



# Action!



Newsletter

December 2011

## Voluntary and Community Action

### Christmas and New Year Opening Hours

Seasons greetings from all the staff at Voluntary and Community Action and Volunteer Centre Central Bedfordshire.



Our offices are closed to the public from 12.00pm Friday 16 December 2011 to 9.30am Tuesday 3 January 2012



### New Adviser with focus on youth joins Volunteer Centre



Welcome to Toby Johnston who has joined Volunteer Centre Central Bedfordshire as Volunteering Adviser (Youth Volunteering).

Toby's role is to manage the v:inspired programme for the southern Central Bedfordshire area. This project is specifically aimed at engaging and supporting young people to participate in volunteering, for which they can receive accreditation.

The programme involves supporting individuals who are already involved in volunteering and others who want to start volunteering and may or may not know what area they would like to contribute in, as well as supporting young people to develop their own peer-led volunteering opportunities. It is also part of Toby's role to accredit and award the young people who take part in volunteering. For further details of the project, please see page 7 of our October issue.

Already an experienced youth worker, Toby said "Volunteering is a great way for anyone, but especially young people, to develop their personal qualities and showcase their abilities.

"I'm currently going out and about meeting young people, getting in touch with organisations that have

suitable volunteering roles, and planning more projects specifically for this group."

To contact Toby, telephone the Volunteer Centre Central Bedfordshire or email [toby@action-centralbeds.org.uk](mailto:toby@action-centralbeds.org.uk)

### Involve your volunteers

If you're organising a Christmas party or other get-together for your staff colleagues, don't forget to invite your volunteers. It's a perfect way to show your appreciation and the fact that they are valued.

Whether a party is being planned or not, sending your volunteers a Christmas card with a personal, hand-written note thanking them for the time and effort put in over the year is an easy and inexpensive way to demonstrate your appreciation.

Not only does showing you value volunteers make them happy, it also benefits your organisation. Experience proves that volunteers who feel appreciated are more likely to feel contented in their volunteering and are liable to be more motivated and stay volunteering with your organisation for longer.

### Annual Update Forms

An annual update form has recently been sent out with an invitation to renew or to take out membership with Voluntary and Community Action.

Would you please complete the annual update form even if nothing has changed and send it back in the enclosed freepost envelope. Please remember in order to receive the 20% discount we must receive applications and renewals by 15 January 2012.



## Central Bedfordshire Third Sector Assembly

The Partnership Board of Central Bedfordshire Together (CBT) is keen to consider issues around Localism and Open Public Services as this relates to one of the Board's key priorities: "encouraging communities to do more for themselves".

As part of these discussions, it is important that we learn from the experience of the sector, look at new ways of delivering services to local residents and focus on how the capacity of the voluntary and community sector can be built and supported. Central Bedfordshire Council

also wants to consult the sector on its budget proposals, which will be published in December, ahead of the Council agreeing its budget in February 2012.

Therefore we are planning a joint CBT Partnership Board and Third Sector Assembly workshop that will take place on Thursday 26 January 2012 from 9:30 to 12:30 in the Council Chamber, Priory House, Chicksands. Please reserve the date in your diary.

Further details will be circulated shortly.

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## Finding the Right Funder

23 February 2012 - 10am to 1pm  
£10 members £15 non-members

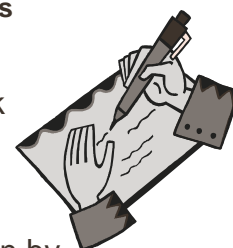
Funding may be available from a number of sources. However, the first step to successfully secure funds is to identifying the right funder(s) who would be willing to support your project. Finding the Right Funder will help you explore income opportunities across a spectrum and identify the right ones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



## Making Successful Funding Applications

1 March 2012 - 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.



*Due to popular demand we are running these workshops again.  
If you missed this years workshops here is your chance to attend them.*

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## 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.

Thursday 8 March - 9.30am to 4.30pm  
Tuesdays 19 & 26 June - 6.30pm to 9.30pm  
Tuesday 23 October - 9.30am to 4.30pm

£60 members, £85 non-members



# Funding



## London Luton Airport Community Trust Fund



Grants are available for projects that benefit the communities of Luton, Central Bedfordshire, North Hertfordshire District, Stevenage, St Albans District and the Aylesbury Vale District. The Fund welcomes applications that address one or more of the following identified action areas: A Vibrant Neighbourhood; A Growing Economy; and A Better Environment. Grants are available between £250 and £3,000.

Bedfordshire and Luton Community Foundation  
The Smithy, The Village, Old Warden, Bedfordshire,  
SG18 9HQ, Tel: 01767 626459  
E-mail: [administrator@blcf.org.uk](mailto:administrator@blcf.org.uk)  
Website: <http://www.blcf.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/5bagyr>  
Website: <http://digbig.com/5bagyq>

## TCHC Community Grants



Community Grants makes funds available in the form of small grants to appropriate third sector organisations in order to help increase employment and reduce unemployment and inactivity amongst very disadvantaged populations. It will be allocated to local groups that look to mobilise disadvantaged or excluded unemployed and economically inactive people.

The next application deadline is Friday 16 December 2011, 5pm, <http://digbig.com/5bfdbg>

## 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>

## At your Bidding

At your Bidding is a guide for charity trustees about commissioning and tendering for public services. It focuses squarely on the key issues that individuals need to be aware of in fulfilling their duties as charity trustees. All trustees of local charities are encouraged to download a free copy.

At a time of significant change within the public sector, the guide aims to:

- Provide some context about the commissioning of public services so that trustees can understand the potential implications and impact of commissioning at a strategic level on their charity
- Outline the issue to consider and the decisions that trustees have to make regarding bidding for service contracts
- Describe the steps that trustees need to take to make sure their organisation is tender and contract ready
- Draw attention to key areas for risk assessment and risk management
- Signpost to other useful publications, resources and sources of information and advice

The guide provides information to allow trustees to understand the potential implications and impact of commissioning on their charity.

<http://www.navca.org.uk/publications/atyourbidding>

# Resources



## Learning from unsuccessful grant applications



New guidelines on how charities can learn and benefit from unsuccessful grant applications and how grant makers can help unsuccessful applicants has been published by the Centre for Charity Effectiveness at Cass Business School. This is based on qualitative research funded by the Charities Aid Foundation. <http://digbig.com/5bfdar> or download 'The Art of Refusal: Promising Practice for Grant Makers and Grant Seekers' <http://digbig.com/5bfdas>

## Research lessons on participation through volunteering

Pathways through Participation recently released 'Volunteering as a participation pathway' briefing paper, looking at implications of its research for volunteer management. There are also notes from a connected workshop of practitioners. <http://digbig.com/5bfdat>

## Revising the guide to health and safety at music events



The Health and Safety Executive is consulting on a revised version of its publication 'A guide to health, safety and welfare at music and similar events', aimed primarily at organisers of such events. The current guide is available at <http://digbig.com/5bfdaw>

## Worker skill in communicating with young people

The Children's Workforce Development Council has produced 'Communication and engagement with children and young people: An employers pocket guide'. It is intended to be a starting point rather than comprehensive.

It should equally apply to developing skills of

volunteers as well as paid staff. <http://digbig.com/5bfday>

## Older people's support based on mutuality and reciprocity



New from Joseph Rowntree Foundation, interim findings from research project 'Not a one way street' which examines support for older people based on a simple idea.

Why not harness the talents and assets of older people who need support and create mutually beneficial relationships for those involved? Discussion item, with links, at <http://digbig.com/5bfdbe>

## Small community organisations invited to join Community Matters



Community Matters, an umbrella body for grassroots community action, has members furthering the recreational, educational, environmental, economic or social welfare aims of their community.

It is offering membership at no charge for small community organisations with annual income below fifteen thousand pounds. See <http://digbig.com/5bfdbc>

**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.**

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**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 January 2012.**