



Price List for Public

Version 16, February 2019, subject to review

Support Staffordshire Membership

Category	Criteria	Cost
VCSE (General) Membership	See Membership Form	FREE
Start-up Membership	See Membership Form	FREE
Individual Membership	Case by case consideration	FREE

Support Staffordshire Associates (treat as non-members)

Category	Criteria	Cost
Volunteer Centre Associates	See VCA Membership Form – not for profit and statutory bodies not eligible for VCSE membership	£50 per annum per Branded Service
Parish Council Associates	All Parish and Town (including Lichfield City) Councils in Staffordshire	£25 per annum

VCSE Services

Universal Support via 0300 or Locality Office	Members	Non-members and Associates
Urgent Advice Service via 0300, with access to 'duty' Locality Officer/s	Free Urgent Advice available Mon-Fri 9am-4pm <i>Part of 3 hour limit</i> Non-urgent support signposted to surgeries	N/A
Start-up Advice Service and/or Early Intervention Advice	Support by appointment for startups or existing organisations seeking advice (on an early intervention, rather than crisis basis) Available face to face, skype or phone (<i>Part of 3 hour limit - includes preparation and follow-up</i>)	N/A
Volunteer Centre advertising and brokerage services for organisations	Support by appointment volunteer involving organisations Available face to face, skype or phone (<i>Part of 3 hour limit - includes preparation and follow-up</i>)	Only available to Volunteer Centre Associates <i>Part of 3 hour limit - includes preparation and follow-up</i>
Self-Help Support Assessment tools, factsheets, document templates and guidance materials	Free Basic support web-based Bespoke factsheets, assessments, e-learning member-only	Web-based support is accessible to all More bespoke support member-only
Locality Forums	Forums Free Open Access	Forums Free Open Access
Online VCSE Directory of Organisations	Free with regular update	N/A
Training and Events listings	Free	N/A
E-newsletter subscription	Free and automatic	Subscribe via website

Paid for Support via 0300 or Locality Office	Members	Non-members and Associates
Training courses and workshops (per person)	Starting from £60 per day (over 4 hours as guide) £45 per half day (2-4 hours as guide) £30 short session (up to 2 hours as guide)	Starting from £80 per day £60 per half day £40 short session
Peer Support Networks	£4 per head	£5 per head
Surgeries (face to face or telephone/skype) <i>Split according to organisation</i> <i>Small = up to £100k turnover</i> <i>Medium = up to £500k turnover</i> <i>Large = over £500k turnover</i>	£25 per hour (small) £30 per hour (medium) £35 per hour (large)	£40 per hour
Consultancy	We will provide you with a tailored quote based upon our estimate of the time required and the above hourly rates according to the size of your organisation	Same at £50 per hour
Bespoke Training	We will provide you with a tailored quote based upon our estimate of the time required and an hourly rate of £35 per hour	Same at £40 per hour
Guided diagnostics	Investors In Volunteering bespoke quote	Same as members

Direct Services	Member	Non-members and Associates
Administration Services	£20 per hour	£30 per hour
Registered Address Service	£50 per annum	Members Only
DBS Service	£27 per check (plus DBS fee for employees, free for volunteers)	Members Only
Bid-Writing and Funding Advice Consultancy	We will provide you with a tailored quote based upon our estimate of the time required at a rate of £40 per hour	£50 per hour
Meeting Facilitation Service	We will provide you with a tailored quote based upon our estimate of the time required at a rate of £40 per hour	£50 per hour
Marketing Services	We will provide you with a tailored quote based upon our estimate of the time required at a rate of £40 per hour	£50 per hour
Evaluation Services	We will provide you with a tailored quote based upon our estimate of the time required at a rate of £40 per hour	£50 per hour
Financial Services		Members only
Payroll	See separate charging document	
Independent Examination	We will provide you with a tailored quote based upon our estimate of the time required and an hourly rate of £40 per hour	£50 per hour
Job Advertising	Currently Free for members	Members Only
Satellite Centre for OCN Accredited Learning Qualifications	£100 (20 learners) £200 (45 learners) £300 (100 learners) IV - £30 per hour	Members Only

<p>Small Society Lottery License – for printed raffle/lottery tickets to be sold over a period of time</p> <p><i>You do not need a license to use the basic numbered raffle tickets that you can buy from a stationers and sell and draw on the same day</i></p>	<p>Currently only available in Staffordshire Moorlands</p> <p>Set up and printing = £35 Cost per 100 black & white tickets = £3 Cost per 100 colour tickets = £4 Cutting & stapling into books of 5; per 100 = £10</p>	Members Only
<p>Volunteer Brokerage to funded Employment Support Agencies</p>	<p>Volunteer placement interview, brokerage and follow-up: £60 per placement</p> <p>Referral into Employment Support provider from Support Staffordshire: £25 per beneficiary</p>	Same as members
<p>Photocopying</p>	<p>A4 Charges B/W: Member 10p Non-Member 15p Colour: Member: 20p Non Member 30p</p> <p>A3 Charges B/W: Members 15p Non Members 25p Colour: Members 35p Non Members 50p</p>	
<p>Laminating</p>	<p>A5: Member 60p Non Member 90p A4: Member £1.20 Non Member £1.80 A3: Member £2.40 Non Member £3.60</p>	
<p>Postage</p>	<p>First Class: 67p Second Class: 58p</p>	
<p>Hiring of Equipment</p>	<p>Display Boards: Member £12 Non Member £24 Projector: Member £30 Non Member £60 Projector Screen: Member £12 Non Member £24 Flip Chart and Paper: Member £12 Non Member £24</p>	

Room Hire Charges	Charging	Members	Non-members and Associates
East Staffordshire, Burton-upon-Trent Large Meeting Room – Room 2 ground floor seats 20 people conference style board style	Per hour	£8.50	£12
	Full Day	£50	£60
East Staffordshire, Burton-upon-Trent Interview Room – Room 1 ground floor private interview room seats 3 people	Per hour	£4.00	£6.50
	Full Day	£12.00	£15.00
Lichfield District, Mansell House Meeting Room 1 ground floor seats 20 people theatre or 12–14 board/cabaret style <i>Evening hire available Monday – Wednesday until 9pm</i>	Per hour	£12.50	£17.50
Lichfield District, Mansell House Meeting Room 2 ground floor seats 8 people horseshoe style <i>Evening hire available Monday – Wednesday until 9pm</i>	Per hour	£10	£15

<p>Lichfield District Mansell House Meeting Room 16 and 17</p> <p>1st floor with lift counselling suites or private meetings, seats 3 people</p> <p><i>Evening hire available Monday – Wednesday until 9pm</i></p>	Per hour	£7.50	£12
<p>Staffordshire Moorlands – Leek Bank House Board Room</p> <p>first floor, no lift large, single table seats 12 people</p> <p><i>Evening hire available until 10pm</i></p>	Per Hour	£5.00	£7.50
	Full Day	£32.50	£50.00
	Unlimited tea & coffee	£10.00	£15.00
	Full day	£45.00	£50.00