



True Volunteer Foundation



Charity Partner Accreditation Process





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“It is clear that TVF set the bar quite high. When we became a TVF Partner it seemed that we were having to do quite a lot of work for smaller grants. Luckily, we stuck to the challenge and now we have proven our capabilities Azafady are a Level 4 Accredited Partner and are receiving substantial funding. It is clear that the TVF team grade their partners on their responsiveness and project feedback, in terms of photographs, videos and evaluation reports”.

Mark Jacob, Managing Director - Azafady



1.0 Introduction:

True Volunteer Foundation (TVF) is built on two key principles:

- Pay to Work™ – this reflects the True Volunteer spirit. No commissions, wages, personal expense accounts or admin costs are deducted from the donations received; virtually 100 per cent of what TVF receives is allocated and transferred to projects.
- Tangible Feedback – TVF vets, monitors and reports back on how registered charities spend the donors' money. Our donors are reassured that all funds are ethically allocated to organisations that share our principles.

TVF provides value to donors, especially corporations and private wealth managers, by assisting them in the management of their Corporate Social Responsibility programmes. The fees paid to TVF for its services are fully invested in the charity's projects.

TVF works with registered Charity Partners and contributes to their projects by raising funds and by assisting with project management expertise.

For TVF to be completely satisfied that a charity can become a Partner, it implements a demanding vetting process to select prospective partners based on their willingness to adopt similar principles to TVF when administering each project's budget. At the end of the vetting process, we are confident that the selected Partners share our same values and that we can collaborate effectively to deliver value to donors and people in need.

Our vetting of Partners does not cease once we select those with whom we sign Charity Framework Agreements. We constantly check and control how they operate within the framework so that we are comfortable to further our collaboration with them in the future.

Each Partner needs to successfully complete smaller projects to qualify for larger grants. For this reason, we have also introduced various levels of Partnership (ranging from 1 to 5) so that every Partner is stimulated to deliver successful projects in order to progress up the scale.



2.0 Process:

Research and Selection of Prospective Partners

First and second vetting stages

Submission of initial questionnaire to prospective Charity Partner followed by review of response.

Charity Framework Agreement stage

- a) Funds invested purely in the building work or provision of materials stated. No proportion to be used for any internal administration costs, wages or commissions.
- b) Buildings and projects branded with the TVF logo.
- c) Photographs and written text of the project publicised on the TVF website. For large projects this might be required on a monthly/quarterly basis.
- d) Partners agree to manage all risks (including exchange rate fluctuation) and not re-market project to other parties.
- e) Partners agree to meet the sponsors and/or TVF at a mutually convenient date and time at the project venue.

Post-Agreement and Execution stages

Contract execution, funds transfer, progress monitoring, project evaluation.

Completion stage

Final review of the project and provision of feedback.

TVF believes in a structured and highly responsive working relationship whereby TVF's proven process is customised for each project.



3.0 Application:

If your charity and project share our values and agree to meet the requirements listed under **Charity Framework Agreement stage** above, please send the following information to your contact at TVF or simply email projects@truevolunteer.org

- a) written text (up to 1,250 characters with spaces) which includes **facts** on:
 - i. the project's location
 - ii. the problem
 - iii. the proposed solution
 - iv. the foreseeable outcome if the project does not happen
- b) a breakdown of the funding required

On project completion the following deliverables will be required, as a minimum:

- c) Ten quality photographs (minimum resolution 800 x 600), which adequately address the written text
- d) Short video (total 2-3 minutes) showing the project's outcome, in either FLV or MPEG4 format, which can be emailed and uploaded to TVF's website

All UK-based charities must have fully up-to-date financial records submitted to the Charities Commission. All overseas charities are required to show their official registration details and relevant accounts submissions.



4.0 Appendix A – TVF Accreditation Levels

Level 1

Charities newly-approved by TVF to be Partners. All partnership criteria have been met to pass TVF's initial vetting process and a Frame Agreement has been signed. Small grants (typically of £100 - £500) are given to complete a specific project.

Level 2

The Partner has successfully completed its first TVF project according to the terms of the Frame Agreement with TVF.

Level 3

The Partner has successfully completed at least three projects according to the terms of the Frame Agreement with TVF.

Level 4

The Charity has successfully completed at least one large project with TVF.

Level 5

A charity that is a strategic Partner to TVF. The charity benefits from TVF's access to funding and programme management expertise to support Strategic Partners.

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