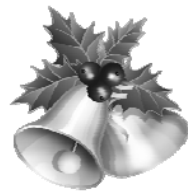


BEDS-SPREAD



December 2011

The Central Youth Volunteering Project

The **Central Youth Volunteering Project** is a project run by the **Volunteer Centre Bedford and Biggleswade** to promote volunteering experiences for young people that are exciting and meaningful. The project is for young people aged 13-18 (or up to 25 for those with special needs) living in Central Bedfordshire. By volunteering for just ten hours young people can gain a nationally-recognised accreditation through **vInspired** and have fun doing it! Hours spent volunteering can raise young people's self-esteem and confidence as well as improving their skills, therefore preparing them for further education or employment.

The project is working with various local and national organisations to provide unique and rewarding volunteering opportunities. Young people will have the chance to volunteer at local events, in conservation work, sports and much more! All of which aim to encourage young people to be more involved and included in their local communities. The project will give young people something to put on their personal profile on **UCAS**, will help with career and further education choices and give them rewarding experiences. It's also fun and free!

For more information on how your organisation can develop youth volunteering opportunities, contact **Sarah Bigg** on sarah@bedfordvb.org.uk or **07508113009**.

Current opportunities for young people will be displayed on the **Volunteer Centre Bedford** website at www.volunteeringbedford.org.uk and on their **Facebook** Page.



WREN Update

With the closure of the Stewartby Landfill site, the last two **WREN** application deadlines will be Wednesday 7th March 2012 and Wednesday 9th May 2012. So make sure that you get your projects in as soon as possible. However, large parts of Bedfordshire will still be eligible because they fall within a ten mile radius of Bletchley and Buckden in neighbouring counties. For more information on **WREN** funding, visit their website at www.wren.org.uk



Community & Voluntary Service



43 Bromham Road
Bedford
MK40 2AA

Tel: 01234 354366
Fax: 01234 347503

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



Christmas and New Year Opening Hours

Seasons Greetings
from all the
staff and volunteers at
**Community and
Voluntary Service**
and the
Volunteer Centre Bedford

**Our offices are closed from
3pm on Friday 23rd December
2011 to 9am on Tuesday 3rd
January 2012**

The Localism Act

The Localism Act 2011 received its Royal Assent on 15th November, so is now law. The act will have implications for the voluntary sector. The **Communities and Local Government** department have produced a plain English guide to the Act, which is well worth a read at <http://tinyurl.com/cfjb38s>

QUALITY STANDARDS

PQASSO Intensive Support - Now is the Time to Act

Does your organisation want to implement a quality standard? If so, the **CVS PQASSO Intensive Support** could help you.

However, funding for this project ends in 2012. Typically, organisations take over a year to implement **PQASSO**, so time for **FREE** support is running out! Why not contact **Jane Owen** on **01234 354366** or at jane@yourcvs.org to register your interest for the next intensive support sessions starting in the New Year.

PQASSO (Practical Quality Assurance for Small Organisations) offers a practical step-by-step approach to enable voluntary and community organisations to improve the way their organisation runs and to help them to improve the quality of their services. Designed as a work pack, it is written in plain English and is simple and straightforward to use. **PQASSO** covers twelve quality standards:

- Managing people
- Planning
- Governance
- Managing money
- User-centred service
- Managing resources
- Working with others
- Learning and development
- Monitoring and evaluation
- Communications and promotion
- Leadership and management

Quality Standards support from CVS is

PQASSO will help you to:

- review your organisation's current performance against a **PQASSO** standard
- identify areas of good practice and evidence you already have
- identify areas where improvements could be made
- create a prioritised action plan to implement on return to your organisation



LOTTERY FUNDED

Bursary scheme from the Charities Evaluation Service

Organisations that are based outside of London, and who fall into one of the categories below are now eligible for a bursary to attend a **CES** training course at our training venue in London. The bursary can be used to attend either a one-day or a two-day course. You are eligible if your organisation is NOT in a London borough and a lesbian/gay/bisexual transgender group, a refugee and asylum community organisation, ethnic minority group, disability group a women's group, or marginalised group.

What you can get? The offer is slightly different depending on whether you book a one or a two-day course. For one day courses participants will get a package of training and support worth up to £200. This will include free training (or a subsidy of up to £100), free resources and publications worth up to £50 and up to £50 contribution to travel, subsistence and accommodation.

For the two-day courses participants will receive a package of training, support and resources worth up to £300. This will include up to £100 towards travel, subsistence and accommodation, a reduction in the course fee worth £100 and a package of free resources and publications worth up to £100 (to include a copy of the **PQASSO** standards for the quality courses or a variety of relevant **CES** publications for the outcomes and evaluation courses)

The bursary is currently limited to one course per organisation. In order to book a place on a course, participants will be required to pay a £50 deposit. This will be returned after the course so long as the participant attends. More details at www.ces-vol.org.uk.

Your CVS serving the local Voluntary and Community Sector

Registered Charity: 1091423

UPCOMING CVS TRAINING

Managing Redundancies

Thursday 26th January 2012

A time of redundancies is always difficult and much stress and distress for staff and management can be avoided by following clear, structured and fair processes that comply with both legislation and good practice. Resources, such as sample letters to use at each stage, will be provided as part of the course pack. **THIS COURSE IS NOT FOR PEOPLE WHO ARE BEING MADE REDUNDANT.**

Emergency First Aid at Work

Wednesday 29th February 2012

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

Getting the most from your PC! (FREE)

Thursday 23rd February 2012

Always wondered what is inside that computer case? Want to know how to solve basic problems on your computer? This half-day workshop will look at what components make up a computer and introduces participants to some of the basic principles of how a computer works and how to solve some common problems.

Creating your own website (FREE)

Thursday 1st March 2012

You don't have to spend lots of money to get your organisation a website! And you don't need to learn a new language! This half-day workshop will look at how you can use software you probably already have to develop a basic website and publish it to the internet.

Behaving More Assertively

Thursday 8th March 2012

For anyone who feels that they don't always manage exchanges with others very well. If you think that you allow others to impose on you, find it hard to say "no" and tend to let others make decisions for you, this day will help. Equally, if you realise that you sometimes impose your ideas on others, or feel driven to get things done your way, it is likely that you could learn more comfortable and productive ways of communication.

Workshop Bookings

Cost for these workshops from £12 per delegate Unless otherwise stated .

All workshops are at CVS, 43 Bromham Road, Bedford

For bookings please contact **Jan** or **Mandy** at **CVS** on **01234 354366** or email: **jan@yourcvs.org** or **mandy@yourcvs.org**

These Training Workshops are supported by The Big Lottery Fund

New Course in Charity Management

Anglia Ruskin University has developed a unique **Cert HE in Charity and Social Enterprise Management** in response to a strong demand from the third sector in the East of England. As the third sector continues to evolve, management skills will become increasingly important for organisations, their employees and stakeholders. So now could be a very good time to be considering courses like **Anglia Ruskin's**. The next group will start in January 2012, with eight workshops per year at **Anglia Ruskin's** Cambridge Campus. **Anglia Ruskin** is currently able to offer highly-discounted fees for people starting the **Cert HE Charity and Social Enterprise Management** in January. For more information on the course, please contact **Tom Taylor**: tom.taylor@anglia.ac.uk. Tel. No. **07545 204362**. Website: www.anglia.ac.uk/csemanagement

The MEND Course

The MEND Course is a new initiative seeking to help men move forward with their lives. The seven-week course looks at a range of topics related to holistic well-being, including moving forward, change, mates, managing anger, physical and emotional health. It's suitable for all kinds of men whether long-term unemployed, seeking education or employment, or just wanting a chance to step back and take stock. A guy who recently completed the course said "I now feel more in control of my life and I'm ready to try new things." The next course starts at the end of January 2012. It's free of charge, so if you, or someone you know would like to come along contact martin.salter@graceinthecommunity.com. The course will be on Wednesday afternoons, 2.30-4.30 at **CVS**, 43 Bromham Rd, Bedford.

MEND
new directions for men

Your CVS serving the local Voluntary and Community Sector

Registered Charity: 1091423

FUNDING

Removing Barriers to Volunteering in Bedford Borough

The aim of this fund is to provide financial support to community groups to help them recruit, retain and train volunteers to work with them in improving the lives of people in **Bedford Borough**.

The maximum you can apply for is £2,000. There is no minimum sum. However, awards in excess of £1,500 will be the exception rather than the rule. The fund will support:

- Projects where the objective is to recruit new volunteers to work for the applicant group
- Increasing the skills of volunteers by funding accredited training courses relevant to the work of the applicant group
- Non-accredited training courses for volunteers where the applicant can show an exceptional need or value to their volunteers
- Reasonable travel expenses so that volunteers can carry out their roles.
- Capital items that assist with voluntary work



Visit www.blcf.org.uk/grants to download an application form or contact the **Bedfordshire & Luton Community Foundation** on **01767 626457** or at administrator@blcf.org.uk



Financial Assistance from Bedford Borough Council for 2012/2013 (Voluntary, community groups and charitable organisations)

Bedford Borough Council is currently coordinating support for the third sector and invites applications for financial assistance from voluntary and charitable organisations for 2012/13.

To request an application form, telephone the **Community Welfare Team on (01234) 276228** or write to the **Community Welfare Team, Bedford Borough Council, First Floor, Borough Hall, Bedford, MK42 9AP**. Application forms are also available to complete online at www.bedford.gov.uk.

IMPORTANT: Please note that application forms must be received by **noon on 4th February 2012** to be considered.

Applicants should note that funding for financial assistance is subject to the Council's budget setting process.



East of England Community Grants Scheme

Community Grants co-financed through the **European Social Fund and Skills Funding Agency (ESF)** is now available to small third sector organisations. **Community Grants** enable small third sector organisations, which would not normally be able to access ESF, to apply for grants.

Grants are available for up to £12,000 for projects that support people from the hardest-to-reach communities and provide training and services to help people to improve their chances of obtaining work. Priority will be given to provision supporting people with disabilities and health conditions, lone parents, people aged 50 or over and people from ethnic minorities.

To obtain a **Community Grants** Information Sheet and Application Form, please visit the **Community Grants Applications** page on the website www.tchc.net/services/community-grants/applications. Make sure you read the Information Sheet before applying for the grant.

FUNDING

Wilkinson's Helping Hands

Helping Hands is a new community initiative where each local **Wilkinson's** store has been given a budget to distribute to projects and schemes within the store's local community. We have a local store on Bedford High Street. To apply for a donation from the **Helping Hands Fund** you need to visit your local store and pick up an application form. These forms can be found on your store's red community boards or if you cannot find them, ask for assistance at the customer service desk. For more details visit the **Helping Hands** page on the **Wilkinson's** website at <http://tinyurl.com/bm5xmf5>

Marks and Spencer Small Donations

Marks and Spencer are supporting a large number of local charities through their store charity budgets. These budgets give donations of up to £50 to local charities. Stores are not able to support personal appeals on behalf of individuals (including overseas trips), advertising or goodwill messages, political parties, third party fundraising on behalf of a charity, religious bodies (unless the project is giving non-denominational and non-sectarian support) and the supply of clothing, other than in exceptional circumstances. You can find out more information <http://tinyurl.com/ct4ket4>

Lush Charity Pot

The majority of **Lush Charity Pot** funding is allocated to small, grassroots groups as they believe they are usually best placed to make a real difference with limited resources and often struggle to find funding. They believe they can make the most impact by funding projects that others don't, therefore they give priority to less popular causes which are more difficult to raise funds for. They support small, grassroots organisations working in the following areas: environment; animal protection; and human rights. For more information visit <http://tinyurl.com/c7cjy9k>

Tesco Charity Trust Community Awards

Tesco Charity Trust Community Awards provides grants for projects that benefit children, the elderly and adults and children with disabilities, living in the local communities around their stores in the UK. Their grants range from £500 to £4000. They have two upcoming deadlines, namely:

- Children's education and welfare - apply between 1st December 2011 and 31st January 2012;
- Elderly people and people with disabilities - apply between 1st February 2012 and 31st March 2012

To apply online visit www.tescocharitytrustcommunityawards-applications.co.uk

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. The next workshops at the **CVS** office are on:

- Wednesday 1st Feb 7pm to 9pm
- Friday 2nd March 10am to 12noon
- Saturday 31st March 10am to 12noon
- Tuesday 1st May 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

SAFEGUARDING

Fit for Safeguarding

Thursday 12th January 2012 - 9.30am - 1pm or Thursday 9th February 2012 - 12pm - 3.30pm or
Saturday 3rd March 2012 - 9.30am - 1pm
at 43 Bromham Road, Bedford

The course is for you if you...

- are from a local community group
- want to develop your understanding of safeguarding
- would like tools and resources to use to improve practice in your group

The aim of the workshop is to

- develop understanding of safeguarding
- improve safeguarding practice in community groups

E-learning

An essential part of this course is the safeguarding e-learning which has been provided by the **Local Safeguarding Children Board for Bedfordshire**. For the first part of the session, learners will complete the e-learning using the computers that we will provide. A choice of two courses are available: **Awareness of Child Abuse and Neglect** or **Safeguarding Everyone**. If you have already completed the e-learning and you can provide a copy of your certificate, please contact us. You may come to the second part of the session.

If you have access to a computer connected to the internet and would like to complete the e-learning before attending the course, please contact **Jane** by email jane@yourcvs.org or telephone **01234 354366**.



LSCB
Bedfordshire

Working Together
to Safeguard Children



OFFICES TO RENT AND ROOMS TO HIRE

Are you looking for office space or meeting rooms?

CVS has taken over the running of **43 Bromham Road** for use as office and meeting space for local voluntary and community groups. Based within walking distance of the town centre, **43 Bromham Road** is a 7,500 sq ft building that already hosts **CVS**, the **Volunteer Centre** and two other local charities. We have a number of offices of mixed sizes available on fully-serviced terms. Tenants also benefit from a reception dealing with all incoming visitors and post, access to photocopiers and other services, fast internet access and use of a modern phone system. If you want to work more closely with other voluntary organisations and make your limited resources stretch even further, then **43 Bromham Road** is the place to be!

Five meeting and training rooms are also available to hire. The rooms, which are all on the ground floor, can cater for up to 40 people and are suitable for training courses, board meetings, drop-in events and meetings with clients. Multiple rooms can be used to provide breakout rooms if required.

For more information on office space and to arrange a visit, please contact **Jan Warnier** on **01234 354366** or email jan@yourcvs.org. For meeting room information and bookings, please contact **Mandy Field** on **01234 354366** or email mandy@yourcvs.org

Name Our Building

CVS is currently seeking suggestions for a name for the building at **43 Bromham Road**. It is presently called 'The Centre for Voluntary Service'. If you have any bright ideas we would be grateful to receive your suggestions. You can email them to martin@yourcvs.org



Your CVS serving the local Voluntary and Community Sector

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SNIPPETS

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

R.A.V.E. Bus

The **RAVE Bus** is a mobile venue which can be used as a youth or community meeting place, a focal point of contact or a mobile office. The vehicle boasts:

- A comfy seating area
- Small area for making drinks
- Widescreen TV with Freeview and DVD player
- A CD player
- Separate gazebo with an outdoor table and chairs
- The bus can accommodate up to 15 people at any one time and there is an access ramp available



For more information on hiring the vehicle please contact **Roz Carman** on **01234 832612**

Cost: Voluntary or community group (no paid staff): £30 per hour; Organisation with 1-10 employees: £40 per hour; Organisation 11-50 employees: £50 per hour; Organisation 51 and over employees: £60 per hour. There is a minimum session length of three hours and the hire costs include a driver. Please note that our hire charges are exclusive of VAT. The RAVE bus is a service that is only available to **Beds Rural Communities Charity** members.

At Your Bidding - New Commissioning and Tendering Guide

'**At Your Bidding**' is a new guide for charity trustees about commissioning and tendering for public services, published by the **National Association of Voluntary and Community Action (NAVCA)**, in association with the **Local Government Association**. 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

This publication is not a detailed technical manual on how to tender. The focus is squarely on the key issues that individuals need to be aware of in fulfilling their duties as charity trustees. Download a copy from <http://tinyurl.com/5u7kj95>

SNIPPETS

Luton Law Centre – Free Advice and Casework Services

Luton Law Centre's free advice and casework services are available to people right across Bedfordshire. We now have some postcard-style cards which advertise our services in Housing, Community Care and Discrimination:



These can be given to the public, so that they can use our Telephone Advice sessions, where they can access a specialist adviser in these areas of law. Our advisers can assess their enquiries, give initial advice and, if necessary, make appointments for further help. If you would like a supply of the cards, please email Vicky at vwhitton@lutonlawcentre.org.uk, with your postal address and say how many of each card you would like.

If you would like more information about any of our services, then please call **01582 482000** (that's our office number and not for advice to the public). We will also be pleased to arrange to come and talk to your staff about the Law Centre.

Central Beds Council Business TimeBank

Central Beds Council Business TimeBank is bank of time providing you with 1-2 hours free of charge with some of the area's leading business service providers and is now open for business.

Business TimeBank provides time from experienced business service providers and gives you the opportunity to get expert advice from top local professionals on a range of issues which affect your business (which includes Central Beds charities and voluntary groups) from accounting, legal advice, marketing, finance, growth, and search engine optimisation and HR Issues – and it doesn't cost you anything! Time can be taken in training, workshops or 1-1 sessions.

For more information about the initiative and to receive your **Business TimeBank** voucher for a free session, call **0300 3005297**, email business@centralbedfordshire.gov.uk or visit www.centralbedfordshire.gov.uk

Advice Services Fund

Details have been released about the new **Government Advice Services Fund**. The details are as follows:

- £16.8 million central government fund administered by the BIG Fund
- Grants between £40,000 and £70,000 to be spent on service delivery
- Applicants must provide:
 - Advice in at least one of the following areas: debt, welfare benefits, employment and housing
 - Evidence of public funding cuts of at least 10% in these areas in 2011/2012

More details about the fund can be found at <http://tinyurl.com/cmdothr>

CVS operations are funded by:

Bedford Borough Council, Central Bedfordshire Council, The Bedford Charity and The Big Lottery Fund

Please note: Every care is taken to provide accurate information, however **CVS** 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**. Please feel free to replicate any articles, as long as you credit **CVS**.

Your CVS serving the local Voluntary and Community Sector

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