



Your application guide

Please use this document to understand if your charity is eligible for a John Lewis secondment from the Volunteering Fund and what Trustees are looking for in an application.

How to apply

If your organisation would benefit from a volunteer, please contact us at trustsandfoundations@johnlewis.co.uk, or ask to speak to the Community Liaison Coordinator in your local John Lewis shop.

Is your project eligible?

The Volunteering Fund supports secondments to UK registered charities that take place in the UK.

A secondment project can be up to six months in duration, on a full or part time basis, and must demonstrably enable your charity to further its objectives. The needs of the charity should always be the top priority.

Your charity may have connections with a Partner already and you can scope a secondment project together. However, this must be a different project to any regular volunteering that the Partner does with your organisation.

Alternatively, you can advertise a secondment opportunity to our Partners by getting in touch via trustsandfoundations@johnlewis.co.uk.

The secondment project must be inclusive of all parts of society, non-denominational, and non-political. For example, a project run by an organisation with a particular religious ethic or way of thinking may be considered, as long as the project does not exclude individuals who are not of that religion or way of thinking as part of their delivery or ways of working.

The secondment cannot be used to undertake a course, conference, expedition, overseas travel or residential. The project must not be for sponsorship, whether individual or group.

For more general guidance, the Trustees are looking for projects that:

- are sustainable and create a quantifiable legacy
- have an impact, even after the secondment is completed. Secondments that fill a short-term resourcing gap for a charity are not prioritised
- demonstrate sustainability: charity applicants are encouraged to build a plan for what happens when the secondment ends
- enable your charity to accelerate activity
- demonstrate measurable impact of the work of the secondment

Before applying, please check your proposed secondment project against the following criteria. You need to be able to answer 'yes' to these questions to be eligible for support.

- Is my organisation a UK registered charity?
- Would this secondment project have a clear start and finish date?

You also need to be able to answer 'no' to the following questions:

- Is my organisation a pressure group or campaigning organisation?
- Does the project aim to promote religion or politics of any kind, and does it exclude any part of society?
- Is the main objective to provide sponsorship for an individual or group?
- Am I seeking a secondment which should be a paid role in my charity?

How will the Trustees assess my project?

- **Chances of project success:** what's the likelihood of secondment success based on previous projects, background studies, and the proposed time plan?
- **Impact:** will the project deliver the maximum positive impact for a large number of beneficiaries? Or will it have a deep and demonstrable lasting impact for a small group of beneficiaries?
- **Sustainability:** how sustainable is the initiative? If the project is ongoing, is it solely reliant on a secondment award from the Foundation to succeed? Trustees prioritise projects that demonstrate plans to become self-resourcing.
- **On merit:** is the role difficult to fill as a voluntary or paid position? Trustees will consider a small number of 'business as usual' applications – for example, driving roles – where this is the case.
- **Project management:** can you demonstrate how your project will be managed, benchmarked, and evaluated?
- **Leverage:** Trustees are keen to support secondments that could be used to unlock other funding streams – public or private. They're also looking for projects that demonstrate to governance bodies or other funders that the work of the secondment could be needed in a permanent post.

Trustees will hold a meeting to decide whether or not your funding request has been successful. The results will be communicated to you as soon as possible, and within eight weeks of the meeting.