

# BEDS-SPREAD

July 2008

## Grassroots Grants for Small Community Groups

grassroots  
grants

### What is Grassroots Grants?



Managed by the Community Development Foundation  
Funded by the Office of the Third Sector

The scheme offers financial support to small voluntary and community groups and organisations throughout the area, enabling them to continue or expand their work.

### Who can apply for funding?

Any small, volunteer-led community group that is connected to the needs of the local community can apply for a grant, subject to some terms and conditions, including an average turnover of under £20,000 per annum (see our website for more details).

### How much can you apply for?

Grants range from £250 to £5,000. £5,000 is the maximum that any one group may receive during the lifetime of the scheme (i.e. until March 31st 2011).

### For which kind of projects can you apply for funding?

**Grassroots Grants** is looking to support community groups which can use funds to:

- Purchase equipment, such as computers, furniture etc.
- Put on a local event or workshop
- Pay for staff costs to enable the employment of individuals
- Contribute to rental costs
- Cover the cost of training or attendance at a conference or event
- Pay for additional activities that help expand an existing project
- Support community activity
- Support projects that meet an identified need in the local community
- Help a group to achieve a quality or other standard relevant to their activities
- Pay for membership of local support groups

Contact: **Mark West**

**Bedfordshire and Luton Community Foundation, The Barn, Buttercup Farm, Hockliffe Rd, Tebworth, Beds, LU7 9QA.**

Tel: **01525 878142.**

E-mail: [administrator@blcf.org.uk](mailto:administrator@blcf.org.uk)

Web site: [www.blcf.org.uk/grants](http://www.blcf.org.uk/grants).



## Community & Voluntary Service

Mid and North Bedfordshire  
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Bedford  
MK40 2AA

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## Contacts

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

<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>Maxine Hayes</i>	<i>Funding &amp; Development Officer</i>
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<i>Jan Warnier</i>	<i>Training and Events Officer</i>
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<i>Kayleigh Brennan</i>	<i>Office Assistant</i>



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Serving the Voluntary and Community Sector in Mid and North Bedfordshire

Registered Charity: 1091423

# QUALITY STANDARDS

## Intensive Practical Quality Assurance System for Small Organisations (PQASSO) Support Programme 2008

**PQASSO** is the leading quality assurance system used in the voluntary and community sector and has recently received an award for effectiveness at **The Charity Awards 2008** and is a low-cost, 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.

A 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) - 18<sup>th</sup> September 2008
- **Self-Assessment Process and Evidence** (one-day workshop) - 25<sup>th</sup> September 2008

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

- 9th October 2008
- 13th November 2008
- 11th December 2008



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.

## USEFUL RESOURCES

### Bedfordshire and Luton Community Foundation - Community Health Check

**Bedfordshire and Luton Community Foundation** have produced a 10-page booklet entitled '**Community Health Check**' that brings together all the up-to-date statistics relevant to Bedfordshire and Luton relating to Employment, Children's Wellbeing, Community Security, Education and Skills, Senior Citizens, Physical Wellbeing, Access to Housing and Services, Wealth, the Environment, Deprivation and Overall Community Health. This is an extremely useful resource if you are in the process of applying for funding and require evidence to support your case.

The '**Community Health Check**' booklet can be downloaded from: <http://digbig.com/4xexr> or from the **Bedfordshire and Luton Community Foundation** Website at [www.blcf.org.uk](http://www.blcf.org.uk) (bottom of front page)

### Local Government Charity Toolkit

**The Local Government Charity Toolkit** is a free online reference manual designed to help local authorities work with charities. The toolkit has been developed by the **Charity Commission**, in liaison with the **LGA**, the **National Association for Voluntary & Community Action**, and the **Commission for the Compact**.

The toolkit explains the legal and fiscal framework within which charities must operate – a useful guide for: sub-committees and officers administering charitable assets in the council's care; and for Councillors or other individuals that the authority nominates to serve as charity trustees. The toolkit can be accessed from <http://digbig.com/4xexs>

# TRAINING

## Tax-Effective Giving

Thursday 11th September 2008

Venue: CVS Mid & North Beds, 43 Bromham Road, Bedford

Are you raising funds from individuals? Are you making the most of the tax relief available? This course will give you an overview of Gift Aid, Payroll Giving, Share and Legacy Giving and how tax relief can help you maximise any income.

## Introduction to Marketing

Tuesday 16th September 2008 (FREE)

Venue: CVS Mid & North Beds, 43 Bromham Road, Bedford

Often regarded by smaller organisations as too expensive and used as another word for publicity, marketing should be at the heart of all organisations operations. This course will look at how you can target your effort for maximum effect!

## Becoming Outcomes Focused

Wednesday 17th September 2008

Venue: CVS Mid & North Beds, 43 Bromham Road, Bedford

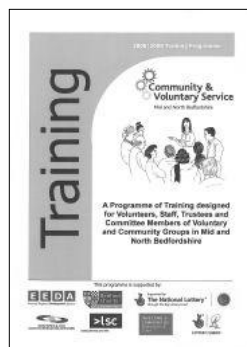
If you want to know what outcomes are, this is where to start. This course will explain how using an outcomes focus can help you plan your work and give you the skills to identify outcomes appropriate to your work.

## Basic Budgeting

Wednesday 1st October 2008

Venue: Wilstead Village Hall

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.



## CVS Mid and North Beds Training Programme 2008/2009

CVS Mid and North Beds has produced a comprehensive calendar of training for voluntary and community groups in Mid and North Bedfordshire, especially for groups seeking training on Fundraising, Quality/Best Practice and Procurement/Trading. If you have not received a copy give us a call or download a copy from our website.

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

## Relate Bedfordshire & Luton - First Voice Training

Are you the first point of contact for your organisation? Is your voice the first your clients will hear? Do you want to give your clients the very best impression you can?

If you are a Volunteer, or work for a Charity, join us FREE and learn how to efficiently deliver that all important First Impression. Learn how to:

- Handle the emotional client with empathy and dignity
- Not get drawn into inappropriate conversations
- Identify common assumptions made during initial phone calls
- Obtain and record relevant information through focused listening
- Bring a call to a mutually satisfactory ending
- Meet and greet, using a client-focused approach

Choose from one of these Workshop Dates:

- Tuesday 21st October 2008, at Marsh Farm Community Development Trust, Luton
- Wednesday 28th January 2009, at Mid and North Beds CVS, Bromham Road, Bedford
- Monday 16th March 2009, in Mid Beds (venue to be arranged)

Contact **Sian Russen** on **01234 342503** or [sian.relate@btopenworld.com](mailto:sian.relate@btopenworld.com) for more information



**If your organisation is looking for a Trainer or Consultant, why not visit**

[www.trainersandconsultantsdirect.org.uk](http://www.trainersandconsultantsdirect.org.uk)



# FUNDING



## The Bedford Charity

### Child and Adolescent Mental Health Funding



**Aim: To reduce the incidence and impact of mental ill health on 0 - 25-year olds in the Borough of Bedford**

**General Criteria for Themed Programmes - The Bedford Charity** has created a series of themed grants programmes, of which **Child and Adolescent Mental Health** is one. Each programme has its own set of criteria, but applicants should be aware that Trustees expect that all projects funded through themed programmes will:

- Have a significant impact; changing wider policy and practice or having the potential to be mainstreamed or replicated
- Share good practice and learning
- Have clear and measurable outcomes, reflecting changes for end users rather than the existence of a service
- Lead to leverage of additional funding where possible

**Specific Criteria For Child and Adolescent Mental Health** - This programme particularly aims to support:

- Early identification and intervention
- Work with children and young people whose mental health problems are at the less acute end of the spectrum of need
- Interventions which encourage young people's involvement, such as peer support projects
- Work which reduces the stigma and anxiety which stops some children and young people accessing the mental health support they need
- Projects which make mental health services more accessible to young people. This might entail focussing on physical access for children and young people in rural areas, the hours when services are available or making services more culturally-appropriate for children from minority communities
- The provision of specialist mental health workers in general children's and young people's settings, or training to equip staff in such settings with specialist skills
- Services which assist children with mental health problems to make the transition to adult services

Projects which show evidence of collaborative or partnership working are particularly welcome.

The **Child and Adolescent Mental Health** theme will accept applications for:

- responsive programmes (supporting children and young people with existing mental health needs)
- preventative programmes research

All applications under this theme should provide evidence young people have been consulted about the proposed project. **The Bedford Charity** will seek the views of young people when assessing applications relating to **Child and Adolescent Mental Health**.

#### Exclusions

- This programme will not fund projects working with children and young people with learning difficulties and disabilities, unless the application specifically relates to mental health problems experienced in addition to their learning disability.
- Capital projects are unlikely to be successful, as the funding available would not make a significant impact in this area.
- Applications to continue existing projects must demonstrate that funding will add to learning.

**For more information please contact: Lucy Bardner, Grants Manager The Bedford Charity, Tel: 01234 369500. E-mail: [grants@harpur-trust.org.uk](mailto:grants@harpur-trust.org.uk). Website: [www.bedfordcharity.org.uk/grants/](http://www.bedfordcharity.org.uk/grants/)**

# FUNDING

## Funding Workshops

### Workshop 1 – 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**.

- **Tuesday 9th September (10am - 12pm)**
- **Saturday 4th October (10am - 12pm)**
- **Saturday 1st November (10am - 12pm)**
- **Monday 1st December (7pm - 9pm)**



### Workshop 2 – Demonstrating Need and Understanding Outcomes

This workshop will build on the skills you gained from workshop 1 and will:

- explain how to identify 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.

- **Wednesday 15th October (7pm - 9pm)**

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

## The Importance of Full Cost Recovery

It is so important to your organisation that you have an understanding of the concept of Full Cost Recovery when submitting funding applications.

Full Cost Recovery means recovering or funding the full costs of a project or service. In addition to the costs directly associated with the project, such as staff and equipment, projects will also draw on the rest of the organisation. For example, adequate finance, human resources, management, and IT systems, are also integral components of any project or service. The full cost of any project therefore includes an element of each type of overhead cost, which should be allocated on a comprehensive, robust, and defensible basis.

You can now download the **Full Cost Recovery Toolkit** (developed by **ACEVO - Association of Chief Executives of Voluntary Organisations**) from [www.fullcostrecovery.org.uk](http://www.fullcostrecovery.org.uk).

However, if you really want to gain a greater understanding of Full Cost Recovery we would urge you to attend our next **Full Cost Recovery Workshop** on **Thursday 6th November**, as trainer **Ian Beever** will give you an insightful view of why you need this knowledge to make your organisation more sustainable for the future. Contact **Jan Warnier** on **01234 354366** to book your place.

### Fundraising Toolkit

Download your copy from: [www.cvsmidandnorthbeds.org.uk](http://www.cvsmidandnorthbeds.org.uk)



# FUNDING

## Big Lottery - Changing Spaces

**Changing Spaces** is an environmental programme focusing on three priority areas – community spaces, local community enterprise and access to the natural environment. It will invest around £200 million in environmental projects across England. The grants programmes are:

**Local Food programme** (run by the **Royal Society of Wildlife Trusts**) – this programme opened to applications on 17th March 2008. It funds a range of organisations who want to deliver a variety of food-related projects to make locally-grown food more accessible and affordable to local communities. For more information visit [www.localfoodgrants.org](http://www.localfoodgrants.org).

**Community Spaces programme** (run by **Groundwork UK**) – this programme opened to applications on 19th March 2008. It funds community groups who want to improve local green spaces such as play areas, community gardens, parks, wildlife areas and village greens. For more information visit [www.community-spaces.org.uk](http://www.community-spaces.org.uk).

**Community Sustainable Energy programme** (run by **Building Research Establishment**) – this programme opened to applications on 7th April 2008. It will pay for community-based organisations to install renewable energy technologies (such as wind turbines and solar panels) and energy saving measures (such as roof and cavity wall insulation). For more information visit [www.communitysustainable.org.uk](http://www.communitysustainable.org.uk)

**Access to Nature programme** (run by **Natural England**) – this programme opened to applications on 28th April 2008. It funds a range of organisations who want to encourage people from all backgrounds to learn more about and enjoy the natural environment. For more information visit [www.naturalengland.org.uk/accesstonature](http://www.naturalengland.org.uk/accesstonature).

**Ecominds programme** (run by **Mind**) – this programme is due to launch in spring or summer 2008. It will fund a range of groups who want to encourage people with experience of mental distress to get involved in environmental projects, such as improving open spaces and wildlife habitats, designing public art and recycling. For more information visit [www.ecominds.org.uk](http://www.ecominds.org.uk)

If you have a project that you think fits under one of the programmes visit the websites listed above or call the **Changing Spaces Advice Line** on **0845 3 671 671**.

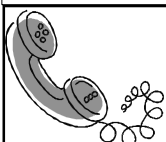


## How2Fundraise.org

The most comprehensive, FREE online resource for the UK's 16 million volunteer fundraisers. **How2Fundraise.org** was built by the **Institute of Fundraising** and funded by a partnership of the **Vodafone UK Foundation** and the **Office of the Third Sector** and offers a wealth of information to volunteer fundraisers. The aims of the site are to:

- Offer ideas and answers to inspire and support volunteer fundraisers;
- Motivate and build loyalty by making volunteer fundraising an even more positive experience;
- Provide detailed guides on running an array of fundraising activities, including law and best practice in a volunteer friendly format;
- Increase the funds available to good causes.

It is definitely worth while visiting [www.how2fundraise.org](http://www.how2fundraise.org) and bookmarking the site for future reference.



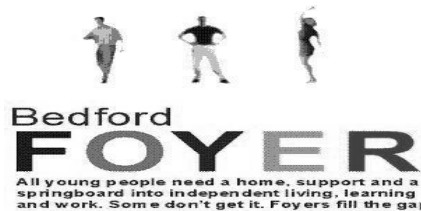
Contact **Maxine** or **Jane** for all your Funding Queries

**01234 354366**

[maxine@cvsmidandnorthbeds.org.uk](mailto:maxine@cvsmidandnorthbeds.org.uk) or [jane@cvsmidandnorthbeds.org.uk](mailto:jane@cvsmidandnorthbeds.org.uk)



## SNIPPETS



### Need a place to host your meeting? Then look no further!

**Bedford Foyer** has a café and meeting room available for hire, with tea and coffee-making facilities. Situated on Conduit Road close to both the town centre and the train station, with parking, the **Foyer** can offer the ideal solution to your meeting venue problems! £15 per hour. Please contact **Helen Murfitt** at **Bedford Foyer** for more information or to book a meeting on **01234 221270** or [helenm@bpha.org.uk](mailto:helenm@bpha.org.uk)

### Benefits for All - Advice Fair

**1st October 2008 - 10am to 3pm - Harpur Suite**

Advice on a wide range of issues, including Benefits. FREE refreshments.

### Luton Law Centre - Equalities Advice Project

**Luton Law Centre** has recently launched its **Equalities Advice Project**, which is funded by the **Equalities and Human Rights Commission** and will operate across Bedfordshire. This new project **will provide free advice and casework assistance for people who have been discriminated against** - at work or when accessing goods and services. This includes discrimination through disability, race, gender, age, religion, belief or sexual orientation. **The Equality Advice Line** is now open and will provide advice to members of the public and advisors on **01582 480745**.

#### Do you give hands-on support to voluntary and community groups in Bedford Borough?

If so, whether you are a paid worker or volunteer, please come to:

### Bedford Borough Workers' Forum

**Thursday 10th September 2008**

At **43 Bromham Road, Bedford** (corner of Union Street) - 9.00am for tea/coffee, toast and networking  
Please phone **Jane Owen** on **01234 354366** or email [jane@cvsimidandnorthbeds.org.uk](mailto:jane@cvsimidandnorthbeds.org.uk) for more information.

Are you involved with an organisation that plans and delivers youth activities in the Borough of Bedford, such as holiday clubs, sports and after school activities? If so why not join:

### Bedford Youth Practitioners Forum

The aim of the Forum is to co-ordinate the approach to youth services delivery in Bedford. If you would like to learn more contact **Jason Foster** on **01234 227413** or at [JFoster@bedford.gov.uk](mailto:JFoster@bedford.gov.uk)

### Monitoring Volunteers

'**Monitoring volunteers: a guide to collecting and using data**', has been published by the **Institute for Volunteering Research**. It aims to provide guidance to both volunteer-involving organisations and volunteer development agencies, based on findings from a four-month research project. You can download this useful report from <http://digbig.com/4xext>

# SAFEGUARDING CHILDREN



## NSPCC Safe Communities: A toolkit to protect children and young people

**Do you work with children, young people and families? The Safe Communities Toolkit** is FREE to voluntary and independent community groups working with children.

**Who will it help?** The **Toolkit** aims to help the whole community by making sure children and young people can take part in organised activities safely. The **Toolkit** will be used by community groups and clubs that work with children of all ages, and that provide activities such as arts, hobbies, religious teaching, and early years care. After-school clubs and youth clubs will also find it useful.

### What is in the Toolkit?

#### For staff:

- **a step-by-step guide** - written advice about how to run a safe organisation
- **a DVD** - to explain what we mean by abuse and how we can stop it
- **two NSPCC Educare programmes** - courses to tell you more about safeguarding children

#### For children and young people:

- **Kidscheck** - a booklet for young people to use to check how safe their club or group is
- **Worried? Need to talk?** - an illustrated pocket guide for young people aged 11 to 17 which provides information about the **NSPCC** and other services that are there to help

#### For parents:

- **Have fun and be safe** - a guide to help parents and carers choose children's activities in organisations that have safeguards in place
- **Worried about a child? How you can protect children from abuse** - this leaflet explains the steps that can be taken by someone who is worried about the safety of a child

#### NSPCC Child Protection Helpline leaflet:

- **NSPCC Child Protection Helpline leaflet** - a leaflet and poster about the **NSPCC** Child Protection Helpline - a free service for anyone worried about the safety of a child. Our Helpline is open 24 hours a day, seven days a week, call **0808 800 5000**.
- **ChildLine poster** - information about **ChildLine** our free helpline for children and young people in the UK, call **0800 1111**

Visit: [www.nspcc.org.uk/toolkit](http://www.nspcc.org.uk/toolkit) to request your FREE toolkit

**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**: **23rd August 2008**

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

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**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