

BEDS-SPREAD

February 2010

Just Helping Out = Volunteering

Do you "just help out" at your child's school, at a local sports club, with elderly neighbours or with a local community group? Then you may not realise it, but you are a volunteer.

This question and answer illustrate that many people who participate in the voluntary sector and within their communities are unaware of the importance of the work they do, and the positive impact it has on those around them.

Between 15th and 20th March 2010 Central Bedfordshire Council and Bedford Borough Council will be carrying out a volunteering survey to try and identify the level of volunteering activity within local areas. The last such survey was held two years ago, and the results were somewhat lower than expected. This may be due to the number of people who are unaware that the time they give for others is classed as volunteering.

In an attempt to improve these results we are keen to encourage a wider awareness of what constitutes volunteering, as government funding can be drawn down to further such participation and investment, and will be made available to those regions showing they have made progress in the interim period.

Your organisation can help by publicising amongst your members, supporters and volunteers, (including your group's trustees or managing committee members) that their "just helping out" is volunteering and should be recognised and celebrated as such. Then when the next volunteering survey is carried out in March 2010 we hope that people will realise that the time they spend "helping out" really does count for something.

If you would like more information on volunteering please feel free to contact **Denise Kehoe** at the **Volunteer Centre Bedford** on **01234 213100**, or email her at denise@bedfordvb.org.uk

Family Groups Bedford

Family Groups Bedford have just launched their new website at www.familygroups.org.uk. Based in the Cauldwell ward of Bedford, their aim is to support women and children who experience disadvantages such as language barriers, poverty and isolation.



Community & Voluntary Service

43 Bromham Road
Bedford
MK40 2AA

Tel: 01234 354366
Fax: 01234 347503

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



Tuesday 23rd March 2010

9.30am-1pm (followed by lunch)

Corn Exchange, Bedford
Get this date in your diary!

More information, including a registration form, to follow in late February or contact CVS on **01234 354366** or email assembly@yourcvs.org

Contacts

To email the people below simply prefix the individual's first name to @yourcvs.org

<i>Martin Trinder</i>	<i>Chief Officer</i>
<i>Ian Curtis</i>	<i>Collaborative Working Officer</i>
<i>Mark Smith</i>	<i>Information Officer</i>
<i>Jane Owen</i>	<i>Funding & Development Officer</i>
<i>Linda Candita</i>	<i>Funding & Development Officer</i>
<i>Jan Warnier</i>	<i>Training and Events Officer</i>
<i>Tara Charlton</i>	<i>Finance Administrator</i>
<i>Mandy Field</i>	<i>Receptionist/Office Assistant</i>
<i>Emily Herman</i>	<i>Senior Administrator</i>
<i>Dez Carruthers</i>	<i>ICT Development Adviser</i>

Your CVS serving the local Voluntary and Community Sector

Registered Charity: 1091423

SNIPPETS

Bedfordshire 'InsideOUT' Leadership Course

If you are involved in leadership in the community sector, **Common Purpose** would like to give you the opportunity to apply for substantial bursaries* for the **Bedfordshire 'InsideOUT' Leadership Course** commencing in April 2010. **Common Purpose** is a not-for-profit organisation which runs educational leadership courses that bring together people from a wide range of professional backgrounds and sectors to share their leadership insights and challenges and develop and learn from each other.

Take part in a **Common Purpose** course, and you'll find leadership lessons where you least expected. The courses are not based in the classroom or the lecture theatre - people are taken out into their local area to meet and learn from leaders who make things happen in a variety of different professions and sectors. With **Common Purpose** you can find fresh ideas and innovation to take both you and your organisation forward.

In 20 years, over 25,000 people and their organisations have benefited. Through working together on our courses, participants report that they work more effectively with people from diverse backgrounds or disciplines and with different ways of thinking; that they can handle complex, multi-disciplinary tasks more successfully and that they now look for innovation in different places.

For further information visit www.commonpurpose.org.uk/courses/established-career/insideout.

*There are a limited number of substantial bursaries available for community / voluntary / not for profit / faith sector organisations

Is Innovation the Answer? New Free Guide

Big challenges are facing many organisations in 2010: reduced income; increasing and changing demands for services; political and financial uncertainties. The organisations that survive and thrive will be those that have a culture of innovation, where good ideas, wherever they exist, rise to the surface and get taken forward.

Now, more than ever, the pressure is on to do more for less and find innovative ways of meeting new and future challenges. The **National Council for Voluntary Organisation's (NCVO)** new guide '**Innovation Matters**' is now available, as a free download. This is a road map for innovation in the sector offering practical advice, a self- assessment tool and a way forward, illustrated with real life examples. To download the guide and for more innovation resources and details of associated training visit ncvo-vol.org.uk/innovation

Do you Need Crockery for 'Smash a Plate' Events?

The **Preen Furniture Bank** can supply community groups with boxes of old crockery for 'Smash a Plate' type fundraising stalls at galas and fetes. If you would like us to save some for you, please let us know as soon as possible. We get so many requests – if you leave it until just before your event we won't have enough to help you. Email mags.dale@preencic.org with the date of your event and the approx number of boxes you need. We will keep it for you to collect nearer the time.

preen
furniture bank
community interest company

Doing up the Great Outdoors

Bovril, in partnership with **The Angling Trust**, **The Ramblers**, and **The Camping and Caravanning Club**, are offering a share of £100,000 to repair or revive an outdoor place in the countryside. The top projects voted for on their website will get a share of the money. Smaller projects will be looked on more favourably. You need to buy a promotional jar of **Bovril** to be able to nominate your project. Visit www.bovril.co.uk/revival for more information.

UPCOMING CVS TRAINING

Health and Safety in the Workplace*

Wednesday 3rd March 2010

Venue: Millbrook Village Hall

This workshop is about managing the overall Health and Safety process in your area of responsibility. It is intended to go beyond meeting Health and Safety legislation and move towards a situation where Health and Safety considerations are firmly embedded in the planning and decision-making processes and culture of your organisation.

Getting Tender Ready*

Thursday 11th March 2010

Venue: Weatherley Centre, Biggleswade

If you want to know about tenders, contracts and how your group 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's a must for those considering this approach.

Minute-Taking Skills

Tuesday 20th April 2010

This course explains without jargon the legal and practical purpose of minutes and the role of the minute-taker in meetings. It also looks at the skills needed in deciding during the meeting what to record and how to write and lay out accurate minutes.

Developing a Funding Strategy

Tuesday 11th May 2010

Organisations risk becoming reactive: looking for ways to match funding criteria rather than finding the resources to address priorities that they have determined for themselves. Developing a good funding strategy helps to avoid this and to establish a more secure future.

Coming Soon in 2010

- **Consortia Working for Contracts** - Wednesday 26th May
- **Volunteer Management** - Wednesday 9th June
- **Understanding Accounts** - Wednesday 16th June
- **HR Issues for Non-Specialists** - Thursday 15th July
- **Risk Assessment** - Thursday 16th September



Workshop Bookings

Cost for these workshops: £12 per delegate

* Delegate fee refunded upon attendance

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

Training Workshops are supported by:

The Big Lottery Fund, CapacityBuilders, East of England Development Agency (EEDA), Central Bedfordshire Council and the Bedford Charity

Last Chance to Sign Up for PQASSO Intensive Support

This is your last chance to sign up for the **2010 Intensive PQASSO Support Programme**. PQASSO is the leading quality system used in the third sector and is straightforward and written in plain English. It is a self-assessment system and 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. The Intensive Support Programme is an innovative set of workshops and advice sessions supported by **Jane Owen**, our licensed **PQASSO Mentor**, to help organisations work towards **PQASSO Level 1**. Upcoming workshops include:

- **Implementing PQASSO** (one-day workshop) - 16th March 2009
- **Self-Assessment Process and Evidence** (one-day workshop) - 30th March 2009

Following on from these workshops, there will be two informal drop-in group mentoring sessions on Tuesday 27th April 2009 and Tuesday 25th May 2009.

To learn more and to sign your organisation up to the **Intensive PQASSO Support Programme** contact **Jane Owen** on **01234 354366** or email: jane@yourcvs.org or download the leaflet and sign-up form direct from our website at www.voluntaryworks.org.uk/cvsmidandnorthbeds/QualityAssurance.asp

Quality Standards support from CVS is



LOTTERY FUNDED

Your CVS serving the local Voluntary and Community Sector

Registered Charity: 1091423

FUNDING

BBC Children in Need - Small Grants Programme

BBC Children in Need has announced the launch of a small grants programme based on its experience that significant and valuable work can be achieved with a small annual grant of £10,000 or less for up to three years. The programme is designed to encourage those who may never have considered applying to **BBC Children in Need** to send in an application. **The Small Grants programme** is in addition to **BBC Children in Need's Main Grants** programme. Organisations can apply at any time. The deadlines for 2010 are 15th April, 15th July and 15th October. **BBC Children in Need** offers support to applicants via its website, helpdesk and local staff who are keen to hear from projects before they apply. The charity aims to encourage both new and previous applicants. Website: www.bbc.co.uk/pudsey/grants/apply_smallgrant.shtml

Santander Foundation

The Santander Foundation funds local, regional and national charities for their work within the UK and are committed to helping disadvantaged people through two charitable priorities, namely education/training and financial capability. The new Foundation brings together the initiatives previously undertaken by **Abbey, Alliance & Leicester** and **Bradford & Bingley** savings business. Formerly the **Abbey Charitable Trust**, the Foundation has given more than £28 million to charities in the UK. The Foundation are looking to fund:

- **Education and training** - this could be any activity disadvantaged people undertake where they improve their confidence in a skill or their understanding of a subject. Examples could include independent living skills, anger management, or improving self esteem, reminiscence projects for older people, art and craft sessions as well as IT classes.
- **Financial capability** - this priority covers activities which help disadvantaged people understand how to manage their money. It could include budgeting skills, accessing affordable credit as well as managing the challenges that arise from being a carer, unemployment, disability or relationship break-up. Examples could be the costs of running a credit union, projects delivering financial advice and helping people to understand their benefit entitlement.

Who can apply? – the Foundation can only make donations to organisations with charitable status for their work within the UK. This includes registered charities, Friendly Societies, Industrial & Provident Societies registered under charitable not membership rules (an exception to this is credit unions – who we can fund).

How much can you apply for? Grants of up to £10,000 can be awarded anywhere in the UK where there is a branch of **Santander** or **Alliance & Leicester**. In areas where **Santander** has a significant presence we have established Community Partnership Groups. These are made up of existing staff, pensioners and a local infrastructure charity such as a community foundation or Council for Voluntary Service. As Milton Keynes (covering Buckinghamshire, Northamptonshire and Bedfordshire) has a significant presence then grants of up to £30,000 are available here. For more information visit: www.santanderfoundation.org.uk

The Final Round of the COMMA Funding

The final round of the **COMMA Fund** will open for applications from 1st March 2010. **COMMA** is one of the grant programmes delivering funding from the **Aggregates Levy Sustainability Fund**, delivered by **Action with Communities in Rural England (ACRE)**, which supports community projects in areas affected by quarrying. Community organisations, registered charities or parish and town councils are eligible to apply. Projects must be within 10 kilometres of an aggregates extraction site (Bedfordshire sites are listed at www.acre.org.uk/quarry-beds.html), either current or disused, benefit the whole community and be completed by March 2011. Grants of £3,000 - £20,000 will be available. Application forms and guidance will be available from the **ACRE** website from the launch date. The deadline for applications is Friday 14th May 2010. For more information visit www.acre.org.uk/sustainabledevelopment_comma.html

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:

- **Saturday 6th March 2010** - 10am to 12noon
- **Thursday 1st April 2010** - 10am to 12noon
- **Tuesday 4th May 2010** - 7pm to 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, 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:

- **Tuesday 20th April 2010** - 7pm to 9pm
- **Wednesday 14th July 2010** - 10am to 12noon



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

The Lloyds TSB Foundation Community Programme

The Lloyds TSB Foundation for England and Wales is one of the UK's leading grant-makers. We fund small and medium underfunded charities working at the heart of communities to tackle disadvantage across England and Wales. **We would particularly welcome more enquiries from Bedfordshire.**

The Foundation's **Community Programme** supports charities that help disadvantaged people play a fuller role in the community: through improving social and community involvement; improving life choices and chances; and helping people to be heard. The programme supports charities to continue their existing work through core funding; help improve the quality of services; and expand services. Grants from the **Community Programme** are from one to three years and are appropriate to the size and needs of each charity. Charities must be registered with the **Charity Commission** and have at least two sets of independent accounts. Charities applying for a grant from the **Community Programme** should be clear about the specific changes and benefits that their work will provide for their beneficiaries.

The application process is simple and streamlined to save time and money for charities. To view the full guidelines for charities applying for a grant from the **Lloyds TSB Foundation Community Programme**, and to find out if your charity might be eligible, please visit www.lloydstsbfoundations.org.uk. For more details contact **David White, Grant Manager, East** at DWhite@lloydstsbfoundations.org.uk



Lloyds TSB | Foundation for England and Wales

Download the Fundraising Toolkit from: www.yourcvs.org

Your CVS serving the local Voluntary and Community Sector

Registered Charity: 1091423

FUNDING

Community Amateur Sports Club (CASC) Scheme – Is your Club Missing Out?

Amateur sports clubs across the UK can join the **Community Amateur Sports Club (CASC) Scheme**, which allows them to benefit from tax savings. Over 5,500 clubs have already signed up, but the government is concerned that thousands more are missing out on mandatory business rate relief and the potential to claim Gift Aid on donations. For more information visit www.cascinfo.co.uk

WREN Announce Changes to Funding Criteria

WREN (Waste Recycling Environmental Limited - the local Landfill Communities Funder) has announced they will no longer accept funding applications for new buildings or extensions to existing buildings. Applications will still be accepted for internal finishes, fixtures and fittings within newly-built facilities and the refurbishment of existing buildings. For more details about **WREN** funding visit www.wren.org.uk

Changes to Awards for All

Awards for All have made some changes to their application process, namely:

- Questions and guidance notes have been simplified to make them clearer
- There will be a new guide to support groups during the application process, which explains the requirements and will be useful to decide whether to apply to the fund in the first place
- The application form no longer asks for a referee. The referee requirement will now only be requested from certain groups once the application form has been processed



For more information visit www.awardsforall.org.uk

Moneysavingexpert.com Charity Fund

The **Moneysavingexpert.com Charity Fund** is offering grants of up to £5,000 for group projects educating people about money, debt and consumer issues. The next deadline is 31st March 2010. Groups applying for less than £900 can apply anytime and ask to be fast-tracked. For more information visit www.msecharity.com

PROCUREMENT

Winning the Contract - FREE Online Training Course

Winning the Contract is a nationally-available online training course which charities and voluntary groups can access free of charge. It is part of a series of joint initiatives by the **Office of Government Commerce** and **Department for Business, Innovation and Skills** aimed at making the procurement market clearer and simpler to help smaller enterprises so they can bid for the £220 billion of public sector contracts awarded each year.

The course shows participants how to identify business opportunities to supply goods and services to the public sector, explains the public procurement process, and demonstrates how to submit tenders. It has hints and tips to guide organisations on the bidding process, and on where to find public sector contract opportunities.

To sign up for the course visit <http://digbig.com/5bbacx>

SNIPPETS

Key Stakeholder Consultation for New Third Sector Adult Health & Social Care Networks for Bedford and Central Bedfordshire

The **VoluntaryWorks Consortium** has recently commissioned **Peach Consultancy** to research the need and feasibility for new third sector **Adult Health & Social Care Networks** for Bedford and Central Bedfordshire.

The primary purpose of such networks would be to provide a robust mechanism for statutory and third sector communication and engagement in relation to adult health and social care provision (including housing).

Peach Consultancy is therefore undertaking primary research, and seeking the views of the statutory and third sector stakeholders providing health and social care services in Bedford and Central Bedfordshire.

They would particularly welcome any comments from voluntary, community and other third sector organisations relating to identifying best practice, models for how possible networks might operate and be funded, terms of reference, governance arrangements, location(s) and hosting.

If you would like to be involved in any way then please do make sure you contact

Marcus Ward, Consultant – **Peach Consultancy** on **020 8679 2810** (office), **07940 535259** (mobile), or marcusw@peachconsultancy.com (email).

Bedfordshire Malayalee Association

Bedfordshire Malayalee Association (BMA), consisting of a small community of South Indian people settled in Bedfordshire, was inaugurated by Honourable **MP Mr Patrick Hall** on 26th Dec 2009 at Addison Centre, Kempston. The Association looks forward to interaction and harmony between various local communities and participating in various local fundraising events and community works. For further information about the activities and of BMA, check out the website www.bedfordmalayalee.co.uk



Survive the Recession

A conference and learning event about the impact of the recession and the support available for voluntary and community organisations in Bedfordshire and Luton

Wednesday 3rd March - Rufus Centre, Flitwick - 9.45am to 1.00pm - Cost is £20 a person including lunch

At this event you can :

- Discover how the recession is affecting the voluntary and community sector - nationally and locally
- Hear about ideas and tactics to survive the recession
- Learn how local support services and projects can help your organisation
- Network with colleagues in Bedfordshire and Luton

Come to this half-day event to:

- Hear speakers from the **National Council for Voluntary Organisations** and **VoluntaryWorks**
- Attend workshops to learn about how local support services and projects can help your organisation
- Visit display stands publicising local support services and projects

To book your place visit www.bedsadviceforum.org.uk and complete the online registration form or contact **Bedford Advice Forum** at baf@infotrain.co.uk.



Your CVS serving the local Voluntary and Community Sector

Registered Charity: 1091423

SNIPPETS

Simplify Administrative Tasks with Charity Builder UK

Charity Builder UK (CBUK) has just been launched and could transform the way you carry out key administrative tasks – and best of all it's free.

CBUK is a web-based service:

- it covers subjects such as: Human Resources, Health & Safety, Insurance, Volunteering, Governance and more
- it doesn't just signpost advice and information: **CBUK** interacts with the user to create tailor-made documents such as staff contracts, staff handbooks and essential policies
- it is written and kept up-to-date by lawyers so users are always aware of changes in employment legislation
- it allows you to obtain tailor-made insurance policies specific to your group's needs
- it gives continuity to administrative processes in the event of staff changes
- it will help in funding applications where groups are asked to include key policies as part of the process, or where groups are competing with larger organisations which can afford to pay for external advice
- it is self-explanatory so no training is required

As a member of **Community and Voluntary Service** you can benefit from **CBUK** right now. Simply visit www.charitybuilderuk.com and register with the online registration form.

For more information about **CBUK**, or membership of **Community and Voluntary Service** call **Mark Smith, CVS Information Officer** on **01234 354366** or email mark@yourcvcs.org

Bosom Pals - Breast Cancer Support Group

Bosom Pals is a self-help and support group for anyone who has been diagnosed with breast cancer. They meet monthly in a relaxed, informal and friendly atmosphere and provide emotional support, practical advice and information. This is achieved with the professional help and support of **Bedford Hospital Primrose Centre's Breast Care Nurses**. Meetings usually include guest speakers and demonstrations on interesting topics. If you have been diagnosed with breast cancer, have had a breast operation or are about to have one and feel you would like to discuss your fears and feelings, why not come along to one of the meetings and make friends who truly understand.

Meetings are held on the second Wednesday of every month at **The Primrose Centre, Bedford South Wing Hospital** and start at 7.30pm. If you would like more information give **Adriana King** a call on **01234 214455** or visit www.bosom-pals.org.uk for more information.

Beds-Spread is the Newsletter of **Community & Voluntary Service Mid and North Bedfordshire, 43 Bromham Road, Bedford, MK40 2AA**. Tel: **01234 354366**. Email: info@yourcvcs.org. Website: www.yourcvcs.org. 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 (Central Bedfordshire Council & Bedford Borough Council) and to local libraries.

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

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**.

Contributions are welcomed. Send copy to **Mark Smith** at mark@yourcvcs.org. Deadline for next issue of **Beds-Spread**: **31st March 2010**

CVS operations are funded by:

Bedford Borough Council, Central Bedfordshire Council, Capacitybuilders, The Bedford Charity, East of England Development Agency and The Big Lottery Fund

Your CVS serving the local Voluntary and Community Sector

Registered Charity: 1091423