

April 2004/19

Special initiative

Guidance and allocations of funds

Acceptance forms should be returned to HEFCE by Wednesday 23 June 2004

This document provides guidance and funding allocations for the second round of the Higher Education Active Community Fund (HEACF 2), which is intended to enhance the key role played by higher education institutions in their local community, by supporting volunteering by students and staff.

Higher Education Active Community Fund round 2

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| To | Heads of HEFCE-funded higher education institutions |
| Of interest to those responsible for | Links with business and the community, Widening participation strategies |
| Reference | 2004/19 |
| Publication date | April 2004 |
| Enquiries to | Tony Jacobs tel 0117 931 7041 e-mail t.jacobs@hefce.ac.uk |
| | Anju Kataria tel 0117 931 7079 e-mail a.kataria@hefce.ac.uk |

Executive summary

Purpose

1. This document provides guidance and funding allocations for the second round of the Higher Education Active Community Fund (HEACF 2), which is intended to enhance the key role played by higher education institutions (HEIs) in their local community, by supporting volunteering by students and staff.

Key points

2. Volunteering will help both staff and students gain new perspectives, and enable them to develop their employment skills while enhancing the quality of life for others, especially in disadvantaged sections of the community.

3. Up to £10 million will be allocated under the second round of HEACF to English HEIs from September 2004 to July 2006, provided that they undertake activities as set out in this document, and meet their individual targets.

4. This funding should be used partly to maintain and develop volunteering opportunities created under the first round of HEACF, and partly to create a further 2,500 new volunteering opportunities across the sector by the end of July 2006.

Action required

5. This funding is principally to continue existing activity, so to reduce the burden on HEIs we are not asking them to submit additional plans. However, we do expect them to develop and implement a strategy to deliver the required institutional outcomes for HEACF 2 by the end of July 2006. Progress will be monitored through institutions' annual monitoring statements.

6. To release the funding, institutions should return the form at Annex B, accepting the updated criteria and conditions for the receipt of HEACF 2 funding, by Wednesday 23 June 2004. Funding for individual HEIs will not start until the signed acceptance form has been received.

Background

7. The first round of the Higher Education Active Community Fund (HEACF 1) was part of the Government's wider Active Community initiative. This package of measures was designed to encourage greater involvement in voluntary and community activities to promote a fairer, more cohesive society in which individuals feel they have a stake. It also helped to build bridges between communities and local organisations such as HEIs.

8. Volunteering should not be seen as competing with paid student work placements, nor should it be undertaken at the expense of a paid work placement where the latter is the better option for an individual student. Rather, volunteering is an additional option for staff, students and the HEI. The HEACF initiative also complements existing outreach activity which institutions undertake as part of their widening participation strategy.

9. Benefits to students must not include pay or benefits in kind, such as reduced accommodation costs, nor distort other mechanisms such as hardship funds.

Strategic aims

10. The second round of the HEACF scheme (HEACF 2) will provide funds to support, maintain and develop (in terms of optimising quality and volunteer throughput) the volunteering opportunities created by each HEI under HEACF 1.

11. In addition it will create a further 2,500 new volunteering opportunities by developing links between HEI staff and students and the wider community, building on the institutions' significant role in the local economy, and making people more aware of the range of resources they offer. Volunteers (staff and students) from any academic discipline will be supported in working in partnership with not-for-profit organisations.

12. Volunteering by staff and students is already a strong feature in many institutions. Increasing the involvement of HEIs with their communities should help staff and students to gain new perspectives, enable students to develop employment skills, and enhance the quality of life especially in disadvantaged sections of the community.

13. Funded activities should lead to recognisable benefits for the volunteer as well as for the community, including the development of generic skills (although not necessarily linked directly to course curriculum), and hence improved employability. Over the sector as a whole, the spectrum of participating volunteers should reflect the diversity within higher education in England, and should include a wide age range of mature students. These activities should also contribute to the fulfilment of the HEI's mission, and be consistent with both its institutional widening participation strategy and its learning and teaching strategy.

Funding and targets

14. Up to £10 million of HEFCE funds will be allocated under HEACF 2. As for HEACF 1, we will use a formula based on the numbers of full-time equivalent (FTE) staff and students –

including those funded by the Teacher Training Agency and the NHS. Awards will be subject to a minimum and a maximum. A fuller description of the formula and details of the allocations are given in Annex A.

15. In return for their funding allocation, we ask HEIs to develop and implement plans for using HEACF 2 funds both to maintain a range of volunteering opportunities created through the first round of the HEACF, and to create new opportunities. The numbers to be maintained and created by each HEI will be related to the funding allocated.

16. Funding under HEACF 1 finishes in August 2004. Funding for HEACF 2 will begin in September 2004 and will continue until July 2006, subject to receipt of the signed acceptance form at Annex B and the satisfactory delivery of outcomes. In keeping with our policy to reduce administrative burdens for HEIs, we are not asking them to submit plans for their proposals under HEACF 2, as this is principally a continuation of existing activity. Monitoring will be primarily through the annual monitoring statements provided to HEFCE in July of each year.

17. Please note that in some instances, for example where an HEI is known to have a significant under-spend, the institution will be contacted by 2 June 2004 and given individual guidance regarding the allocation and use of HEACF 2 money before funding begins.

Targets

18. Across the sector, we expect HEACF 2 funds to support, maintain and develop (in terms of optimising quality and volunteer throughput) 10,000 of the volunteering opportunities that have been generated under HEACF 1. Institutional sub-targets for this over the whole period of the HEACF 2 programme can be calculated by dividing the institution's allocation by 1,000. In addition, a further 2,500 new volunteering opportunities are to be created. Institutional sub-targets for this, over the whole period of the HEACF 2 programme, can be calculated by dividing the institutional allocation by 4,000.

19. For example, an HEI that receives an allocation of £80,000 will be expected to support, maintain and develop 80 existing volunteering opportunities and to generate 20 new opportunities.

20. An average of over £600 is allowed for each volunteering opportunity maintained over the two years of HEACF 2 activity (about £300 a year), and an average of £1,500 is allowed for each new volunteering opportunity created.

21. These figures are for guidance only and, because of whole number rounding, might not match exactly to the total of an institution's funding. It is up to individual HEIs to ensure that all HEACF 2 money is used in accordance with the aims and target calculation above.

22. Additional funds may become available to supplement the almost £10 million we are allocating under HEACF 2. If so, we will contact all HEIs receiving HEACF 2 funding. Any

additional funds will be distributed using the appropriate formula based on staff and student FTE numbers. Targets associated with any additional funding will be for the creation of new volunteering opportunities only.

23. In some cases HEIs may have achieved their HEACF 1 targets but not fully spent their HEACF 1 allocations. These underspends should be reported to Anju Kataria in the Business and Community Team at HEFCE by 31 August 2004. We will then agree appropriate action with individual HEIs.

Fundable activity

24. For existing volunteering opportunities, the emphasis is on providing ongoing support, maintenance and quality development. To aid HEIs in this process, we will shortly be publishing case studies illustrating good practice, developed and written by the Careers Research Advisory Centre as part of the HEACF 1 awards programme.

25. In creating new volunteering opportunities, institutions should be guided by these case studies, the guidance for HEACF 1 (HEFCE 01/65), and the frequently asked questions on our web-site, www.hefce.ac.uk under Business and the community/HEACF.

26. Note that there is no specific sub-target for new volunteering opportunities for those aged over 50. However, we expect institutions to maintain a proportionate number of existing opportunities for volunteers across a wide age range, and to ensure that new volunteering opportunities are available to the widest constituency of students and staff.

27. Although not the main focus of the HEACF, we recognise that some HEIs may wish to give academic credit for students' course work based on their volunteering experiences. Academic credit is permissible as long as:

- the activity delivers only a small minority of an institution's targets
- the activity is truly an academic option, that is, volunteering activity under HEACF is not a requirement for students to complete their course
- the activity does not replace paid student work placements
- the course work has academic accreditation.

The quality and effectiveness of the volunteer's activity must not be used as a basis for academic credit.

What is a new volunteering opportunity?

28. HEACF 2 concentrates on generating or sustaining opportunities to volunteer rather than simply counting the volunteers. The following explanation may assist the HEI sector.

29. Ideally a single opportunity should be an ongoing link between an HEI and an external not-for-profit organisation, where there is the potential for and expectation of a succession of volunteers to take advantage of that opportunity. If the new link allows several volunteers to

be active at the same time – ‘on the premises together’ – this could count as several opportunities.

30. Confirmation that the new opportunity is genuine should be provided by demonstrating that one or more volunteers have made use of the opportunity, in a substantial way, to their benefit and that of the receiving organisation.

31. The funding available equates to approximately £1,500 for each new volunteering opportunity. This indicates the level of financial investment expected in what constitutes a new opportunity.

Suitability of volunteers

32. Each HEI is responsible for ensuring a good match between volunteers and opportunities. As part of this, particular consideration should be given to screening and to good practice where the safety of the volunteer or contact with vulnerable individuals may be involved.

Student volunteer awards

33. We propose to continue a national scheme of annual awards, similar to that established under HEACF 1, to reward both students and staff who have shown significant commitment to activities funded by the HEACF 2 programme.

Monitoring

34. Monitoring will be through the annual monitoring statements which institutions submit to us in July of each year. It will focus on quality control, the achievement of targets, benefits to all parties, and accreditation for the volunteer.

35. If HEACF 2 outcomes are delivered through or in conjunction with the students' union, or with the involvement of any other agency, the HEI must ensure the robustness of the reporting mechanisms used at each stage.

36. In requesting information about volunteers we will take account of institution's need to comply with the Data Protection Act. We also propose to invite HEIs to submit examples of successful projects in progress, to disseminate good practice to other institutions and the operating partners, and to provide initial evidence for the volunteer awards scheme.

Diversity

37. Both HEFCE and HEIs have a positive duty under the Race Relations (Amendment) Act 2000 to:

- eliminate unlawful racial discrimination
- promote equality of opportunity
- promote good relations between people of different races.

38. We would expect institutions to promote good race relations and diversity more broadly within their HEACF activity. This could be done, for example, by promoting the HEACF initiative to under-represented groups in the institution (using HEI-specific monitoring information), or by engaging with local voluntary organisations or community groups that have a focus on equal opportunities.

39. Institutions should ensure that their HEACF activity is as open as possible to everyone, regardless of their race, sex, disability status, religion or belief, or sexual orientation.

40. Institution-wide information on progress and outcomes related to race equality and equal opportunities is collected through the annual monitoring statements.

Releasing the funds

41. As stated in paragraph 16 above, we are not asking HEIs to submit additional plans. To release the funding, institutions should sign and return the acceptance form at Annex B, and return it by Wednesday 23 June 2004 to:

Tina Collins
Business and Community Team
HEFCE
Northavon House
Coldharbour Lane
BRISTOL
BS16 1QD

Annex A

Funding formula and allocations to HEIs

1. Of the £10 million made available under the HEACF, £9.875 million has been allocated to English HEIs pro rata to their student and staff FTE numbers. (The remaining £125,000 has been held back for essential running costs and proposed awards under the scheme.)
2. Eighty per cent of this funding was allocated pro rata to the total FTEs of undergraduate, postgraduate and further education students in English HEIs. Student FTEs were taken from the Higher Education Statistics Agency (HESA) 2002-03 student record.
3. Twenty per cent was allocated pro rata to the staff FTEs. The staff FTEs were taken from the HESA 2002-03 staff record.
4. The minimum allocation is £10,000 and the maximum is £185,000.
5. £6.125 million is allocated to support and maintain 10,000 of the volunteering opportunities generated under HEACF 1.
6. £3.75 million is allocated to generate 2,500 new volunteering opportunities.

HEACF 2 funding allocations 2004-05 to 2005-06

Allocations are subject to any additional HEFCE discussions with individual HEIs.

| Institution | Allocation for 2004-05 (£) | Allocation for 2005-06 (£) | Total allocation (£) |
|--|----------------------------|----------------------------|----------------------|
| Anglia Polytechnic University | 59,210 | 59,210 | 118,420 |
| Aston University | 22,257 | 22,257 | 44,514 |
| University of Bath | 35,014 | 35,014 | 70,028 |
| Bath Spa University College | 15,078 | 15,078 | 30,156 |
| Birkbeck College | 25,992 | 25,992 | 51,984 |
| University of Birmingham | 92,099 | 92,099 | 184,198 |
| Birmingham College of Food, Tourism and Creative Studies | 15,979 | 15,979 | 31,958 |
| Bishop Grosseteste College, Lincoln | 5,000 | 5,000 | 10,000 |
| Bolton Institute of Higher Education | 18,399 | 18,399 | 36,798 |
| Arts Institute at Bournemouth | 5,992 | 5,992 | 11,984 |
| Bournemouth University | 39,522 | 39,522 | 79,044 |
| University of Bradford | 31,233 | 31,233 | 62,466 |
| University of Brighton | 50,764 | 50,764 | 101,528 |
| University of Bristol | 65,420 | 65,420 | 130,840 |
| Brunel University | 43,640 | 43,640 | 87,280 |
| Buckinghamshire Chilterns University College | 25,468 | 25,468 | 50,936 |
| University of Cambridge | 92,500 | 92,500 | 185,000 |
| Institute of Cancer Research | 5,000 | 5,000 | 10,000 |
| Canterbury Christ Church University College | 35,505 | 35,505 | 71,010 |
| University of Central England in Birmingham | 65,011 | 65,011 | 130,022 |
| University of Central Lancashire | 70,050 | 70,050 | 140,100 |
| Central School of Speech and Drama | 5,000 | 5,000 | 10,000 |
| University College Chester | 24,197 | 24,197 | 48,394 |
| University College Chichester | 13,360 | 13,360 | 26,720 |
| City University, London | 46,049 | 46,049 | 92,098 |
| Courtauld Institute of Art | 5,000 | 5,000 | 10,000 |
| Coventry University | 49,013 | 49,013 | 98,026 |
| Cranfield University | 16,052 | 16,052 | 32,104 |
| Cumbria Institute of the Arts | 5,150 | 5,150 | 10,300 |
| Conservatoire for Dance and Drama | 5,000 | 5,000 | 10,000 |
| Dartington College of Arts | 5,000 | 5,000 | 10,000 |
| De Montfort University | 65,981 | 65,981 | 131,962 |
| University of Derby | 43,520 | 43,520 | 87,040 |
| University of Durham | 51,176 | 51,176 | 102,352 |
| University of East Anglia | 42,131 | 42,131 | 84,262 |
| University of East London | 38,849 | 38,849 | 77,698 |
| Edge Hill College of Higher Education | 25,656 | 25,656 | 51,312 |
| Institute of Education | 10,925 | 10,925 | 21,850 |
| University of Essex | 29,163 | 29,163 | 58,326 |
| University of Exeter | 40,259 | 40,259 | 80,518 |
| Falmouth College of Arts | 6,209 | 6,209 | 12,418 |
| University of Gloucestershire | 26,518 | 26,518 | 53,036 |
| Goldsmiths College, University of London | 22,205 | 22,205 | 44,410 |

| Institution | Allocation for 2004-05 (£) | Allocation for 2005-06 (£) | Total allocation (£) |
|---|---|---|-------------------------------------|
| University of Greenwich | 54,446 | 54,446 | 108,892 |
| Harper Adams University College | 5,000 | 5,000 | 10,000 |
| University of Hertfordshire | 61,134 | 61,134 | 122,268 |
| University of Huddersfield | 43,939 | 43,939 | 87,878 |
| University of Hull | 47,685 | 47,685 | 95,370 |
| Imperial College of Science, Technology and Medicine | 66,473 | 66,473 | 132,946 |
| Keele University | 28,599 | 28,599 | 57,198 |
| University of Kent | 39,014 | 39,014 | 78,028 |
| Kent Institute of Art & Design | 8,933 | 8,933 | 17,866 |
| King Alfred's College, Winchester | 14,564 | 14,564 | 29,128 |
| King's College London | 78,183 | 78,183 | 156,366 |
| Kingston University | 53,372 | 53,372 | 106,744 |
| Lancaster University | 38,776 | 38,776 | 77,552 |
| University of Leeds | 92,500 | 92,500 | 185,000 |
| Leeds Metropolitan University | 72,325 | 72,325 | 144,650 |
| University of Leicester | 51,020 | 51,020 | 102,040 |
| University of Lincoln | 36,966 | 36,966 | 73,932 |
| University of Liverpool | 65,729 | 65,729 | 131,458 |
| Liverpool Hope University College | 19,734 | 19,734 | 39,468 |
| Liverpool John Moores University | 61,495 | 61,495 | 122,990 |
| University of London | 5,000 | 5,000 | 10,000 |
| London Business School | 5,989 | 5,989 | 11,978 |
| London School of Economics and Political Science | 29,069 | 29,069 | 58,138 |
| London School of Hygiene & Tropical Medicine | 6,420 | 6,420 | 12,840 |
| The London Institute | 52,770 | 52,770 | 105,540 |
| London Metropolitan University | 85,054 | 85,054 | 170,108 |
| London South Bank University | 54,801 | 54,801 | 109,602 |
| Loughborough University | 46,729 | 46,729 | 93,458 |
| University of Luton | 30,288 | 30,288 | 60,576 |
| University of Manchester | 92,500 | 92,500 | 185,000 |
| University of Manchester Institute of Science & Technology | 29,490 | 29,490 | 58,980 |
| Manchester Metropolitan University | 92,500 | 92,500 | 185,000 |
| Middlesex University | 62,330 | 62,330 | 124,660 |
| University of Newcastle upon Tyne | 65,498 | 65,498 | 130,996 |
| Newman College of Higher Education | 5,197 | 5,197 | 10,394 |
| University College Northampton | 31,116 | 31,116 | 62,232 |
| University of Northumbria at Newcastle | 66,382 | 66,382 | 132,764 |
| Norwich School of Art & Design | 5,000 | 5,000 | 10,000 |
| University of Nottingham | 92,500 | 92,500 | 185,000 |
| Nottingham Trent University | 72,779 | 72,779 | 145,558 |
| Open University | 92,500 | 92,500 | 185,000 |
| School of Oriental and African Studies | 13,138 | 13,138 | 26,276 |
| University of Oxford | 92,500 | 92,500 | 185,000 |
| Oxford Brookes University | 50,222 | 50,222 | 100,444 |
| School of Pharmacy | 5,000 | 5,000 | 10,000 |

| Institution | Allocation for 2004-05 (£) | Allocation for 2005-06 (£) | Total allocation (£) |
|---|---|---|-------------------------------------|
| University of Plymouth | 72,414 | 72,414 | 144,828 |
| University of Portsmouth | 59,072 | 59,072 | 118,144 |
| Queen Mary, University of London | 41,678 | 41,678 | 83,356 |
| Ravensbourne College of Design and Communication | 5,000 | 5,000 | 10,000 |
| RCN Institute | 5,000 | 5,000 | 10,000 |
| University of Reading | 45,272 | 45,272 | 90,544 |
| Rose Bruford College | 5,000 | 5,000 | 10,000 |
| Royal Academy of Music | 5,000 | 5,000 | 10,000 |
| Royal Agricultural College | 5,000 | 5,000 | 10,000 |
| Royal College of Art | 5,000 | 5,000 | 10,000 |
| Royal College of Music | 5,000 | 5,000 | 10,000 |
| Royal Holloway, University of London | 23,271 | 23,271 | 46,542 |
| Royal Northern College of Music | 5,000 | 5,000 | 10,000 |
| Royal Veterinary College | 5,000 | 5,000 | 10,000 |
| St George's Hospital Medical School | 11,920 | 11,920 | 23,840 |
| College of St Mark & St John | 10,074 | 10,074 | 20,148 |
| St Martin's College | 23,888 | 23,888 | 47,776 |
| St Mary's College | 9,273 | 9,273 | 18,546 |
| University of Salford | 58,591 | 58,591 | 117,182 |
| University of Sheffield | 91,471 | 91,471 | 182,942 |
| Sheffield Hallam University | 75,806 | 75,806 | 151,612 |
| University of Southampton | 73,174 | 73,174 | 146,348 |
| Southampton Institute | 34,828 | 34,828 | 69,656 |
| Staffordshire University | 42,578 | 42,578 | 85,156 |
| University of Sunderland | 40,603 | 40,603 | 81,206 |
| The Surrey Institute of Art & Design, University College | 11,692 | 11,692 | 23,384 |
| University of Surrey | 36,283 | 36,283 | 72,566 |
| University of Surrey Roehampton | 25,172 | 25,172 | 50,344 |
| University of Sussex | 35,560 | 35,560 | 71,120 |
| University of Teesside | 42,233 | 42,233 | 84,466 |
| Thames Valley University | 66,182 | 66,182 | 132,364 |
| Trinity & All Saints | 8,036 | 8,036 | 16,072 |
| Trinity College of Music | 5,000 | 5,000 | 10,000 |
| University College London | 91,335 | 91,335 | 182,670 |
| University of Warwick | 55,999 | 55,999 | 111,998 |
| University of the West of England, Bristol | 75,901 | 75,901 | 151,802 |
| University of Westminster | 58,586 | 58,586 | 117,172 |
| Wimbledon School of Art | 5,000 | 5,000 | 10,000 |
| University of Wolverhampton | 62,172 | 62,172 | 124,344 |
| University College Worcester | 16,305 | 16,305 | 32,610 |
| Writtle College | 8,633 | 8,633 | 17,266 |
| University of York | 38,564 | 38,564 | 77,128 |
| York St John College | 15,728 | 15,728 | 31,456 |
| Total | 4,937,499 | 4,937,499 | 9,874,998 |
| | | | |

Annex B

HEACF 2 Acceptance form

On behalf of the higher education institution named below I formally accept:

- the institution's HEACF 2 funding allocation as published in HEFCE 2004/19
- the obligations and required outcomes referred to in that publication.

Print name _____

Sign name _____

Title/position _____

Institution's name _____

Date _____

Unless otherwise advised, each institution's HEACF reference number will remain the same as that for HEACF 1.

Please return this form by Wednesday 23 June 2004 to:

Tina Collins
Business and Community Team
HEFCE
Northavon House
Coldharbour Lane
BRISTOL
BS16 1QD