which incorporates the previous Green Flag feedback and looks to identifying and reducing anti-social behaviours, suggesting techniques to reduce negative behaviours.
- The plan will provide Sunderland Council with guidance and strategies for marketing and publicity, community engagement, funding and best practice for site management, drawing on Groundworks experience and knowledge of funding and of building capacity within groups to suggest training and courses for community groups to expand their skills.
- The funding strategy will look to the management plan for recommendations and suggest specific funding streams that will support projects on site. These developments will be supported even after this project comes to an end.
- The principle landscape architect will complete a full stock condition survey and condition survey, which will identify strengths, weaknesses, opportunities and threats. This will include assessments of park buildings, paths, accessibility and site furniture. Understanding the current condition will enable a list of recommendations to be proposed - in the short, medium and long term. These action plans will be informed from the work the landscape architect will carry out so it is difficult to detail what they will include.
- Using information collected from the condition survey, community/youth consultation, recommendations from Sunderland Council and other stakeholders, the action plan will include a variety of improvements ranging from small scale minor improvements such as boarder maintenance or something larger like developing a funding bid to repair buildings.

In summary the work will leave a useable management document which will detail how the park should be maintained, managed and developed offering clear guidance for community activity and engagement (referring specifically to Usworth Park Bowls Club and the Friends of Usworth Park). Groundwork will also work with any other VCS organisations identified to ensure that there is a robust governance structure which the groups can easily follow going forward.

Partnership

As a local organisation working with communities across Sunderland for many years Groundwork will use the skills, relationships and experience developed to deliver the best possible project. Working closely with Sunderland City Council, Friends of Usworth Park, Usworth Park Bowling Club, local primary and secondary schools, The Rainbow Centre, Elected Members, Council Officers and key stakeholders this proposal will design and deliver a Plan that effectively informs the outcomes of this project. Using established relationships with partners and projects across the City, as well as specialist knowledge of the subject matter, will inform and add value to this project. (Groundwork also have links to The Land Trust and other local authorities in the North East who manage parks – and can use knowledge and experience from these partners to help add

value to this Plan. Other partners to be involved - Gentoo to ensure local residents are consulted and local schools in the catchment area as part of consultation with young people.

Key Milestones

Pre start meeting, Groundwork staff, SCC – **September 2018**

Consult partners, arrange defined consultation events, Stock Condition Survey – **October 2018**

Review meetings – review of drafts, update on activities, review of plans – **monthly**

Produce Management Plan - **March 2019**

Funding

The funding will be utilised to cover staff time re landscape architect, lead for the project and all resourcing re consultation, events, printing, travel etc.

Outputs of the Project

The project will produce one Management Plan as required by the Project Brief.

This application has been submitted through Area Committee's Call for Project and using the formal SIB governance protocols and guidance, the application has been assessed and the Panel score is 132/140

This application:

1. Evidences a good track record of successful delivery and experience

- This application evidences previous experience of similar projects, the organisation/projects will be based in the area and all beneficiaries will be from Washington.
- Project Management and monitoring systems are excellent
- Milestones and objectives are identified and realistic

2. Evidences it meets at least one of the key priorities of the Washington and co-ordinates with a range of activities and projects:

- This proposal meets 2 of the Area Committee priorities – Environment and Green Space and Community Inclusion

3. This proposal has evidenced good partnership working and is committed to further developing local inclusion and collaboration.

- A range of local and strategic partners clearly identified
- Will reach partners using existing mechanisms and consult with potential beneficiaries using a number of methods. Due to nature of project, less relevance in this project regarding end use beneficiaries
- A wealth of added value will be brought by the organisation. New beneficiaries not so relevant to this project but there will be engagement with a wide range of potential new park users. Aware of other plans.
- Will work with SCC, residents, Friends group, bowling group, users of park, schools and elected members

4. This proposal meets the project outcomes as detailed in the published Project Brief:-

The Management Plan should include the following:

- A clear vision including the community aspirations for the Park – Identifies they will produce a vision based on the evidenced needs, condition survey and consultation with users and the community
- How proposals will complement the work of SCC's Park Management Plan for Usworth Park and

- be used to aid future development and maintenance of Usworth Park and to plot improvements, manage the site and achieve the Green Flag Award, in partnership with SCC's Place Management Service – Gives examples of how the development of the plan will complement the work of SCC and identify improvements and green flag status. Experience of similar evidenced
- How the Park will contribute to a positive neighbourhood identity and provide a focal point for the local community – The application demonstrates understanding of fit with community and strategic context
 - How it will complement the work of SCC's Park Management Plan for Usworth Park Details to provide opportunities for accessible green space, play, leisure, safe walking and enhance the ecology. The park should provide a landscape suitable to a neighbourhood/urban setting. Provides information on understanding of the existing PMP for the park and identifies opportunities for diverse range of activities. Neighbourhood/urban setting not specifically referenced but implied in text
 - Consider how to expand the park use and provide a range of opportunities for informal recreation, equal access, and community inclusion – Informal recreation and community inclusion mentioned in various sections
 - The Plan needs to clearly evidence the best route for gaining the Green Flag award documenting what is there now, what is the aspiration, how to get there, and how will we know it has been successful – Experience of this is evidenced. Has a clear understanding of Green Flag process and success in obtaining and retaining status. Will use existing plan as a starting point
 - The plan needs to identify the mechanism for improving the buildings and structures, the 'landscape', community ownership and increasing community use – Will provide actions relating to physical improvements with limited maintenance implications. Community engagement mentioned throughout
 - There needs to be a robust funding strategy to aid future development and maintenance The plan will provide information/advice on specific sources of funding which will be supported after this project ends. (Maintenance specific info should be included)
 - There needs to be both a short term action plan and a medium/long term action plan included to aid sustainability – to be produced as part of the Plan. Application details how this will happen
 - There needs to be a clear recommendation for a robust community led governance structure or methodology - The plan will identify a governance structure which the Friends group can follow going forward. A useable management document will be produced

OFFICER RECOMMENDATION: Approve

Applications for the Washington VCS Support Project

Project Brief

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.

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.

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

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.

Application No.1

Name of Project	VCS Support Project
Lead Organisation	Sunderland North Community Business

Total cost of Project	Total Match Funding	Total SIB requested
£52,500	£2,500	£50,000
Project Duration	Start Date	End Date
2 years	October 2018	September 2020

The Project

SNCBC propose to deliver robust support to the voluntary sector (VCS) across the five Washington wards supporting VCS Organisations to identify their needs, create and fill volunteering opportunities.

A dedicated part-time Volunteer Coordinator (VC) will be recruited to engage with and mentor/support/progress local VCS organisations and will work proactively to gain the 'trust' of staff and members of local organisations. SNCBC is familiar with supporting grassroots VCS Organisations and will complete a 'capacity/health check' document for each individual organisation which enables the identification of existing and emerging 'capacity' needs and volunteering opportunities. Support required may include governance advice/training, committee roles/responsibilities, accessing and applying for grants, identifying volunteering opportunities, roles and effectively recruiting, inducting and supervising those roles. The VC will help develop volunteer job descriptions, person specifications and will support with advertising and recruiting to opportunities. We will guide Organisations to develop, or review their existing, volunteer strategy, policies and procedures including induction, supervision and appraisal.

The VC will also identify, engage and recruit local residents who wish to support volunteering in their local area and support them to be matched into VCS opportunities and potentially work placements to progress skills further. All volunteers will participate in a structured induction which will include a skills analysis to ensure experience/skills are matched into appropriate opportunities and any training needs are identified. Health and Safety, Equality and Diversity and Safeguarding are core elements of this training. We intend to record volunteering and training in a 'volunteer passport' providing not only a record for potential employers but a source of information to celebrate volunteering. (Volunteers have recorded over £170,000 of time investment at Bowes Railway in a two-year period, as measured by the Lottery guidelines).

A local DBS service will be provided across Washington and the VC will support Organisations to access, and volunteers to gain clearance through, the DBS procedure. Experience has shown that volunteers often have to apply for copy evidence, such as birth certificates, to be able to complete the DBS process and dedicated staff will be available to support the completion of relevant electronic/paper processes. Volunteer expenses will be provided to cover the cost of replacement evidence as required. SNCBC's Human Resources Manager is trained in safeguarding recruitment procedures and in the event an issue is raised on a DBS potential volunteer/staff member are invited to a face-to-face meeting to discuss the concerns documented through the DBS process. He is experienced in conflict management and dealing with 'inappropriate behaviour' and supports staff from external Organisations to carry out any such interviews in non-discriminatory manner in line with equality and diversity policies/procedures. SNCBC ask all staff and volunteers to satisfy a DBS check a minimum of every 3 years and support other Sunderland Organisations, such as CEED, Sharp and Bowes, to carry out DBS checks and will extend this support to Organisations in the Washington Area. Dedicated staff are in place within the organisation who are familiar with gathering evidence in line with Data Protection/GDPR requirements and handle/store that data in line with confidentiality and safeguarding policies.

This project will create a bank of volunteers to support one off activities and events - replicating the successful model adopted to support Bowes railway and deliver Clean and Green, where we have the support of 'ad hoc' volunteers who provide their time to community clean ups, occasional litter picks, Bowes promotional events along with our regular volunteers who are fully trained and lead on weekly plantation work, blacksmiths and joinery demonstrations. An area wide quarterly volunteers forum will be established, and an annual celebration event is proposed to identify best practice, celebrate volunteering and identify key strengths and weaknesses of this Washington VCS volunteering model. Links already in place to celebrate volunteering and promote it include the wellbeing.org website, local events such as the Carnival, Illuminations, Springwell 1940's event, providing press releases, good news stories and promotion through social media.

Previous work in Clean and Green, Bowes, Coalfields Step up and Children's Centre has shown that it is important that both volunteers and Organisations to have a forum to discuss best practice, common issues and to promote inter-agency mentoring support/ buddying for new Organisations/Group. The VC will develop a Volunteering steering group for Washington Organisations/Groups to promote collaboration and partnership working inviting such as Sunderland City Council, Gentoo, VCAS, and Voluntary and Community Network. The group will focus on finding solutions to common emerging issues identified by the Volunteer Coordinator and Washington VCS Network.

This project will enable access for Organisations and/or volunteers to such as mental health wellness provided by Washington Mind, financial inclusion by Sharp and ACES Partner, environmental training through Clean and Green with the potential for SNCBC to deliver digital skills, confidence and motivation, and occupational led training through FACL, the emerging Washington REACT project and as appropriate funding bespoke/tailored training such as governance matters. The VC will further develop links to enable corporate volunteering opportunities across the Washington Area. SNCBC have existing relationships with EE, Fusion, N Power, Asda and Northumbrian Water who have supported one off corporate volunteering at our Bowes and Clean and Green projects to respond to individual Organisational need.

The VC will link with local and Citywide support networks, in the public, private and voluntary sectors and projects to promote sharing skills of staff and volunteers across Organisations/Projects, potentially to be able to access training to enhance skills, carry out general repairs etc. The project will support and promote the Washington Area Network, the work of its partners and will communicate the strategic delivery plan, both through SNCBCs role as an Area Representative and by being a conduit to share information from and into Washington Area Committee. For example, the VC may refer a local bowling club to the 'Clean and Green' equipment loan scheme or introduce a parents group to the food bank to understand referral mechanisms.

SNCBC will deliver the 'Washington VCS Support Project' as an inclusive delivery model working closely with partners and stakeholders from across Washington and recognise the opportunity to apply for objective CLLD objective 3 'Community Capacity and Partnership Building' funding as match to this delivery. SNCBC have successfully submitted 4 EOI's into CLLD to date and all have been approved to progress to full application. SNCBC and Washington Mind are committed to working jointly but due to the short turnaround of the Call for Projects and holiday commitments we have been unable to negotiate fully around this.

The Volunteer Co-ordinator will be responsible for raising awareness of volunteering opportunities across Washington to Organisations, groups and residents, and will deliver local presentations, attend local networking groups such as the voluntary and community sector network, neighbourhood watch, toddler groups, school and children's centre forums, housing groups and by visiting local Organisations, Projects and services such as health groups, FACL learning sessions, local employment support groups, food banks and youth groups to promote the benefits, impacts and outcomes of volunteering.

Partnership

SNCBC was established in 1987 and has been delivering services in the Washington area of Sunderland for over 10 years, initially delivering the Job Linkage service and now providing a wide range of community focussed delivery, including Bowes Railway volunteer project, Clean and Green volunteer project, BBO Wisesteps employability project, Play and Youth delivery including services for young people with disabilities and the Washington Community Events Programme. Our services currently provide direct support to more than 500 Washington residents and in the last year we have developed and delivered community events that have attracted over 3000 visitors. SNCBC have developed strong partnership arrangements with local VCS organisations, both large and small, to ensure robust support to the local community and will build on these relationships through the delivery of this project. Delivering the Washington Events programme has ensured we have extensive partnership links with local groups and individuals such as, the Washington Food bank, Washington Clothes bank, the local schools and small businesses such as sports groups and dance groups who are proactive in the area. We also have links with the heritage groups including the banners groups, history society and friends of Washington Old Hall, Concord traders, The millennium Centre, The British Legion, the Washington Village traders, Rainbow Children's Centre, Keep Washington Tidy, Clean and green, Bowes, Washington Bowls club, Washington Arts Centre, Columbia Community Association, House of Destiny, Springwell Residents Association, Washington Village Community Association however this list is not exhaustive and we expect to recruit and support organisations as the project evolves.

An agreement in principle has been discussed to work in partnership with Washington Mind to deliver this project, to ensure no duplication of current service arrangements and jointly approach CLLD for support. As this project has been developed in response to an identified need, and SNCBC has supported that planning process and do not anticipate the proposal will duplicate any existing work within the Washington area. However, every attempt will be made to keep abreast of emerging service developments to ensure duplication is avoided, delivery is inclusive and provides best value in terms of delivery costs and quality. SNCBC will continue to work in partnership with VCS network members and adopt the VCS workplan as a guide to engage with groups identified as requiring support and the emerging needs of new and existing Organisations. SNCBC attend the VCS network meetings and are a current Area Representative networking with small groups through this avenue and receive information through the VCAS mailings and networking events. The proposal set out in this application will provide added value to all of this service provision and through continued partnership working with these initiatives will avoid duplication of service.

SNCBC regularly attend Citywide and Regional networks to both communicate the Washington Area needs and maximise on the potential for local service delivery. A recent example of this is our work with WISE Group which has enabled a bespoke employability service to be delivered to Washington residents through the Building Better Opportunities Lottery

Objectives and Outputs and Milestones

Objectives and goals	Forecast Dates
Recruit Volunteer Coordinator	01/10/18
Volunteer Co-ordinator starts	01/11/18
Initial Organisations/Groups recruited	14/11/18
Initial cohort of volunteers recruited	02/12/18
Volunteer and VCS training - Ongoing	04/01/19
Launch Celebration	02/02 /19
Marketing and Promotion - Ongoing	04/12/18

Output Code	Target 2018/2019				Target 2019/2020				Target 2020/2021			
	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4
A3 – community groups supported			2	2	4	4	5	5	5	3		
P3 – people volunteering (new)			3	4	5	8	10	12	10	10		

Budget and Funding

Item and Description	Total Costs	Match Costs	SIB Contribution
Part Time Volunteer Coordinator 25 hrs PW for 2 years inc oncosts	32500		32500
Volunteer Expenses	5000		5000
Celebrations costs	4000	1000	3000
Training Costs	2000		2000
Resources	4000	1500	2500
10% Management costs of SIB	5000		5000
Total	£52,500	£2,500	£50,000

Sustainability

SNCBC will work to ensure maximum sustainability for this project by encouraging peer support and skills enhancement for volunteers to enable them to take on designated responsibilities within local Community Organisations and encouraging them to share their knowledge with new volunteers to constantly extend the capacity of individual Organisations. We will actively seek to identify and approach alternative funding providers to continue the role of the VC while also working with individual Community Organisations/Projects to buy affordable 'slivers of time' which when amalgamated across Organisations provides a financial package to continue the employment of the VC on a part-time basis as a shared resource.

SNCBC recognises the opportunity to apply for CLLD Objective 3 'Community Capacity and Partnership Building' funding as a match to this delivery. SNCBC have successfully submitted 4 EOI's into CLLD to date and all have been approved to progress to full application. SNCBC and Washington Mind are committed to working jointly but due to the short turnaround of the Call for Projects and holiday commitments we have been unable to negotiate fully around this. Should this application be successful then SNCBC will provide a further budget breakdown to demonstrate the potential of an 'enhanced' delivery model utilising potential CLLD contribution.

This application has been submitted through Area Committee's Call for Project and using the formal SIB governance protocols and guidance, the application has been assessed and the Panel score is 145 /160

This application:

1. Evidences a good track record of successful delivery and experience

- This application evidences extensive previous experience of similar projects, the organisation/projects will be based in the area and all beneficiaries will be from Washington.

- Project Management and monitoring systems robust and well established
 - Milestones and objectives realistic – [proposes part time post under this funding opportunity with option to enhance should the lead be successful in obtaining CLLD funding.](#)
- 2. Evidences it meets at least one of the key priorities of the Washington and co-ordinates with a range of activities and projects:**
- This proposal meets 1 of the Area Committee priorities: Community Inclusion
- 3. This proposal has evidenced good partnership working and is committed to further developing local inclusion and collaboration.**
- Identifies a range of local and strategic partners and commits to collaboration with other local VCS organisations. [A wide range of partners across all sectors identified. Mentions working with Washington Mind on CLLD and partnership proposal](#)
[The application states a variety of ways it will reach potential volunteers. The output table identifies that they will record 'new' volunteers only. The application states methods of engaging local groups and grass roots organisations](#)
[Added value includes training/support/staff with experience in a number of fields who can support the project e.g. HR and GDPR guidance. Already delivers a number of projects which will bring added value](#)
- 4. This proposal meets the project outcomes as detailed in the published Project Brief:-**
- Volunteers are recruited and supported to
 - a) work within specific organisations in the area, to contribute to the development of that organisation. [Identifies recruitment of volunteers to support and develop organisations](#)
 - b) form a 'bank' of volunteers who give time on an ad hoc basis to a number of volunteering opportunities and local activities. [Will develop a bank of volunteers, already has experience in this.](#)
 - Support for local organisations (particularly grassroots organisations) will help equip them to build capacity to continue to deliver valuable services in the community. [Gives examples of support to VCS organisations. Experience evidenced](#)
 - Develop initiatives to provide support to new and existing groups, and support and co-ordinate volunteers and all aspects of volunteering [Identifies some methods of co-ordinating aspects of volunteering. Support initiatives for new and existing volunteers identified. Volunteer steering group and support mechanisms identified. Previous experience of this](#)
 - A local DBS service is provided - [Already in place within the organisation, will be extended to this project](#)
 - Opportunities for increased recognition and celebration of volunteering within the local community [Will recognise and celebrate via existing mechanisms, presentations, networking opportunities and a volunteer celebration event](#)
 - 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 [Detailed information regarding support available to local organisations including training, policies, procedures, fundraising and recruitment/retention of volunteers](#)
 - Identify, advise and support local and smaller grassroots VCS organisations to build their capacity [Identifies methods of capacity building and evidences experience of working with smaller grass roots organisations](#)

- Evidence understanding, and potential solutions, to the issues faced by the voluntary and community sector
Refers to issues faced by sector but not specific enough in evidence of understanding and solutions

OFFICER RECOMMENDATION: Approve subject to receipt of Job Description and Person Specification.

Application No.2

Name of Project	VCS Support Project
Lead Organisation	Washington MIND

Total cost of Project	Total Match Funding	Total SIB requested
£126,416	£76,458	£49,958
Project Duration	Start Date	End Date
2 years	October 2018	September 2020

The Project

Washington Mind is a well-established Washington based charity providing support, activities and information for the last 37 years. A forward thinking organisation Washington MIND operates with a small team of both paid and volunteer professionals. These include qualified and student counsellors and therapists, group-facilitators, support-workers, trainers, administrators and fundraisers and, all working within the process of recovery. Having the right skill base is essential in ensuring organisations continue to provide high quality services for their communities. Washington MIND's mission is to work in partnership with the community to promote recovery and improve mental health and wellbeing. Evidence shows giving to others can also help protect your mental and physical health and with this in mind in 2017 the organisation piloted a Volunteer Passport Scheme funded by Awards-for-All. The project was very successful and the model continues to be utilised with volunteers today. This proposal builds on this success and extends the scheme throughout the Washington area, in a variety of settings, including the VCS, grassroots organisations, schools, colleges, employers and corporate partners. This would help to strengthen volunteering and organisations in our local area. The opportunity to access suitable volunteers and support resources will enable local organisations to continue to deliver their crucial services, increase their own capacity and development and improve their future sustainability.

Co-ordinated support and training resources will provide and increase the number of trained volunteers in the local community, developing transferable skills, knowledge and experience. Helping them to gain qualifications and experience that will improve their own economic situation by helping them to source paid work and help the organisations they are working with. Washington MIND will also offer direct support to those potential volunteers not yet ready to commit to volunteering because of the need for counselling or other identified support. For many who find themselves socially isolated the benefits of volunteering are enormous to the person, their family, and the community. The right match can help the volunteer to reduce stress, find friends, reduce isolation, reach out to the community, learn new skills, and even advance their career. We have seen many examples of these benefits for our own volunteers and for us as an organisation, with many of our volunteers going on to find paid employment with us and other employers. A designated worker will co-ordinate the project to ensure volunteers are recruited and appropriately supported

to work within specific organisations in the area. This will be done by establishing the needs of local volunteers and matching this with the needs of local organisations. This will enable us to bring together existing work with a joined up approach, establishing a bank of volunteers, with a variety of skills and attributes that we will match up with local organisations. The volunteer roles will be varied, ranging from those who want to commit regularly to specific projects e.g. counselling placements, group-work and administrative support, less frequent such as gardening and decorating and those who want to volunteer on a more ad-hoc basis e.g. fundraisers and event volunteers. Volunteers will have the opportunity to mentor new volunteers to build new skills and maintain a level of sustainability and a legacy of the project.

The organisation is also involved in a number of Charter marks for the City and will establish a Volunteer and Community Support Passport Charter mark, targeting new and existing local partners.

This project will work alongside partner organisations during June 2019 Volunteers Week to host a volunteer awards event that will recognise and celebrate the valuable work of all volunteers, showcasing the unique copyrighted Passport-scheme materials, which will provide a record of individuals increased skills, knowledge and training and highlighting which vital services they have delivered through volunteering with the project. Using Washington MIND's unique website www.wellbeinginfo.org (which had 117,000 unique visitors last year) the project will offer a portal specifically for Washington where volunteers can find out about volunteering opportunities and find out how they can make best use of their skills and develop new ones. The benefits of the portal for organisations will be to identify and build their volunteering capacity through advertising opportunities, access to new volunteers and source a range of resources. This would include the Passport materials, induction processes, policy templates, fundraising opportunities and a comprehensive toolkit that will help them build a portfolio of good practice and achieve a Volunteering Charter mark through the project. The project will provide a DBS service ensuring safer recruitment procedures. Volunteering is a central strand of social capital and community capacity building, therefore key to the success of the project will be developing resources that will provide support to new and existing groups, in the way they would want to receive it (one to one, drop-ins, newsletters or online). The project will complement the work planned in the Washington Area Network Plan, mapping local provision and then offering support and mentoring to local grassroots organisations.

Partnership

The project will complement and enhance existing work and partnerships in place. For example, the project will work collaboratively with SCC Place and People Boards, Live Life Well, Altogether Sunderland and Sunderland Active, who have developed a significant pool of volunteers (296 in 2017-18) who assist with the delivery of the BIG Events, BIG Community Sports Festivals and the Wellness Walking Programme. The project will link into the work for the Washington Area's benefit. This approach is underpinned by the principles and objectives of Sunderland Local Development Strategy, CLLD Sustainable development and equal opportunities policies, and the Sunderland 369 visioning document. The project provides additionality taking on board the learning from the Washington Trust's Community and Volunteer Development Project and will not duplicate current work programmes including Clean-and-Green, REACT and WISP.

Washington Mind is an active member of the local community, (Services Manager is one of the Washington VCS representatives) and a member of many local forums, networks and strategic partnerships. This includes adult and young people's partnerships which will enable them to offer a seamless project where intergenerational activities could be further explored. Washington MIND hosts the www.wellbeinginfo.org and the Citywide Health Champions network and supports smaller local groups delivering in the local base, The Life House, some of which have been helped to source additional funding and resources to help sustain them. Strong partnerships with other local organisations are in place and this proposal will build on this to ensure the success of the project. This includes local employers, schools, colleges, churches and Sunderland University (who are keen to involve their students in volunteering opportunities). Washington MIND is a partner in the Citywide IAPT, Crisis Concordat, GP Counselling and CAMHS/CYPS partnerships. This project will enable the organisation to build on existing and develop new partnerships which will be a

crucial element in the success of the project. Providing an opportunity to strengthen existing work and partnerships in the area such as WMC Healthy-Lifestyles, SNCBC Clean-and-Green and REACT, ShARP ACES Partnership and WISP, Sustrans, Foundation-of-Light, Food Banks, Gentoo, Age UK and the Carers. New partners will include local businesses and corporate partners who can contribute a lot in terms of their team 'make a difference days'. The project will make best use of www.wellbeinginfo.org which currently hosts over 400 organisations in the directory with many other opportunities for Washington partners including 'Whats On' locally, volunteering and training opportunities and access to a range of resources to help organisations build a portfolio of covering everything from recruitment to volunteers and the law.

The project also aims to utilise the support VCAS can offer and that of the VCS Network and support of the ACDL and in addition to this will host quarterly networks/volunteer fairs and invite along local partner organisations, and businesses. This will provide an opportunity for the community to come together, continue to map existing provision, find out their volunteering requirements/offers and help to avoid any duplication in the area. This will support the Washington Area Network Plan and focus on local organisational priorities and community development. The project provides additionality, complementing existing provision and will take on board the learning from the Washington Trust's Community and Volunteer development project and we will ensure the outcomes from the Exit strategy are incorporated into the project.

To note: Washington MIND has discussed with existing partners who have expressed an interest in this call with regard to supporting each other's project dependent on which of the organisations is successful. Washington MIND has confirmed they will endeavour to work collaboratively either as the Lead or as a partner in the successful applicant's project.

Objectives and Outputs and Milestones

Objectives and goals	Forecast Dates
Coordinator in post	1/10/18
Establish work plan for project	1/12/18
Complete CLLD EOI and full application	1/12/18
Contribute to and complete mapping exercise to establish local organisations and their priorities	1/2/19
Recruit first bank of volunteers and commence training programme	1/1/19
Develop passport materials and resources for local organisations including Charter mark	1/12/18
Complete first quarterly report	15/1/19

[illegible]

Budget and Funding

Item and Description	Total Costs	Match Costs	SIB Contribution
Coordinator salary and oncosts	28,764	14,382	14,382
Administrative support	9,094	4,547	4,547
Overheads related to the post	3600	1800	1800
Volunteering and Support Resources	3500	1750	1750
Community pot (Volunteer expenses/support)	5000	2500	2500
Training	1500	1500	
New area of website and digital resources	3500	3500	
Counselling and mental health support support	7500	7500	
Clinical supervision	2500	2500	
Total Year 1	£64,958	£39,979	£24,979
Total Year 2	£61,458	£36,479	£24,979
Total cost	£126,416	£76,458	£49,958

Sustainability

Volunteers will have the opportunity to mentor new volunteers to build new skills and maintain a level of sustainability and a legacy of the project. This proposal would help to strengthen volunteering and organisations in the local area. The opportunity to access suitable volunteers and support resources will enable local organisations to continue to deliver their crucial services, increase their own capacity and development and improve their future sustainability.

This application has been submitted through Area Committee's Call for Project and using the formal SIB governance protocols and guidance, the application has been assessed and the Panel score is 119/160

This application:

1. Evidences a good track record of successful delivery and experience

- This application evidences previous experience of similar projects, the organisation/projects will be based in the area and all beneficiaries will be from Washington.
- Project Management and monitoring systems well established. [Mentions learning from previous project and the need for developing an exit plan/forward strategy but no detail on what/how](#)
- Milestones and objectives: [does not clarify what can be delivered if CLLD not achieved](#)
- Outputs: [high numbers. Are they achievable? Identifies 80 groups supported – are these unique organisations? Is this realistic? Identifies 160 people volunteering – not very specific on how they will be targeted.](#)
- Added value: [Will offer counselling or other identified support. Volunteer passport scheme. Experience of organisation in volunteering activity. Match funding. Wellbeing info](#)

2. Evidences it meets at least one of the key priorities of the Washington and co-ordinates with a range of activities and projects:

- This proposal meets 1 of the Area Committee priorities: Community Inclusion

3. This proposal has evidenced good partnership working and is committed to further developing local inclusion and collaboration.

- Identifies a range of local and strategic partners and commits to collaboration with other local VCS organisations *A number of partners and services identified. Consulted with SNCBC and ShARP to work in partnership*
- Identifies dedicated member of staff but unclear of remit of staff member
- Meeting local need. *The methods of recruitment of volunteers is not diverse and the application does not provide adequate information on how it will reach potential volunteers or how it will identify grass roots organisations who may be 'hidden' or struggling*

4. This proposal meets the project outcomes as detailed in the published Project Brief:-

- Volunteers are recruited and supported to
 - a) work within specific organisations in the area, to contribute to the development of that organisation *Weak in description of how the volunteer will contribute to the development of specific organisations.*
 - b) form a 'bank' of volunteers who give time on an ad hoc basis to a number of volunteering opportunities and local activities *Identified in application*
- Support for local organisations (particularly grassroots organisations) will help equip them to build capacity to continue to deliver valuable services in the community *The application does not focus on the development or capacity building of smaller and less active organisations*
- Develop initiatives to provide support to new and existing groups, and support and co-ordinate volunteers and all aspects of volunteering *Could be stronger on identifying a wider range of support mechanisms for volunteers. Will celebrate and promote volunteers. Volunteer steering group will be developed.*
- A local DBS service is provided *Identified in application*
- Opportunities for increased recognition and celebration of volunteering within the local community. *Identified in application*
- 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 *Weak on demonstrating understanding of the issues local grass roots organisations face and mechanisms to deal with them*
- Identify, advise and support local and smaller grassroots VCS organisations to build their capacity *Weak on how the project will identify and support smaller groups*
- Evidence understanding, and potential solutions, to the issues faced by the voluntary and community sector *Understanding of issues faced not evidenced*

OFFICER RECOMMENDATION: Decline:

Application 1 presents an achievable project with some flexibility to enhance should further funding be achieved. Application 1 also adds value via training/support/staff with experience in a number of fields who can support the project e.g. HR and GDPR guidance and already delivers a number of projects which will bring added value and identifies how it will work to support grassroots organisations. Application 2 has more focus on the health and wellbeing sector volunteering support rather than the provision of a support service for the wider network of groups and organisations.