

# Coronavirus Recovery Grant for Volunteering Frequently Asked Questions

## 1. Application Process

### 1a) How do I apply?

Partnerships need to submit a summary bid as soon as possible to support their application by downloading the [summary form](#).

Partnerships can make a full application by downloading the [application form](#) and returning it to us by **18 December 2020**.

### 1b) What is the purpose of the summary form?

Due to the short delivery window for this grant, we have included the step of a summary form in the process to provide partnerships with an opportunity to receive some initial feedback and additional support ahead of their full application. This will help in the development of quality proposals and partnerships.

### 1c) I heard there was a deadline for summary bids of 7 December, will you accept summary proposals after this date?

Yes. We originally set a soft deadline of 7 December to give partnerships sufficient time to use the feedback to develop a full application in time for deadline of 18 December for full applications to be submitted.

### 1d) Will you accept full applications even if a summary bid was not submitted?

Yes.

### 1e) Will you accept full applications after the deadline of 18 December?

Unfortunately, due to tight deadlines, we cannot accept full applications after 18 December.

### 1f) What happens after bids have been submitted?

A panel of Welsh Government policy and grant officials will assess all of the bids before making recommendations to the Minister in early January. Grant award letters will be sent to successful bidders following Ministerial sign-off. We hope to be in a position to distribute funding to successful bids by the middle of January 2021.

### 1g) How will you assess and award the bids?

Funding will be distributed according to the number and quality of bids based on these 5 criteria:

No.	Criteria	Weighting
1	Establishment of a meaningful partnership.	30%
2	Clear links to at least one of the 4 key enablers.	20%
3	Clear programme objectives and deliverability.	30%
4	Plan for sharing learning at local/regional level.	10%
5	Good project management and value for money.	10%

### 1h) Why is there such a short turn-around?

The money for this grant fund has been secured for spend on COVID recovery from within Welsh Government's budget for this financial year. This means that all the funding must be spent by March 31 2021 on activities that have taken place in this financial year. Whilst we accept the difficulties associated with spending the money effectively in the short time-frame, we wanted to ensure that those third sector organisations and public bodies who could make use of it now with viable projects had opportunity to access funds.

## **2. Aims and Activities**

### **2a) What is the aim of this fund?**

The grant is designed to a) sustain volunteering and community action during recovery, and b) improve or introduce new systems and support arrangements, complementing existing infrastructure. Activities should be focused around four key enablers of sustainable volunteering:

- Accountability and Leadership
- Strategy, Processes and Products
- Resources and Partnerships
- Effective Volunteers and Organisers

### **2b) What projects and activities can this funding be used for?**

We expect partnerships to consider the needs of their areas and develop proposals that best meet these needs, within the aims and principles of the grant. Some examples of potential uses of the funding include (but are not limited to) developing infrastructure, mapping out volunteering within a particular area, and investing in skills and training for developing futures planning capability for communities.

### **2c) What can I spend this funding on?**

This is revenue funding and should not be used for capital expenditure.

### **2d) Can I use this funding to pay consultants?**

Yes.

### **2e) Can this grant be used to give grants to other organisations?**

No. This would take focus away from the partnership aspect and long-term objectives of the grant.

## **3. Partnerships and Engagement**

### **3a) Can an organisation submit a bid on its own, or must all bids be in partnership?**

Bids must be submitted in partnership, and should hardwire good practices of partnership that have been developed in response to the Covid-19 crisis. Encouraging partnership across sectors, including third sector organisations, local authorities and local health boards is a key principle of the fund. Partnerships of public bodies and third sector organisations can apply on either a local, regional or national footprint.

- Applications from single organisations are not eligible to apply.
- Applications from a single sector are not eligible to apply e.g. two local authorities working in partnership would not be able to apply if they did not include an organisation from the third sector.
- Similarly a partnership of a CVC and another third sector organisations would not be able to apply if there was not also a public body in the partnership.

### **3b) Can third sector organisations that aren't CVCs be the only third sector organisation in the partnership?**

Although partnerships are not restricted to CVCs, we would ask that other third sector organisations keep local CVCs apprised of your plans as this will avoid duplication.

### **3c) Can Town and Community Councils be the only public body in the partnership?**

Yes. Public bodies in the partnership should be those most appropriate to the scale and objectives of the project. We recommend that any application with a Town and Community Council as the sole public body should also keep your local authority and local CVC apprised of your plans as this will avoid duplication.

### **3d) What engagement has there been on the grant?**

We have engaged with various stakeholders, including representatives from the Third Sector Support Wales, Welsh Local Government Association (and individual LG officers), Local Health Boards and Town & Community Councils. We have discussed with them the aims of the grant, its timing and its design and used their feedback to help us to design a meaningful grant.

## **4. Reporting, Monitoring and Evaluation**

### **4a) What reporting will be required?**

Grant managers will be responsible for monitoring and reporting on their funding allocations. The bids should identify how progress will be monitored, and should factor in resources to report on how funding is used.

Welsh Government will develop reporting requirements based on common themes identified across bids. These requirements will be announced when funding is awarded, and will be designed to limit the burden and to be proportional to the scale of the project and timescales.

### **4b) What will project level reporting be used for?**

Reporting on the uses and outcomes of funding will be shared with Welsh Government officials the Welsh Local Government Association, and the Welsh Council for Voluntary Action. It will be used to identify learning and develop long-term strategy.

### **4c) How will the learning be shared?**

The proposals should include plans for how learning will be shared at project level. Welsh Government will develop a plan for sharing the learning at programme level.

## **5. Grant Managers**

### **5a) What is the role of the grant manager?**

Each partnership must nominate one organisation as the grant manager. The grant manager will be responsible for receiving and distributing the funding to other organisations in the partnership and will also be responsible for reporting to the Welsh Government on how funding is used.

### **5b) Does the grant manager need to be from a particular sector?**

Grant managers may be from any sector. The funding is being distributed to partnerships to encourage joint working between organisations. When developing partnership bids, organisations should consider which organisation is best placed to ensure the funding is distributed rapidly and effectively, and nominate them as the grant manager.

## **6. Funding amounts, spend dates and payment arrangements**

### **6a) How much money can partnerships bid for?**

We are not setting a minimum or maximum amount, as the Welsh Government will assess and award funding depending on the strength of the proposal in meeting the criteria and deliverability within the timeframe.

The amount of funding applied for and awarded will also depend on whether the project is at a local, regional or national level. Partnerships should therefore apply for an amount that is suitable for the scale of the project and can be spent in the timeframe.

You may wish to consider an upper limit of £250k to enable the partnership to spend the funding within the timeframe, but this only a guide.

### **6b) Can payment be made in advance or in arrears?**

Public bodies acting as grant managers may be paid in advance so that they can make onward advance payments to third sector organisations but not in respect of their own costs.

Third sector organisations acting as grant managers will not need to provide this explanation as they are automatically entitled to payments in advance under the Third Sector Scheme.

**6c) Will this funding be extended beyond March 2021?**

There are no plans to extend this funding beyond March 2021.

**6d) What if funding is not spent by March 2021?**

All funding must be spent by or on 31 March 2021 on activities that have taken place during this financial year. Any funds that are unspent as of the end of 31 March 2021 must be repaid. This requirement includes taking steps to recover any unspent funds that have been distributed to other organisations.

## **7. General**

**7a) What should I do if my question is not covered by these FAQs?**

Please contact a member of the third sector grant team:

e-mail: [thirdsectorqueries@gov.wales](mailto:thirdsectorqueries@gov.wales)

telephone: **03000 251672**

**7b) What are the key dates for this grant?**

**7 December 2020** – soft deadline for submitting project summaries

**9-11 December 2020** – feedback provided to partnerships on their project summaries

**18 December 2020** – deadline for receiving full bids

**19-31 December 2020** – full bids assessed

**w/c 4 January 2020** – recommendations sent to Minister

**11-15 January 2021** – Award letters issued