

Voluntary Sector Development Fund

Guidance notes 2021-22

**Deadline for applications:
5.00pm, 3 September 2021**

We will not consider late applications

Voluntary Sector Development Fund 2021-22

Guidance notes

Purpose

The Voluntary Sector Development Fund (VSDF) contributes to the costs associated with meeting required registration qualification criteria set by the Scottish Social Services Council (SSSC) to help employers in achieving a qualified workforce. The VSDF will provide further investment in the voluntary sector to develop a confident, competent workforce and to meet the demands required of these staff.

The increasing demand for better qualified staff, particularly through the registration requirements of the SSSC poses considerable pressure on employers to increase investment in the provision of qualifications. Small and medium sized organisations in the voluntary sector are particularly encouraged to apply.

Eligible groups of workers in 2021-22

The VSDF will provide **£900,000** in the 2021-22 financial year. Funding made available in future years will, as usual, be subject to Ministerial decision taking into account Government priorities. This year the priorities for eligibility are support workers in housing support and care at home services. It may not be possible to provide funding for all the individual staff applied for, but we will try to make sure that all organisations applying for eligible staff receive the grant in a fair and equitable way.

Criteria

The fund is open to the following eligible staff in 2021-22.

Housing support services – support workers

Care at home services – support workers
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Find out more about these register parts on our website:

<https://www.sssc.uk.com/registration/help-with-register-parts-fees-and-qualifications/>

Priorities

If the total applications received exceed the amount available in the fund, we will allocate funds in line with the priorities of the Scottish Government as well as the dates of registration. Factors which will influence allocation of funds include:

- **applications from housing support services** – support workers
- **applications from care at home services** – support workers
- **performance of organisation** – reports from previous funding years will identify where an organisation has made best use of previous funds
- **reports** – where an organisation has failed to submit reports about funding received in previous years, we may exclude their application.

Money available through VSDF in 2021-22

£900,000 is available for the financial year 2021-22. Funding shall only be used for the purpose of meeting the criteria outlined in these guidance notes and for the specific outcomes identified in the application. Funding will be paid in the financial year 2021-22; however, it can be carried forward into the financial year 2022-23 to allow for the qualification to be completed within a **24-month period**.

Allocation of funds will depend on the overall number of applications received. **The maximum funding awarded to any one voluntary organisation will be £24,000.** The priority is to maximise the number of staff we can help to meet required registrable qualifications within the funding available to achieve best value for money. Other sources of funding may be used by employing organisations in combination with VSDF funding to maximise the number of people achieving qualifications.

Conditions attached to funding

- Applications will only be approved for qualifications that the SSSC accept for registration. VSDF will be granted for qualifications set out in the SSSC's qualifications lists for registration:
<https://www.sssc.uk.com/registration/help-with-register-parts-fees-and-qualifications/>
- Funding is secured on an individual basis and must be used for the stated member of staff and for the qualification identified in the application. It is only transferable to another member of staff with prior agreement of the SSSC.
- As a condition of a grant, organisations must ensure that the members of staff register with the SSSC within six months of the acceptance of grant.

- A final report on use of funds and achievement of the identified qualifications is required after 24 months.
- The minimum outcome (set out by organisations in their application) for which the award was granted should be achieved. This means if at any time during the period of grant an organisation realises that they will not be able to achieve their minimum requirement they must inform the SSSC. Where an organisation does not achieve the minimum outcomes for which the grant was awarded the monies attached to shortfall must be immediately returned to the SSSC.
- The SSSC requires evidence of each individual's achievement of the agreed qualifications. Organisations will supply this evidence through submission of certificates within the 24-month time period. If certificates are not supplied, organisations must repay the VSDF funding allocated. The SSSC will consider exceptions.

Who can apply for funding through this scheme?

- Voluntary organisations that employ staff who must be registered with the SSSC.
- Organisations should confirm they are registered with the Care Inspectorate and provide their Care Inspectorate registration number.
- Eligible staff for 2021-22 are support workers in care at home and housing support services.
- Funding can only be used to directly fund and/or support qualifications and development needs to meet SSSC registration requirements.
- Organisations must demonstrate how the additional funding will help them to meet these requirements through achieving the relevant qualifications. Outcomes will be measured on the basis of numbers qualified and the resulting readiness to meet standards.

Who will decide which applications are successful?

A group representing the SSSC, the voluntary sector and the Scottish Government will oversee the application process. The SSSC will manage the VSDF on behalf of the group. This group will determine decisions on funding.

After we assess applications for eligibility a formal award meeting will be held in October. We will issue all formal award letters and payments as soon as possible afterwards. The application form is straightforward. Any organisation needing clarification of the criteria or having any difficulty in completing the application form can contact: VSDF@sssc.uk.com

We will use the information from applications to inform our understanding of the development and upskilling of the workforce.

The deadline for applications is 5.00pm on Friday 3 September 2021. We will not consider late applications.

Please email completed applications to: VSDF@sssc.uk.com

Please note that you will receive an acknowledgement email. If you do not get one in 10 working days, please contact us to make sure we received it.

If you need to discuss your application, please contact:

VSDF
Scottish Social Services Council
Compass House
Dundee
DD1 4NY
Email: VSDF@sssc.uk.com

Guidelines for completing your application

1. Please provide details of your organisation.

Voluntary Sector Development Fund	
Name of organisation	
Contact name	
Position within organisation	
Email address	
Telephone	
Mobile	
Website URL	
Correspondence address	
Address line 1	
Address line 2	
Address line 3	
Address line 4	
Postcode	

2. Please tick box(es) relevant to your organisation. If you have selected either Charity or Care Inspectorate registered you must enter the number or this will flag up with a warning note.

Please tick the boxes that apply to your organisation's status and state the relevant registration/charity numbers

	Tick applicable box	Charity / Care Inspectorate Registration number
Board of trustees	<input type="checkbox"/>	
Charity	<input checked="" type="checkbox"/>	Please enter charity registration number
Company limited by guarantee	<input type="checkbox"/>	
Non-profit distributing	<input type="checkbox"/>	
Care Inspectorate registered	<input checked="" type="checkbox"/>	Please enter Care Inspectorate Number

The first part is a tick box selection; the second part is a general breakdown of staff in the application categories within your organisation.

We appreciate that some larger organisations will be delivering a range of different services. Please give us total staffing numbers, including those outwith housing support and care at home services.

3. In Table 1 please provide a breakdown of how your organisation is staffed. There are formulas put in place for the top two lines to be sub-totalled.

Please select one of the following

	Tick box if you provide this type of service
Housing support services	<input type="checkbox"/>
Care at home services	<input type="checkbox"/>
Dual Registered Organisations	<input type="checkbox"/>

Table 1 Please provide a breakdown of how your organisation is staffed

	Please provide staff numbers (Whole time equivalents)
Full time care/support staff (all categories)	
Part time care/support staff (all categories)	
Sub total	0
Volunteers	
Others e.g. admin, central support	
Total	0

the side of the table and we will not be able to process your application if it is not complete.

You are required to complete Table 4 if the organisation is currently receiving any other training funds for the members of staff you are applying for.

- If you have received VSDF funding in previous years please enter the financial year, total amount received and the number of staff that actually achieved qualifications in Table 5.

Table 4
Are you receiving any other training funding for the staff you are applying for? If so, please give details below:

Source of funding	£ of funding applied for	Expected Outcome	Date funding received

Table 5
Have you received any VSDF funding in previous years? If so please include details below:

Year funding received	Amt Received £	Actual number of people who have achieved a qualification

- The last section of the application asks for information about how this funding will impact on your organisation’s overall learning and development plan if your application is successful.

Before emailing your completed application to VSDF@sssc.uk.com please make sure you have checked your form and tick the checked box. Any errors on form will trigger a warning message.

If you are successful please describe how this funding would fit with your organisation's training plan and state how you will monitor and evaluate the impact of any funding you receive.

- Please note that applications must be received by **5.00pm** on **3 September 2021. We cannot accept applications after the deadline.**
- All applications received will get an acknowledgment email. If you have **not** received this within 10 working days, please contact the VSDF team at VSDF@sssc.uk.com

Please note it is the organisation's responsibility to make sure we have received their application.

- Please put the following information in your email subject line: **VSDF 2021-22** application **ORGANISATION NAME**. This helps when there is one main contact applying for multiple organisations.