

Aiming for Quality in Befriending

project registration form



*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 project's existing QiB Reference Number if appropriate:

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

contact details

project name: _____

organisation: _____

contact name: _____

job title: _____

address: _____

post code: _____

phone number: _____

e-mail address: _____

website: _____

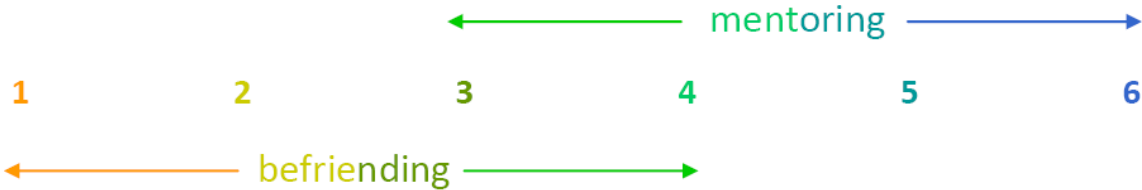
combined application request

Please tick this box if this registration form is being submitted as part of a **combined application request**. In this case **each project** that wants to be included in the application must complete a **separate copy of this form**. The organisation must submit these together with a completed "**Multiple Project Registration Form**". [See Appendix 3 of *Information for Projects*, p20].

eligibility checklist

Your answers to the following questions will help BNS check whether or not it is appropriate for your project to seek accreditation through QiB. If we think there may be a problem, we will get in touch.

1. Please _____ the number which corresponds to your project’s **position on the befriending : mentoring spectrum** [see Appendix 2 of *Information for Projects*, p18 for full definitions]:



- 1. **Befriending** – informal, social support. Objective is to form a trusting relationship over time to reduce isolation and to provide a relationship where none currently exists.
- 2. **Befriending** – informal, social support. May be additional stated objectives at the start of the relationship but success is not dependent on these objectives being achieved.
- 3. **Befriending/Mentoring** – informal, social support leading to achievement of stated objectives. The objectives are identified early and reviewed over time.
- 4. **Mentoring/Befriending** – identification of objectives over time. Initially social activities are used to build trust, then objectives are set. Objectives may be low key.
- 5. **Mentoring** – meet objectives which are agreed at the start. Achieved through a trusting relationship with social elements but focused on the objectives.
- 6. **Mentoring** – only focus is agreed objectives, clearly stated at the start. The social relationship, if achieved, is incidental.

2. Are your befrienders volunteers (ie not paid)?	yes / no*
3. Does your project aim for its volunteers to work in a purely “befriending” role? (ie <i>not</i> as advocates / carers / advisers / personal assistants / shoppers / counsellors / DIY helpers etc)	yes / no*
4. Are at least 50% of your clients matched on a 1:1 basis with a befriender?	yes / no*
5. Has your project already completed at least one full cycle of work? (ie recruiting, matching, supporting)	yes / no*
6. Is your project currently active? (ie has recruited new volunteers / made matches within the last 12 months)	yes / no*
7. Does your project have funding in place for at least the next 12 months and/or has it submitted applications for further funding?	yes / no*
8. Has your project developed all the policies and procedures and forms it needs and are these being used?	yes / no*
9. The Befriending Code of Practice recommends that no more than 30 matches are supported by 1 full-time member of staff [see p19 of the <i>BNS Befriending Code of Practice for examples of part-time equivalents</i>]. Does your project operate within this staff : befriender ratio guideline?	yes / no*

* If you have answered “no” to any of these questions, please give further information on p6 of this form

baseline measurement

NB This is **NOT** part of your assessment for QiB, it simply enables BNS to report back to the Big Lottery about whether completing the QiB process has an impact on projects' practice. You will be asked to fill in a similar form updating these scores after you have completed QiB.

Please feel free to be honest - you might expect to have some low scores now - completing QiB will help your project improve!

Before starting work on your QiB Application:	how much do you know about this aspect of your project? scale of 1-10: 1 = almost nothing 10 = everything	how strong do you think your project is in this area? scale of 1-10: 1 = very weak 10 = we excel	could you produce live evidence* for your practice in this area? scale of 1-10: 1 = not a hope 10 = in a flash
1. client referrals, assessments and waiting lists			
2. volunteer recruitment, assessment and selection			
3. volunteer training			
4. matching			
5. reviews and ongoing support for clients and befrienders			
6. endings			
7. risk management			
8. project resources			
9. monitoring & evaluation, and implementing change			

* **Live Evidence** is a copy of a form which has actually been used, is dated, and has any confidential information blanked out. It should be as recent as possible and certainly no more than 1 year old.

assessment dates

NB do not answer this question if this registration form is being submitted as part of a **combined application request**

You **MUST** submit your application within **9 months** of the date that BNS receives this registration form (though 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).

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 October 20___

statement

We have read the Quality in Befriending Project Information Document.

We will submit our full application (QiB folder with completed Application Form, Evidence Sheets, Evidence Index together with a folder of supporting evidence) within 9 months of the date of this form.

signed: _____

date: ___ / ___ / 20___

Once BNS has checked that your project is eligible for QiB, you will be sent a folder containing: the Application Guidance Notes, the Application Form, a list of the QiB Quality Statements, the Requirements and Indicators for the 9 Practice Areas. You will need to provide your own folder(s) to file your evidence (probably at least one Lever Arch folder).

please return your completed form to:

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



NB Organisations which are submitting a **combined application request** for more than one project, should ask **each** project to complete a copy of this form and submit them together with a completed **"Multiple Project Registration Form"**.

