**Volunteering Cities Expression of Interest Form (Stage 1)**

Please read the Information Pack before writing your Expression of Interest (Stage 1). We have given you some indicative maximum word lengths to guide your completion of this form.

We are **only** accepting applications for this funding round from organisations in the 20 locations that submitted an expression of interest to DCMS to become UK City of Culture 2025.

*Note: we have referred throughout the assessment pack to the area where your activity is being delivered as “your location”. We have asked you to provide details on the geographical remit of this location on p2.*

We’re here to help:

* **Information:** Read our **Frequently Asked Questions** in the information pack, join our **webinar** session in early 2022 (date to be circulated separately) to find out more about Spirit and the funding round, or contact us on the details in the information pack to arrange a call or ask a question.
* **Application:** We will accept applications in any format. Contact us for an informal discussion to discuss your needs. If you require this form in large print or any other format, please contact us.
* **Assessment criteria:** Read through the criteria at the bottom of this form. Note that criteria assessed at this stage is in **bold.**

Please send us your completed form by **5pm on Friday 18 March 2022** to [eibhlish.fleming@spiritof2012.org.uk](mailto:eibhlish.fleming@spiritof2012.org.uk) with email subject ‘Volunteering Cities’. We cannot consider late submissions.

**SECTION 1: APPLICANT DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation name and legal status |  | Companies House registration number |  |
| Address |  | Charity Commission registration number |  |
| Website |  | Main contact name |  |
| Main contact phone number |  | Main contact e-mail |  |
| What is the geographical area covered by this application?  Please specify if there are any differences between this geographical area and the one in your City of Culture bid. |  | | |

**PARTNER ORGANISATION(S) DETAILS**

Please provide information on partner organisation(s) you plan to work with in this project. If you are planning to work with more than one, please copy and paste this table below. At Stage 2 we will ask you for formal partneship agreements where appropriate.

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation name |  | Website |  |
| Their role in the project |  | | |

**SECTION 2: YOUR CONCEPT**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. Is your application for a new volunteering offer or to extend existing provision? *(delete as applicable)* | | | Existing | | New offer |
| 1. What is your estimated funding request to Spirit of 2012 for the main project? (*Max £200,000)* | £ | What is your estimated funding request to Spirit of 2012 for access costs? *(Max £50,000, see p5 of the information pack.)* | |  | |
| 1. Tell us about the current volunteer offer or landscape in your location including: 2. What are its main strengths? 3. What needs to be improved?   **[up to 400 words]** |  | | | | |
| 1. What is your vision for volunteering in your location, and how will this funding help you achieve it?   **[up to 400 words]** |  | | | | |
| 1. Tell us about the partners you will work with to achieve this vision, and how they will contribute to the project’s success.   *Note that applicants must have support from the local authority, local enterprise partnership, and/or local volunteer infrastructure organisation as part of their application. You should also have strong connections to and initial agreements with at least some of the local voluntary sector organisations it is likely to deploy volunteers to.*  **[up to 400 words]** |  | | | | |
| 1. Who will you engage as volunteers through this programme?   Please describe:   1. Who you will recruit, 2. how you will recruit them, 3. Why you think they will benefit from volunteering.   **[up to 400 words]** |  | | | | |
| 1. What outcomes are you seeking to achieve from this project? Please list 4-6 with an indication of how you will know you have achieved them.   *These will form the basis of an evaluation framework to be submitted at Stage 2. Please refer to pg 6 of the information pack.*  **[up to 300 words]** |  | | | | |
| 1. In what ways, if at all, has the bidding process for City of Culture affected your vision and plans for volunteering in your location?   **[up to 300 words]** |  | | | | |
| 1. Please only answer A *or* B:   A: *If you are still in the running for UK City of Culture 2025:* What difference would securing the designation of City of Culture 2025 make to your volunteering plans?  OR  B: *If you are no longer in the running for City of Culture 2025*:What difference would securing the City of Culture 2025 have made to the plans for volunteering you have outlined above?  **[up to 300 words]** |  | | | | |

1. **Indicative Budget**

|  |  |  |
| --- | --- | --- |
| **Item** | **Amount** | **Notes/Rationale** |
|  | **£** |  |
|  | **£** |  |
|  | **£** |  |

Please provide some high-level project costs below. Note that if we invite you to stage 2 we will ask you to provide a full budget. We expect to see a line which details how you will allocate up to £50,000 to access costs.

**Please verify that the information you have supplied is true and accurate at the time of submission.**

Signed (handwritten /scanned handwritten signature required):

Name:

Position within the organisation:

Date:

**Volunteering Cities Assessment Criteria**

Spirit staff members will mark your Stage 1 Expression of Interest on a scale from 0-4 across 6 criteria, giving a total possible Stage 1 score of 24. Content that will be assessed at EOI Stage (Stage 1) is in **bold**.

|  |  |  |
| --- | --- | --- |
| **Theme** | **What assessors are looking for:** | **Question Ref:** |
| **Compelling vision**: | *This competency is about the idea for your project. You should demonstrate that:*   * **Your vision for the project is clear and cohesive** * **There is a clear line of sight between your vision for the project and the outcomes that this fund has been set up to achieve** * You can articulate why it makes sense for your organisation to apply for this funding * Your project fits with Spirit of 2012’s purpose (to unlock a future where events and volunteering are a pathway to wellbeing for all people and their communities) and interests (ensuring people have opportunities to be creative, active and connected to one another). | 4 |
| **Delivering results** | *This competency is about your plans for this project. You should demonstrate that:*   * **Your budget fits with and is proportionate to your project plans.** It provides value for money whilst adequately covering the time and resource you will need to successfully deliver against your project aims, and your proposed draw-down schedule reflects this. * You are able to demonstrate the capacity and readiness to deliver this project within the timeframe we have outlined. * You have set out an ambitious but realistic project plan that demonstrates how your project fits with the scope of this grant * You have a comprehensive risk and mitigation plan | 10 |
| **Local expertise**: | *This competency is about the track record of your organisation, your local knowledge, and that you have appropriate systems and processes in place to ensure quality. You should demonstrate that:*   * **You or your partner(s) have a strong track-record working to engage and deliver to your target beneficiary group.** * **Good, local knowledge and understanding of local people in your target groups and the strengths and weaknesses of your local area’s current volunteer offer.** * **Your proposal is either submitted by, or has the support of, the local authority, local enterprise partnership, and/or local volunteer infrastructure organisation.** * You have robust processes in place for the safeguarding of young people and vulnerable adults. * You have a high calibre team in place to work on this project and/or robust recruitment processes to secure new high calibre staff and sufficient senior-level oversight | 3, 5 |
| **Equality of opportunity** | *This competency is about your understanding of your target beneficiaries, and how you will ensure that groups with additional barriers to participation will have access to your project.*   * **You can clearly identify who you would like to reach with this project and why they will benefit.** * You explicitly identify how you will use access funding to ensure disabled and non-disabled people will participate as equals at all levels of your project and how you will reduce barriers to participation | 6 |
| **Serious about impact** | *This competency is about your evaluation experience and plans. You should demonstrate:*   * **Understanding of outcomes measurement, with a clear idea of how your planned activities link to the outcomes you wish to achieve.** * Solid, convincing and specific commitment to working towards and measuring social outcomes across multi-year projects * Enthusiasm and curiosity for learning what works, what doesn’t and how you can improve * A detailed plan outlining your core outcomes and ways to measure and demonstrate whether you are achieving this * A comprehensive approach to baselining * Commitment to working within the Spirit M&E guidelines, including understanding changes in wellbeing by using the ONS Subjective Wellbeing questions. * A commitment to sharing your learning with others (e.g. staff, evaluation partners, grantees and others in your sector) | 7 |
| **Events as a catalyst** | * **It is clear how volunteering will play, or would have played, a vital role in your locality’s 2025 UK City of Culture plans.** * **You are reflective about the role (both positive and negative) that events can play in achieving your plans.** * You have considered and can outline how this project will be sustained beyond the life of this funding, and how it may become an embedded local offer in future. | 8, 9 |
| **Due diligence** | *This competency is about the financial health of your organisation. You will need to demonstrate this through your audited accounts.*   * Financial solvency and budgetary responsibility shown through your most recent set of audited accounts (or equivalent) and a recent set of management accounts * Robust risk management processes and procedures, including if appropriate, when distributing funds to other partnerships * Commitment to value for money * Partnerships are supported by a formal agreement or MoU | (Stage 2)  Note that assessors will conduct informal checks at stage 1 using evidence in public domain\* |

\* If at stage 1 assessors encounter any due diligence information that they would consider to be a risk, they will be in touch with you to discuss how this risk may be mitigated, and whether it will ultimately influence the assessors’ decision to invite you to stage 2.