

Aiming for Quality in Befriending

multiple project registration form



Organisations should use this form to request permission to submit a combined QiB application for **more than one befriending project**. It should be submitted with a completed *Project Registration Form* for **each** project which would like to be included in the combined application. [See Appendix 3 of *Information for Projects*, p20.]

In consultation with the external verifiers, the BNS Quality Officer will respond individually to each request for a combined application.

please complete all pages of this form
an **electronic version** of this form can be downloaded from the Quality pages of the BNS website (www.befriending.co.uk) in Microsoft Word format

QiB award history

Please tick **one** of the following statements and provide your organisation's existing QiB Reference Number if appropriate:

- 1. *This is the first time this organisation has applied for QiB*
- 2. *This is a QiB reaccreditation application, the organisation's QiB Number is: Q_____*
- 3. *We were advised to resubmit our QiB application, more than 6 months has passed since then, and the organisation's QiB Number is: Q_____*

organisation contact details

organisation: _____

contact name: _____

job title: _____

address: _____

phone number: _____

e-mail address: _____

website: _____

assessment dates

NB You **MUST** submit your application within **9 months** of the date that BNS receives this registration form (an extension of up to a maximum of 3 months may be given in exceptional circumstances).

Assessments are carried out in March, May, August and November each year. If you want your application to be assessed during a particular assessment period, please ensure your application arrives at BNS not later than the last working day of the previous month (ie February, April, July or October). Information from all projects included in a combined assessment must be submitted together by the head office.

To help assessors plan their work load, please indicate for which of the following assessment deadlines you intend to submit your application (as long as you still submit within 9 months, you can change this if necessary):

- last working day of February 20___
- last working day of April 20___
- last working day of July 20___
- last working day of August 20___

projects to be included

1. How many separate befriending projects would you like to include in a combined application?

2. Please list the names of all the individual projects you would like to include in this combined application:

	Project Name	Location	Number of Current Matches
a)			
b)			
c)			
d)			
e)			

differences in practice

There are nine Practice Areas covered by QiB. If there are differences between your projects in relation to any of these areas, please describe them below:

Practice Area 1: client referrals, assessments and waiting lists

Do all the projects listed above employ the same policies, procedures and practice in relation to client referrals, assessments and waiting lists? yes / no*

** If you have answered "no" to this question, please complete the table below, describing the differences between each of the projects listed above.*

Project Name	Description of policies, procedures and practice in relation to client referrals, assessments and waiting lists

Practice Area 2: volunteer recruitment, assessment and selection

Do all the projects listed above employ the same policies, procedures and practice in relation to volunteer recruitment, assessment and selection? yes / no*

** If you have answered "no" to this question, please complete the table below, describing the differences between each of the projects listed above.*

Project Name	Description of policies, procedures and practice in relation to volunteer recruitment, assessment and selection

Practice Area 3: volunteer training

Do all the projects listed above employ the same policies, procedures and practice in relation to volunteer training? yes / no*

** If you have answered "no" to this question, please complete the table below, describing the differences between each of the projects listed above.*

Project Name	Description of policies, procedures and practice in relation to volunteer training

Practice Area 4: matching

Do all the projects listed above employ the same policies, procedures and practice in relation to matching? yes / no*

** If you have answered "no" to this question, please complete the table below, describing the differences between each of the projects listed above.*

Project Name	Description of policies, procedures and practice in relation to matching

Practice Area 5: reviews and ongoing support for clients and befrienders

Do all the projects listed above employ the same policies, procedures and practice in relation to reviews and ongoing support for clients and befrienders? yes / no*

** If you have answered "no" to this question, please complete the table below, describing the differences between each of the projects listed above.*

Project Name	Description of policies, procedures and practice in relation to reviews and ongoing support for clients and befrienders

Practice Area 6: endings

Do all the projects listed above employ the same policies, procedures and practice in relation to endings? yes / no*

** If you have answered "no" to this question, please complete the table below, describing the differences between each of the projects listed above.*

Project Name	Description of policies, procedures and practice in relation to endings

Practice Area 7: risk management

Do all the projects listed above employ the same policies, procedures and practice in relation to risk management? yes / no*

** If you have answered "no" to this question, please complete the table below, describing the differences between each of the projects listed above.*

Project Name	Description of policies, procedures and practice in relation to risk management

Practice Area 8: project resources

Do all the projects listed above employ the same policies, procedures and practice in relation to project resources? yes / no*

** If you have answered "no" to this question, please complete the table below, describing the differences between each of the projects listed above.*

Project Name	Description of policies, procedures and practice in relation to project resources

Practice Area 9: monitoring & evaluation, and implementing change

Do all the projects listed above employ the same policies, procedures and practice in relation to monitoring & evaluation, and implementing change? yes / no*

** If you have answered "no" to this question, please complete the table below, describing the differences between each of the projects listed above.*

Project Name	Description of policies, procedures and practice in relation to monitoring & evaluation, and implementing change

statement

We have read the Quality in Befriending Project Information Document.

We will submit our full application within 9 months of the date of this form.

signed: _____

date: ___ / ___ / 20___

BNS will check whether each of the projects included on this form is eligible for QiB.

In consultation with external verifiers, the Quality Officer will determine whether it is appropriate for your organisation to submit a combined application for the projects you have included on this form and, if so, what specific requirements there are for supporting evidence from each project.

You will be informed of the resulting decision and sent the materials you need to complete your application(s).



please return this Multiple Project Registration Form together with a completed Project Registration Form for each included project to:

Martha Lester-Cribb
Quality Officer
Befriending Network Scotland
45 Queensferry Street Lane
Edinburgh
EH2 4PF

<p>for office use</p> <p>QiB reference: Q(MP)_____</p> <p>registration date: ___/___/20___</p> <p>application due date: ___/___/20___</p>
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