

**vcashpoint**  
your idea. your time. our cash.

**frequently asked questions**

# FAQ'S

## general questions

### What is **vcashpoint**?

**vcashpoint** is the funding initiative for young people who want to set up their own voluntary project. By providing up to £2500 in funding, **vcashpoint** can help young people turn their ideas for voluntary projects into reality.

### Who is **v**?

**v** is an independent charity which was launched in May 2006 to champion youth volunteering in England. Its aim is to inspire a million more 16–25 year olds to volunteer. To do this, **v** is working to increase the quantity, quality and diversity of volunteering opportunities available to young people. For more information about youth volunteering and **v** visit [www.vinspired.com](http://www.vinspired.com).

## Where can I get more information on **vcashpoint**?

For more information on **vcashpoint** log on to [www.vinspired.com](http://www.vinspired.com) or freephone 0800 089 9000 or text '**vcashpoint**' to 80010.

## How much money in total is in the **vcashpoint** fund?

There is a fund of £1 million available to distribute as grants over four rounds.

## How much money can I get?

Up to £2500.

## My project idea is small. Is there a minimum amount I can apply for?

There is no minimum amount, but you must be able to prove you can deliver your project for the amount of money you ask for. We will ask you to provide a basic project budget during the application process, so you must be realistic about how much it will cost. Asking for a smaller amount of money does not mean you are more or less likely to be funded.

## If I am successful, will I have to pay back the **vcashpoint** grant?

If successful, the **vcashpoint** is a grant. It is not a loan so you do not pay it back.

## What can the grant be used for?

The grant must be used to design and implement projects which will benefit your community and create a positive impact. Your community may be where you live, where you spend most of your time, or a group you identify with. Your project must also inspire other young people to volunteer. Your project could be to improve your local environment, to organise a sporting, cultural, arts event for a group of people – young people, older people, other groups in your community who may have problems accessing opportunities. Make sure you think about whether you need to gain permission from anyone for your activities. This is not a final list. We are keen for you to be as creative and innovative as possible when designing your project.

## How do I actually receive the **vcashpoint** grant money if I am successful?

If you are successful in being awarded a **vcashpoint** grant, you will be required to open a new bank account. You can set up the new account for the project at any bank however as HSBC Bank is the partner in the **vcashpoint** programme and staff at branches of HSBC Bank know about the programme, we are able to send HSBC new account information to successful **vcashpoint** applicants. You will need to request this from us when we contact you to discuss your application.

## **Is the v<sup>o</sup>cashpoint grant a cheque or will payment be made into my bank account?**

The grant will be paid directly into the new project bank account. There will be more than one payment made, so that you do not receive all of the grant in one go.

## **What happens if I can't complete my project within six months from receiving a v<sup>o</sup>cashpoint grant?**

When we assess your project, we will ask you to tell us how long your project will go on for and some key dates when you think you will achieve certain things. If you can not complete your project within six months, you must contact us and explain why you can not complete your project in this time. We will decide whether to give you longer to complete your project or whether you should pay back some of the money. This will depend on why you could not complete the project in six months.

## **Can I buy a computer or video camera if it supports my project?**

The grant should be used for the benefit of the community, not for personal benefit. If you need access to a computer or video camera, you should find out how much it costs to hire / lease / use one and include this in your project budget. However, if the best option is to purchase one of these items, you may do so. However any single item which costs over £150 will remain the property of v<sup>o</sup> and will need to be sent to v<sup>o</sup> when your project finishes.

## Which groups of people are prioritised for funding?

No groups of people have been prioritised for funding as v<sup>o</sup>cashpoint is open to all young people aged 16 – 25 and all applications will be treated equally.

However, v<sup>o</sup>cashpoint has identified five groups of people that it wants to target with the marketing / publicity of the programme in order to encourage applications. These five groups are:

- Young person from a travelling community;
- Young person with a disability;
- Young person who is Black, Asian or from another minority ethnic group (BAME);
- Young person not in education, employment or training (NEET); and
- Student – Further Education (FE) or Higher Education (HE).

However, if you do not identify as a member of one of these groups, you may still be offered an award if your project meets the criteria for the programme.

## What do you mean by ‘another minority ethnic group’?

A group of people who are not the main group in the country are called a minority.

An ethnic group is defined by language, nationality, religion or culture. BAME specifies Black and Asian groups – therefore other ethnic minorities are people from other countries, with English as an additional language who are not Black or Asian.

## **Why won't you fund religious/ political activities? These are important to me/my community.**

We will not fund the **promotion** of religious / political activities. This means we will not fund demonstrations, marches or literature promoting these activities. However we will fund religious or political groups that want to undertake a project that benefits the local community. However the project must be accessible to everyone, including people from different religious or political groups.

## **Who do I contact if I have a complaint about vcashpoint?**

Please call our freephone 0800 089 9000 to discuss your complaint about vcashpoint.

# FAQ'S

## application queries

### Who can apply?

You must be 16-25 years old. Your project must be in England and your project must meet the five criteria for **vcashpoint** grants listed below:

#### **Have a positive impact on your community**

- Who is going to benefit from your project?
- How will they benefit?
- How will other people know about your project?

#### **Inspire young people to volunteer**

- How many young people will be involved in organising / planning your project as volunteers?
- How many young people will be involved in delivering the project as volunteers?
- How will young people hear about the project?
- How could you inspire young people to volunteer through the project?
- What will the young people gain from being involved in your project and through volunteering in general?

## **Be creative and exciting**

- Is your project similar to or different from any other projects in your area?
- What makes your project different / special?
- Do you need any additional help in delivering your project? Who from?
- What resources will you need to deliver your project? How will you use them? (Community facilities, transport, IT etc)

## **Be properly planned and managed**

- How long will the project last for? (Maximum six months)
- Is there any training / support you need in order to start your project?
- How much time can you offer to the project?
- How much time can other people offer to the project?
- Do you need to ask for the support from a youth worker or other member of the community?
- Do you need to gain permission from anyone / organisation in order to carry out your project?
- What are the risks to the project? How will you sort out any problems?

## **Be delivered for a maximum grant of £2500.**

- What items will you need to spend money on?
- What is the total cost of your project?
- If it is more than £2500, who will you get the rest of the money from? When will you get it? Are you sure you will get it?
- How will you make sure you do not overspend your budget?

## How will applications be assessed?

Each application will be assessed by the following:

Your project must ...

- Have a positive impact on your community
- Inspire young people to volunteer (directly or indirectly)
- Be creative and exciting
- Be properly planned and managed
- Be delivered for a maximum grant of £2500 from v<sup>cashpoint</sup> (you can use money from other sources too if the cost of the project will be more than £2500)

Your project is eligible if ...

- The project is in England
- The v<sup>cashpoint</sup> grant you are applying for is a maximum of £2500
- The people organising, planning and/or carrying out the project must be aged 16-25 years old (this could be either directly in the organising or planning of the project or in the delivery of the project)
- The project must be completed within six months of the organiser(s) receiving the grant
- The project must benefit your community or local area
- You must be prepared to set up a separate bank account for the project

We will not fund ...

- Promotion of religious or political activities
- Existing staff costs

## When can I apply?

Application forms are available from Monday, 26 March 2007.

## How do I apply for **vcashpoint**?

If you have web access, you can register online at **www.vinspired.com** and will be automatically emailed an application form when they are available on Monday 26 March 2007. Before you apply, we suggest that you download from **vcashnotes** from **www.vinspired.com**.

If you do not have web access, you can call freephone 0800 089 9000 and register your interest for an application form and **vcashnotes**. **vcashnotes** gives you detailed information about how to apply, the assessment criteria and deadlines. Application forms for **vcashpoint** will be sent to you on Monday, 26 March 2007. Please note that the post may take a day or two to reach you.

## What is the deadline for applications?

Completed applications must be returned by 5pm Tuesday, 24 April 2007.

## What happens after I have submitted my application?

Your application will be assessed against eligibility criteria. That means it will be assessed to make sure that the project fits with the **vcashpoint** programme. If your application form does not meet the eligibility criteria, we will write and tell you why we will not be taking your application forward. If your project is eligible, we will write to you and ask you to be available on a particular day, at a particular time to talk through your project in more detail. We will also send you a list of the questions we will want to ask you, so you have time to think about them before we call.

We have decided to do this second part of the assessment by telephone so that you do not have to fill in another application form. After the telephone assessment, the details of your project will be sent to a panel to make a decision on whether to make you an award offer. We will write and tell you the outcome of the panel decision. If you have not been successful we will tell you why. If you have been successful we will send you an offer letter and explain what happens next.

## **When will I hear if my application has been successful or not?**

You will be sent a letter either offering you a grant, or telling you that your application was unsuccessful by early June 2007.

## **If I'm not successful, will you tell me why?**

Yes. If your application is not successful, we will outline an explanation in a letter.

## **What happens if my application is delayed in the post and doesn't reach you by Tuesday, 24 April 2007?**

The deadline for applications for Round 1 is 5pm on Tuesday, 24 April 2007. Your application must reach us by 5pm on Tuesday, 24 April 2007. However, we will accept forms that arrive later, if they have a postmark of Monday, 23 April 2007 or an earlier date.

## **What happens if my application is delayed because of technical problems with my internet service provider (or other technical email problem)?**

There are four weeks between when applications are available and the deadline for round 1 applications. If you chose to send your application electronically, it is your responsibility to make sure that the hardware / software is working ok. We will not accept any applications which arrive after the closing date.

## **I have two really good ideas? Can I apply twice?**

You can apply for funding for two different projects. However you should think carefully about the time you have available to organise each project and the help you will get from other people. It is better to complete one project and do it well, rather than to start two projects and not finish either of them. You must make sure you are clear about what each project will achieve and have thought about the costs for each project. You must also be prepared to set up a separate bank account for each project.

## **Will all those who apply receive funding?**

The **vcashpoint** fund has £1m available. Depending on how many and the quality of applications received, we may not be able to fund every project.

## **My project helps people in other countries, is it still eligible?**

No. Your project must take place in England and preferably in your local area. We state that your project must benefit your local community and define that as where you live, where you spend most of your time or the group you identify with.

## **Can I apply for a v<sup>cashpoint</sup> grant to help towards a volunteering experience abroad?**

No. Your project must benefit your community and take place in England and preferably in your local area.

## **I have special needs. Is there someone that can help me with my application form?**

Yes, there is support available for a young person who has different needs. We will need to look at this on a case by case basis. Please call our freephone 0800 089 9000 to discuss these needs.

## **Is there an appeals process should I not agree with the decision about my v<sup>cashpoint</sup> application decision?**

You can not appeal against the decision that has been made regarding your application. If you are not successful in receiving a grant, we will write to you and tell you why. You can reapply in a later grant round. You can appeal against the process used to make that decision.

## How many people do you expect will be applying?

We are keen to encourage people to apply who have strong projects which meet our criteria and aim to fund as many as possible. As the first round of the programme closes on 24 April 2007, we have do not know how many applications to expect.

## Who will be assessing the vcashpoint applications?

Applications will be assessed by the young people (16-25) who developed the programme, staff at v and volunteer staff from HSBC Bank.

## Will there be other opportunities to apply for vcashpoint grants? If so, when?

Yes there will be other opportunities to apply for vcashpoint grants. We are planning on delivering four rounds of funding. The deadline for applications for Round 1 is Tuesday, 24 April 2007. Information regarding the other rounds and deadlines for those rounds will be available soon. We expect to hold Round 2 during 2007. However, if you have a project idea, you should submit an application as soon as possible. If we get lots of very high quality applications, we may decide to fund them all and therefore there may not be very much money left for grants round 4.

# FAQ'S

## helpful definitions

### What do you mean by 'community'?

Community refers to where you live, where you spend most of your time or the group you identify with.

### What do you mean by 'volunteer'?

A volunteer is someone who undertakes an activity that involves spending time, unpaid, doing something that aims to benefit individuals, groups or the wider community.

### What do you mean by 'young person/people'?

A young person/people are those aged between 16 and 25 years. You must have achieved your 16th birthday by the date you submit your application. You must still be 25 years old or under on the date you finish your project.

## What do you mean by 'project'?

A project is the end activity or outcome.  
For example;

- Tidying up a piece of local green space and putting in some new plants / painting fences; or
- Organising a one day sporting / cultural / arts event for local people.

## What do you mean by 'grant'?

A grant is the money that you will receive from **vcashpoint**.

## What do you mean by 'properly planned and managed'?

In order for your project to be successful, you must think about a number of things such as:

- What will you need to spend money on? How much?
- Do you need to get money from any other sources? Who? When? How much?
- Do you need anyone else to help you run the project? Who?
- Where will your project take place?
- Do you need to get permission from anyone before you start your project? (Local Council, private land owner etc?)
- How much time can you spend on the project? What about other people?
- How do you know if your project is successful? Who will you ask? When?

We will ask you about these things during the assessment process, so it is important you think about them in advance. A project that is well planned, stands more chance of being successful!