



# BEDS-SPREAD



December 2008

## FUNDING FAYRE 2009

*Important DATE!* **Wednesday 17th June 2009** *Important DATE!*

**Bedford Corn Exchange**

**A mixture of stalls, presentations and workshops**

**Get the date in your diary!**



### Local Survey of Voluntary and Community Organisations

**Deadline extended to 19th December 2008**

Complete online at:

<http://digbig.com/4xqpx>



### Charity in Bedford Association



## St Valentine's Charity Ball

*Raising funds for local people in need*

**Saturday 14 February 2009 - 7.00pm for 7.30pm**  
**The Bedford Blues Rugby Club, Goldington Road, Bedford**

Tickets £40.00 (Table bookings for up to 10 people)

To book tickets please contact **Maggie Goodchild:**

Tel: **01234 352038** or **0774 818 4429.**

Address: **CIBA Fundraising Ball, c/o Bedford Guild House, 56 Harpur Street, Bedford MK40 2QT.**

Email: [maggie.goodchild@talk21.com](mailto:maggie.goodchild@talk21.com).



## Christmas Opening Times

Our offices will be closed from  
24th December 2008 to  
Monday 5th January 2009



## Community & Voluntary Service

Mid and North Bedfordshire  
43 Bromham Road  
Bedford  
MK40 2AA

Tel: 01234 354366

Fax: 01234 347503

E-mail: [info@cvsmidandnorthbeds.org.uk](mailto:info@cvsmidandnorthbeds.org.uk)

Web: [www.cvsmidandnorthbeds.org.uk](http://www.cvsmidandnorthbeds.org.uk)

## Contents

Page 2

**Quality Standards / Local Voluntary Sector Training Opportunities**

Page 3

**CVS Training Opportunities**

Page 4 - 6

**Funding Opportunities**

Pages 7 & 8

**Snippets**

## Contacts

To email the people below simply prefix the individual's first name to [@cvsmidandnorthbeds.org.uk](mailto:@cvsmidandnorthbeds.org.uk)

Martin Trinder	Chief Officer
Ian Curtis	Collaborative Working Officer
Mark Smith	Information Officer
Maxine Hayes	Funding & Development Officer
Jane Owen	Funding & Development Officer
Jan Warnier	Training and Events Officer
Linda Bulled	VOC Officer
Mira Talo	Finance Administrator
Kay Brennan	Office Assistant



# LOCAL VOLUNTARY SECTOR TRAINING

## Intensive Practical Quality Assurance System for Small Organisations (PQASSO) Support Programme 2009

**PQASSO** is the leading quality assurance system used in the voluntary and community sector and is a straightforward quality system, written in plain English. It is a self-assessment system (although an externally-assessed Quality Mark is now available at additional cost). The programme is funded by the **Big Lottery Fund** and so there is no charge for participating organisations.

A fresh programme of workshops and advice sessions supported by **Jane Owen**, our licensed **PQASSO** Mentor, to help organisations work towards **PQASSO** Level 1, is as follows:

- **Implementing PQASSO** (one-day workshop) - **17th March 2009**
- **Self-Assessment Process and Evidence** (one-day workshop) - **24th March 2009**

Following on from these workshops, there will be three informal drop-in group mentoring sessions on:

- **Tuesday 21st April 2009**
- **Tuesday 19th May 2009**

Supported by  
 **The National Lottery**<sup>®</sup>  
 through the Big Lottery Fund



These sessions will progress through the quality areas, enable organisations to work together to share resources and information and will cover any quality-related topics that the participating organisations raise. Additional support will be available to all participating organisations between sessions as needed.

To learn more and to sign your organisation up to the **Intensive PQASSO Support Programme** contact **Jane Owen** on **01234 354366** or email: [jane@cvsmidandnorthbeds.org.uk](mailto:jane@cvsmidandnorthbeds.org.uk)

# LOCAL VOLUNTARY SECTOR TRAINING

## Relate Bedfordshire and Luton - Basic Counselling Skills Course

**(Open College Network Accredited)**

*2nd, 9th, 16th, 23rd and 30th March 2009 at Mid and North Beds CVS, Bromham Road, Bedford. Cost: £225 per place.*

We all use counselling skills on a day-to-day basis when we communicate with others, but if we refine our skills, we will achieve so much more. Join **Relate** for 4½ days of experiential and invaluable learning, in a safe and caring environment, where you'll hone your talents to be even more effective in your working and personal life.

For more information and a booking form, please contact: [lifeskills.relate@btopenworld.com](mailto:lifeskills.relate@btopenworld.com) or phone **01234 342503**

## The Freedom Programme

A programme for women who are experiencing, have experienced or want to learn more about domestic abuse. **The Freedom Programme** is a 12-week programme:

- To help women understand the beliefs held by abusive men
- To illustrate the effects of domestic abuse on children
- To help women gain self-esteem and confidence
- To introduce women to local resources available to them

All programmes are free and a free crèche is provided.

The **Freedom Programme** is being run by **Christian Family Care** at several community venues near you, with the next programme taking place from January to March 2009. Free phone 24-hour **Bedfordshire Domestic Abuse Information Line 0808 202 1796** for more details.

# CVS TRAINING

## Fundraising and the Law

Thursday 15th January 2009

This is an excellent course that covers the main laws and regulations that organisations and community groups need to be aware of in their fundraising activities. Not to be missed!

## Getting Tender Ready

Tuesday 20th January 2009

If you want to know about tenders, contracts and how your organisation needs to prepare itself for this brave new world, this is the place to start. The workshop will focus on public sector funding, so it is a must for those holding or wanting funding from these sources.

## Quality: Choosing Between Different Approaches

22nd January 2009

There are so many different quality standards available, but which one is right for your organisation? This introductory course will explain the main quality assurance systems and the principles behind each one, so that you can choose the one most suitable for your organisation.

## Project Management

Wednesday 4th February 2009

Getting the funding can sometimes be the easy bit. You then have to make the project work. This course is aimed at those with little to no experience of managing a project. It will examine the importance of project management, and give an overview of the key issues to consider.

## Basic Budgeting (Half-Day)

Saturday 7th February 2009

Do you need a budget to support your funding application? These half-day courses are aimed at people without a financial background to help them understand why budgets are necessary and how they are produced and used.



## Progressing into Partnership (Half-Day)

Thursday 12th February 2009 (am)

Venue: Wilstead Village Hall

Working in partnership may be the key to survival for many organisations. Many funders are looking for more groups to be working in partnership. This half-day course will give you an understanding of the policy background, different partnership models and the steps to take to get into partnership!

## Creating a Better Business Plan

Thursday 19th February 2009

If you are looking for larger amounts of funding, most funders will expect applicants to have a Business Plan. This course will explain what a Business Plan should include and how it can help with developing and sustaining the work of your organisation.



## Volunteers and the Law: Payments and Perks

Wednesday 25th February 2009

Sandy Adirondack will run a workshop covering: tax and national insurance implications of payments to volunteers, volunteers and employment rights, volunteers and the national minimum wage, volunteers who are charity trustees, volunteers on state benefits, volunteers from overseas and volunteer agreements.

## Presenting Your Tender

Thursday 12th March 2009

Venue: Rufus Centre, Flitwick

40% of all competitive tenders are won after giving a presentation to an assessment panel.

This course will give you the opportunity to receive guidance and practise your skills in a supportive learning environment before you have to do it for real!

## Bookings and Further Information

For details about our training courses or to book a place ring **Jan Warnier** on **01234 354366** or email: [jan@cvsmidandnorthbeds.org.uk](mailto:jan@cvsmidandnorthbeds.org.uk)

*All training takes place at CVS Mid & North Beds, 43 Bromham Road, Bedford, unless otherwise stated.*



# Happy Christmas from all at the CVS

## FUNDING

### Wilkinson Hardware Stores - Helping Hand Scheme

Each year **Wilkinson Hardware Stores** make contributions from company profits to community initiatives within the company's trading areas through the **Helping Hand Scheme** (there is a store based in Bedford). The scheme offers vouchers and financial support to local groups, charities and organisations within the store's catchment area and is particularly interested in supporting education, family, sports and arts projects.

To apply for funding, write to **Lesley Banks, Sponsorship Administrator, Wilkinson Hardware Stores Ltd, J K House, Roebuck Way, Manton Wood, Worksop, Nottinghamshire, S80 3YY**. Alternatively contact via telephone: **01909 505 505**.

### Small Awards for Community Benefit

**It's Your Community Awards**, from **02**, provides up to £1,000 to local groups and individuals for anything that can be shown to benefit their community. The awards are independently judged and administered by **The Conservation Foundation**. Find out more at [www.itsyourcommunity.co.uk](http://www.itsyourcommunity.co.uk)

### Maximise Your Organisation's Gift Aid

Don't qualify for **Gift Aid**? **The Bedfordshire and Luton Community Foundation** can help you maximise the value of gifts to your organisation.

In most cases, if your organisation is not a registered charity, you cannot claim **Gift Aid** on any donations made to you by well-wishers and supporters.

Following a change in regulations included in the 2008 Budget, the **Community Foundation** may now be able to help with adding **Gift Aid** to donations to your club or organisation and which would otherwise qualify for **Gift Aid** if you were a charity.

The Foundation operates a simple and effective scheme to enable appropriate gifts to receive this extra benefit and for you to maximise the income from some of your funding.

The process involves:

- Qualifying gifts (generally of over £200) being made to the Foundation
- A **Gift Aid** declaration being signed by the donor in favour of the Foundation
- The Foundation making a grant to the selected organisation for the value of the cheque
- The Foundation claims **Gift Aid** once a year (usually in May) on all donations received
- The Foundation passes on the relevant amount of **Gift Aid** to the organisation, less a small administration fee



Please contact the Foundation to discuss what a qualifying gift might be and how to set up an agreement to manage this process on **01767 626459** or [mark.west@blcf.org.uk](mailto:mark.west@blcf.org.uk).

### Gift Aid Toolkit on CD

**HM Revenue and Customs** has published a CD toolkit on using Gift Aid to increase charity income. It includes basic guidance, templates, an interactive claim form and other materials. Request it by phoning **HMRC Charities** on **08453 020 203** or email: [charities@hmrc.gov.uk](mailto:charities@hmrc.gov.uk)

**Download the Updated Fundraising Toolkit**



# FUNDING

## Funding Workshops

### Fit for Funding

This workshop 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/companygiving.org.uk**.

- **Saturday 10th January 2009 (10am - 12pm)**
- **Saturday 31st January 2009 (10am - 12pm)**
- **Monday 2nd March 2009 (7pm - 9pm)**



### 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
- 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.

- **Saturday 21st February 2009**

If you would like to attend one of the workshops please contact **Kay Brennan** on **01234 354366** or email **kay@cvsmidandnorthbeds.org.uk**

## Changes in Awards for All Funding Programme

**The Big Lottery Fund (BLF)** has announced that the **Awards for All** programme will close in England but equivalent levels of funding will be available through **Arts Council England**, the **Heritage Lottery Fund**, **Sport England** and **BLF**, which administer the current scheme. The change will mean that each distributor can better address the needs of their applicants and the themes they support. Overall, across all the distributors, it is anticipated that new money available for small grants in 2009-10 will be comparable to money that was available to community groups through **Awards for All** in 2008-2009.

To ensure this change will be as seamless as possible, the distributors will each run their own small grants programme as follows:

- **Big Lottery Fund** will launch a new small grants programme on 1st April 2009 awarding grants of £300 to £10,000 to local communities in 2009-2010.
- **Sport England** will provide small grants for sports ranging from £300 - £10,000 from 1st April 2009.
- **Arts Council England** will provide small grants through their existing 'Grants for the Arts' programme, supporting awards between £1,000 and £100,000.
- **Heritage Lottery Fund** will provide small grants through the existing 'Your Heritage' (£3,000 to £50,000) and 'Young Roots' (£3,000 to £25,000) schemes.



**[www.cvsmidandnorthbeds.org.uk](http://www.cvsmidandnorthbeds.org.uk)**

# FUNDING

## Tender Opportunity Alert!

**Bedfordshire County Council** have given notice that between the **11th December 2008** and **16th January 2009** they will be inviting organisations to tender and re-tender for service delivery contract opportunities under their co-financing arrangements with the **England and Gibraltar European Social Fund (ESF) Programme 2008 – 2011**. These opportunities aim to deliver projects aimed at “sustainable economic growth and social inclusion by extending employment opportunities and by developing a skilled and adaptable workforce”. An analysis of those contracts which were not awarded in the previous round revealed that such opportunities could be targeted towards:

- Improving the employability for people with learning disabilities, disabilities, mental health issues or sensory impairment
- Language and employability
- Homelessness support

As the weakening value of Sterling against the Euro has made additional co-financing funds available, the Council will also provide fresh and wider opportunities to help achieve the above ESF aim.

If you are interested please go to the **Bedfordshire County Council** Website: [www.bedfordshire.gov.uk/procurement](http://www.bedfordshire.gov.uk/procurement) and click 'registering as a supplier'. Read this panel for background information but you will eventually find the 'Vendor Portal' button. Click this to register your interest. You need to be aware that these opportunities require a CCO number which is 486 to complete your registration (Second question on their registration form). As you can tell from these instructions, these tenders will be progressed through the media of e-tendering so you will need an internet linked computer to respond. This website also gives access to the Council's procurement procedures, including e-tendering, and introduce the general requirements for organisations wishing to tender and contact details of those in the Council who can help with any queries. At the time of writing we are not aware of any further details as these will be revealed through the Council's advertising in the **Times and Citizen** and **Beds on Sunday** to be published on **11th December** or soon after. If you have any queries please contact **Mike Colsell ESF Co-Financing Officer** at **Beds County Council** on Tel: **01234 228680**. If you need any support/advice to help you access these opportunities please contact **Ian Curtis Commissioning and Collaborative Working Officer** at **CVS** Tel **01234 354366** or by email [ian@cvsmidandnorthbeds.org.uk](mailto:ian@cvsmidandnorthbeds.org.uk).

Please be aware that the **CVS** now offers a **Commissioning and Collaborative Working Advice Service**. This service includes advice and training towards building the capacity of organisations so they are able to deliver public services under contract and 'working in consortia'. The next '**Getting Tender Ready**' Workshop is being run at the **CVS** Offices in Bedford on **20th January 2009** (£12 per delegate).

## Elizabeth Finn Care

**Elizabeth Finn Care** is a leading national grant-giving charity dedicated specifically to helping those affected by poverty in the UK. Last year their grants totalled over £4m in the UK and supported 3100 beneficiaries nationwide; however only 0.6% of these beneficiaries come from Bedfordshire. Therefore the charity is looking to help more people in Bedfordshire. **Elizabeth Finn Care** can help British and Irish Citizens, who are 18 years or older and come from one of over a hundred listed occupational backgrounds. They can offer help in terms of ongoing weekly allowances, one-off assistance towards an exceptional item, an annual extra-needs gift or signposting to other sources of assistance. If you know of anyone who might need help, contact **Lucy McKay** on **0845 6035517** or at [lucy.mckay@elizabethfinncare.org.uk](mailto:lucy.mckay@elizabethfinncare.org.uk). More details at [www.elizabethfinncare.org.uk](http://www.elizabethfinncare.org.uk).

**Elizabeth Finn Care** is also behind **Turn2Us** ([www.turn2us.org.uk](http://www.turn2us.org.uk)) the information website that provides details of 750+ grant-making charities and State benefits specific to individual needs.

## SNIPPETS

### Bedfordshire Women's Forum - An invitation to all women

**Bedfordshire Women's Forum** would like to invite women and women's groups to join with them to celebrate **International Women's Day** in 2009. **International Women's Day** is celebrated on **8th March** and is the global day linking women from all around the world, whilst inspiring them to achieve their full potential. Each year events to celebrate **International Women's Day** take place all around the world from Alaska to Zambia. They range from small informal get-togethers to large events. Since 2003 The **Bedfordshire Women's Forum** has held events to celebrate **International Women's Day**. The events are held in order to:

- Raise the profile of women in the community
- Inform women of services and opportunities available
- Celebrate the achievement of women

To organise this year's programme we are holding a planning event on **Wednesday 21st January at 1.00pm** at **CVS Mid and North Beds, 43 Bromham Road, Bedford, MK40 2AA**. Please come along and join us. Bring your lunch and we will provide refreshments and cakes. We look forward to meeting you. For more information contact: **Glenis Orkisz** Tel: **01234 350459**. E-mail:

[biwf@hotmail.co.uk](mailto:biwf@hotmail.co.uk)



### Payscale increases for 2008/09

A partial agreement has been reached on this year's settlement on local government **National Joint Council (NJC)** pay rates, widely used or referenced in the voluntary sector. The **NJC**, representing local government employers and staff in England, Wales and Northern Ireland, has agreed to a rise of 2.45% which will be backdated to 1st April 2008, with an extra £100 for the lowest paid (scale points 4 to 6). However, the trade unions see this increase as an interim measure pending an arbitration process, but the employer side sees it as implementing their final offer and separate from arbitration with **ACAS**. For links to paycales and further updates see the **National Association of Voluntary and Community Action (NAVCA)** website at [www.navca.org.uk/localvs/scales](http://www.navca.org.uk/localvs/scales).

### BBC Children in Need Shake-Up

**BBC Children in Need** has launched its biggest shake-up and improvements in its grants process for over 25 years. There are two main changes, namely:

- New application deadline dates
- A switch to on-line applications

They understand that some smaller less well-resourced community groups may feel challenged by the new on-line process and they will do everything they can to support groups through the process and signpost groups to where they can obtain practical support and assistance. Guidelines and further details are available on their website [www.bbb.co.uk/pudsey](http://www.bbb.co.uk/pudsey). Deadlines: **January 15th, April 15th, July 15th and October 15th**.



### Central Bedfordshire LSP Third Sector Representation

In the October **Beds-Spread** you will recall that expressions of interest were invited for frontline voluntary and community sector representation on the new **Central Bedfordshire Local Strategic Partnership**. **Julie Benson** of **Advocacy Alliance** has been appointed to this important role, which requires the representative to be involved in strategic issues and developments affecting the sector.

# SNIPPETS

## Bedford Concern for the Homeless & Rootless (BeCHaR) - Christmas Relief in Bedford (CRIB)

**Winter Appeal - Please Help us to Raise £20,000 to support our work with homeless and vulnerable people who desperately need our services**

This year **Christmas Relief in Bedford (CRIB)** will be at **The Prebend Day Centre** again on **25th, 26th, 27th December and 1st January**. We will provide for over 200 homeless and rootless people a two-course cooked lunch, followed by games, bingo, a visit by Father Christmas, and a sandwich "tea" to take away. Homeless men and women tell us they feel happier and more included during the festive season because of **CRIB**. During the excitement of Christmas it is easy to forget those who do not have the security of a home, or the love of a caring family. Every night around 50 people sleep rough, either on the streets or in dilapidated squats in the Bedford area. Many people have no contact with family, so the Christmas and New Year period is lonely and stressful, and a large number suffer ill-health because of their living conditions.

Homelessness can happen to anybody through no fault of their own, and it can happen to anyone's son, daughter, brother or sister. **Many ordinary working people are only two or three pay cheques away from homelessness**. Without support to help them cope with relationship breakdown, abuse, illness, job loss and debt, some people have nowhere to go but the streets. **Prebend Day Centre** offers a welcoming shelter every day, supplying hot meals, laundry, showers, and clothing. We also mentor individuals so they can rebuild their lives and regain independence. Your kind gifts of food and warm clothing are vital to keep this service going. Please donate items such as tinned goods with ring pulls (i.e meat), Pot Noodles, instant coffee, chocolate bars, biscuits, clean clothing i.e. men's boxer shorts, socks, jeans (32-34), shoes, trainers, hats, gloves, toiletries, and cleaning materials.

Please send gifts, cash, or cheques payable to **BECHAR** to: **BeCHaR, The Prebend Day Centre, 12 Prebend Street, Bedford, MK40 1QW** or come and visit us to bring your donation.

## Getting Started with Case Management Software

Is your organisation one that provides advice to clients and you need to record this work for future reference and for reporting purposes? Well, a free resource is now available that allows up to five users to enter into the case management contact database system **AIMS**, created by charity **Lasa**, that was originally for use by advice services and is now available to download from [www.lasa.org.uk/aims/](http://www.lasa.org.uk/aims/).

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

**Beds-Spread** is distributed to voluntary and community groups across Mid and North Bedfordshire, as well as to Town and Parish Councils, Councillors (Beds County Council, Mid Beds District Council & Bedford Borough Council) and to local libraries. **Beds-Spread** is also available to download from our website at [www.cvsmidandnorthbeds.org.uk](http://www.cvsmidandnorthbeds.org.uk), where previous copies can also be accessed.

Please note:

- Every care is taken to provide accurate information, however **CVS Mid & North Beds** accepts no responsibility for any errors or omissions in, or complaints arising from, items in this publication.
- Inclusion of information in this newsletter does not imply endorsement by **CVS Mid & North Beds**.
- Please feel free to replicate any articles, as long as you credit **CVS Mid & North Beds**.

Contributions are welcomed. Deadline for copy for inclusion in the next issue of **Beds-Spread**: **12th January 2009**

Send copy to **Mark Smith** at [mark@cvsmidandnorthbeds.org.uk](mailto:mark@cvsmidandnorthbeds.org.uk)

*CVS Mid & North Beds operations are funded by:*

**Bedfordshire County Council, Bedford Borough Council, Mid Bedfordshire District Council, Capacitybuilders/Change Up, The Learning & Skills Council, The Bedford Charity, Investing in Communities, East of England Development Agency and The Learning Partnership Bedfordshire & Luton**

Serving the Voluntary and Community Sector in Mid and North Bedfordshire

Registered Charity: 1091423