

Application deadline: Midday – Friday 15 January 2021

## Voluntary Sector Provider Contribution Fund Scheme Application Form

### Details of your Organisation

<b>Name of organisation</b>	Volunteer Uttlesford
<b>Address:</b>	c/o Uttlesford District Council Offices London Road Saffron Walden Essex
<b>Postcode:</b>	CB11 4ER
<b>Contact Person</b>	Lizzie Petrie
<b>Position in Organisation</b>	Chief Executive Officer
<b>Telephone Number:</b>	01799 510525
<b>E-mail address:</b>	<a href="mailto:volunteer@volunteeruttlesford.gov.uk">volunteer@volunteeruttlesford.gov.uk</a>
<b>Website address:</b>	<a href="http://www.volunteeruttlesford.org.uk">www.volunteeruttlesford.org.uk</a>
<b>Charity Registration No:</b>	1114907 A company limited by guarantee. Registered in England. Company No. 5801122

#### Declaration:

1. I am authorised to make the application on behalf of the above organisation.
2. I certify the information contained in this application is correct.
3. If the information in the application changes in any way I will inform Uttlesford District Council.

Signed: Lizzie Petrie

Date: 06/01/2021

Name: Lizzie Petrie

Position: Chief Executive Officer

## Details of Application

### Description of work undertaken by the organisation

Volunteer Uttlesford was established in 1995 to support the community of Uttlesford with a vision 'to make volunteering a part of everyday life in Uttlesford'. It has three main roles:

- To enable people wishing to volunteer to find suitable opportunities and to support them
- To help local voluntary and statutory organisations to find volunteers
- To promote the ethos of volunteering locally, providing a centre of information on all aspects of volunteering

### How many paid employees does your organisation have?

3 part time staff  
Chief Executive – 24 hours per week  
Project Co-ordinator – 22 hours per week  
Administrative Officer – 18 hours per week

Freelance worker  
Dementia Café Co-ordinator 3 hours per week for 44 weeks

### How many volunteers does your organisation have?

We currently have 5 office volunteers, however, since the beginning of the pandemic only 2 of them are currently assisting us.

### How many members does your organisation have (if applicable)

We are not a membership organisation. However, last year, we worked with **365** voluntary organisations across Uttlesford and have **1,081** registered volunteers.

During COVID-19, we recruited **356** volunteers to support **1284** individuals.

### Who/what does your organisation support and in what way?

Volunteer Uttlesford supports all voluntary and statutory organisations in Uttlesford that involve volunteers or may wish to do so, and any members of the community who may want to become volunteers.

During the pandemic we are also supporting **1284** individuals who need prescriptions and shopping collecting and delivering and those who need befriending via telephone or Zoom.

As direct support through volunteers was so successful, we intend to continue to develop and offer a service that supports individuals, reducing isolation, loneliness and helping with shopping or other suitable tasks.

We also:

- Deliver the Time Bank programme, promoting good neighbourliness, working with individuals in this rural area who may require a volunteer to assist on a one off or short term basis.
- Support groups for carers of people affected by dementia, as well as a successful Dementia Café (which will be re-opening when Government guidelines allow)
- Working with local businesses to promote and support employees volunteering
- Communicate the value and benefit of volunteering across the region

### **How much money is your organisation requesting?**

**2021/22**

**£ 22,000**

### **Please give full details of the use that will be made of any financial aid given by Uttlesford District Council. (Please continue on a separate sheet if necessary).**

Financial aid given to Volunteer Uttlesford will be used as part of our essential core funding, to enable us to continue to offer the level of service needed and expected of a successful Volunteer Centre.

Funding we receive will contribute to and ensure continuity of:-

Salaries and general running costs of Volunteer Uttlesford

Raising the profile of volunteering in the district

Working to ensure that the enormous contribution made by voluntary and community organisations in the district is fully understood by our community

Encouraging the development of a strategy for greater co-operation and joint working with Uttlesford District Council so that both infrastructure organisations like ourselves and front line organisations can make an even greater contribution to the health, wellbeing and quality of life for residents of this district

Community engagement, expanding on volunteer opportunities to enhance and promote good neighbourliness

In addition to our core work we are frequently being asked to work with the following groups:-

**Socially Isolated** – We are asked by various agencies such as social services, the housing department, community nurses to supply volunteers to visit people who are socially isolated. This is a continuation of our direct delivery established in COVID-19, outlined above.

**Those with additional needs** - We are seeing a number of clients with additional needs, particularly mental health issues, who wish to volunteer and who are often using the experience as a stepping stone to getting them started back into society. We are also seeing increasing numbers of unemployed with an interest in volunteering as a means to build skills and increase employability.

**Young People** – aged 14 – 25 years seeking volunteering opportunities to complete their National Citizens Service, DofE and to provide valuable experience for their futures. Research shows that 4 in 10 young people want to engage in volunteering and social action, and we can support this by ensuring a match to organisations and individuals who need it most.

(No more than 500 words)

**Name up to three things you aim to achieve in the funding period.**

Promoting volunteering as a means of enhancing health and wellbeing in the population of Uttlesford by continuing to build on the current projects and services and increasing our presence in the local community. This includes encouraging employee volunteering amongst local businesses and assisting in building on existing employee volunteering schemes.

Continuing the work for Covid-19 support, helping those who need volunteers to ensure they get them.

Identifying, supporting, placing volunteers across Uttlesford to volunteering opportunities.

Overall, we aim to achieve, grow and develop the above by using the financial aid.

**What is the demand for the service and how is this being established? How will your project/service find out what the views of its users are and about the services they (will) receive?**

**DEMAND**

Uttlesford is a large rural area which has a growing population with an ageing demographic. In fact, 19% of residents are aged 65 and over. Given increasing demands and reduced statutory funding, organisations are relying on volunteers more than ever.

Conversely, with the recent increases in Uttlesford in home working (with all indications suggesting this will continue for many commuters in this district); those recently retired and interested in local engagement; and those wanting to build and maintain skills while unemployed, there is increasing interest in volunteering. This is not just of benefit to voluntary organisations. Volunteering has been shown to reduce loneliness, increase self-esteem, enhance employability and have a direct link to both physical and mental fitness.

Our value is in encouraging and managing successful volunteering, realising this mutual benefit.

Our recent activity bears this out. For the financial year ending March 31<sup>st</sup> 2020 showed that we had dealt with **1278** Enquiries about volunteering, and worked with **365** organisations that rely on

volunteers, many of whom needed many volunteers.

In 2020 our work as part of The Uttlesford Community Hub has meant that the demand for our service has been huge. Our volunteers have been assigned tasks helping vulnerable, shielding and self-isolating people with shopping, prescription delivery and telephone befriending. To date we have established contact with **1284** people seeking help with the current challenges, recruited **356** volunteers, helped **1,026** households asking for assistance for their essential shopping needs and delivered **3,178** prescriptions from pharmacies to the people who need them.

Given the long-term social and economic effects of the pandemic, we expect demand to be even higher this year. 46% of the voluntary organisations (that we received feedback in September from) that they would be interested in regular support in delivery of services to beneficiaries.

And although we have been established for 25 years, we know we need to do more. We intend to increase communications across the district – through traditional and social media, and also through increasing our presence at local events and locations through Uttlesford.

### **USERS' VIEWS/ OUTCOMES**

We regularly seek feedback from volunteers and beneficiaries

*"I have just received my prescription, and wish to thank you all for making this possible, I have been so worried about getting them. I hope you all keep well".*

*"Just thought I would let you know, I have had some shopping delivered by your lady, I can't start to say or even find the words to thank you all. Bless you."*

In addition, in September 2020 we also asked voluntary organisations for their feedback:

Among those organisations, VU had worked with over the last year, feedback was overwhelmingly positive:

*"I've found your support to be very helpful whilst recruiting. We are now at full capacity but will use your service again in the future for sure".*

In addition, 45% of organisations that we haven't worked with during the pandemic said they will be seeking volunteers through Volunteer Uttlesford in 2021.

Over the next year, we intend to increase our assessment of impact, and have recently recruited a new Trustee with professional experience in this area.

**Does the Council encourage or support your organisation in any way other than financially?  
Please give details.**

We are beneficiaries of an office space within the UDC building; we have a one year lease ending in June 2021

The Council has always been hugely supportive of Volunteer Uttlesford and of our work in the community, our CEO has been invited to attend and participate in meetings with the Local Strategic Partnership board, Health & Wellbeing, EESET, Children & Families groups, the Voluntary Sector Board, Uttlesford Dementia Alliance. Various departments throughout the Council including housing, communities, performance and leisure and health and wellbeing make good use of the services we have to offer.

In 2020 the relationship with the Council developed and grew whilst working in partnership to support the people of Uttlesford during a pandemic.

**A link to the Council's Corporate Plan is below. Please explain how your organisation or the proposed project would contribute to the Council's corporate plans objectives?**

<https://www.uttlesford.gov.uk/corporate-plan>

VU would contribute to the Council's corporate plan by:

Active place-maker for our towns and villages

8. Promote healthy lifestyles in diverse and inclusive communities

In partnership with and alongside others working towards to improving quality of life for residents, in particular those who are socially isolated, in poor physical or mental health. Pre Covid 19 we ran a weekly café for those with dementia and those who care for them. We now support carers either in person (when government guidelines allow) or remotely.

b. VU will continue to be an active member of the Health and Wellbeing and Children and Families Partnerships

**Are there any other organisations providing the same service as your organisation in Uttlesford? If yes, please give details.**

No, none.

While voluntary organisations do also advertise for volunteers on their own websites, feedback suggests that VU support ensure more successful 'matches'. 80% also say they prefer to share volunteering roles 'with local volunteering organisations, such as Volunteer Uttlesford.'

**Do you work in isolation to these organisations or collaboratively in any way? Please provide details.**

We work collaboratively with the umbrella voluntary and statutory bodies across Uttlesford.

Our work to promote volunteering across the district involves all the voluntary organisations, and we aim to build on this as we offer more guidance for organisations how to make the most of volunteers.

We work more collaboratively with the volunteers themselves, with regular (currently via zoom) catch ups for volunteers to share their experiences and support each other.

## Your project costs

Please give an estimate breakdown of your running costs

Revenue Costs	2021/22
Salaries, NI and Pension costs	50,096
Rent	N/A subject to renewing the lease with UDC for 2021/22

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General running expenses (phone,	5250
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Post, room hire, insurance etc.)

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Producing information, education and Promotional materials	1200
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Training	350
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Travel expenses a) Staff	950
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b) Volunteers	195
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Recruitment costs	175
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**Other costs**

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Additional cost relating to Covid-19	4250
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<b>Total revenue costs</b>	<b>62,466</b>
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**Capital costs**

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Computers	2,500
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<b>Total capital costs</b>	<b>2,500</b>
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<b>Total Organisational costs</b>	<b>64,966</b>
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**Income**

From grants - 64,550.17 (18,886 restricted for Covid-19 response)

From other sources - 5,823.65



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**Total income****70,373.82**

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**Is your organisation financed or supported by other organisations, if yes, give full details, if no, why not?**

**During 2019/20 we have been funded by:-**

Essex Community Foundation  
Essex County Council  
Independent Age  
Postcode Lottery

**Specifically for Covid related work**

Essex Community Foundation  
CAF fund  
Lottery Community Fund

**What fund raising activities has your organisation undertaken in the last 3 years and how much money have you raised? Please do not include grants from Uttlesford District Council or other funding bodies.**

Membership	£ 1,162
Donations	£ 700
Store donations	£ 5,000
Other sources	£ 5,989
	£
	£
<b>Total:</b>	<b>£ 12,851</b>

**What percentage of your users are Uttlesford Residents?**

100%

**How many people benefit from your service(s) each year?**

In 2020, we supported **1278** volunteers, **355** voluntary organisations, as well as directly supporting **1284** individuals in Uttlesford

**What effect would a reduction in the amount you have applied for have on your forward plan/service? Please provide quantifiable information?**

We have ambitious plans for more strategic support for individuals and organisations to generate the value of volunteering, which in turn increases health & wellbeing of individuals and supports over 3,000 volunteers, beneficiaries and voluntary organisations.

A reduction in the amount requested will result in reaching less than the 3,000 volunteers, beneficiaries and voluntary organisations we had planned to support through volunteering'

**If you are currently in receipt of a grant from Uttlesford District Council, what effect would a reduction in funding have on your organisation? Please provide quantifiable information?**

A reduction in funding would certainly mean a reduction in staff hours or even redundancy.

### Check List

• **Most recent Audited financial accounts**

✓

• **List of extra spending due to Covid-19**

✓

• **Medium/Long term business plan**

• **Copy of the organisation constitution**

✓

I confirm that:

- to the best of my knowledge the information given above is accurate;
- I am authorised to make this application on behalf of the organisation named overleaf;
- Neither I nor the organisation is seeking to obtain any personal or financial benefit from the project/initiative.