

## **Guidance for applying for Volunteering for Hackney**

### **Guidance notes**

These guidance notes are designed to support you to apply for Volunteering for Hackney. **It will help your application if you read these before you apply.**

### **Introduction**

Recent consultation has told us that residents want to get to know each other, contribute to their community and take greater responsibility for looking after their environment. In response to what residents have told us the Volunteering for Hackney will take a fresh approach to volunteering.

The Council knows that there is already a lot of grassroots activity that is helping to make these things happen in Hackney. The pilot initiative Volunteering for Hackney aims to work with some of the organisations delivering this to offer support and to learn from them.

We want to ensure that the organisations who are successful in their application are being fully enabled by the Council and other public services and to help them thrive and grow. The Council is therefore inviting a number of groups to participate in Volunteering for Hackney and in return receive structured strategic support.

### **How participating organisations will benefit:**

- Support from the relevant council departments that could include identifying and removing obstacles and barriers e.g. by adapting Council policy, enabling new activity, access to facilities to support activity
- Help with promoting and publicising activities, including expert advice from communication professionals and using the Council's communications channels such as our webpages, social media and the Council paper
- Support to increase your pool of volunteers and to retain volunteers, by making people feel valued and that they are making a contribution, celebrating successes and the contribution of individuals.
- Learning how to make volunteering more inclusive and suitable for all of Hackney's diverse communities, thus helping to broaden the demographic and mix of volunteers engaged by organisations
- Exploration of the wider social benefits of your activity for the volunteers
- Help with fundraising and accessing other resources such as skills and expertise of local people
- Access to new networks and the opportunity to share experiences and knowledge with other grassroots organisations
- Participation in a new and exciting high profile project in Hackney that will deliver real and tangible benefits to residents
- Key skills and capacity would be built alongside increased profile, recognition and visibility in the statutory sector

### **What we ask of organisations that work with us:**

- Be keen to nurture the volunteering activity within the organisation and have a plan to maintain or grow current activities
- Be prepared to share knowledge, experience and ideas and be open to these from others

- Attend a workshop to scope how we will work together to deliver the desired outcomes for the organisation and the initiative
- Participate in ongoing development activity between September 2017 and February 2018
- Sign up to a Memorandum of Co-operation that will outline the commitment by the Council and the organisation in terms of time and contribution to the initiative

**Timetable:**

**The support will be for a limited time only- to be discussed with the Volunteer Coordinator.**

**Applying for Volunteering for Hackney**

**Who can apply?**

- Small established community organisations or social action groups
- Groups with income equal to or with less than £50,000/year
- Organisations that have one or less (Full Time Equivalent) paid employees e.g. 2 part time employees
- You must have plan to sustain your organisation and grow its capacity and impact
- You will rely largely or solely upon volunteers for your activity
- Your ratio of ratio of paid staff (Full Time Equivalent) to volunteers needs to be at least 1:5 e.g. for every employee you have 5 or more regular volunteers
- Your activity contributes to the quality of life of Hackney residents e.g. through environmental improvements and promoting sustainability, supporting health and well-being, or opportunities for children and young people
- Your organisation will work at grassroots level by involving local people working together to improve the quality of life for neighbours and other local residents

**How to apply**

To apply, simply email your full name, phone number and a brief description of your project to [agnes.gautier@hackney.gov.uk](mailto:agnes.gautier@hackney.gov.uk)

We aim to call you within 30 days to establish whether you are eligible for the scheme.

During the phone call, that will last approximately 40 min, we will interview you on the criteria based above.

**Detailed guidance**

**About your organisation**

During our telephone conversation, here are some examples of what we could ask you:

Does your organisation have any paid employees? If so how many?

What best describes what you do?

*We want to work with a range of organisations trying to achieve different things for local people and neighbourhoods. By describing broadly what you do this will enable us to ensure we work with a mix of groups.*

How many people regularly volunteer with your organisation?

*Please tell us about your volunteer base. This will be the number of volunteers who regularly turn up e.g. will usually turn up 2 out of 3 times*

When did the organisation form?

*Please tell us when the organisation started. Please provide the month as well as the year if you can*  
If you have an income what was it last financial year?

### **Open questions about your organisation**

**The next questions are example of what we could ask you to find out about your activities. There are no right or wrong answers to this we just need to know more about what you do. Our aim is to provide development support so we want to understand the challenges you face and where you might need some help.**

Do you provide services to a specific groups of people in the borough and/or are commissioned/grant funded to do so?

*Please tell us if you have a particular group of clients or residents that your activities support and if you have ever received any grant funding or been commissioned to do this. If you have received funding please tell us how much, when you received it, how long it was for and where it was from.*

**What do you think you have achieved so far?**

*Please tell us about what you have achieved so far through your activities.*

**What is the diversity of your volunteer base? Would you like to have more volunteers from a range of backgrounds and communities in Hackney?**

*It is important that volunteering provides opportunities for everyone in Hackney but we know that for some organisations attracting volunteers from our diverse communities can be challenging. Please tell us about the people who currently volunteer and if you would like to attract a more diverse and mixed range of volunteers.*

**Please tell us why you want to participate in Volunteering for Hackney and what you want to achieve from it?**

*We want to understand why you want to participate in the project and how you hope your organisation will benefit. Please tell us about your plans for the organisation to be sustainable and grow and how you think this pilot project might help you.*

### **Assessment Process**

At the end of the phone call we will be able to tell you if you are eligible for the scheme or not.