

BEDS-SPREAD

April 2011

New Volunteer Centre in Biggleswade



We would like to announce that the
Volunteer Centre Bedford
will be opening a dedicated
Volunteer Centre in Biggleswade
in May.



We will be opening on
Fridays from 10am – 2pm at
the **Mid Bedfordshire Citizens Advice Bureau Office**
at **Century House, Market Square, Biggleswade**

We want to increase the number of volunteers from the Biggleswade area and to do this we need good quality volunteering opportunities from local charities and community groups. Having a base in Biggleswade will be sure to attract more local people who prefer not to travel to Bedford to enquire about volunteering. If you need more volunteers and need help recruiting, then call us on **01234 213100**.



Volunteer Centre
Bedford

Get Beds-Spread via Email

Like other voluntary groups we are looking to make savings and one way we can achieve this is by reducing our postage costs. At present just over a hundred groups receive **Beds-Spread** by email. We would like to greatly increase this number. By agreeing to receive **Beds-Spread** by email, not only will you be helping us, but you will be able to share the newsletter more easily with colleagues.

If you are interested in receiving **Beds-Spread** by email in future please email **Mark Smith** at mark@yourcvs.org with your name, name of organisation and email address. In addition please indicate if you want to also receive interim updates by email concerning news that occurs in the period between the publication of issues of **Beds-Spread**. We look forward to receiving your emails.



**Community &
Voluntary Service**

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Bedford
MK40 2AA

Tel: 01234 354366
Fax: 01234 347503

E-mail: info@yourcvs.org
Web: www.yourcvs.org

Funding Fayre 2011



15th June 2011
1pm - 4.30pm



Bedford Corn Exchange

Get the date in your diary for your
chance to meet the funders face-to-face



Further details to follow



Big Lottery Update

Improving Financial Confidence

A £30-million programme, aimed at helping people become more confident and more aware of how to take control of their finances.

This fund is targeted at social housing residents and aims to increase their financial capability by enabling them to choose, access and use suitable financial products and services. Voluntary Groups and Housing Associations can apply and partnership bids are likely to be encouraged.

The fund is likely to be launched in May, so visit www.biglotteryfund.org.uk to find out more.



Your CVS serving the local Voluntary and Community Sector

Registered Charity: 1091423

QUALITY STANDARDS

Understanding and Using an Outcomes Focus

Two-day training course for voluntary and community organisations

5th May 2011 and 25th May 2011 at 43 Bromham Road, Bedford

Understanding and Using an Outcomes Focus is a two-day training course for voluntary and community organisations, being organised by **Community and Voluntary Service**. The programme, which is run by **Charities Evaluation Service**, aims to help voluntary and community organisations develop knowledge and skills in using an outcomes focus. The courses aim to equip participants to introduce an outcomes focus within their own organisation. To make the most of this opportunity, we ask you to commit to:

- attending both days of the course
- fully engaging in the take-away task between the two training days. This involves holding a meeting in your own organisation on outcomes and on the implications of adopting an outcomes focus. The meeting should involve relevant representatives of trustees, paid staff and volunteers
- taking further actions to introduce an appropriate outcomes focus within your organisation after Day Two of the course

You will receive materials and support to help you in these activities. To find out more about the courses, please contact **Jane Owen** on **01234 354366**. To book your place on the two-day training course contact **Mandy Field** on **01234 354366** or email mandy@yourcvs.org



PQASSO: An Overview - One-Day Training Course

Thursday 9th June at CVS Bedford - 9.45am to 4.30pm

This introductory course is designed to give you a good starting point for implementing PQASSO through self-assessment at your organisation. It also summarises other services available to help you implement PQASSO, and introduces the new PQASSO Quality Mark service.



Overall aim - To ensure that participants have the basic knowledge and skills required to implement PQASSO through self-assessment within their organisations.

CVS Quality Standard Services are

Specific aims - By the end of the two days participants will have:

- developed their understanding of PQASSO and the self-assessment process
- considered the necessary steps for the successful implementation of PQASSO within their organisations
- discussed the roles and responsibilities of key stakeholders and considered ways of getting them involved in the process
- identified the key elements to be included in the planning process for implementing PQASSO within their organisation
- a better understanding of the new PQASSO Quality Mark service



LOTTERY FUNDED

Is this course for you? - You will benefit most from this course if you want to gain a basic overview of how to implement PQASSO



Congratulations to Bedfordshire Housing Link on becoming the latest local group to be awarded the PQASSO Quality Mark

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UPCOMING CVS TRAINING

Emergency First Aid at Work

Thursday 26th May 2011

The course is for you if you:

- require a certificate in Emergency First Aid at Work
- need to take charge in an emergency
- are a small organisation and require a member of staff to have basic life-saving skills
- work in a low-risk area
- are required to give support to qualified First Aiders



Delegates are assessed throughout the workshop. On completion of the programme, you will receive a certificate valid for three years.

Minute Taking Skills

Tuesday 21st June 2011

This workshop is primarily for those responsible for producing the minutes of meetings. It will, though, also be useful for other committee members who want to extend their understanding, especially Chairs. By the end of the day, participants will have a clearer understanding of what minutes should include, how they should be structured and phrased. In addition you will appreciate the need for completeness and non-ambiguity. You will also practise producing good minutes.



Costing for Funding Applications and Contract

Tuesday 28th June 2011

This course is aimed at anyone who has to get involved in working out or approving the costs for a project or activity, namely managers, trustees and finance staff. After attending the training, participants should have the confidence to deal with all aspects of costing and pricing for services or projects and be able to use practical tools and techniques for working things out that can be applied to their own situation.

Workshop Bookings

Cost for these workshops from **£12 per delegate**

For further details and bookings please contact **Jan** at CVS on **01234 354366** or email: **jan@yourcvs.org**

*These Training Workshops are supported by
The Big Lottery Fund*

FUNDING

MyDonate – BT Launches New Charitable Giving Website

MyDonate is the new free online charitable fundraising service from **BT**. It has been developed after the company worked closely with a number of charities, including **Cancer Research UK**, **Changing Faces**, **KidsOut**, **NSPCC** and **Women's Aid**. **MyDonate** guarantees every penny of the money that donors contribute (excluding credit and debit card charges) is paid into your charity's bank account. **BT** even collects **Gift Aid** on your behalf to maximise your fundraising. There is no set-up fee, annual subscription fee or commission. To learn more, visit www.bt.com/mydonate

Tenders Invited for European Social Funding

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 **Bedfordshire ESF Co-Financing Prospectus and Tender Specification** listing the activities they wish to support from this fund is now available at <http://tinyurl.com/6x4a7wn>. The deadline for receipt of tenders is **12pm on Friday 13th May 2011**.

New EU Funding Resource Website

Euclid, the European network for third sector leaders, has created a new dedicated website area on **European Union** funding, with links to resources, advice and information and specific funding streams. You may find the 28-page '**Beginners Guide to EU Grants and Funding**' of particular use. The webpage can be found at www.euclidnetwork.eu/pages/en/eu-funding.html

Your CVS serving the local Voluntary and Community Sector

Registered Charity: 1091423

FUNDING

Localgiving.com

Bringing On-line Giving to the Local Community in Beds and Luton

Localgiving.com is a new website that allows donors to make gifts to organisations which operate locally and which carry out charitable activities. All donations made in this way are unrestricted. The programme is managed locally by the **Bedfordshire and Luton Community Foundation**.



What are the benefits of using this system?

- You will have your own fundraising web profile that you can update yourselves.
- There are extensive search facilities so that donors can find your group – even if you don't know them.
- All qualifying private donations will receive **Gift Aid** – **even if you are not a registered charity.**
- You will be able to post volunteer recruitment details on your page.
- Only small, local community groups are able to join – so you won't be competing with national charities for recognition.

Who can join?

Any small, locally-based community group carrying out charitable work can join up after suitable vetting by the **Community Foundation**. If you have received a grant from us in the past two years, this is a very simple process. Other groups will need additional vetting, at an extra cost.

How much will it cost us?

The fees are very competitive when compared with other on-line giving systems and particularly when taking into account the added benefits offered. The costs for all groups are as follows:

| | |
|--------------------------------|--|
| Annual fee | £60.00, the first instalment collected by direct debit three months after the group goes on line |
| Charge on each gift | 6% |
| Fee for credit card use | 1.4-2% |
| Own web page | No charge |



In addition, if you have not received a grant from us in the last two years, an additional one-off charge of £40.00 is made and you will need to pay this directly to the **Foundation** and complete a simple application form. This is because we have to assess your group to make sure its objects fit the scheme. If after three months, you are not happy with the system, you can ask to be taken off it and you will not be charged (other than the one-off fee if you have paid this).

How do we join up?

If you have received a grant from us in the last two years, simply ask us to send you the link to the system and you will be able to go through the process step-by-step yourselves or with help. There is a step-by-step guide to completing the process on the **Localgiving.com** website. If you haven't had a grant in that period, you can ask us for an application form and we will then inform you of when you can start the process.

Contact : Bedfordshire and Luton Community Foundation, The Smithy, The Village, Old Warden, Beds, SG18 9HQ. Tel: 01767-626459
 E-mail: administrator@blcf.org.uk
 Web site: www.blcf.org.uk/grants

Localgiving.com Website: www.localgiving.com



FUNDING

Fit for Funding Workshops

These workshops will cover all the basics to get you to the stage where your organisation will be able to apply for funding. We will go through all the documentation you will need, including your governing document, policies, budgeting, and explain the basics of outcomes and demonstrating need. There will also be the opportunity to go through examples of funding applications and guidance on the use of our resources area, including a demonstration of **funderfinder** and **trustfunding.org.uk** and an opportunity to participate in our 'Who wants to be a Millionaire?' funding game. The next workshops are on:

- **Thursday 5th May 2011** - 7pm to 9pm
- **Wednesday 8th June 2011** - 10am to 12noon
- **Friday 1st July 2011** - 10am to 12noon



Demonstrating Need and Understanding Outcomes

This workshop will build on the skills you gained from the **Fit for Funding** workshop and will explain how to identify and explain the need for your work, plus define aims, outcomes, targets and milestones. Through using practical examples and an interactive workshop we aim to make sense of some of the most common problems groups have when making funding applications. The next workshops are on:

- **Thursday 14th July 2011** - 10am to 12noon
- **Tuesday 18th October 2011** - 7pm to 9pm

If you would like to attend one of the workshops please contact **Mandy Field** on **01234 354366** or email mandy@yourcvs.org

Supported by



LOTTERY FUNDED

WREN - An Update

A reminder that **WREN** (the not-for-profit business that helps benefit the lives of people who live close to landfill sites) still provides grants made under the **Landfill Tax Credit Scheme** (under Object D) for the provision, maintenance or improvement of a public park or other public amenity in the vicinity of a landfill site. For example village halls, children's play equipment and skate parks, village greens and public parks, community gardens, woodland improvements, cycle paths and nature reserves. To qualify for funding, your project will need to be within 10 miles of an operating landfill site, namely Stewartby in Bedfordshire.

WREN operates two funds under Object D of the **Landfill Tax Credit Fund**, namely:

- **Small Grant Fund** - funding of between £2,000 and £15,000 (with a total project cost of under £50,000)
- **Main Grants Fund** - funding of between £15,001 and £50,000 (with a total project cost not exceeding £500,000)

In addition, in the case of the **Main Grants Fund**, applicants can now apply for up to 100% of the project cost (this previously stood at 85%). However it will greatly enhance your application if matched funding has been secured. Applicants will still have to secure the usual 11% Third Party Contribution.

For more details (including upcoming deadlines) contact **Emma Brooks** on **01234 772370** or email emma.brooks@wren.org.uk. The **WREN** website carries comprehensive details of how to apply for either fund at www.wren.org.uk



COMPACT

Refreshed Beds and Luton Compact Launched

This refreshed **Beds and Luton Compact**, based on the 2009 **National Compact**, has been launched after wide consultation with local public sector and voluntary sector bodies. It is much more concise than its predecessor as the previous codes of good practice have 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. The shared principles of the **Compact** are:

- **Respect** - differences between the public and voluntary and community sectors are mutually understood, acknowledged and respected
- **Honesty** - open communication, transparency and integrity
- **Independence** - the independence of voluntary and community organisations in fulfilling their mission is recognised and supported. This includes their right within the law to campaign, to comment on and to challenge public sector policy (whatever funding or other relationship may exist with the public sector) and to determine and manage their own affairs
- **Citizen empowerment** - valuing a thriving civil society that is built around communities and people, meeting their needs and reflecting their choices
- **Volunteering** - the energy and commitment of people giving their time for the public good contributes to a vibrant society, and should be recognised and appreciated

The **Compact's** commitments put these shared principles into practice through:

- **Advancing equality and diversity** - this section of the Compact recognises the vital role that the voluntary and community sector plays in helping to create a more equal and fair society and sets out commitments that will help both sectors work together to achieve their equality goals and promote social and community cohesion
- **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
- **Allocating resources** - the **Compact** also provides a framework for public sector organisations to meet and manage spending priority decisions where voluntary and community sector organisations are involved and to ensure that the impact on beneficiaries, service users and volunteers is managed and minimised

To obtain a copy of the refreshed **Compact** contact **Mark Smith, Information Officer** at **CVS** or download a copy from www.bedsandlutoncompact.org.uk. If your organisation has not yet signed up to the principles of the **Compact** now is an opportune time. All you need to do is download a sign-up form from the **Compact** website and sign it and return it to **CVS**.



PERSONALISATION

Personalisation Training Opportunities

Bedford Borough Council has just published its 'Learning & Development Training Programme for Adult Services 2011-2012'. Groups working in social care or associated disciplines face many challenges going forward, particularly with regard to maintaining standards within available resources. It is particularly important that staff keep up-to-date with the ever-changing legal and policy changes which affect practice standards. It is with this in mind that **Bedford Borough Council** is making their training available to staff from voluntary groups that work in the field of adult social care, under the banner of 'Prevention, Protection and Personalisation'. If you want to take advantage of this opportunity visit the Personalisation page of our website at www.yourcvs.org and download the training brochure and booking form.

SNIPPETS

Central Beds Third Sector Assembly - Power to the People

Tuesday 24th May 2011 - 9.30am-12.30pm - The Rufus Centre, Flitwick

As part of 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.

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**.

To book your place email cbassembly@action-centralbeds.org.uk or phone 01525 850559



Budget 2011 - Mileage Rate Increase

The **Government's 2011 Budget** included the provision that from 6th April 2011 the **Approved Mileage Allowance Payments** rate, which applies equally to businesses and the voluntary sector, would rise from 40p per mile to 45p (25p after the first 10,000 miles).

Minimum Wage Increases

The adult national minimum wage is to increase by 15p an hour, to £6.08, from 1st October 2011. For 18 to 20-year-olds the change is 6p, to £4.98, 16 to 17-year-olds add 4p to get £3.68, apprentices up 10p to £2.60.

Contracts Finder Website Launched

Contracts Finder is a free new service for businesses, government buyers and voluntary groups. This service comes from government under its transparency commitment, and you can find live contract opportunities, closed tender documentation, contract awards and contract documents at:

Website: www.contractsfinder.businesslink.gov.uk

Help in Selecting a Suitable IT System or Database

The **Charities Evaluation Services** has produced a guide to help organisations select a suitable IT system or database to support their monitoring work, as they found that this was a key barrier to such work. The guide should help establish what you need from a system and focuses on low-cost, off-the-shelf database systems with a comparison table to clearly demonstrate key features. **'IT for Outcomes'** can be downloaded at <http://tinyurl.com/3btcbd3>.





SPOTLIGHT ON LOCAL GROUPS



ReachOut Plus

ReachOut Plus is a local charity working with young, disabled and disadvantaged people across Hertfordshire and Bedfordshire.

Along with a small fleet of canal boats based over at Hemel Hempstead, they also have a fantastic youth residential and conference centre in North Bedfordshire. **The Chellington Centre** is a renovated 12th-century church situated just outside Harrold village and can accommodate up to 30 overnight guests.

Set in the beautiful Bedfordshire countryside, the centre is used by **ReachOut Plus** as part of their London and Urban Schools Programme - where they bring kids from inner city schools out into the countryside for a week to help them experience a different environment, develop skills such as team building and communications and allow them to escape from their day-to-day lives for a little bit.

However, when the kids are away, everyone else can play! As when it is not in use with **ReachOut Plus**, Chellington is available for private hire and is suitable for conferences, meetings, social events and other activities such as yoga retreats. All the money made from these hirings goes directly to the charity to help it continue its projects.

For more information about **ReachOut Plus** and their projects visit www.reachoutplus.org. For more information about **Chellington** visit www.chellington.org.uk



Bedfordshire Housing Link – Stepping Stones Project

As an established and successful charity, **Bedfordshire Housing Link** secured a grant from 'The Big Lottery' Fund to deliver the **Stepping Stones Project**. The project has built partnerships and works in conjunction with a variety of organisations to help individuals develop their employability skills through improving confidence, motivation, presentation and communication skills. If you are aged between 16-65 years, we can offer support with the following:

- Basic Literacy and Numeracy Skills
- Information, Advice and Guidance
- Employability Skills
- Application and Interview Support
- Basic IT Skills



If you would like any further information please contact the **Stepping Stones** team on **01234 358478** or email edu.emp@bhl.net

Beds-Spread is the Newsletter of **Community & Voluntary Service Mid and North Bedfordshire**, 43 Bromham Road, Bedford, MK40 2AA. Tel: **01234 354366**. Email: info@yourcvs.org. Website: www.yourcvs.org. Registered Charity: **1091423**. Company limited by guarantee, Registered in England No. **4312967**.

Beds-Spread is distributed to voluntary and community groups across Bedford Borough and North Central Bedfordshire, as well as to Town and Parish Councils, Councillors (Central Bedfordshire Council & Bedford Borough Council) and to local libraries.

Beds-Spread is also available to download from our website at www.yourcvs.org, where previous copies can also be accessed.

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Contributions are welcomed. Send copy to **Mark Smith** at mark@yourcvs.org. Deadline for next issue of **Beds-Spread**: **3rd June 2011**

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and The Big Lottery Fund**

Your CVS serving the local Voluntary and Community Sector

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