

SKILL SHARE

SKILL SHARE BURSARY – Guidelines

What is Skill Share?

Skill Share is a programme of work funded by the Children's Workforce Development Council (CWDC). The programme aims to support capacity building in voluntary and community sector (VCS) groups and organisations working with children, young people and families in East Sussex by helping them to develop the skills of their staff and volunteers.

As part of the Skill Share programme we are offering a bursary to enable staff and volunteers from VCS groups and organisations to enhance their skills and knowledge.

Who can apply for a bursary?

- The Skill Share Bursary is open to all voluntary and community sector groups and organisations working with children, young people and families in East Sussex.
- **Only groups and organisations can apply.** Individual staff and volunteers must apply through their group or organisation.
- Organisations and groups can apply for a bursary for either individual or multiple staff and volunteers. In either case, only one application form is required per organisation or group.

What will the Skill Share Bursary fund?

The bursary will provide funding for the following activities:

- attending external training courses;
- attending conferences, workshops and other events;
- payment of course fees in order to gain a qualification.

How much can we apply for?

- There is a maximum limit of £500 per application.

How many times can we apply?

- There is no limit to the number of times your group or organisation can apply for a

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bursary. However, priority will be given to groups and organisations that have not applied before.

How does my group/organisation apply?

- Applications must be submitted on the official form which can be found on the Skill Share website at: www.skill-share.net . If you would prefer to receive a paper copy of this form, please email: Organisational.Develo@eastsussex.gov.uk

How are applications assessed?

- Applications will be assessed by the Voluntary and Community Sector Reference Group (VCSRGR). This is an independent group made up of representatives from VCS organisations working with children, young people and families in East Sussex and Children's Workforce Development staff from East Sussex County Council. The VCSRGR oversees the entire Skill Share programme.
- Applications will be assessed on the following criteria:
 - level of benefit to an individual's personal or professional development;
 - level of benefit that the group or organisation will see as a result;
 - level of benefit children, young people and families will see as a result;
 - direct relevance to the work of the group or organisation.
- Priority will be given to those groups and organisations who have not applied before.
- Priority will also be given to small to medium sized groups or organisations with an annual income of £80,000 or less. However, a reserve list will operate for larger organisations – this includes local branches of national organisations.

When should my group/organisation apply?

- Applications will be considered on a rolling basis.
- Once we have received your application, we will send you a confirmation email which will include the date your application will be assessed.

When will we know whether we have been successful?

- We will let you know whether or not you have been successful within 10 working days of the VCSRGR meeting at which your application is assessed.
- The VCSRGR will make one of the following recommendations:
 - the bursary is granted in full;
 - the bursary is partially granted (and to what level);
 - the bursary is not granted and the reason;
 - more information is required to clarify the application.
- If a bursary has not been granted, please consider our reasons carefully before deciding

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whether to apply again.

- Decisions may be appealed to the VCSRG if submitted in writing within 14 days of the date on your decision letter. Appeals should be submitted to the VCSRG Chair: Lucy Morgan-Jones, Organisational Development Manager, Room S4G, County Hall, St Anne's Crescent, Lewes, BN7 1SG.

What happens once we have spent the bursary?

- Once you have spent your bursary and undertaken the activity for which it was intended, please complete the Skill Share Bursary Evaluation Form and return it to us.
- No further applications will be considered until any preceding evaluation form is returned.
- Please keep all receipts relating to expenditure of your bursary for three years as we may ask to see them.
- We reserve the right to contact your group or organisation to check how your bursary has been spent.

Anything else we need to know?

- Bursary payments will be paid via BACS (Bank Automated Clearing System) directly into your group or organisation's bank or building society account. Payments cannot be made to individuals.
- The backfilling of time will not be covered.
- Written details of costs/quotes for training/events/course fees must be provided with your application. If these cannot be provided, please state clearly why these cannot be given.
- Travel costs may be considered but a breakdown of these costs must be included on your application form.
- Our expectation is that each group or organisation's bursary is spent within 12 months. If, for whatever reason, you decide not to spend your bursary, please contact us as soon as possible.

**If you have any questions, please email:
Organisational.Develo@eastsussex.gov.uk**

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