

Year 1
2007/2008



**Wales Council for
Voluntary Action**
Supporting charities, volunteers and communities

**Cyngor Gweithredu
Gwirfoddol Cymru**
Yn cefnogi elusenau, gwirfoddalwyr a chymunedau

Volunteering in Wales Application Form

Please read the guidance notes on each question before filling in the form

Section 1

General information

Ref: VWF-

For office use only

1.1 Name of organisation

Gwerin y Coed / The Woodcraft Folk in Wales

Name of main contact in the organisation

Title

First name

Surname

Ms

Awel

Irene

Position

Development Worker

Address for correspondence

Y Ganolfan
Llanfrothen
Gwynedd

Postcode

LL48 6LJ

Local authority area

Gwynedd

Tel

01766 771515

Mobile

0786 7790 971

Fax

as above

Email

awel@gwerin.org

1.2 Registered charity number, if applicable

1073665

1.3 Total amount of funding applied for

£25,000

Bank account details

Organisation name on account

Fforwm Gwerin y Coed

Bank / building society name

The Co-operative Bank

Bank / building society address

16-17 High Street
Cardiff CF10 1AX

Sort code

0 8 9 0 0 3

Account number

5061 7825 00

Building society roll number (if applicable)

Names of all bank signatories

Sue Crossley
Stephen Fisher
Ann McGarry
Janice Gillian

Number of signatories required

Two over £100

Please if enclosed

- Governing document, eg constitution, signed by at least two members of the Board / management committee
- Latest annual report
- Latest annual accounts
- Equal opportunities statement
- Recent bank statement
- Equal opportunities monitoring form
- Copy of current Public liability Insurance Certificate
- Copy of training programme for volunteers to be recruited
- Job description of any staff to be employed
- Staff structure

1.4 Have you made a previous grant application to a WCVA grant scheme? If Yes please tell us the reference number(s)/name(s) of the previous application(s)

Yes * No

Applied for "Volunteering in Wales" grant in Sept 2005 (unsuccessful).ref:VWF-1641-W
Gwerin y Coed (Eryri District) received grant from Social Risk Fund: "Video of Gwledd Conwy Feast", October 2004. GyC (Penarth District) received grant from 'Enfys: Green Spaces & Sustainable Communities' Ref URN: ENF417 for the 'Reduce, Reuse, Recycle 2005 Summer Camp', Feb 2005

About your organisation

- 1.5 Please describe what your organisation does, when it was established, and list its aims and objectives.

The Woodcraft Folk is a progressive educational movement for children and young people designed to develop self-confidence and activity in society, with the aim of building a world based on equality, peace, social justice and co-operation. Established in 1925, it runs groups for children & young people from 6 to 21: Elfin groups (ages 6-9), Pioneers (10-13), Venturers (13-15) & DFs (16-21). In some areas Woodchip groups have been set up for under-6s. Groups generally meet weekly, enjoying a varied programme including games, drama, discussion, projects, crafts, singing and dancing, as well as following an educational programme based on awareness of issues both local and global.

Through its activities, the Woodcraft Folk aims to give its members an understanding of important issues such as the environment, world debt and global conflict, with a key focus in recent years being sustainable development. It organises regular camps both local and largescale, and has many international links, e.g. the recent Global Village 2006 (4,500 participants) was organised jointly with the International Falcon Movement. All its groups, and most of its other activities, are organised and run by volunteers, and it encourages young people to take a full part in the running of all levels of their organisation.

Gwerin y Coed / The Woodcraft Folk in Wales was established in the 1980s and has its own finances and management body. Its programme is based on the Woodcraft Folk model with a the same emphasis on Education for Sustainable Development and Global Citizenship, enabling children & young people in Wales to take action and have their say on matters which concern them. Thus, for example, many of our young people are involved in a new project on the Millennium Development Goals, funded by the Department for International Development, and helped to run activities before and at Global Village 2006 (see above). Some of our DFs are developing a Peace Project, which they will run with and for other young people across Wales during 2006-7, and many others are involved in the **Wales Youth Forum on Sustainable Development (WYFSD)**, which regularly organises workshops on key issues such as Climate Change. Gwerin y Coed has strong links (through shared staff, office & overlapping membership) with the WYFSD, and the children and young people in our groups are encouraged to take part in its activities. We are also developing links with the Urdd movement. In 2005, Gwerin y Coed led a British Council-sponsored exchange between young people from Libya and the 3 youth organisations mentioned above, the first such exchange in 35 years.

Aims of the Woodcraft Folk (general)

To empower young people, and to help build a world based on co-operation, equality, peace, social justice, and environmental sustainability. The organisation provides an informal and supportive environment for young people to develop their ideas, share experiences, explore opportunities and make life-long friends in their locality and beyond.

Additional aims of Gwerin y Coed / The Woodcraft Folk in Wales:

To develop the organisation so as to reflect the linguistic & cultural make-up of Wales

Key Objectives (based on our current *Strategic Plan 2005-8*):

- To maintain or increase the number of registered Gwerin y Coed groups for all ages
- To reach other children & young people not in our registered groups
- To continue to increase the level of participation by children and young people
- To provide a stimulating and educational programme of activities for all ages
- To promote work on sustainability with young people in Wales
- To maintain & develop camping as an educational tool
- To support young people, staff & volunteers by enhancing their skills & self-confidence
- To build relations with strategic partners
- To maintain and develop international and multi-cultural work
- To strengthen the democracy of our management structures with more volunteer involvement
- To obtain additional internal and external funding for future work
- To encourage the use of the Welsh language and reflect the Welsh culture, and encourage the involvement of more Welsh-speaking young people and adult volunteers

- 1.6 Please tell us about the people that carry out your organisation's aims and objectives. If your organisation has paid staff please show how many; how many people regularly volunteer; whether they are full time or part time.

Volunteers: around **90** across Wales, all part-time.

Volunteers are the backbone of our organisation running our local weekly groups for children & young people, organising the camps and district activities. Our management bodies at national and district level are all run by volunteers, this includes much of the writing of reports, the finances and the fundraising. Welsh Council is made up of 8 elected members plus four ex-officio members with additional sub-groups.

Paid staff: 2, based in our office in Llanfrothen, Gwynedd (shared with Wales Youth Forum on Sustainable Development). The first works for 4 days per week for Gwerin y Coed as Wales Development Worker / Project Worker, with a 5th day working for & funded by the WYFSD. The second is our part-time Office Manager / Finance Worker, who is employed for 2 days per week by Gwerin y Coed and a further 1 day by the WYFSD.

Section 2

Project description

- 2.1. Please describe your project and what you want to do with the money. What is the name of the project? When will it start and finish? Where will it take place? How many people will benefit?

Project name: **Recruiting, training & supporting new volunteers to work with Gwerin y Coed groups for children aged 12 & under, especially in areas of community need**

Start time: **April 2007**

Finish: **March 2010**

Where: **across Wales** (see next page for details)

Description of the project

Our experience working with teenagers co-operatively on global & environmental issues has led us to these conclusions:

1. we would like to double the number of Gwerin y Coed groups for children aged 12 and under, because these provide the foundation and the confidence for them to become globally-minded young people
2. we want to respond to the demand for our groups in rural and Welsh speaking areas
3. we want to build on the work we are already doing with children who have difficulties attending school, and continue to offer a curriculum that excites their interest in 'bigger issues'
4. we want to encourage new multi-cultural Gwerin y Coed groups that build bridges of understanding within Welsh society

Almost 50% of our existing funding comes from the Welsh Assembly Government's NVYO scheme. It helps us to do much exciting, innovative work with teenagers (see section 1.5 for examples), and to organise many joint activities which all ages can attend (see our last Annual Report), but the main focus of the NVYO funding scheme is (by definition) on the 13+ age group. We know there is an equal need for more groups for younger children, which we cannot currently meet due to the large amount of staff time that is required to set up new groups. We urgently need help to **recruit and train new volunteers to work co-operatively with children**, so that we can

1. keep our existing groups for children of 12 years & under running more securely with the "lifeblood" of active new volunteers (Woodchip, Elfin & Pioneer groups)
2. open new Gwerin y Coed groups for these ages in new areas and communities of Wales
3. run activities and projects with them on global issues & environmental sustainability

The grant will fund a **part-time staff member (Volunteer Co-ordinator)** who will work for 3 days per week to recruit, train & support new volunteers to help with existing Gwerin y Coed groups or run new groups. We will also expect the new staff member to help to "personalise" the Woodcraft Folk's training programme to meet the specific needs of volunteers in Wales, and to develop a mentoring system that will give additional support to our existing volunteers, with the aim of increasing their skills, their confidence and their commitment to our work.

He or she can be based at the Gwerin y Coed office in Gwynedd or work from home. However the commitment to work closely with the existing staff will be essential. An element of the grant will go towards the **overheads and administrative work** associated with recruiting new volunteers and supporting existing ones (training & travel costs, office costs, support from Office Manager & Development Worker).

[Ideally some of these volunteers will also have the skills and experience to be able to develop and run specific projects & activities on global issues / environmental sustainability with the under-13s, to link up with our existing work - however we will also seek funding from separate sources to extend worker time to focus specifically on this aim.]

Numbers benefiting

Both the new volunteers recruited, and the children attending new groups, will benefit from the project. A typical new group will have **15 – 20 children** and require a team of at least **5 volunteers**. Our goal is to open at least **6 new groups in 2007-8**, and at least **3 per year in 2008-9 and 2009-**

New volunteers for new groups

Year 1: 30 new volunteers & 90-120 children

Year 2: 15 new volunteers & 45-60 children

Year 3: 15 new volunteers & 45-60 children

TOTAL 60 volunteers, 180-240 children

New volunteers for existing groups

Year 1: 10

Year 2: 10

Year 3: 10

TOTAL 30 volunteers

2.2. How will the project achieve the objectives of the Volunteering in Wales grant scheme and the aims of your organisation?

The project will meet the objectives of the Volunteering in Wales grant scheme in that

- a) the new children's groups will be entirely achieved through the use of volunteers, and at least 75 completely new volunteers will be recruited, trained and placed appropriately.
- b) Gwerin y Coed has a long history of recruiting and placing volunteers and is keen to maintain and improve its performance in this aspect of its work and to achieve good practice in all areas.
- c) New groups are expected to be largely in areas where there are few existing out-of-school groups for children, so volunteering in these areas is therefore likely to be under-developed.

The project will help us to achieve the aims of our organisation by enabling us to make our programme of activities open to more children, through meeting **target 1** of our Strategic Plan:

To maintain or increase the number of registered Gwerin y Coed groups for all ages

- by recruiting new volunteers to ensure that existing groups continue to run effectively
- by recruiting new leaders to start up groups in new areas
- by identifying different sources for new volunteers outside our traditional demographic
- by developing an improved recruitment and monitoring system for new volunteers
- by putting in place an improved mentoring system for both new and existing groups

While we are on course to fulfil most other targets of our current Plan (see qn. 1.5), and always offer an exciting programme of both local and joint all-Wales activities, the recruitment and retention of new volunteers has recently caused us many headaches. It is not for lack of interest – many parents wanting groups for their children express an interest in helping with a group, but they are nervous of the responsibilities involved, especially in setting one up from scratch. It is very time-consuming (especially with the distances involved for our staff in working across Wales) to give potential volunteers the confidence and skills to run a group, and to recruit sufficient people – not just parents - to make the group viable and sustainable.

Our existing volunteers, while very committed and hard-working, do not have the extra time needed to recruit and support new volunteers on the scale needed, and we know that we urgently need to be able to devote more staff time to this task. Being able to employ a dedicated Volunteer Co-ordinator has made an enormous difference to the Woodcraft Folk's recruitment and retention of volunteers in some other regions of Britain, and we are confident that it will do so in Wales too!

2.3. How will your project attract its target group? How will you tell them about your project? How will you consider different beneficiaries' needs and provide opportunities for people who are disadvantaged or excluded?

Our recruitment procedure normally begins with an open meeting for any prospective volunteers or interested adults, and their children (if they are parents) – this usually takes the form of a fun “taster” session with co-operative games etc. In targeted areas we will use any initial enquiries from parents as a starting point for this, and thus establish contact with individuals in the area who can advise on the local community, issues, suitable venues, news outlets and networks etc. We will also make contact with any groups in the area which share our goals (e.g. environmental groups), and invite them publicise the work of Gwerin y Coed and the initial meetings.

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We will ensure that the locations for any meetings for potential and new volunteers are accessible and easy to get to, and will provide creche facilities for younger children if needed. Training venues will also be accessible and transport will be provided if volunteers have to travel to another area.

Gwerin y Coed already has a culture of welcoming volunteers who are not employed. We pay expenses of volunteers and provide transport if needed, so there is no financial barrier to anyone

being involved. We would aim to be supportive of any volunteers with special needs, and there are currently people on District Councils and on our management committee (Welsh Council) who have an interest in and experience of dyslexia and Autistic Spectrum Disorders, and English as a Second Language. We have long experience of multicultural work (see 2.1) and are particularly keen to involve more adults and children from black & ethnic minority backgrounds as members. We would welcome the opportunity, if funds allow, to begin to develop materials for children and/or volunteers in languages other than English and Welsh.

There are very many different roles that volunteers can and do take within the organisation depending on their abilities and interests. Some run groups, using playwork skills and dealing directly with groups of children, but others may keep the financial records, come as extra supervising adults on days out or annual camps, take minutes at meetings, take the lead in fundraising, help with transport, manage equipment, co-ordinate or help with stands at events or help with administrative tasks. We are therefore convinced, through our previous experience, that we can find a role for everyone who wants to volunteer, whatever their abilities or needs, and that we can provide suitable support to enable them to offer their skills and time to the organisation.

2.4. Can you say how volunteers and beneficiaries will be involved in developing the project?

The Woodcraft Folk aims to be a fully co-operative and democratic organisation, and Gwerin y Coed / The Woodcraft Folk in Wales operates in the same way. As soon as new volunteers are recruited they will have equal say with other volunteers in developing the programme of their group and (as soon as they feel ready) they will be able to take role in shaping activities of the organisation at District and/or all-Wales level. District Council meetings are open to all, & anyone of Venturer age or above may stand for election to Welsh Council at our AGM in the Autumn, to serve for a term of 2 years and help the whole organisation to develop and achieve its targets.

Children too are given a big say in developing the programme of activities for their groups. Regular "Council Circles" are held at group meetings, Camps etc – providing a forum for discussion of ideas by all, and democratic decision-making.

As long as the activities stay within the framework of the organisation & meet the Aims & Principles of the WF (see attached sheet) the direction of the group can be developed entirely by the volunteers & children themselves, at local level.

Demonstration of need

3.1 Please tell us how the need for this project was identified, the support it has from the community and how it avoids duplicating existing services.

Our management body, Welsh Council, has for several years been aware that there is a need for a paid Volunteer Co-ordinator, because in spite of our best efforts during the past few years we have not been able to increase our number of groups to the extent that we should. Our existing staff are fully stretched with other aspects of our work across Wales, particularly in supporting our current projects for young people. Existing volunteers are fully involved at local level in running their groups and in organising camps / activities, and are just not able to spend sufficient time on recruiting new volunteers. The volunteers on the Management body (Welsh Council) are also busy with administration work, especially financial management, and staff & project management.

We are constantly made aware of the need for new groups through the enquiries that we receive from parents, either direct to our Wales office or via the Woodcraft Folk's Head Office in London, The enquirers are regularly disappointed to find that there are no groups in their area. We receive on average 2 enquiries a week from parents who would like their children to attend a Gwerin group Particular "clusters" of enquiries have recently been received from West Wales, especially the Pembroke Dock area and Llandysul areas. In addition, whenever we "showcase" our work or do work with other organisations (for example at the Urdd Eisteddfod) there is a high level of interest in our groups from adults, young people & children.

The consultation that we conducted with our members in 2004 (directed by a team of consultants from Swansea University) has given us ideas and policy directions that underlie this project. (Report attached) It was recommended that we enlist volunteers from beyond our traditional catchment areas, that we become much more energetic in promoting what our movement can offer and that we explore partnerships with other like minded organisations.

Our work does not duplicate existing services for children because it has a special focus on co-operation, democracy and empowerment of young people, and on global issues and Education for Sustainable Development. In many villages and towns in Wales there are in any case no existing out-of-school groups, and in most cases it is likely to be these areas where parental demand for a Gwerin y Coed group is highest. Support from such communities is normally high because a successful group can provide a real focus for community activity and social life.

3.2 Who will be the main beneficiaries of the project's activities? How many people will benefit and in what way?

Both the new volunteers recruited, and the children attending new groups, will benefit from the project. A typical new group will have up to 20 children attending and requires a team of at least 5 volunteers. Based on our goals of opening at least 6 new groups in 2007-8, and at least 3 per year in 2008-9 and 2009-10, and also of recruiting additional new volunteers to work with existing groups, we estimate that a total of at least **90 volunteers** and **180-240 children** will benefit from the full project (see table in qn. 2.1).

Children attending our new groups will benefit through taking part in activities and gaining new skills, making new friends and developing their self-confidence and ability to take part in society. The new experiences and networks of friendship that our groups can provide are especially important for those children who may be socially isolated or lack access to a range of activities, for example because they are home educated.

Volunteers helping to run groups (or helping in other ways within the movement) will benefit through developing their self-confidence and social networks, and building up their skills. For some volunteering and training with Gwerin y Coed may be an initial step on the route into employment, or it may provide a meaningful focus of interest for those who are currently unable to be employed through circumstances or disability.

3.3 How will the project develop volunteering or lead to the development of volunteering in the future?

This project will give Gwerin y Coed a dedicated opportunity to focus on volunteering. We will be able to promote a vision of how volunteering is a rewarding experience and we will be able to provide the training and support that our existing volunteers have been asking for in a more thorough and professional manner.

We will be able to target a community with literature that promotes our volunteer ethic and our organisation's values. This we believe will attract interest in working with children in a voluntary capacity, especially if they can see the support and training that is available.

Sustainability

4.1. How will the project provide sustainable benefits after it is completed?

Our experience is that Gwerin y Coed groups, given a strong start with training and support remain viable for 10 years and more. Also individuals, be they children, young people or adults, once they have become a part of our movement, they tend to stay with us for many years.

Training and support has been the key to long term success, particularly in helping groups become financially stable (through fundraising and good financial management). It has been vital to maintain ongoing recruitment and training of new volunteers, to bring in new ideas and prevent 'burn out'.

4.2 How will the project contribute to longer term environmental awareness?

We as a movement we pride ourselves on having amongst our leaders some of the most experienced educationalists on the environment and sustainable development. We have longterm close links with the staff of the Centre for Alternative Technology in Machynlleth. Teaching on environmental awareness is at the core of our weekly activities and our holiday camps. We run workshops for our own members and alongside the Welsh Youth Forum on Sustainable Development on recycling, climate change and lowering our eco footprint.

As a result we are continually witnessing young people setting an example by leading lifestyles that have a lower carbon output eg. they insist on using public transport, or bicycling, they support food projects that low food miles and take an active interest in renewable energy initiatives.

4.3 How will the project contribute to the local economy beyond the life of the project?

The values that Gwerin y Coed promote have always embedded us within local communities. Because we pledge ourselves to be contributors to sustainable communities, we naturally take part in initiatives that promote the well being of the wider communities that we belong to. Gwerin groups purchase supplies from local businesses whenever we camp.

4.4 How will the project develop people's skills and/or increase community capacity?

The majority of the volunteers recruited will develop skills for working with children, both informally through their experience with our groups, and formally through the Woodcraft Folk's new training course *Learn 2 Play the Woodcraft Way*. When they complete this course they will gain a recognised qualification in Playwork (see training programme for details). They will also be encouraged to do courses in first aid, food hygiene, etc.

Some of them will want to become more involved in the administrative side of running a group (book-keeping, publicity, fundraising etc) and they will have the opportunity to develop their skills in this area by attending workshops run by some of our experienced volunteers, by going on locally organised courses, or by attending one of the courses organised across Wales by the Wales Co-operative Centre (e.g. *Book-keeping* or *How to get access to finance*) or by the WCVA.

Many new volunteers will brush up their camping skills (or camp for the first time!) at local or all-Wales Camps, where a variety of different skills are in demand, from helping cater for a hundred or more people, to helping the children and young people cook, serve food, wash up and recycle. Other volunteers might help with looking after equipment, setting up the solar showers, being Camp photographer, etc. Just like at group nights, there is a role for everyone on camp, and we run regular training camps (usually in mid-Wales) which newer leaders can attend in order to gain skills and increase their confidence by working alongside more experienced volunteers.

Some new volunteers may wish to become a part of the Gwerin y Coed management team (Welsh Council & its working groups). We provide informal “in house” induction training for this every Autumn, when new members are elected, or again the Wales Co-operative Centre organises a range of free courses for those wishing to develop skills in management & financial administration.

Every Autumn, Gwerin y Coed organises a social gathering / training weekend for all our volunteers across Wales (to be held this year in Borth, mid-Wales). As well as new leader training for those who require it we run other workshops and training sessions on a variety of topics, according to demand. Last year, for example, we ran sessions on the John Muir Award Scheme, website design, Eco-Footprints, and the Millennium Goals. Our volunteers also have the opportunity to attend the Woodcraft Folk’s Annual Gathering in June, when a wide range of workshops and training sessions are offered, and of course big international camps such as the recent Global Village 2006 are an amazing learning experience (see enclosed leaflet for details).

We have strong links with the Centre for Alternative Technology in Machynlleth and several volunteers have attended recently courses there (e.g. on how to build an alternative energy trailer).

Most volunteers who have been with the organisation for a while have found that their knowledge and skills have developed greatly – not just in the specific areas mentioned above but also in the whole field of sustainable development, where there is a great level of expertise within the movement. They will gain valuable confidence and knowledge that they can then put to the service of their local communities in a variety of ways. For example:

- Groups might fundraise to make money to improve their local community meeting place
- Volunteers might work with their groups on planting trees or doing conservation work in a local nature reserve.
- Like our volunteers in Eryri & Machynlleth Districts, they might help their groups and communities learn more about renewable energy by building an eco-trailer that they can use on camps, or at local events, to generate solar and/or wind-powered electricity.
- Like the young people currently involved with anti-racism campaigns, the Peace Project or the forthcoming WYFSD Climate Change workshop (which is open to all local schools in N Wales), they might become involved in educating other children and young people about important issues. This could have significant effects in improving community life in the future.

Impact

5.1 What difference will be brought about by the project?

For the children and new volunteers concerned, it will give a much greater number of people the opportunity to develop new skills (see above) and a broader perspective on the world and its issues. Membership of an individual Gwerin y Coed group is an entry point into a movement that believes in social justice and environmental sustainability, and feels strongly that educating and empowering young people is the key to a better world. Volunteers in the movement often develop a great loyalty to it – many of our DFs (16 +) have been members since they were 6 or 7, and parents may stay on long after their children leave Pioneers or Venturers! Our new volunteers will meet people from a wide variety of backgrounds and will develop a real sense of achievement, feeling that they are contributing to children's lives and to their community – something that may be particularly important for those people who (for whatever reason) feel marginalised in society.

For local communities, a strong active children's group can be the catalyst for many activities or projects that can help to bring parents and others together, or can have environmental benefits (see above for just a few examples). We cannot at this stage predict the exact outcomes in specific areas as these will depend on the interests of the new volunteers who get involved, but we know that our groups can have a positive impact, especially in small rural communities where social opportunities may be limited, or in communities with a "cultural divide".

For Gwerin y Coed, the project will give us urgently-needed staff time to focus on specifically on our individual volunteers and their needs – developing a better system of recruitment and (when needed) exit interviews, better record-keeping systems to monitor volunteers' training and experience. From the training viewpoint it will enable us to run more regular training sessions, producing new training materials specifically tailored to the situation in Wales. It will strengthen the capacity of the organisation, and enable greater support for all groups, both new and existing.

More groups will also mean a wider pool of volunteers to help with the joint (often all-Wales) activities that we can offer. We do our very best with the resources that we currently have, and continue to run many very successful large-scale camps and projects (the Welsh "village" at the recent Global Village 2006 camp was over 130 strong, and we hosted two overseas delegations), but our pool of experienced leaders is getting smaller as some decide to move on. We have lost many volunteers since our peak numbers in the early 1990s, and urgently need to replace these to keep our energy levels high!

Without the project we will continue to support and run a wide range of activities for teenagers and (hopefully) to keep our small number of existing groups for the under-13s going. We will continue to aim at opening new groups for this age range, and will always respond as best we can to demand for new groups. Our experience during the past few years tell us, however, that without a dedicated member of staff who can devote all his/her time to supporting them, new groups will either not come to fruition at all, or will open and run for a short time, but fail to thrive in the long run. Thus without a Volunteer Co-ordinator we will not be able to open our programme and activities to the larger numbers of volunteers and children from different communities and backgrounds that we would wish.

5.2 What are the project's targets?

- to improve our recruitment procedures, record-keeping and development of materials to provide a more professional recruitment, induction and training "package" for volunteers
- to increase the number of new volunteers in the organisation who are trained to be able to work with children under 13, and to recruit from a more varied range of backgrounds
- as a result of this, to develop new groups for the under-13 age range that can introduce our ethos and educational programme to more children from a wider variety of backgrounds and with a range of social needs

Specific targets are listed below:

Year 1 (April 2007 - March 2008):

1. create a more attractive, up-to-date, bilingual (Welsh / English) set of information leaflets for prospective new volunteers
2. recruit, train & support at least **10** new volunteers to help with existing Gwerin y Coed groups & activities for younger children, especially in **mid-Wales** (Machynlleth, Borth, Lampeter)
3. recruit, train & support at least **15** new volunteers in each of **two** of the following areas:
West Wales, North-West Wales, South-East Wales (at least one area should contain one or more multicultural communities)
4. open at least **3 new groups** for under-12s in each of the two areas chosen (**6 new groups** in all)

Year 2 (April 2008 - March 2009)

1. recruit, train & support at least **10** new volunteers to help with existing Gwerin y Coed groups for younger ages, especially in **North Wales**, and to expand the network there if possible
2. recruit, train & support at least **15** new volunteers in **one further new area** (to be decided mainly on the basis of parental enquiries & local interest)
3. open at least **3 new groups** for under-12s in this new area
4. keep all new groups from 2007-8 running securely, building up a District network and getting their members involved in joint activities & camps

Year 3 (April 2009 - March 2010)

1. support volunteers in all new Gwerin y Coed groups opened in 2007-9, taking measures to recruit & train **10** more volunteers and place them wherever this is necessary to maintain numbers
2. recruit, train & support at least **15** new volunteers to begin to build a network of new groups in **one further new area** (to be decided mainly on the basis of parental enquiries & local interest).
3. open at least **3 new groups** for under-12s in this new area
4. keep all new groups from 2007-9 running securely, continuing to build up District networks and getting their members involved in joint activities & camps in different parts of Wales
5. keep all new groups from 2007-9 running securely, continuing to build up District networks and getting their members involved in joint activities & camps in different parts of Wales

5.3 How will you measure the impact?

We will record:

- the numbers of new volunteers initially recruited each year
- the numbers of new volunteers successfully placed in groups (new or existing) by the end of each year
- the numbers of new volunteers completing the basic training course training (*Learn 2 Play the Woodcraft Way*) by the end of each year
- the numbers of new volunteers attending other training events each year
- the numbers of new volunteers attending joint activities and camps each year
- the number of new Woodchip, Elfin & Pioneer groups set up and registered each year

- the number of new Woodchip, Elfin & Pioneer groups still running successfully at the end of the project
- the total number of Woodchip, Elfin & Pioneer groups still running (to ensure that our project has been successful in keeping existing groups strong too)

More generally, the Volunteer Co-ordinator will visit new groups regularly, and will hold regular appraisal interviews with new volunteers to measure their satisfaction with their support and training. If volunteers decide to leave the organisation the Co-ordinator will endeavour to conduct an exit interview with them to explore the reasons.

The success of the Woodchip, Elfin & Pioneer groups can be measured in many different ways. A healthy number of children in a group is one measure of success, but so is the children's enjoyment of their programme of activities, and the growth in their co-operation, social skills, friendships and interest in the broader world around them. Evidence of these things will be recorded by the group leaders in a variety of ways appropriate to the ages of the children concerned – for example through drawing, writing, photos, craftwork, noting down children's comments, etc.

Parents will also be asked for their comments from time to time, and any community feedback will be also be noted (e.g. newspaper articles). The Volunteer Co-ordinator will collate a selection of all this feedback and liaise regularly with other Gwerin y Coed staff, and with the management committee, over the successes and problems of the project.

Section

- 6.1 If your project involves working with vulnerable people (*ie* children, the elderly or people with disabilities) please explain what procedures you have in place to protect them from abuse. Do you have a Vulnerable Persons policy?

We attach our policies on equal opportunities and child protection policy. Work on these documents and the training we give to all current and new volunteers has been given a centre stage place in the work of our organisation especially in recent years although the principles in these documents are well embedded in the way we operate as an organisation over a much longer period.

- 6.2 How will your project involve and benefit disadvantaged groups or minority groups? In particular people under 25 years of age; over 60 years of old; disabled and black and ethnic minority groups, and other underrepresented groups. What are the numbers benefitting in these groups?

All the children in the new Gwerin y Coed groups that are set up will by definition be involved in & benefiting from the project – around **180-240** children under 13 (see2.1)

For this project young people aged 13-25 are likely to be involved as volunteers, helping with groups etc – giving them increased skills & self-confidence, greatly expanded horizons & social networks. It is hard to predict exact numbers, but we have the experience and desire to involve young people in this role, and would hope to attract at least 2 per new group – so possibly around **20-24** in total.

We find in particular that many home-educated children & young people gain enormous benefit from being involved in our movement, as their opportunities to develop their self-confidence and social skills are otherwise limited, and we will make links with home education networks in the areas we target so that parents and the children / young people themselves are made aware of opportunities to become involved in new groups. It is hard to predict exact numbers but perhaps up to **10%** of our current members are home educated – so **20-25** children may fall into this category.

Amongst our current membership we have a small but significant number of adults and young people who have either a chronic illness or an Autistic Spectrum Disorder (particularly Asperger’s Syndrome). We try to make the necessary adjustments for those who have a medical condition or need extra support (e.g. we held group meetings at the house of a member suffering from M.E. and unable to travel). We would certainly hope to reach more children and adults with medical conditions and/or disabilities – perhaps **10-15**.

As stated in qn. 2.1 we are particularly keen to recruit more volunteers and more children, from black and ethnic minority backgrounds, especially Islamic, and we will target appropriate areas for some initial meetings and be sensitive to religious & cultural issues (e.g. diet). Hopefully at least two of our new groups will have a significant number of volunteers from black and ethnic minority background – around **8-10** – and this number will continue to grow after the end of the 3 years.

6.3 How did you learn of the Volunteering in Wales grant fund?

Through the WCVA website.

Budget

	Year 1 2007/2008	Year 2 2008/2009	Year 3 2009/2010
7 (a) Full project costs			
(b) Total available from other sources			
(c) Amount requested from VWF			
(d) Amount still to be raised			

		Year 1 – 2007/2008		
Budget breakdown for		Total Project cost	Match Funding	Grant requested
(a)	Training for volunteers			
	committee			
	staff			
<i>Sub-total</i>				
(b)	Volunteers' expenses			
(c)	Insurance (<i>eg</i> contents, build, employer's liability, volunteers' accident insurance).			
(d)	Accommodation rent & rate			
	energy & water			
(e)	Stationery, postage, telephone rent/calls, telephone installation			
<i>Sub-total (b) to (e) inclusive</i>				
(f)	Salaries (including scale)			
(g)	National insurance %			
<i>Sub-total (f) & (g) salary costs</i>				
(h)	Equipment (<i>please list</i>)			
(i)	Other costs (<i>please list</i>)			
<i>Sub-total (h) & (i)</i>				
Total project cost				
Total available from other sources				
Amount requested from VWF				
£				

I confirm that to the best of my knowledge and belief, the information supplied in this application form is accurate, true and compiled by me/my organisation

Signature on behalf of management committee

_____ Print name _____

Position held _____ Date _____

Data Protection Act 1998. The information given will be entered and processed on computer by WCVA; the forms will also be kept. The information will be used by WCVA for administration purposes of the grant scheme and for the monitoring and promotion of the voluntary sector in Wales. Personal data is limited to contact names, position, address, telephone and other contact numbers, organisation and project; it may be considered as sensitive personal data where the organisation/project is involved with matters relating to race, ethnic origins, politics, religions or similar beliefs, physical, mental health or sexual life.

Part or all of the information you provide us with will be held on computer. This information will be used for the administration of applications and grants and for producing statistics. Copies of this information will be provided, when necessary to individuals and organisations that WCVA consults with when assessing applications and grants.

Contact details will only be disclosed to third parties for the following purposes: to enable WCVA to process your application; to enable county voluntary councils to monitor local funding; to announce successful projects, and to promote the Volunteering in Wales Grant scheme generally via press releases and other bona fide promotional activities including placement on WCVA's Website and Network Wales.

Please sign to show that you agree to WCVA using your data in this way.

I agree to the above use of my data and I confirm that to the best of my knowledge and belief, all replies given on this application form are true and accurate.

Signed by the **contact** person _____ Date _____

Print name _____

Please return the completed application to
**Mark Bendon, Senior Grants Assessor, WCVA,
Baltic House, Mount Stuart Square, Cardiff CF10 5FH
no later than 5pm, Friday, 29 September 2006**
and retain a copy on your file along with the *Notes for applicants*

Further copies of the application form and guidelines are available from WCVA at the above address, from the WCVA Helpdesk on 0870 6071666, or visit the WCVA website at

www.wcva.org.uk

VWF Application Form