

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

Applications can be submitted for funding of up to £750.

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 be registered with the Volunteering Service's Student-Led Volunteering Programme.
- All Project Leaders must have read and signed the Project Leader Agreement.
- The project must only 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 provide '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.
- 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 Student-Led Volunteering Programme

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 your Student-Led Project's webpage. 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 applications

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

During Term-Time

Application Deadline	Outcome Notification Date
15 th of the month	1 st of the following month

Please email your Project Supervisor if you would like to apply for funding outside of term-time.

Please ensure that you submit your Project Plan and Budget Form by the appropriate deadline to ensure that you receive funding on time.

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 funding 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.