





## **Step Out - Guide for Applicants**

The Step Out Grant Scheme is administered by the <u>Volunteering Services Unit</u> (VSU) and the <u>Public Engagement Unit</u> (PEU). It is part of UCL's Beacons for Public Engagement programme - funded by the UK funding councils, Research Councils UK and the Wellcome Trust.

The scheme is only open to students at UCL.

Applications can be for funding of up to £750.

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

## **Funding Criteria**

Successful applications must:

- Be carried out in England
- Involve UCL students in its delivery. The VSU and PEU can assist applicants with the recruitment of UCL volunteers.
- Represent good value for money. Three quotes will be required for items costing more than £500, and two quotes for anything under £500.
- Engage with an adult audience\*
- Encourage two way dialogue between students and groups outside the university;
  with all involved learning from each other through sharing knowledge, expertise and skills
- Build upon research and learning

\*If your project will be working with children or young people, you may be eligible for support under our sister scheme, <u>The Innovations Programme</u>. Please contact the VSU for more details.

#### What can be funded

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

- Training
- Equipment
- Resources for participants
- Stationery

All costs must be related to your project - that is, we will only provide funding for what you need to achieve your objectives.

#### **Application process**

1. Speak to a staff member at the Volunteering Services Unit or Public Engagement Unit - we'll be able to advise you about planning your project and whether it is eligible.







- 2. Fill in the application form and submit it to the VSU (note deadlines below). Please send it electronically, as this will enable us to circulate it to the small grants panel more easily.
- 3. You will be invited to present your project to the next Grants Panel meeting. This panel meets as required during the summer term and summer vacation, so if you apply, we'll arrange a panel meeting that is convenient for you.
- 4. The Grants Panel will ask you questions about your project, to see if it is well-planned. In particular, they will ask you:
  - Why do you think there is a need for the project?
  - Who are you working with in the community?
  - Are all of the items in your budget necessary?
  - How will the volunteers benefit?
  - How will the wider community benefit?
  - How will you evaluate it?
- 5. You'll be notified of the panel's decision within two working days.
- 6. If your application is successful, you'll be asked to sign a funding agreement.

### Grant panel dates - autumn term 2011 & spring term 2012

Panel meetings are planned for the following dates. To be seen by the panel on these dates, you will need to submit your application by 5pm the Tuesday before:

Friday 7 October, 2-3pm

Friday 21 October, 2-3pm

Friday 4 November, 2-3pm

Friday 18 November, 2-3pm

Friday 2 December, 2-3pm

Friday 13 January, 2-3pm

Friday 27 January, 2-3pm

Friday 10 February, 2-3pm

Friday 24 February, 2-3pm

Friday 9 March, 2-3pm

Friday 23 March, 2-3pm

Please submit all applications to Oliver Peachey at oliver.peachey@ucl.ac.uk.

### **Monitoring / Evaluation**

All funded projects must complete an evaluation form at the end of the academic year in which the grant is awarded, or at the end of the project, whichever is sooner.

Successful applicants will be expected to sign up to our Step Out code of standards - included on the next page.







# Step Out Agreement 2011/2012

This agreement is for UCL student groups seeking support from the Public Engagement Unit / Volunteering Services Unit. It outlines what you can expect from us and what we expect from you.

#### We will:

- Allocate you a supervisor who can meet with you regularly to offer advice and guidance.
- Offer access to Project Leadership Training.
- Offer access to Child Protection Training for all projects working with Children.
- Provide you with information and advice about making an application to the VSU/PEU Small Grants Fund.
- Provide you with relevant contacts within the community.
- Administer Criminal Record Bureau (CRB) checks and references for your volunteers, if required.
- Provide advice about volunteer recruitment, selection, and management.
- Provide access to equipment to support you in developing your project, e.g. telephones, computers, photo-copiers etc.
- Assistance with booking rooms within UCL and UCLU.
- Help with publicising your project, including putting information about it on the UCLU website.
- Offer a certificate for you and all UCL volunteers participating on your project.
- Inform you about UCL volunteering social events.

#### You will:

- Provide a project plan.
- Complete a risk assessment for your activity/project, and ensure all volunteers are familiar with it.
- Familiarise yourself with the VSU Health & Safety Manual.
- Ensure that VSU health and safety procedures are followed.
- Ensure all of your volunteers are registered with the VSU.
- Ensure that, if required, volunteers are made aware of the need to get CRB checks and obtain references as soon as possible.
- Ensure that no volunteer who has not obtained a CRB disclosure takes part in activities for which this is a requirement.
- Ensure your activity is inclusive.
- Complete activity logs.
- Meet regularly with your VSU/PEU supervisor.
- Complete an evaluation of your project.
- Be a positive representative for UCL and UCL Union.

Date:		
Student(s) Signature:		
VSU/PEU Staff Signature:		