Project Plan and Budget Form

Student-Led Volunteering Programme

## Note that funding is only available to groups registered with the Student-Led Volunteering Programme.

## Please ensure that you have read the Project Plan and Budget Form – Guidance Notes, which contain information about the deadlines for applying for funding.

Once you’ve completed the form, please submit it via your [Student-Led Project’s webpage](https://studentsunionucl.org/volunteering/organisations), by the appropriate deadline to ensure that you receive funding on time.

1. **About your project team**

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| Project name: | | | | | | |
| Please list the Project Leaders | | | | | | |
| Name | | Specific Role (e.g. volunteer recruitment) | | | Email | Mobile Number |
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| * All Project Leaders have read and signed the [Project Leader Agreement](https://studentsunionucl.org/sites/uclu.org/files/u85921/documents/project_leader_agreement_2021-22.docx) * The Student-Led Project has an approved Risk Assessment.   Please note that your project plan will not be approved unless all Project Leaders have read and signed the Project Leader Agreement and your project has an approved risk assessment from the current academic year. You can submit your risk assessment and project plan at the same time. | | | | | | |
| Other than the project leaders and volunteers, is there anyone else you are working with, from UCL, on this project? | | | | | | |
| Name:  Department:  Phone:  Email:   * Student * Staff   In what capacity are they involved? | | | Name:  Department:  Phone:  Email:   * Student * Staff   In what capacity are they involved? | | | |
| Please give details of any partner organisations from outside UCL you are working with. | | | | | | |
| Name:  Organisation:  Position:  Address:  Postcode:  Phone:  Email:  In what capacity are they involved?  Have you completed a Partnership Agreement for this organisation?  🞏 **Yes** 🞏 **No** | | | Name:  Organisation:  Position:  Address:  Postcode:  Phone:  Email:  In what capacity are they involved?  Have you completed a Partnership Agreement for this organisation?  🞏 **Yes** 🞏 **No** | | | |

1. **Your Project Plan**

**What is the aim of the project?**

*The ‘aim’ is the overall point of your project – it sums up the difference you’re trying to make.*

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**What are your outcomes? How will you measure them?**

*Your ‘outcomes’ are the things that need to change for you to achieve your aim. These need to be phrased in terms of change, e.g. more, better, less, improved. You can find more guidance on planning your evaluation on our* [*Project Leader Resources*](https://studentsunionucl.org/volunteering/student-led-volunteering/project-leader-resources) *webpage.*

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| Outcome 1: | Measurement tool 1: |
| Outcome 2: | Measurement tool 2: |
| Outcome 3: | Measurement tool 3: |

*Please add extra rows for additional outcomes.*

**What are the Activities of the project? (Please list)**

*Your ‘activities’ are the things you’ll be doing to bring about those changes, such as running workshops, training volunteers, organising events etc. All of these activities will need to be included in your project’s risk assessment.*

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| What need in the community does this project meet? | *Explain how your project will benefit the wider community.* |
| How do you know about this need? How do you know it is not already being met by someone else? | *For example, you might have discussed your project with staff at a school or a community centre, or conducted some research. Please be specific.* |
| In what ways will the project involve volunteers from UCL? What will your volunteers be doing? | *Your project must only involve UCL student volunteers.* |
| How many volunteers do you hope to recruit from UCL? | *This is how many student volunteers you intend to recruit, it does not matter if you are unable to successfully recruit this number.* |
| How many sessions will take place, and how often? | *For example, once a week for one term, every day for one week.* |
| How many people will benefit from the project? | *For example, if you’re visiting the same 2 classes of 30 children each, there’ll be 60 beneficiaries.* |
| Almost all Student-Led Projects close for summer and exam periods. Please state whether you think this might cause problems for the beneficiaries and the community organisations you are working with, and what you might do to ensure that your project has a lasting effect. | *People can get upset if student volunteers come along and run a project, and then simply disappear! This is especially true of vulnerable groups like children or elderly people. Outline what you might do to ensure that things are tied up neatly - for example, you might decide to have an end of project party with the people you’ve worked with.*  *Also, it’s important that our projects are not fly-by-night ventures that leave no lasting impact. Even if your project has a definite end point, you’ll need to think about how you can make a lasting impact. For example, you might decide to produce an education pack for the schools you’ve visited.* |
| What Covid-19 safety measures will you be putting in place to ensure that interested students, your volunteers and participants can participate in your activities safely? | *The Covid-19 pandemic means that people who participate in in-person activity are at risk of transmitting or catching the Covid-19 virus. As Project Leaders, it is your responsibility to ensure that you deliver activities in a way that minimises this risk.* |
| Please outline your contingency plan in the event that there is another lockdown or another event which means that you are unable to deliver your project as planned. | *When the country went into lockdown, in March 2020, a number of our Student-Led Projects had to cancel their sessions because they had no alternative methods of delivery. It is good practise to have a contingency plan, just in case an event arises that means that you are unable to deliver as planned.* |

1. **Your budget**

You can apply for a maximum of £750. Please indicate each item you are applying for funding for and explain why you need funding for each item.

If you do not require any funding, please write ‘no budget required’ as the total.

Note that, with prior agreement, the Volunteering Service will usually support travel costs for volunteers, and so you will not need to apply for this. Please note travel expenses will only be reimbursed for activities included in your project’s approved risk assessment.

| **Item to be funded by Volunteering Service** | **Amount (£)** | **Why do you need funding for this item?** |
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| **Total Funding Requested** | **£** |

Will you have any costs that won’t be covered by the Volunteering Service funding (for example, if your budget comes to over £750 or you need to spend money on something not covered by our grant). Please give details here.

| **Item not funded by the Volunteering Service** | **Income source** | **Amount (£)** |
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| **TOTAL** |  | £ |

Are you anticipating any other income this year, such as your own fundraising? Please give details.

| **Income source** | **Amount (£)** |
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| **TOTAL** | £ |

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| Please use this space to tell us anything else that might be useful when assessing your budget. |

1. **Your timeline**

Please use the table on the next page to outline your timeline for the project.

Tasks to include (not necessarily in this order)

**Don’t forget to include the different forms that you need to complete for your Student-Led Project in your timeline**

* Complete risk assessment form (this needs to be completed before you start any project related activity)
* Set up agreements with community partners
* Complete Project Planning and Budget Form
* Ensure all paperwork is returned to the Volunteering Service (including Project Leader Agreement)
* Ensure volunteers complete their DBS checks (speak to your Project Supervisor for guidance)
* Complete online ‘Volunteering with Children’ course (mandatory if working with children or young people)
* Organise project specific training / induction
* Attend Project Leader Training
* Volunteer recruitment tasks (e.g. attend volunteering fair, create volunteer vacancy on Student-Led Projects webpage, organise information sessions etc.)
* Regular meetings with volunteers
* Regular Project Leader meetings
* Approach community partners
* Plan monitoring and evaluation throughout the life of the project (e.g. when will you collect feedback forms i.e. end of session)
* Regular meetings with your Project Supervisor

**You’ll probably have other tasks to include that are specific to your project**

**Project Timeline**

| **Task** | **How long will it take?** | **Start** | **Finish** | **Who is in charge of this?** |
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**Please upload your completed form to your** [**Student-Led Project’s webpage**](https://studentsunionucl.org/volunteering/organisations)**.**

**Please note that your project will not be awarded funding unless you have an approved risk assessment completed in the current academic year.**

**Data Protection:** We will use the information you provide in this form only for administration purposes relating to our Student-Led Volunteering Programme. The leaders on the project will be able to view your name, email addresses, and phone number, but not other details you submit. We will also inform the leaders once you have met safeguarding requirements such as DBS checks, training attendance and reference checking. Your details may also be passed to external partner organisations where you will be volunteering, such as a school, hospital or community organisation, as they might need to know who is coming onto their premises and whether they have met safeguarding requirements. We won’t share your information with anyone else unless you’ve given explicit consent for us to do so. We’ll retain your details until you graduate from UCL. We take good care of your data – you can see full details at <https://studentsunionucl.org/data-protection-and-privacy-policy>