



Action!



Newsletter

October 2011

Voluntary and Community Action

Trustees' Week is 31 October to 6 November

Trustees are the people in charge of a charity. They may be called trustees, directors, board members, governors or committee members, but they are the people with ultimate responsibility for directing the business of the charity. They are often the unsung heroes, playing a vital role, volunteering their time, working together to make the decisions that really matter about the charity's finances, activities and plans for the future.



They play a vital role, volunteering their time and working together to make important decisions about the charity's work. Trustees' Week is an annual event to showcase the great work that trustees do and highlight opportunities for people from all walks of life to get involved and make a difference.

People often become trustees to 'give

something back', but there is a two-way benefit; charities benefit from the range of skills and experience that their trustees bring, but trustees can learn and develop new skills that may open up new opportunities for them, as well as meeting people who share their passion.

Trustees' Week 2011 is the second annual celebration of trusteeship, to highlight the great work that trustees do, and to draw attention to the opportunities for people from all walks of life to get involved and make a real difference - no formal qualifications are usually needed, and many charities need more trustees.

If you are interested in finding out about how you can become a trustee, you can visit the trusteeship pages of the Charity Commission website. There you will find information about what you need to consider before becoming a trustee.

<http://digbig.com/5berfq>

Our Support and Services - to help your organisation

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 provide help in a variety of ways including:

- advice and guidance to organisations wanting to develop policies, governance, funding;
- 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 involving volunteers;
- information on a wide range of funding sources;
- regular newsletter keeping you up to date with news and information from the sector;
- raising the profile of your organisation through networking and partnership work.

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



Training and Development



Springboard for Women Returners - Houghton Regis

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:

- Building self confidence 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 3 November to 8 December 2011. Childcare costs will be met or an onsite crèche provided if there is enough demand. All women welcome.

A few places are still available on these forthcoming courses:



Finding the Right Funder - Thursday 6 October 2011

Managing Volunteers, The Essentials - Thursday 13 October 2011



Making Successful Funding Applications - Thursday 20 October 2011

Emergency First Aid at Work - Thursday 1 December 2011



For further information on any of the above contact Kim on 01525 850559 or training@action-centralbeds.org.uk

Charitable Incorporated Organisation (CIO) 2011 update

Five years after the Charitable Incorporated Organisation (CIO) model was announced there are signs that, at last, it will soon be available!

The CIO is a new corporate structure for charities providing some of the benefits of being a company but without some of the burdens. Traditionally, the usual way of achieving limited liability protection has been to become a 'company limited by guarantee' and then register as a charity. This has never been a perfect fit for charities; having dual regulation with both Companies House and the Charity Commission.

The Charity Commission will begin registering and regulating CIOs once parliament has passed the necessary regulations, which is likely to be in the autumn. You can download guidance on the new CIO structure and 2 model constitutions from the Charity Commission website

[www.charitycommission.gov.uk/start up a charity/do I need to register](http://www.charitycommission.gov.uk/start_up_a_charity/do_I_need_to_register)



Contact our Development Adviser if you need support starting up a new group or want information or advice on amending your legal structure. Contact jenny@action-centralbeds.org.uk



Let's Talk Together

Let's Talk Together meetings give members of the community and local groups the opportunity to meet and talk with Councillors, and representatives from key organisations such as police, health, education, community safety, environment, business and volunteering to name but a few.

They are an opportunity for us to work together to make both Central Bedfordshire and our local communities a really great place to live and work, as well as enabling us to agree the policing and community safety priorities for your area, building on and incorporating the already successful Community Safety Forums.

There are seven Safer Neighbourhood Areas in Central Bedfordshire Together; and there will be one meeting in each area approximately every three months, to reach as many people

as possible. Details of the next meetings in southern Central Bedfordshire are provided below;



Dunstable/Houghton Regis & Rural - Tuesday 29 November 2011 at Heathfield School, The Green, Caddington, LU1 4HF

Leighton Rural - Tuesday 6 December 2011 at Eaton Bray Village Hall, Church Lane, Eaton Bray, LU6 2DJ

Leighton Buzzard & Linslade – Tuesday 1 November 2011 at Leighton Buzzard Day Centre, Duncombe Drive, Leighton Buzzard, LU7 1SD.

All the meetings start at 7pm and finish at 9pm.

Planning Aid - Advice Line

Planning Aid works with people and communities to help them understand and play a role in the planning of their local area.

You can call the Planning Aid Advice Line for free and independent advice on planning issues.

They recently launched our new service which provides 15 minutes worth of *free* planning advice via our advice line: 0330 123 9244.

Their qualified Planning Advisors will provide



Planning Aid

England

Engaging Communities in Planning

all callers to the Planning Aid advice line with up to 15 minutes of give free and independent advice.

Some cases will qualify for further assistance and will be passed to a professionally qualified volunteer.

Tel: 0330 123 9244

Email: advice@planningaid.rtpi.org.uk

Website: <http://www.rtpi.org.uk/planningaid>

Third Sector Assembly - Cancelled

We have taken the decision to cancel the November meeting of the Central Bedfordshire Third Sector Assembly. There is a lack of capacity, both within Voluntary and Community Action and within the sector as a whole, that means we are all having to focus on more pressing issues.

We will continue to promote the partnership working, consultation and networking opportunities that exist, both through the VoluntaryWorks Website, occasional Assembly Point newsletters and by email updates.



Funding



Heart Research UK - Healthy Heart Grants

Heart Research UK Healthy Heart Grants support innovative projects designed to promote heart health and to prevent or reduce the risks of heart disease in specific groups or communities.



Grants of up to £10,000 are available to community groups and voluntary organisations that are spreading the healthy heart message. Government or local authority funded institutions are not supported, however, community and voluntary groups aided by public money may apply.

Applications are only accepted during February for the May round of grants and July and August for grants awarded in November, each year.

Heart Research UK, Suite 12D, Joseph's Well, Leeds, LS3 1AB, Tel: 0113 297 6206
Email: lifestyle@heartresearch.org.uk
Website: <http://digbig.com/5bayhs>

Sobell Foundation

This Foundation awards grants to registered charities in England and Wales under the following categories: medical care and treatment; care for physically and mentally disabled adults and children, education and training for physically and mentally disabled adults and children; care and support of the elderly; care and support for children; and homelessness.

The Administrator, The Sobell Foundation, P.O. Box 2137, Shepton Mallet, Somerset, BA4 6YA, Tel: 01749 813135,
Email: enquiries@sobellfoundation.org.uk
Website: <http://www.sobellfoundation.org.uk>

The Ernest Cook Trust

Grant for UK-based educational projects in the fields of the countryside and environment, environmental research and the arts, crafts and architecture. Small grants of under £4,000 and large grants of more than £4,000 are available.

Jose Phillips, Grants Administrator, The Ernest Cook Trust, The Estate Office, Fairford Park, Fairford,

Gloucestershire GL7 4JH, Tel: 01285 712492, E mail: grants@ernestcooktrust.org.uk Website: <http://www.ernestcooktrust.org.uk/frames.htm>

Dunstable Town Council

Dunstable Town Council run a small grant scheme with awards given out from £50 to a maximum of £1000. The deadline is 30 November for grants commencing April of the following year.

For more information contact the Development Officer at Dunstable Town Council on 01582 513000

Happy Days Children's Charity

The Charity supports children and young people in the UK, aged 3-17, who are from many different backgrounds and cultures. The Charity offers help to those with learning difficulties, physical or mental disabilities, and with acute, chronic or life-limiting illnesses. The Charity also helps young people who have been abused or neglected, witnessed domestic violence, been bereaved, or act as carers for a parent or a sibling. The aim is to help as many people as possible by funding day trips, theatre trips and family holidays for those who need them most.



Contact Grants Officer, Clody House, 90-100 Collingdon Street, Luton, Bedfordshire, LU1 1RX, Tel: 01582 755999
Email: enquiries@happydayscharity.org
Website: <http://www.happydayscharity.org>

The Wixamtree Trust

This Trust favours registered charities based in Bedfordshire. Grants average £1000 to £5000 and can be for one-off projects, core costs and research. As long as the charity, project or service is for the benefit of people in Bedfordshire, the trustees will consider a request for funding. Trustees meet quarterly to consider applications. The next deadline is 17 October for a November panel meeting.

Application forms are available from Paul Patten, Administrator, 148 The Grove, West Wickham, Kent BR4 9JZ, 0208 7774140. They prefer to communicate by email: wixamtree@thetrustpartnership.com Website: <http://digbig.com/4yspf>

Funding



The Joanies Trust

The Joanies Trust will only consider applications from organisations working with young people aged 11 to 25.

It wants to support projects that offer intensive support as well as those that promote preventative work and diversionary activities, including the use of art forms for their therapeutic value, especially those that are designed to lead to individual development through integration, work opportunities or accreditation.

Most grants awarded average £1,000.

The Administrator, The Joanies Trust, PO Box 42, Ledbury, Herefordshire HR8 1WH Tel: 01531 633345, <http://www.joaniestrust.org.uk>

Football Foundation - The Community Large Grant



The Community Large Grant scheme aims to create opportunities and build communities by funding projects that use football and sport as a force for social change.

Applications from clubs will only be accepted from those based in England and/or affiliated to The Football Association.

The maximum grant available is £150,000 for projects (of more than £10,000) that last between one and three years.

The Foundation is only able to support a percentage of the total project cost. Percentage support is determined by need and will, therefore, vary. However, it will not exceed 90% of the total project costs.

Website: <http://digbig.com/5baqys>

BIG - Reaching Communities



LOTTERY FUNDED

Reaching Communities funds projects that help people and communities who are most in need, and can really make a difference. Projects can be new or existing activities, or be the core work of your organisation.

They want to fund projects that respond to needs identified by communities, and those that fund projects that help those most in need including those people or groups who are hard to reach.

Call their national helpline for advice Tel: 0845 410 20 30 or Email: [http://digbig.com/5bcjpd](mailto:info@digbig.com)
Website: <http://digbig.com/5bcjpc>

Mustard Seed Fund

The Church Urban Fund (CUF) is seeking applications from churches and faith based groups under its Mustard Seed Fund. The 'Mustard Seed' programme makes grants up to £5,000 to test and try out new ideas.

The programme operates on a rolling basis and applications can be made at any time.
<http://www.cuf.org.uk/mustard-seed-grant-programme-2011>

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 to sign up to receive the next issue of the e-bulletin.

Our Funding and Social Enterprise Adviser, Rizwana Zaman, is available to assist 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

Networking event to deal with difficult behaviour

The next networking event for Volunteer Managers, Co-ordinators, and anyone with responsibility for volunteers, is on Friday 9 December from 12 noon to 2.30pm.

As a result of feedback from attendees at our June networking event, the theme will be "Dealing With Difficult Behaviour". We'll be offering ideas and advice on the most frequent problems that Volunteer Managers are faced with in dealing with difficult behaviour, looking at various scenarios, the different ways they can be managed and likely outcomes.

There'll be an opportunity to share experiences and learn from each other's knowledge as well as a chance to raise any particular issues relating to this topic,

Attendance is free and a light buffet lunch is included. Places will be allocated on a "first come, first served" basis and are limited to a maximum of two attendees from any organisation operating in Central Bedfordshire which involves volunteers or is considering doing so.

To reserve your place, download a booking form from the training pages on our website (www.action-centralbeds.org.uk) and email the completed form/s (one per attendee) to volunteer@action-centralbeds.org.uk. If you don't have access to the internet or email, telephone 01525 850559 and we'll post out booking forms.

Make A Difference Day 2011

Make A Difference Day (MADD) is an international celebration of volunteering. This year's date for MADD in the UK is Saturday 29 October 2011 but activities will be running across the country from 22 October until 6 November.

If your organisation has an activity where it could use volunteer help over this period, the Volunteer Centre will provide free advice and practical help in organising your activity day/s and getting volunteers involved.

More volunteering opportunities needed

Here in the Volunteer Centre we're seeing a growing number of enquiries, both from university graduates looking to put their enthusiasm and recent learning to good use and a range of other individuals with a myriad of skills and experience.



But we're finding that the volunteering opportunities registered with us don't always appeal sufficiently for many people considering volunteering to actually commit to volunteering. So, if your organisation needs volunteers but you aren't getting many referrals from the Volunteer Centre, it could be that your opportunities could do with a fresh look.

Get in touch with the Volunteer Centre for free help on writing volunteer roles to attract more volunteers, or any aspect of volunteer management.

Alternatively, download an Information Sheet from our website on any of the following topics. Just go to www.action-centralbeds.org.uk and look under New Resources on the Volunteer Centre page.

- Setting Up and Managing a Volunteer Programme
- Creating Volunteer Roles
- Writing a Volunteer Policy
- Volunteer Risk Assessments
- Volunteer Insurance
- Marketing your Volunteering Opportunities
- Recruiting Volunteers
- Recruiting Trustees
- Induction of Volunteers
- Dealing with Volunteer Problems
- Volunteer Expenses
- Volunteering and State Benefits
- Useful Resources for Trustees

Youth Volunteering Project

This is an 18 month project designed to promote and engage young people into volunteering, ensuring that their contribution and experience is meaningful, valued and accredited.

Developing and promoting volunteering opportunities to inspire young people

We will help existing volunteer-involving organisations to identify and develop new volunteering opportunities, and to review their existing opportunities to ensure they are suitable for and will appeal to young people. We want to enable young people to be involved in the issues and causes they are passionate about.

Marketing these opportunities will be critical to the success of this project and we will utilise websites and social media, as well as our usual communications channels, to do this in a way that captures the interests and passions of

young people.

As the project develops we would expect to recruit young people to act as advocates to promote volunteering and recruit volunteers. Young people telling other young people about volunteering is the best way of getting the messages across.

Removing barriers to young people's involvement in volunteering is essential to involve young people successfully. We will engage with organisations that are already working with young people who are NEET (not in education, employment or training) to encourage them to volunteer and try something different, and enabling them to enhance their life chances and employability. Young people's specific needs will be identified early on and these will form a key part of finding suitable placements.



Young people-led volunteering projects

We would expect and encourage young people to take a more active role in running their own volunteering projects. These may take place within existing volunteer-involving organisations, be hosted by Voluntary and Community Action or provided independently.

The project will empower young people to design, develop, implement and manage their own volunteering projects; this will include young people actively involved in recruiting volunteers, planning activities, fundraising and managing the projects' budgets.

Empowering young people to take a lead will foster a real sense of citizenship and help those young people to develop a sense of responsibility, and develop skills and experiences that will stay with them for the rest of their lives.

Accrediting their volunteering experiences

Young people aged 13-15 who complete 10 or more hours of volunteering will be able to accredit their volunteering through a locally awarded certificate, issued by the Volunteer Centre.

Young people aged 16-18 who complete 10 or more hours of volunteering will be able to accredit their volunteering through a v:Inspired award nationally recognised certificate, which will be awarded through the Volunteer Centre.

Young people may also be able to accredit their volunteering through the Duke of Edinburgh Award Scheme or as part of their awards gained through The Scout Association or Girlguiding UK; or through their involvement in schemes such as 'Sport Makers' a Sport England Scheme, encouraging young people into sports.

If you have any opportunities suitable for young people aged between 13 and 18 years old, contact Janet on 01525 850559 or janet@action-centralbeds.org.uk

Resources



Clarifying status of volunteer 'taxi' drivers



The Department for Transport has produced new guidance on its view of what is, and what is not, a private hire vehicle, to assist local licensing authorities. One area which is clarified is that volunteer drivers, only collecting expenses, shouldn't be treated as mini cabs.

From <http://digbig.com/5besjj>

Gift Aid goes electronic

HM Revenue and Customs is continuing to move Gift Aid repayments to the electronic BACS system, and where HMRC already holds bank details for charities or community amateur sports clubs, it will now automatically make any Gift Aid repayments by BACS.

<http://digbig.com/5besje>

Playing Music in Public

The music licensing authority PPL is to exempt community halls and youth clubs from a new charge for playing music at parties and social events, the 'Specially Featured Entertainment' tariff. The charge, currently the subject of consultation, will apply when sound recordings are played in a more prominent manner than as background music. Third Sector news item at

<http://digbig.com/5besjf>



How to be a treasurer

An online guide for treasurers of the independent Gingerbread support groups for single parents has been created by the national organisation. It is pretty basic, but much of this can equally be applied by other groups.

<http://digbig.com/5besjg>



Understanding basic rights at work

The TUC has launched a microsite 'Basic Rights @ Work' to help vulnerable

workers secure a fair deal at work. It contains five videos created by the TUC and enforcement bodies which explain how the different agencies operate.

<http://digbig.com/5besjh>

Information to help smaller community activities



Community Toolkit is a new online information resource for people who want to get involved in organising smaller, straightforward community activities. Created by Zurich Insurance to address barriers to community volunteering, it provides guidance on some legal, health and safety, insurance and planning issues.

<http://www.communitytoolkit.co.uk>

Environment charter for working with young people

The National Council for Voluntary Youth Services along with the Royal Society for the Protection of Birds have produced an Environment Charter to help voluntary and community organisations consider ways of working that will help young people make the most of the natural environment. 'Good to be Green: Why the environment matters to young people and how it can help you' can be downloaded (pdf, 241KB) from <http://www.ncvys.org.uk/EnvironmentCharter.html>

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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Copy deadline for the next issue is 16 November 2011.