# THET-new-logoVirtual Volunteer Project

## Guidance on Eligible and Ineligible Costs

Recognising that virtual volunteering in global health, while often having fewer cost implications than in-personal volunteering, is not cost free for either the volunteer or the institution they are working with, THET will provide a small amount of funding for participants to cover costs incurred during the undertaking of a placement.

All requests are subject to the discretion of THET and will be evaluated based on the following criteria:

* Necessity to implement the programme
* Necessity to volunteer safety and security
* Sustainability
* Value for Money

Requests should be received in writing and should provide a narrative describing the need and use and explanation of how costs were estimated as well as a breakdown of the overall request including the unit costs; number of units and source of supplies.

### For Volunteers

Volunteers are able to claim up to £500 for costs that will be incurred in their undertaking of the placement.

Examples of eligible costs include:

* Purchase of dongles or alternative internet sources
* Purchase of specific equipment without which the volunteering opportunity would be negatively impacted e.g. headset with microphone where not already available
* Access to premium online resources required for the project (e.g. a Zoom pro account etc)

Examples of ineligible costs include:

* Contribution to existing fixed monthly costs such as phone, internet or electricity
* Travel costs, except where travel is required for access to technology required to undertake project
* Laptops/tablets
* Salaries or top up payments

### For Facilities:

There is a maximum of £3,900 available for each facility or institution involved in the project to support the purchase of equipment, supplies or training materials required to complete the volunteering projects.

Examples of eligible costs include:

* Supplies required to implement trainings or QI projects
* Printing of training materials
* Purchase of equipment for training e.g. mannequins
* Printing of guidelines developed for dissemination with the institution
* Technology required to support engagement with volunteers where not already available
  + Projectors
  + Dongles
  + Laptops/computes/tablets where not already available
* Data allowances for key staff or to support trainings

Examples of ineligible costs include:

* Travel allowances, per diems, sitting allowances that are not strictly necessary for the implementation of a project, training or meeting related to the volunteer opportunity
* Data allowances for individuals not directly related to the implementation of activities related to the volunteer opportunity
* Capital expenditure
* Refurbishment of rooms
* Medical equipment or drugs
* Staff salaries or top up payments
* Purchase of technological equipment where it would result in duplication of assets.
* Contribution to existing fixed costs or monthly bills such as electricity or fuel bills