

# University Community Fund up to £5000

## Notes of guidance for applicants

Members of the University (both students and staff) are invited to bid for funding from the University Community Fund to develop new and extend existing community projects. Funding will normally be made available for small-scale projects (up to £5K).

- + There will be a number of application periods throughout the year and decisions will normally be communicated within four weeks of the deadline. Funding for successful applicants will be made available within four weeks of notification of a decision.
- + Applications may be made by individuals or groups of students and/or staff on the form provided. It is expected that applications will be made in partnership with a community organisation. In cases where this is not suitable, evidence of consultation with community organisations is expected. In all cases, the lead applicant must be a staff or student member of The University of York.
- + Projects funded through the University Community Fund will be subject to ongoing evaluation and on completion will be required to prepare a brief evaluation report for consideration by Volunteering and Community Committee.
- + The Committee recognises that some proposed innovations may have a relatively short life span. Whilst it welcomes such proposals, the limited funding at its disposal means that in making judgements between applications for funding, the Committee will need to take into account that one of the key aims of The University of York in the community strategy is to develop sustainable community activities.

### 1. Conditions of funding

- a. Projects will normally only be supported by the Committee in cases where applicants can show why they require an initial outlay beyond existing resources.
- b. The Committee is not able to support projects which require recurrent funding. Applicants will need to show how the project will be sustained beyond the funding period.
- c. Applicants should bear in mind that details of all funded projects will be made available publicly.
- d. It is a condition of funding that recipients are prepared to share good practice and disseminate the outcome of their work with internal and external audiences.

### 2. Submitting an application for funding

All applicants are recommended to seek advice from a member of staff from the Community and Volunteering Unit before completing the application form. Applicants are required to complete the application form in full via the Google form.

Applications for sums of £5K and below will be considered in the following way:

- a. Receipt of application acknowledged by e-mail within seven working days by office
- b. Initial examination of application by office – further consultation with applicant
- c. Application considered by Committee Executive Group
- d. Decision will normally be communicated to applicant within four weeks of receipt of the final version

### 3. Community and University benefit

Applicants must demonstrate that their project fulfils a community need which is not satisfied by existing activities, citing appropriate evidence wherever possible. They should indicate how their projects will serve to improve community access to institutional expertise, skills, learning and other resources. They

are also encouraged to indicate how projects might benefit the University in terms of widening participation and the two-way transfer of knowledge and skills.

#### **4. Quality assurance**

Applicants should outline appropriate strategies for the monitoring and evaluation of their project and are asked to discuss this with a member of staff from the Community and Volunteering Unit before submitting their bid.

#### **5. Training and recognition for volunteers**

Applicants are asked to consider the training needs of volunteers, as well as appropriate forms of recognition for volunteers participating in their projects. Applicants are expected to utilise existing training and support offered through the University and the Students' Union. Funds for additional training will only be made available where the applicant is able to demonstrate that the training is essential and cannot be met through existing routes. Applicants are also expected to utilise existing routes for the recognition of student volunteering (ie. York Award). Applicants are asked to discuss issues of training and recognition with a member of staff from the Community and Volunteering Unit before submitting their bid.

#### **6. Costings**

- a. All costs should include VAT where appropriate. Equipment must conform to the definition adopted by HEFCE in respect of expenditure from the annual equipment grant. This excludes consumables (e.g. workshop materials and stationery) which should be included under 'Materials and Consumables'. Consumables should in any case only be included if they are non-routine items which would not normally be paid for from another source. If the equipment already exists in another part of the University, the application should state why it is not possible to use it.
- b. Volunteer expenses would not normally be expected to exceed an allowance of £50 per volunteering opportunity. In cases where expenses are included in the costs of a project, the applicant will be expected to demonstrate how these expenses will be met after the period of funding ends.
- c. The principles on which the Committee operates with regard to staffing and staff costs are as follows:
  - i) all applications should give a clear indication of staffing costs, including on-costs. Full details of staffing costs in relation to the salary scales can be obtained from the Finance Office via their webpages ([www.york.ac.uk/admin/finance/docs.yrk/salarycosts.htm](http://www.york.ac.uk/admin/finance/docs.yrk/salarycosts.htm));
  - ii) staff costs should be identified and addressed under one of three headings:
    - additional staff. The rationale for buying in additional staff and the relevance of their background to the proposed project should be clearly stated
    - existing part-time or fixed-term contract staff. Again, the rationale for engaging a particular staff member for a project should be clearly stated. The application should also state clearly how funding for staffing will be used (i.e. to increase the hours worked under a part-time contract; to extend the period of a fixed-term contract to permit delivery of the project)
    - existing full-time staff. Again, the rationale for engaging a particular staff member for a project should be clearly stated. The application should make clear if the resources sought are for an additional member of staff to undertake duties which the full-time member of staff will not be able to undertake as a consequence of the project. NB Funding will not be provided for staffing if the project is perceived as being undertaken as part of the ordinary duties of a member of staff and/or if no additional staff time is being bought to cover duties previously undertaken by a full-time member of staff.

#### **7. Contacts**

Volunteering Team (email: [volunteering@york.ac.uk](mailto:volunteering@york.ac.uk))