

Project Plan and Budget Form – Guidance Notes Student–Led Volunteering Programme

Applications can be for funding of up to £750. Funding is only available to projects registered with the Volunteering Service’s Student–Led Volunteering Programme.

Please read these guidance notes carefully before you complete your application.

Funding Criteria

Applications will need to meet the following criteria:

- The project must meet the needs of a non–student community, or number of communities within London.
- The project must be carried out in London.
- The project must involve UCL students in its delivery. The Volunteering Service can assist applicants with the recruitment of UCL volunteers.
- The project must represent good value for money. Three quotes will be required for items costing more than £500, and two quotes for anything under £500.
- The project must have an approved risk assessment completed in the current academic year.

What can be funded?

You can apply for funding for running costs of your project. This can include:

- Training for you and your volunteers (note that the Volunteering Service will cover ‘Volunteering with Children’ training – your Project Supervisor can provide more details)
- Equipment to deliver workshops and sessions
- Resources for participants
- Stationery and large print orders. All over printing must be sent to the Volunteering Service to be printed.
- Social activities tied to the evaluation of the project

All costs must be related to your project – that is, we will only provide funding for what you need to achieve your aims and deliver your outcomes.

What cannot be funded?

- Projects that only benefit UCL students
- Projects that do not have a direct benefit to the community
- Staff costs / consultancy fees
- Projects that take place outside of London
- Projects not registered with the Volunteering Service

Application process

1. Speak to your Project Supervisor – they will be able to advise you about completing the Project Plan and Budget Form.
2. Fill in the application form and submit it, using the Student–Led Projects Online Platform. Please submit by the appropriate application deadline.
3. Your application will be assessed by your Project Supervisor and another staff member, from the Volunteering Service, who is not involved with your project.
4. You’ll be notified of the panel’s decision by the outcome notification date listed below.

Deadline for application

There are deadlines for funding applications and projects will receive notification of the outcome of their application by the dates listed below

Application Deadline	Outcome Notification Date
Friday 27 th September 2019	Monday 14 th October
Friday 18 th October 2019	Monday 4 th November
Friday 8 th November 2019	Monday 25 th November
Friday 29 th November 2019	Monday 16 th December
Friday 13 th December 2019	Friday 10 th January
Friday 10 th January 2020	Monday 27 th January
Friday 31 st January 2020	Monday 17 th February
Friday 21 st February 2020	Monday 9 th March
Friday 13 th March 2020	Monday 30 th March
Friday 3 rd April 2020	Friday 24 th April
Friday 24 th April 2020	Monday 11 th May
Friday 21 st May 2020	Monday 8 th June
Friday 12 th June 2020	Monday 29 th June

Please email your Project Supervisor if you would like to apply for funding after the 12th June 2020.

Please note there is no guarantee of your project receiving the requested funding, and if approved, your project may receive funding with certain conditions. Therefore, you are not permitted to spend any money on your project until you receive notification of the outcome of your application.

If your application is successful, a Union Finance Account will be opened for your project and your funding will be managed here through the Volunteering Service.

Get in touch with your Project Supervisor, if you have any questions or need additional support to complete the Project Plan and Budget Form.