

Community Led Local Development

Guidance Note: Volunteer Time

**What is eligible and how can you include it in your
project?**





CLLD Volunteer Time (ESF projects only)

Introduction

If you are considering applying to deliver a project funded by ESF, one of the options you could use as your match funding is volunteer time. This is when a person helps to deliver your project on a voluntary basis and receives no payment for it. The role they carry out can be at any level, such as management, finance, participant mentoring or course delivery. Bear in mind that if you are planning on using volunteer time as match you will still need to have a minimum 10% cash match.

Who can be a volunteer?

A volunteer can be any individual who is not employed by your organisation – ESF guidance states that if a paid employee carries out additional duties on a voluntary basis then this cannot be claimed as volunteering, so it is advisable to only count people not employed by your organisation as volunteers.

If a person has been claimed by the CLLD programme as a participant they cannot then be claimed as a volunteer as well - you may find that someone from your first cohort valued the support so much that they want to come back and support participants in the next cohort, although this would be a great experience for both them and the project, you would not be able to claim the time they spent helping other as volunteer time.

You will need to make a job description for the position the volunteer is filling, it should contain all the tasks you see them doing as part of their role on the project. You will then be able to claim for the hours the volunteer spends carrying out these tasks. Bear in mind that if the volunteer does any additional tasks, these will not be able to be claimed back from the project, so think carefully when writing their job description.

How much can I claim for the time a volunteer spends working on the project?

Unlike paid employees working on your project, volunteers will not have the payslips and salary evidence needed to claim their hourly rates back. To help with this ESF have provided a spreadsheet that contains salary information for hundreds of job roles. You can search the spreadsheet to find a role that matches the one your volunteer is carrying out and then use that amount to work out their hourly rate. Once you know you will be using volunteers, contact your local facilitator and they can help you choose the right salary from the spreadsheet.

If your organisation currently employs someone on another project to do an identical role to the one the volunteer will be doing (maybe an administrator or co-ordinator etc), you may already have a job description available to use. You



can also choose to use the salary paid to the current employee to calculate the new volunteer's hourly rate. This can be done as long as it is lower than the rate that would have been selected from the salaries spreadsheet. Ask your facilitator for advice if you need to.

How do I evidence the hours a volunteer works?

Anyone volunteering on your project needs to be told from the beginning that they are helping the project in their own private time and they are not employed on the project; the easiest way to do this is to create a volunteer agreement that you both sign. You can give the CLLD team a copy of this and their job description when you make your full application.

All volunteers will be required to complete a timesheet. When the timesheet is completed it will need to include information of the hours worked on the project and a detailed description of what was done in that time. You will also need to breakdown the hours the person worked that were not related to project delivery (if any). We have provided an example timesheet below to show the information we would require from a volunteer, the timesheet also comes with guidance on how to complete it. Timesheets must always be signed by the employee and their line manager.

Cornwall Led Local Development - Project Staff Timesheet		  European Union European Structural and Investment Funds				
Project name:		Claim date:				
Project staff name:		Job title:				
Date	Detail of project activity	Start time	End time	Total hours	Funded	Match
				00:00		
				00:00		
				00:00		
				00:00		
				00:00		
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				00:00		
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				00:00		
				00:00		
				00:00		
				00:00		
Total hours claimed				00:00	00:00	00:00
<p>I confirm that the hours detailed above have contributed to the delivery of the Community Led Local Development project.</p> <p>Project staff signature: _____ Date: _____</p> <p>Line Manager's signature: _____ Date: _____</p>						



What do I do next?

Please get in touch with your local facilitator if you have any questions as they will be able to help you