



# Action!



Newsletter

April 2011

## Voluntary and Community Action

### Small Charity Week 2011

With Small Charity Week fast approaching there is exciting news about just a few of the great ways for you to get involved! Small Charity Week is happening from Monday 20 June to Friday 24 June and The Foundation for Social Improvement (FSI), would love you to all get involved in as many different ways as possible. You can show your support for Small Charity Week by visiting the Small Charity Week website [www.smallcharityweek.com](http://www.smallcharityweek.com) and posting your 'I ♥ Small Charities' message online in one of the celebratory balloons. This is a great way for your supporters and beneficiaries to tell everyone what makes you their favourite small charity. So get your supporters involved and encourage them to spread the word about your hard work. They want this year's Small Charity Week to be even bigger and better than last year, so spread the word and get involved in the biggest small charity event of the year.



The Foundation for Social Improvement (FSI) is working with the Community Channel to provide a brilliant opportunity for you to get your charity on TV screens across the country. If you would like to broadcast a charity video nationwide and really put your charity on the map then let us know by emailing [info@smallcharityweek.com](mailto:info@smallcharityweek.com) and they will advise you of the technical details that you will need in order to proceed. Don't miss out on this unique chance to really get your message across to a large audience.

If you would like any more information about Small Charity Week and how you can get involved email [info@smallcharityweek.com](mailto:info@smallcharityweek.com)

### Our Support and Services



Voluntary and Community Action exists to provide help and support to the hundreds of voluntary organisations and community groups selflessly working to improve lives in their own communities and beyond.

We can offer help in a variety of ways:

- individual support to organisations wanting to develop;
- training workshops for trustees, staff and volunteers, as well as tailored training to suit your needs;
- promoting your volunteering opportunities, finding volunteers and providing help and advice on all aspects of volunteering;
- information on a wide range of funding sources;
- regular newsletter keeping you up to date with news and information from the sector;
- raise the profile of your organisation through networking and partnership work.

..... get in touch and see how we can help!

# Training



## Springboard for Women Returners - Downside

A **FREE** 6 week course designed to help women returners to build self confidence and consider options for future work or training. It will cover topics such as:

- Introduction to confidence building and assertiveness,
- Unlocking your skills and identifying your interests,
- Benefits advice and information,
- Local job and training information,
- Jobsearch skills – writing a CV/application forms/interview skills,
- Guest speakers and *lots of fun* .....



Thursdays, 9.45am to 2.45pm from 5 May to 16 June. There will be no session during school half term week. Childcare costs will be met or an onsite crèche provided if there is enough demand. All women welcome.

*Are you finding it difficult to raise money at this time of austerity? Then the following workshops might be for you ...*

### Finding the Right Funder

9 June - 10am to 1pm

£10 members £15 non-members

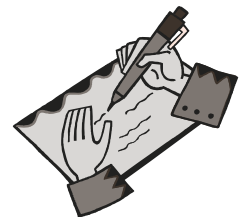
Funding may be available from a number of sources. However, the first step to successfully secure funds is to identifying the right funder(s) who would be willing to support your project. Finding the Right Funder will help you explore income opportunities across a spectrum and identify the right ones depending on YOUR particular group's circumstances.

### Making Successful Funding Applications

30 June - 10am to 4pm

£20 members £30 non-members

Making Successful Funding Applications will not only talk about how to write and submit a good grant application, but will talk about tips to beat competition by creating an application that wins high reviews. You will also learn how to better understand the grant review process.



### First Aid for Appointed Persons

If you require a certificate in First Aid as a nominated person to take charge in an emergency, this training will give you a certificate valid for three years. There are several courses over this coming year. The evening courses are divided over two evenings and you must attend both evenings to obtain your certification.



Tuesdays 10 & 17 May - 6.30pm to 9.30pm

Thursdays 8 & 15 Sept - 6.30pm to 9.30pm

Thursday 1 December - 9.30am to 4.30pm

£60 members, £85 non-members

Health and safety gets a lot of bad press. All too often though it is not the laws themselves that are the problem but the interpretation of them. The blame culture that has crept into our society means that far too many people are scared to allow even the smallest leeway, just in case something goes wrong and they are sued for the consequences.

With Spring just around the corner the season for DIY is almost upon us and we'll be out there trimming trees, clearing gutters and painting the eaves. Do we check the safety of our equipment first? Sadly, not everyone does.

So it's really good to attend a First Aid workshop, if not for work but for home as well.

## Get ready for Volunteers' Week

It seems as if spring has only just sprung but it's already time to start thinking about Volunteers' Week.

Volunteers' Week, which runs from 1-7 June every year, highlights the contribution of the millions of volunteers across the UK and can be used to encourage more people to get volunteering.

From what charities, voluntary and community groups are saying to us, they are more reliant now than ever on the goodwill, time and effort that volunteers give, just to keep going. We've all heard the sayings about volunteers who know they are appreciated are more likely to stay with their current organisation; they're more likely to put extra effort in; and to be more reliable. Well, those sayings are true and Volunteers' Week as an ideal time to make sure that all the volunteers in your organisation know they are truly appreciated.

I know, it's one more thing to do (on a To Do list that just keeps growing!) but when you consider the time and effort it can take to recruit good volunteers, showing your appreciation is a small investment that's very worthwhile.

One way to help your volunteers feel valued and to celebrate Volunteers' Week is to give Certificates of Appreciation, which can be downloaded from our website ([www.action-centralbeds.org.uk](http://www.action-centralbeds.org.uk)). These are in Word format

so they can be personalised before being printed. Simply click on Volunteer Centre Central Bedfordshire logo under Quick Links in the right hand column, the Certificate of Appreciation is available under the Resources heading.



A few other simple ways to make your volunteers feel appreciated include:

- Saying 'thank you' every time they volunteer.
- Sending a thank you card, nice letter, or note when a volunteer has put in additional time or effort, or taken on extra responsibility.
- Always using a volunteer's name when you speak to them.
- Paying out of pocket expenses punctually, and in a form (eg cash) that is most useful to volunteers, without them having to wait for or ask about their expenses.
- Remembering your volunteers are all individuals; taking an interest in them, their achievements and problems.
- Providing training and personal development opportunities relevant to their voluntary role.
- Keeping a list of volunteers' birthdays and sending birthday cards.
- Making sure volunteers are included with social events that staff are invited to.

## Networking event - book your place now

The time and date of the next Volunteer Managers' / Co-ordinators' Networking Event is **12 noon to 2.30pm on Friday 17 June.**

The theme of this event will be **Recruitment and Selection of Volunteers**, which will include marketing volunteering opportunities, methods of recruitment, and selection procedures.

We will also be updating attendees with the latest news on the re-modelling of the **Vetting & Barring Scheme and Criminal Records regime review.**

Attendance is free but places are limited to a maximum of two per organisation and will be allocated on a "first come, first served" basis for organisations serving Central Bedfordshire.

Contact the Volunteer Centre now to reserve your place on 01525 850559 or [janet@action-centralbeds.org.uk](mailto:janet@action-centralbeds.org.uk)

# Funding



## The European Social Fund (ESF)

Central Bedfordshire's European Strategy is focussed on fund seeking, networking, co-ordination, and policy influence which all contribute to the Council's objectives in respect of the economic, social and environmental well-being of communities in Bedfordshire. The Team of four delivering this service is a Shared Service with the Bedford Borough Unitary authority.

The European Social Fund (ESF) is designed to improve the employment opportunities for people by providing training in employment, skills and related support. Bedford Borough and Central Bedfordshire Councils are inviting applications for ESF funded activity to support disadvantaged young people.

The prospectus listing the activities they wish to support from this fund is now available: **Bedfordshire ESF Co-Financing Prospectus - Tender Specification** <http://digbig.com/5bdrjp>

Please note that individuals and sole traders cannot apply for ESF funded contracts.

Deadline for receipt of tenders is 12 noon, Friday 13 May 2011

## ASDA Foundation

The ASDA Foundation assists charities, people and projects within the UK that require financial assistance. The Foundation can only support a limited number of requests that have the direct support and involvement from ASDA colleagues. ASDA colleagues will support many local charities, local community groups, schools, playgroups, community centres and football teams. Applications may be made at any time.

Website: <http://your.asda.com/asda-foundation>

## CRASH

CRASH is the construction and property industries' charity for homeless people. Funding is available across the UK for projects that refurbish and develop facilities for the homeless.



Contact Nicola Baskerville, Projects Administrator, CRASH, The Gatehouse, 2 Devonhurst Place, London, W4 4JD, Tel: (020) 8742 0717, E-mail: [crash@crash.org.uk](mailto:crash@crash.org.uk), Website: <http://www.crash.org.uk/>

## Church and Community Fund



The Church and Community Fund is available to the Church of England to support its activities at all levels and in all areas. The Fund is open to diocesan, deanery and parish projects; and those particularly welcomed will aim to bridge the gap between the church and the local community. Applications for grants of up to £15,000, are considered four times a year. Deadlines remaining in 2010 are 7 May; 16 July; 30 September.

The Church and Community Fund and The Central Board of Finance, Church House, Great Smith Street, London SW1P 3NZ, tel: 020 7898 1767, E-mail: [ccf@c-of-e.org.uk](mailto:ccf@c-of-e.org.uk) Website: <http://digbig.com/4ydgh>

## True Colours Trust

The Trust awards grants to organisations in the UK that make a difference to the lives of children with special needs and their families. Programme Grants and Small Grants of up to £10,000.

The True Colours Trust, The Sainsbury Family Charitable Trust, Allington House (1st Floor) 150 Victoria Street, London, SW1E 5AE, Tel: (020) 7410 0330  
E-mail: [truecolours@sfct.org.uk](mailto:truecolours@sfct.org.uk),  
Website: <http://www.truecolourstrust.org.uk>

## Grantscape

GrantScape, the environmental grant-making charity based in Bedfordshire, has announced the launch of the "GrantScape Local Nature Conservation Challenge" to support nature conservation projects in Bedfordshire and Luton.



Grants will be available to not-for-profit groups

# Funding



and charities with community projects designed to benefit a selection of the County's most important habitats for conservation. These cover ponds, orchards and veteran trees, ancient and/or species-rich hedgerows, churchyards and semi-natural roadside verges, plus all the wildlife that they support.

GrantScape has £100,000 to give out in grants of between £5,000 and £25,000. Monies can be spread over two years and no match funding is required.

**Closing date is 12 noon on Monday 9<sup>th</sup> May 2011.**  
<http://www.grantscape.org.uk>

## BIG - Awards for All

Awards for All England offers grants of between £300 and £10,000 for projects that improve communities, and the lives of people within them. It is for voluntary and community groups, schools and health organisations, parish and town councils.



**If you have a general enquiry or want an application form, please contact them.**

**Tel: 0845 410 20 30, E-mail: <http://digbig.com/5baqyr>**  
**Website: <http://digbig.com/5baqyq>**

## Wakeham Trust - small grants

The Trust provide grants to help people rebuild their communities.



They are particularly interested in neighbourhood projects, community arts projects, projects involving community service by young people, or projects set up by those who are socially excluded.

**The Wakeham Trust, Wakeham House, Rogate, Petersfield, Hants GU31 5EJ Tel: 01730 821748**  
**E-mail: [wakehamtrust@mac.com](mailto:wakehamtrust@mac.com)**  
**website: <http://www.wakehamtrust.org/>**

## Concertina Charitable Trust

Grants are available to charitable organisations in England and Wales to improve the quality of life of elderly members of society, through musical entertainment and related activities.

**Deadlines are 30 June and 31 October. England Office, Concertina Charitable Trust**  
**20 Kent House, Aylesford Street, London, SW1V 3QB,**  
**Tel: (020) 7976 5785**  
**E-mail: [info@concertinamusic.org.uk](mailto:info@concertinamusic.org.uk),**  
**Website: <http://www.concertinamusic.org.uk>**

## Cash 4 Clubs

Cash 4 Clubs is a sports grants scheme which provides funding to support grassroots UK sports clubs. Cash 4 Clubs gives clubs a chance to win grants ranging from £250 to £1000, whether it be to improve facilities, purchase new equipment, gain coaching qualifications, or generally invest in the sustainability of their club.



**For more information contact by**  
**E-mail: [cash4clubs@betfair.com](mailto:cash4clubs@betfair.com)**  
**Website: <http://www.cash-4-clubs.com>**

Our Funding and Social Enterprise Adviser, Rizwana Zaman is willing to help you with anything relating to funding.

Rizwana can help you to build your skills capacity to identify, apply for and manage funding for your activities and services.

Contact Rizwana on 01525 850559 or [funding@action-centralbeds.org.uk](mailto:funding@action-centralbeds.org.uk)

## Funding E-Bulletin

Our Funding E-Bulletin is produced bi-monthly in between **Action!** Newsletter, it contains a larger number of funders.

For more funding information email [info@action-centralbeds.org.uk](mailto:info@action-centralbeds.org.uk) to sign up to receive the next issue of the e-bulletin.



## Refreshed Compact Launched

Public sector organisations and voluntary and community sector organisations in Bedfordshire and Luton now have a refreshed Compact following consultation across both sectors last year.

This refreshed Compact, based on the 2009 National Compact, is much more concise than its predecessor, which was 10 years old and 'a product of its time'. The Codes of Practice have also been discontinued, with the key elements from each code incorporated into the Compact as a single document.

A set of five principles has been created to help the public sector and the voluntary and community sector build relationships and work together effectively in partnership. There are three key sections to the compact:

**Advancing Equality and Diversity** - with a common set of commitments applicable to both sectors;

**Involvement in Policy Development** – involving and consulting the voluntary and community sector can help the public sector develop policies that meet the needs of local people and communities. This is a continuous process, from the earliest stages of policy development, and includes a range of methods – from informal engagement to full-scale public consultation and involvement in local partnerships. The Compact includes public sector commitments on when, who and how to involve the voluntary and community sector, as well as commitments from the sector on effective involvement.

## Emergency Planning Project Opportunity

The Government's new Community Resilience guidance is linked to the Big Society agenda. As part of this work the Bedfordshire and Luton Local Resilience Forum is looking for some community based projects in risk communities (such as those in a flood plain) which can be driven forward and delivered by local voluntary and community sector organisations, with some funding attached.



**Allocating Resources** – by working together and co-designing programmes, the public sector and the voluntary and community sector can deliver policies and programmes that are built around communities and individuals, meeting their needs and reflecting their choices. The Compact provides a framework for public sector organisations to meet and manage spending priority decisions in a timely and proportionate manner, and to ensure that any changes in funding arrangements; and the impact on beneficiaries, service users and volunteers; is managed and minimised. There are specific commitments, for both the public sector and the voluntary and community sector, designed to achieve this approach.

The refreshed Compact also includes advice on implementing the Compact within your own organisation and an updated Glossary.

The Compact is only useful when it is actually picked up and used; when it is put on the table and agreed as the way the partnership will work; when those involved understand what is in it and the benefits it can bring.

To obtain a copy of the refreshed Compact contact Kim Mead, Information and Resources Coordinator at Voluntary and Community Action or download it from the partnership pages of our website at [www.action-centralbeds.org.uk](http://www.action-centralbeds.org.uk).

If you have an idea that we would like to develop further or would like to submit an expressions of interest in taking on a community based project of this type, then contact Mark Conway, Emergency Planning Officer, Central Bedfordshire Council, on 0300 300 4439 or by email to [mark.conway@centralbedfordshire.gov.uk](mailto:mark.conway@centralbedfordshire.gov.uk)



## Run a Community Group in the Luton-Dunstable Busway Area?

Civil Engineering company BAM Nuttall Ltd is responsible for the construction of the Luton-Dunstable Busway and would like to assist the local community as part of their commitment to the Considerate Constructors campaign, for example by:

- donating surplus materials;
- providing physical help and assistance;
- providing technical help and assistance;

- providing sponsorship to local charities / schools / projects / events;
- organising or helping with fun days for charities / schools / clubs.

If your group is based in the vicinity of the Luton Dunstable Busway and you think you may have a suitable project that BAM Nuttall Ltd could be involved in, contact Andy Graham, Public Liaison Officer by email [andy.graham@bamnuttall.co.uk](mailto:andy.graham@bamnuttall.co.uk)

## Power to the People

### Next Third Sector Assembly Meeting: Tuesday 24 May 2011

As part the Government's Localism Bill and the Big Society agenda encouragement (but little resources) is being given to local authorities, town and parish councils, voluntary organisations, community groups, local communities and community activists to take on the delivery of local services through social action. Local councils and neighbourhoods will be given more power to take decisions that shape their area.

Central Bedfordshire Council has embraced this philosophy and is asking local communities to do more for themselves. Services currently delivered by the local authority will in future be delivered by town and parish councils, voluntary organisations and community groups; who will inevitably have to rely upon volunteers to deliver some of these services. Richard Stay, Deputy Leader, is leading the Council's work in this area and is keen to engage with the voluntary and community sector in this. There are some important messages and lessons to be learned from the work so far.



Setting up new community projects can be hard work.

A recent televised example *The People's Supermarket* clearly demonstrated this. Some 500 volunteers were needed to work four hours a month but the project had to open with just 100 volunteers. So how did celebrity chef Arthur Potts Dawson and Volunteer Manager Rachel Block get the volunteers they needed to make the project a success? How did they recruit, train and support the 1,000 volunteers now involved?

What are the key issues and lessons we need to take note of when *communities do more for themselves*, when we engage with volunteers and when developing local strategies? Come and have your say at the next Central Bedfordshire Third Sector Assembly meeting, Tuesday 24 May 2011, 9.30am-12.30pm. To book your place, complete and return the enclosed booking form or email [cbassembly@action-centralbeds.org.uk](mailto:cbassembly@action-centralbeds.org.uk)



# Resources



## Safeguarding children - standards, guidance and online assessment tool

The Safe Network has launched its 'Core standards and guidance for safeguarding children in the voluntary and community sector'. Accompanying this an online Self-Assessment Tool has been created to make assessing safeguarding arrangements as easy as possible and help produce an action plan to target any weak areas of safeguarding practice. You need to register on the site to start using the tool, <http://www.safenetwork.org.uk>

## Top tips for better management

A new online resource from employment mediation service ACAS, 'Top tips for better management', brings together what they consider as the best material from a variety of sources. This aims to make it easier for managers to support their staff, impacting on health and wellbeing, how well they do their job, and how well the organisation performs. <http://digbig.com/5bdpqp>



## Readable round-up of Vetting and Barring Scheme review

Bates Wells and Braithwaite solicitors have managed to produce a more readable version of the key recommendations from the government's review of the Vetting and Barring Scheme. This should give you a better feel for what the changes will be, starting sometime 2012. <http://digbig.com/5bdpqq>

## The three Rs of volunteer rights and management

The Volunteer Rights Inquiry, set up by Volunteering England, is asking all volunteer involving organisations to sign up to

the "3R promise", which they are putting forward as a way to raise standards of volunteer management. The three Rs are based on: getting it Right from the beginning, ways to achieve Reconciliation if things go wrong, and accepting Responsibility. More details, a list of current supporters and a form to sign up are at <http://digbig.com/5bdpqr>

## Literature review on skills and workforce development

Skills-Third Sector has published 'Do Skills Matter? A Literature Review on Skills and Workforce Development in the Third Sector' providing a review of current thinking and information about the issues, and includes volunteers in its scope. Download (pdf, 283Kb) via <http://digbig.com/5bdpqt>

## Developing sector skills networks

Third Sector magazine reports that Skills Third Sector is establishing four skills networks, covering volunteer management, governance and leadership, skills for business, measuring effectiveness and impact, to identify gaps in skills and share learning. A range of national support organisations are already signed up, and there have been initial meetings. News item at <http://digbig.com/5bdpqw>



**Inclusion of information within this newsletter does not imply endorsement by Voluntary and Community Action South Bedfordshire.**

**Action!** is the newsletter of Voluntary and Community Action, Bossard House, West Street, Leighton Buzzard LU7 1DA.

Registered Charity No. 1108879. Company limited by guarantee. Registered in England No. 5386570.

Tel 01525 850559, Fax 01525 376281,  
Email [mail@action-centralbeds.org.uk](mailto:mail@action-centralbeds.org.uk),  
Internet [www.action-centralbeds.org.uk](http://www.action-centralbeds.org.uk)

Copy deadline for the next issue is 18 May 2011.