

TRAINING INITIATIVES SCHEME

*FOR VOLUNTEERS AND
VOLUNTARY ORGANISATIONS*

2016



GUIDELINES

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TRAINING INITIATIVES SCHEME

For Volunteers and Voluntary Organisations

2016

An Opportunity for Voluntary Organisations to improve the human resource capacity by investing in the formation and skills of Volunteers.

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An Opportunity for Voluntary Organisations to improve the human resource capacity by investing in the formation and skills of Volunteers.

1.0 Brief of the Training Initiatives Scheme (TIS)

One of the main priorities of the Malta Council for the Voluntary Sector (MCVS) is to encourage Voluntary Organisations to invest in training and capacity building, of their members, volunteers and administrators focusing on strengthening the capability of Voluntary Organisations as part of the process of building the potential of voluntary organisations to respond to the needs of the community they serve. Through this approach organisational development aims to: (1) commit and improve management and technical skills through training (increasing knowledge), (2) change the operating procedures and/or restructuring within an organisation; (3) make the organisation effective and sustainable. Voluntary Organisations tend to be very adaptable to the societal trends leading to quick organisational growth and change. It is therefore important to ensure that there is sufficient capacity to implement changes within the organisation. This priority is aligned to the mission statement of MCVS stating:

“to support the development of a more effective and efficient voluntary and community sector in Malta and Gozo through the delivery of a range of support and capacity building services including information, advice and training.”

This can mainly be supported by providing Voluntary Organisations and volunteers with the resources and information they need, not only to do their specific volunteer position but also to be a bona fide member of the organization's team, by setting aside time for training. Many volunteers are charged with tasks that take a lot of understanding and knowledge to do properly.

Many times, well-meaning people will offer to help the organisation, but are lacking many of the skills the organisation needs most. In situations like these, when the organization needs many people with the same skills, the group might want to have some sort of formal training programme. While enthusiasm for the cause is fantastic, this enthusiasm needs to be gathered and focused to truly meet the organization's objectives.

There is a lot of good work that can be done with minimal or no training. But the organisation that wants to grow and move forward doesn't really have a choice; volunteer training is an absolute necessity and a necessary building block in organisational development.

1.1 Objectives of the Scheme

The main objectives of the **Training Initiatives Scheme (TIS)** are to:

- a)** Help volunteers improve their skills to undertake the voluntary work skillfully, ethically and efficiently establishing a minimum competency that all volunteers are expected to obtain.
- b)** Provide volunteers with adequate skills that may be helpful on a personal level and contribute to their personal growth, lifelong learning and enhance their *Curriculum Vitae (CV)*.
- c)** Raise the level of professionalism in the services and initiatives implemented by Voluntary Organisations within the community.
- d)** Promote active citizenship by fostering social inclusion and the active participation of people from all walks of society.
- e)** Promote social inclusion and well-being, mainly through the empowerment and upskilling of individuals.
- f)** Raise awareness about Voluntary Organisations, their voluntary work and the Voluntary Sector in general.

2.0 Priorities, Eligibility and Procedure of the Training Initiatives Scheme

Priority 1 – Individual Volunteers Training Programmes

Support for individual volunteers who form part of a Voluntary Organisation in one's training which will be beneficial both to oneself, one's Voluntary Organisation, to other Voluntary Organisations and to the community at large.

Priority 2 – Voluntary Organisations Training Programmes

Support for Voluntary Organisations in the organisation of training initiatives which are beneficial both to the same organisation, to other Voluntary Organisations and to the community at large.

2.1 Priority 1 – Eligibility for *Individual Volunteers* to participate in the Scheme

- a) This TIS allows volunteers active within a Voluntary Organisation, enrolled and compliant, with the Commissioner for Voluntary Organisations to participate in the Scheme and express their wish to participate in a specific training programme, both local and overseas.
- b) The training programme must be either related specifically to the work of the Voluntary Organisation in which one is active or related to volunteering in general.
- c) The training programme shall be delivered by a qualified organisation recognised in the specific field of training.
- d) The training programme shall be undertaken by not later than the **15th December 2016**.
- e) The scheme shall cover 85% of the participation fee in the case of local training to a maximum of €200.
- f) In the case of training abroad the scheme shall cover 85% of the participation fee, travel and accommodation amounting to a maximum of €750.

- g) On applying for the scheme the volunteer must provide proof of one's participation in the Voluntary Organisation, experience in the field for which training is being requested and the competence to undertake such training.
- h) While more than one person per VO is eligible to apply in each call for applications, only one person per VO per call shall be able to benefit under this scheme. In such case the individual ranking highest for a particular VO shall be granted the financial support under this scheme. Should there be unutilised funds under a particular call, a second beneficiary from the same VO may be considered for financial support.
- i) The volunteer attending the training abroad has to present original proof of travelling certification (including tickets and hotel receipts), attendance certificate of the training and a detailed report of the training experience and copy of training material. Submission of travelling proof – boarding passes are a must.
- j) The volunteer attending the training programme may be requested by MCVS to participate in other training programmes or conferences organised by MCVS to deliver a workshop session or share one's experience with other Voluntary Organisations.
- k) A volunteer may submit only one application per deadline and benefit of this priority only once every two calendar years.

2.2 Priority 2 – Eligibility for *Voluntary Organisations* to participate in the Scheme

- a) This Scheme allows Voluntary Organisations enrolled and compliant with the Commissioner for Voluntary Organisations to participate in the Scheme and express their wish to organise a specific training programme.
- b) The training programme must be either related specifically to the work of the Voluntary Organisation or related to volunteering in general.
- c) The training programme shall be undertaken by not later than the **15th December 2016**.
- d) The training programme must be made accessible (a minimum of 25% of participants) to volunteers who are members of other enrolled VOs.

- e) The training programme shall be delivered by qualified trainers recognised in the specific field of training.
- f) The TIS shall cover 85% of the organisational costs of the activity to a maximum of €2,000.
- g) On applying for the TIS the Voluntary Organisation must provide proof of its experience in the field for which training is being offered and the competence to undertake such training.
- h) While each VO is only eligible to benefit for the organisation in of only one activity under each call for applications, a VO may submit more than one application per call. The VO shall be granted financial support under this scheme for the highest ranking application. Should there be unutilised funds under a particular call, a second activity from the same VO may be considered for financial support.
- i) The Voluntary Organisations organising the training may be requested to participate in other training programmes or Conferences organised by MCVS to deliver a workshop session or share its expertise with other VOs.
- j) The Voluntary Organisations has to present proof of all costs incurred by providing invoices, original receipts, and attendance sheets of participants together with a detailed report of the event. Photos, screen shots and samples of marketing material should be included as part of the report.
- k) A Voluntary Organisation may submit only one application per deadline and benefit of this priority only once every calendar year.

2.3 Procedure to apply and receive grants under TIS

A call shall be issued at least once every year for both priorities.

- a) Should the funds not be fully utilised in the first call MCVS may issue a second call later on in the same calendar year.
- b) Application forms should be submitted via an online application form that can be accessed on www.maltacvs.org
- c) Once the online application form is submitted, it is checked for eligibility as per Section 2.1.

- d) An application will be accepted only if it:
1. Is submitted via the online correct application form which is completed in full and dated.
 2. Shows budgetary projections in conformity with these Guidelines.
 3. Is accompanied by all the requested additional documentation.
 4. Is delivered as per stipulated deadline.
- e) Following a successful eligibility check, the application is forwarded to the Training Sub-Committee, MCVS.
- f) The application shall be assessed according to pre-established evaluation criteria.
- g) Further clarifications and/or information may be requested.
- h) Once the evaluation is completed MCVS will publish a ranking list in order of final mark of each application.
- i) An agreement shall be drawn and signed between the successful applicants and MCVS.

2.4 Assessment Criteria

The Evaluation shall be carried out by the Malta Council for the Voluntary Sector. The evaluation of an application shall be based on the following characteristics of the applicant. These are listed according to specific priority:

Priority 1 – Individual Volunteers Training Programme

Motivation and experience of the applicant:

- motivation for taking part in training
- experience in the field in which training is sought
- competence to participate in the particular training
- innovative aspect of training
- potential reach once person undertakes training
- benefit to the Voluntary Organisation
- benefit to the Voluntary Sector in general
- benefit to community

Priority 2 – Voluntary Organisations Training Programme

Motivation and experience of the Voluntary Organisation:

- organisational and administrative capacity to undertake the organisation of a training programme
- experience of providing training programmes, both technically and pedagogically
- competence/qualification of the trainers
- innovative aspect of training
- potential reach of training programme
- benefit to the Voluntary Organisation
- benefit to the Voluntary Sector in general
- benefit to community

2.5 Fund Allocation

The funds allocated for the call for applications under TIS for 2016 are as follows:

- ✓ **Priority 1** – € 9,000
- ✓ **Priority 2** – € 22,000

2.6 Payment Procedures

The successful applications supported under the TIS will be subject to a payment procedure consisting of one pre-financing payment and a final payment/recovery of the balance due, as described below:

a) Pre-financing payment

A pre-financing payment of 75% will be transferred to the beneficiary within 30 days of the date when the last of the two parties signs the agreement. Pre-financing is intended to provide the beneficiary with a cash float.

b) Payment or recovery of the balance

- i. The amount of the final payment to be made to the beneficiary will be established on the basis of a final report to be submitted within two weeks following the end date of the project.
- ii. The beneficiary must provide documents giving evidence that the activities effectively took place, as established in the 2.1(g) and 2.2(h).
- iii. If the eligible costs actually incurred by the beneficiary are lower than the pre-financing amount, the beneficiary will be required to repay any excess amounts already transferred under the first payment.

2.7 Monitoring and Evaluation

In the case of Priority 2 MCVS will hold a monitoring visit, to verify compliance with the proposal of the training. The monitoring visit will be supported by a monitoring report and photos of the actions taken.

Evaluation of the final report shall be carried out for the two priorities and the final balance will be settled once the report is deemed as satisfactory.

2.8 Information and Publicity

In order to enhance transparency regarding use of the funds, the names of the individual volunteers (Priority 1) and Voluntary Organisations(Priority 2) and the amount of allocated will be published by MCVS electronically or otherwise.

As part of such publicity, the beneficiary volunteers and Voluntary Organisations will be obliged to publicize the use of MCVS funds through at least one form of media. In the case of Priority 2, Voluntary Organisations must use the MCVS logo and give credit to MCVS on all training related material, during the organisation of events and promotional activities.

Annex 1

Eligibility and Assessment Criteria

Priority 1 – Individual Training Scheme

Eligibility Criteria		
Yes/No	Complete Application Form	
Yes/No	Active within a Voluntary Organisation enrolled with the Commissioner for VOs	
Yes/No	Training programme is related specifically to the work of the Voluntary Organisation in which one is active or related to volunteering in general	
Yes/No	Training programme is delivered by a qualified organisation recognised in the specific field of training	
Assessment Criteria		
10	Motivation for taking part in training	
10	Volunteer work related to the field in which training is sought	
10	Competence to participate in the particular training	
10	Innovative aspect of training	
10	Potential reach once person undertakes training	
10	Benefit to the VO	
10	Benefit to the VO Sector in general	
10	Benefit to community	

80	TOTAL ASSESSMENT MARK	
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Annex 2

Eligibility and Assessment Criteria

Priority 2 – Voluntary Organisation Training Scheme

	Eligibility Criteria	
Yes/No	Complete Application Form	
Yes/No	Enrolled and compliant with the Commissioner for VOs	
Yes/No	Training programme is related specifically to the work of the Voluntary Organisation in which one is active or related to volunteering in general	
Yes/No	Training programme is delivered by a qualified organisation recognised in the specific field of training	
	Assessment Criteria	
10	Organisational and administrative capacity to undertake the organisation of a training programme	
10	Experience of providing training programmes, both technically and pedagogically	
10	Competence/qualification of the trainers	
10	Innovative aspect of training	
10	Potential reach of training programme	
10	Benefit to the VO	
10	Benefit to the VO Sector in general	

10	Benefit to community	
80	TOTAL ASSESSMENT MARK	

Annex 3

Application Form Priority 1 – Individual Training Initiatives Scheme 2016

Project number <i>(For Official Use)</i>	
	<i>Postmark/Date of receipt</i>

Part I. Individual and VO identification

Name and Surname of the applicant	
I.D. Card no.	
Home Address	
Home Tel. no.	
Mobile no.	
Email address	
Date of Birth	

Name of the Voluntary Organisation	
<i>Please indicate the name and acronym of the voluntary organisation where one is active. For courses/training held locally state number of hours and frequency (days per week)</i>	<i>VO Enrolment Number</i> VO.....

How long have you been involved with this Voluntary Organisation?	
What is your role within this Voluntary Organisation?	

Part II. Training Programme Information

Title of Training Programme	
Location of Training Programme	
Organisation providing the Training Programme	
Brief description of the Training Programme	
<i>Please give a short description of approximately 10-15 lines</i>	

Duration of the training programme				
<i>Please indicate the total duration of the training programme excluding travelling days.</i>				
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;">Start date of the programme:</td> <td style="width: 50%; vertical-align: top;">End date of the programme:</td> </tr> <tr> <td style="text-align: center;">-----</td> <td style="text-align: center;">-----</td> </tr> </table>	Start date of the programme:	End date of the programme:	-----	-----
Start date of the programme:	End date of the programme:			
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Part III. Other Information

What is your motivation for taking part in this training?
<i>Please give a short description of approximately 5 -10 lines</i>

How is the training programme related to the work of the voluntary organisation in which one is active or related to volunteering in general?

Please give a short description of approximately 5 -10 lines

List any experience in the field in which training is sought.

Please give a short description of approximately 5 -10 lines

Specify your competence to participate in the particular training.

Please give a short description of approximately 5 -10 lines

Is this training innovative locally? Explain

Please give a short description of approximately 5 -10 lines

What potential reach will the person undertaking training have?

Please give a short description of approximately 5 -10 lines

How will the VO benefit from the training?

Please give a short description of approximately 5 -10 lines

How will the VO Sector in general benefit from the training?

Please give a short description of approximately 5 -10 lines

<p>How will the Community benefit from the training? Please give a short description of approximately 5 -10 lines</p>

Part IV. Budget (all items in €)

A. Grant requested from the Training Initiatives Scheme	
Amount requested from the Training Initiatives Scheme	€

B. Activity costs Please state clearly all type of estimated costs.	
- Participation Fee	€
- Travel Cost – Air Fare (In case of training abroad)	€
- Accommodation (In case of training abroad)	€
Total costs	€

Part V. Signature of the Applicant and VO Legal Representative

Official from VO endorsing the Training Programme application	
Name and Surname in capital letters	
Position/function within VO	
Name of VO	

<p>The applicant undertakes to inform MCVS of all changes affecting this application. The applicant allows MCVS to make available and use all data provided in this application form for the purposes of managing and evaluating the Training Initiatives Scheme. All personal data collected for the purpose of this project shall be processed in accordance with the Data Protection Act.</p>	
Applicant Name and Surname in capital letters:	
Date:	

Signature:	
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Annex 4

Application Form Priority 2 – Voluntary Organisations Training Initiatives Scheme 2016

Project number <i>(For Official Use)</i>	
	<i>Postmark/Date of receipt</i>

Part I. VO identification

Name of the Voluntary Organisation	
<i>Please indicate the name and acronym of the voluntary organisation where one is active.</i>	<i>VO Enrolment Number</i> VO.....
VO Address	
Tel. no. of VO	
Email address of VO	
Person authorized to sign the contract on behalf of the VO (legal representative)	
Family name (Ms/Mr.)	
First name	
Position/function	
Email address	
Mobile no.	
Person in charge of the training programme (contact person)	
Family name (Ms/Mr.)	

First name	
Position/function	
Email address	
Mobile no.	

Part II. Training Programme Information

Title of Training Programme	
Location of Training Programme	
Brief description of the Training Programme	
Please give a short description of approximately 10-15 lines	

Duration of the training programme	
Please indicate the total duration of the project from preparation to completion.	
Start date of the programme:	End date of the programme:
-----	-----

Part III. Other Information

What is the VO's organisational and administrative capacity to undertake the organisation of a training programme?

Please give a short description of approximately 5 -10 lines

How is the training programme related to the work of the voluntary organisation or related to volunteering in general?

Please give a short description of approximately 5 -10 lines

What is the VO's experience in providing training programmes, both technically and pedagogically?

Please give a short description of approximately 5 -10 lines

Specify the competence/qualification of the trainers to deliver the particular training.

Please give a short description of approximately 5 -10 lines

Is this training innovative locally? Explain

Please give a short description of approximately 5 -10 lines

<p>What potential reach will the training have? Please give a short description of approximately 5 -10 lines</p>
<p>How will the VO benefit from the training? Please give a short description of approximately 5 -10 lines</p>
<p>How will the VO Sector in general benefit from the training? Please give a short description of approximately 5 -10 lines</p>
<p>How will the Community benefit from the training? Please give a short description of approximately 5 -10 lines</p>

Part IV. Budget (all items in €)

A. Grant requested			
Amount requested from the Training Initiatives Scheme			€
B. Activity costs <i>Please state clearly all type of estimated costs.</i>			
<ul style="list-style-type: none"> Estimated expenses linked to the project: material, equipment, venue, etc; 	Equipment	€	€
	Venue	€	
	Transport	€	
<ul style="list-style-type: none"> Estimated expenses linked to the organisation of activities (promotion, advertisement, rental 	Promotion/ advertisement	€	€
	Rental	€	

<i>costs, fees paid to external service providers* etc);</i>	<i>External service providers*</i>	€	
• <i>Administration costs (Up to a maximum of 10% of the Activity Costs)</i>			€
• <i>Other costs (specify below)</i>			€
Total direct costs			€
<i>Indirect Costs - other estimated expenses directly linked with the project implementation (local transports, postage, photocopying etc);</i>			€
Grand TOTAL			€

** external service providers are persons rendering a service to the organisation who are not members of the applicant organisation*

Part V. Signature of the VO Legal Representative

<i>The applicant undertakes to inform MCVS of all changes affecting this application. The applicant allows MCVS to make available and use all data provided in this application form for the purposes of managing and evaluating the Training Initiatives Scheme. All personal data collected for the purpose of this project shall be processed in accordance with the Data Protection Act.</i>	
ApplicantVO	
Any one of the legal representatives indicated by the statute of the applicant organisation	
Name and Surname in capital letters:	
Position of Signatory (position held as at the date of the signing of the application)	
Date:	
Signature:	