

# BEDS-SPREAD

March 2009

## Surviving the Economic Downturn

Three of the leading national voluntary sector infrastructure organisations have produced resources to assist organisations to weather the current economic downturn, namely:

- **National Council for Voluntary Organisations (NCVO)** - 'Surviving the Downturn'
- **Association of Chief Executives of Voluntary Organisations (ACEVO)** - 'Recession Support Portal'
- **National Association for Voluntary and Community Action (NAVCA)** - 'Recession Resources and Support'

More detailed information on page 2 of **Beds-Spread** and on our website, together with details of how we at **CVS** can assist your group in weathering the downturn.

## A Welcome to the New Unitary Authorities

So on 1st April it is "Hello" to the new unitary authorities of **Bedford Borough Council** and **Central Bedfordshire Council** and "Goodbye" to **Bedfordshire County Council**, **Mid Beds District Council** and **South Beds District Council**. With local government reorganisation an opportunity arises for the third sector to refresh its relationship with local government. The move to unitary government in Bedfordshire provides an opportunity for the third sector to establish effective mechanisms for how it wishes to organise itself and ensure that its knowledge and expertise influence the design and delivery of local public services.

You can find more information on our website via <http://digbig.com/4ykye>

## New Beds and Luton ICT Adviser

Thanks to those organisations that participated in the **Beds and Luton Third Sector ICT Survey** a successful case has been made by the Voluntary Works Consortium of local infrastructure organisations to the **Big Lottery Fund** to fund the post of an ICT Adviser for Beds and Luton from October 2009 for the next two years. The project will operate from our offices in Bedford and will provide specialist advice to voluntary and community groups throughout the area in using ICT as an effective tool in their operations. Look out for more details in future editions of **Beds-Spread**.



## Community & Voluntary Service

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## Contacts

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Martin Trinder	Chief Officer
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Jane Owen	Funding & Development Officer
Jan Warnier	Training and Events Officer
Linda Bulled	VOC Officer
Mira Talo	Finance Administrator
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## FUNDING FAYRE 2009

Wednesday 17th June 2009  
Bedford Corn Exchange

Get the date in your diary!

Your CVS serving the local Voluntary and Community Sector

Registered Charity: 1091423

## SURVIVING THE DOWNTURN

### Recession Resources

#### ***National Council for Voluntary Organisations (NCVO)***

NCVO have launched 'Surviving the Downturn' on their website at [www.ncvo-vol.org.uk/downturn.asp](http://www.ncvo-vol.org.uk/downturn.asp). The site contains some useful tips for voluntary groups on how they can deal with the economic uncertainty, namely by:

- 1) **Having a diverse range of income streams** - by exploring all the available income options, you can set up a more secure range of funding for your work. Why not attend one of the **CVS** free 'Fit for Funding' workshops or make an appointment to use our Funding Resources room to search for additional funders, or contact **Maxine Hayes** or **Jane Owen** on **01234 354366** to discuss matters further. Indeed remember to place a note in your diary to attend the **2009 Funding Fayre** at **Bedford Corn Exchange** on **17th June**, where you can meet funders face-to-face.
- 2) **Strengthening key relationships** - ensure that you are responding to the needs of the people that use your services and products. Be clear with your funders what they want from you and what you can provide. Find out more about collaborative working. Indeed if you are thinking about undertaking more collaborative work with other voluntary groups in the area why not contact our **Collaborative Working Officer Ian Curtis** on **01234 354366**, who will guide you through the process.
- 3) **Focusing on your mission** - concentrate on your core business and make sure your organisation is doing what it is best at.
- 4) **Tightening up financial systems** - make sure that you have an accurate picture of income, cash flow and costs so you can quickly address any issues.
- 5) **Planning for the future** - rapid economic change can provide opportunities as well as threats. Ensure your organisation thinks about what is coming and has planned accordingly. Indeed there is no better time to engage with **Quality Standards**, to ensure your organisation is resilient enough to weather the economic downturn and increase in the demand of your group's services, so contact **Jane Owen** on **01234 354366** who can advise on what quality standard is best for your organisation.

#### ***Association of Chief Executives of Voluntary Organisations (ACEVO)***

ACEVO have unveiled their 'Recession Support Portal' (at [www.recessionsupport.org.uk](http://www.recessionsupport.org.uk)) in a bid to provide groups with the practical advice and guidance they need to emerge through the economic downturn. The website, which is free to use and also available to non-members of ACEVO, includes various guides written by a range of experts covering key topics such as finance, management and career development. It will also include the latest recession news, along with links to other useful organisations, sector events and training courses.

#### ***National Association for Voluntary and Community Action (NAVCA)***

NAVCA have also created a series of web pages on their website under the banner of 'Recession Resources and Support' (at [www.navca.org.uk/localvs/recession](http://www.navca.org.uk/localvs/recession)). The Key Resources section is particularly useful.

#### ***The Chartered Institute of Personnel and Development (CIPD) and Advisory, Conciliation and Arbitration Service (ACAS)***

ACAS and CIPD have jointly published guidance on managing the workforce in a recession at <http://digbig.com/4ymbx>

#### ***Is your Organisation Affected by the Recession?***

Please do let us know if you are being affected by the current economic downturn. Are you seeing fewer donations, or more clients needing your service, or more volunteers? Providing us with a local picture will help us to argue for any additional funds to help you through this period. Email [martin@yourcvs.org](mailto:martin@yourcvs.org)

# CVS 2009 TRAINING CALENDAR

<p><b>Data Protection and Confidentiality</b> <i>Tuesday 12th May 2009</i></p> <p>The aim of this one-day training workshop is to explain how the 1998 Data Protection Act and related legislation affect voluntary organisations. It will give participants the opportunity to explore the practical implications for their own organisations.</p>	<p><b>Risk Assessment (Half-Day)</b> <i>Wednesday 3rd June 2009</i></p> <p>This short session will cover all the basics of carrying out risk assessments in small organisations and offices, including employers' and employees' responsibility, who should carry out the assessment and who is responsible for taking action once the assessment is complete.</p>
<p><b>Support and Supervision of Staff</b> <i>Thursday 11th June 2009</i></p> <p>Explore the principles and practice of effective supervision. This workshop is designed for those that supervise volunteers and/or paid staff, and will benefit those new to supervision or those who want to refresh their skills.</p>	<p><b>Considering Incorporation?</b> <i>Wednesday 24th June 2009</i></p> <p>This introductory-level training is intended for management committee members and relevant staff in established voluntary organisations, who are considering whether to become incorporated, as a company limited by guarantee or charitable incorporated organisation.</p>
<p><b>Monitoring and Evaluation</b> <i>Thursday 2nd July 2009</i></p> <p>This workshop will give participants a clearer understanding of the importance of monitoring and evaluation, particularly in demonstrating to funders that we are worth supporting. You will learn about the techniques you can employ and be able to identify the best approaches for your own group.</p>	<p><b>Fundraising and the Law</b> <i>Tuesday 15th September 2009</i></p> <p>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!</p>
<p><b>Getting Tender Ready</b> <i>Tuesday 29th September 2009</i></p> <p>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.</p>	<p><b>Project Management</b> <i>Thursday 1st October 2009</i></p> <p>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.</p>
<p><b>Creating a Better Business Plan</b> <i>Thursday 8th October 2009</i></p> <p>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.</p>	<p><b>Costing for Contracts</b> <i>Wednesday 14th October 2009</i></p> <p>The aim of this workshop is to give participants the confidence to deal with all aspects of costing and pricing for services or projects. You will also learn how to use practical tools and techniques for working things out that can be applied to your own situation.</p>
<p><b>Making a Good Funding Application</b> <i>Thursday 3rd December 2009</i></p> <p>If you are new to writing funding applications this is a great course about the skills required, what funders are really looking for, and the ability to avoid common pitfalls.</p>	<p><b>Charities - Tax and VAT</b> <i>January or February 2010</i></p> <p>Although Tax and VAT are now both dealt with by HM Revenue and Customs, there are still differences in the charitable exemptions available, so it is important that you know how your charity could be affected from both a Tax and a VAT point of view.</p>
<p><b>Cost and bookings for these workshops: £12 per delegate</b> (except £5 for Risk Assessment) Venue: CVS, 43 Bromham Road, Bedford, MK40 2AA For further details please contact <b>Jan</b> at <b>CVS</b> on <b>01234 354366</b> or email: <b>jan@yourcvs.org.uk</b></p>	<p><b>Training Workshops</b> Supported by  <b>The National Lottery</b>® through the Big Lottery Fund</p> 

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# FUNDING

## Summer Playschemes Funding Opportunities

### Lankelly Chase Foundation

Each year the Trustees of the **Lankelly Chase Foundation** set aside funds to support summer activities for children and young people between the ages of 5 – 17 yrs. In 2009 they will be supporting specific activities for children and young people living in refuges and young carers. Each grant will amount to £500 and will be available to qualifying organisations in England, Wales, Scotland and Northern Ireland. In total approximately 120 grants are made each year with an equal geographical spread. See the website guidelines for full details. Application Form: available from the website.

**Deadline: 8th May 2009. Decision: in June.**

Contact: **Lankelly Chase Foundation, 1 The Court, High Street, Harwell, Didcot, Oxfordshire, OX11 0EY.** Tel: **01235 820044.** Website: [www.lankellychase.org.uk](http://www.lankellychase.org.uk)

### The Woodward Charitable Trust

**The Woodward Charitable Trust** (one of the **Sainsbury** Family Charitable Trusts) annually gives around 30-40 grants of £500 - £2,000, for children's summer playschemes.

Application Form: available from the website.

**Deadline: 1st April 2008. Decision: by end July 2008.**

Contact: **The Woodward Charitable Trust, Allington House (1st Floor), 150 Victoria Street, London SW1E 5AE.** Tel: **020 7410 0330.** Website: [www.woodwardcharitabletrust.org.uk](http://www.woodwardcharitabletrust.org.uk)

### Hilden Charitable Trust

The **Hilden Charitable Trust Fund** has allocated a small budget to help community groups run summer playschemes for the benefit of children from refugee and ethnic minority families. The amount you can apply for is around £1000.

Application Form: available from the website.

**Deadline: 8th May 2008.**

Contact: **The Hilden Charitable Fund, 34 North End Road, London W14 0SH.** Tel: **0207 603 1525.** Website:

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



## BT Community Connections

Are you a community or charitable organisation that is looking to extend your work with a laptop and a year's free broadband?

If so, you could apply for a **BT Community Connections Award** today. **BT Community Connections** is an award scheme which enables community and charitable organisations to get online and make use of information and communications technology (ICT).

Organisations, working in any field of community benefit, located throughout the UK can apply for a laptop and a year's free broadband connection. There are more than 1,000 award packages available to groups who can demonstrate how an award will benefit their work and the local community. Visit: [www.btcommunityconnections.com](http://www.btcommunityconnections.com)



**Download the Updated Fundraising Toolkit**



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# 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**.

- **Wednesday 1st April 2009 (10am - 12pm)**
- **Monday 1st June 2009 (7pm - 9pm)**
- **Wednesday 1st July 2009 (10am - 12pm)**



### 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.

- **Thursday 14th May 2009 (10am - 12pm)**

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



## Funding Fayre

**Wednesday 17th June 2009 - 1pm to 6.30pm**

**The Corn Exchange, St. Paul's Square, Bedford**

***A One-Day Event for Voluntary and Community Organisations***



Bedfordshire & Luton  
Funding Network

A mixture of information stands and workshops.....a chance to meet funders.....find out about their priorities and how your project might fit.....find out how to apply.....brush up on your fundraising skills..... meet other groups.....

### Can you afford to miss this day?

***So far the following funders have confirmed their attendance: The Big Lottery, Bedford Charity, Beds and Luton Community Foundation, WREN, Biffaward, Children in Need, Lloyds TSB Foundation, Abbey Charitable Trust and Bedford Borough Council.***

**Details of how to register for this event will be issued in April**



**www.yourcvs.org**

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# FUNDING

## Community Trees Fund

**The Tree Council** has funds available to assist community groups proposing to undertake well-planned tree-planting projects starting in 2009 in **National Tree Week**, 25th November to 6th December. Maximum grants are available for 75% of costs, for projects where tree-planting costs are between £100 and £700. Projects should actively engage children up to the age of 16 years in the planting of the trees. This could be formal groups, such as cubs, guides or youth clubs or else a community team assembled for the purpose of the project. Applications must be in by **31st May 2009**.

Eligible costs include:

- cost of the trees
- labour for planting
- supports and aids (stakes, ties, guards, fertiliser, mulch and soil amelioration)



For more details visit [www.treecouncil.org.uk](http://www.treecouncil.org.uk), where you can download an application form.

## The Learning Launchpad Fund

Young people from disadvantaged communities will benefit from a social investment fund that will invest in alternatives to traditional education. **The Learning Launchpad Fund**, launched by **The Young Foundation**, will offer support and finance for organisations through 'stage one' investments, of up to £30,000 to people starting out with a new idea, and 'stage two' investments, of up to £100,000 for active organisations or initiatives that want to grow. Both packages will include business planning and marketing support, and access to contacts.

"The downturn is likely to cut off many young people's chances of getting a job, leaving thousands without the skills and experience we'll need when the recovery comes," said **Geoff Mulgan**, director of the **Young Foundation**. "There is no shortage of ideas about how to solve this – the challenge is to turn more promising ideas into sustainable projects."

**Edge**, an independent educational foundation is partnering with **The Young Foundation** to deliver the fund, which is open to applications from individuals, charities and social enterprises. For more information and how to apply, visit [www.learninglaunchpad.org](http://www.learninglaunchpad.org)



## Grassroots Grants - Amended Criteria

In a response to the economic climate, Government has agreed that the maximum turnover threshold for applicants under the **Grassroots Grants** scheme can be raised **from £20,000 to £30,000** with immediate effect. This means that many more groups become eligible for funding and the scheme can reach more widely into the local community. The scheme offers financial support to small voluntary and community groups and organisations throughout the area, enabling them to continue or expand their work. Any small, volunteer-led community group that is connected to the needs of the local community can apply for a grant (see their website for more details).

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). Contact: **Mark West**, **Bedfordshire and Luton Community Foundation**, The Smithy, The Village, Old Warden, Beds., SG18 9HQ. Tel: 01767. E-mail: [administrator@blcf.org.uk](mailto:administrator@blcf.org.uk). Web site: [www.blcf.org.uk/grants](http://www.blcf.org.uk/grants)



# SNIPPETS

## Bedford Borough Assembly Conference

**Monday 27th April 2009 - 10am to 3pm**  
**Bedford Corn Exchange**

The first **Bedford Borough Assembly Conference** will take place on **Monday 27th April** at Bedford Corn Exchange. The conference will have two objectives:

- 1) to update stakeholders and partners on the developing **Bedford Borough Partnership**;
- 2) to consult with stakeholders and partners on the new **Sustainable Community Strategy** for Bedford Borough.

A conference programme and a booking form will be issued shortly. To receive a copy, please contact **Jo Tester** at [Jo.Tester@bedscc.gov.uk](mailto:Jo.Tester@bedscc.gov.uk)



## Local Survey of Voluntary and Community Organisations

Pictured left are Family Groups Bedford staff receiving the Laptop they won in the draw that accompanied the **Local Survey of Voluntary and Community Organisations**

## Using New Media to Reach New Audiences - Part 2

In the last edition of **Beds-Spread** we highlighted FREE online resources that might assist your organisation in reaching new audiences. Here are a few more ideas:

- **Create your organisation's own Social Network** - ([www.ning.com](http://www.ning.com)) - **Ning** allows you to create your very own social networking site for your organisation, so rather than rely on the existing structures of Facebook or My Space, you can customise your own social network to meet your group's needs.
- **Micro-Blogging** - (<http://twitter.com>) - If your organisation wants to keep in constant touch with people, find out what they are up to, as well as tell them what you are doing, or if you need an immediate answer to a problem or issue, then a micro-blogging service might be what you need. Twitter lets you write brief text updates (of up to 140 characters) and broadcast them. People then sign up to follow your messages (or tweets as they are known) and you sign up to follow others.
- **Create a Podcast** - (<http://audacity.sourceforge.net>) - podcasting is the distribution of multimedia files over the internet for playback on a mobile device or a personal computer. Using the Audacity free software you can easily record and edit your organisation's very own podcast.
- **Mind Mapping** - (<http://freemind.sourceforge.net>) - this free resource is really useful if you are brainstorming a potential project for your organisation, as the software allows you to map your ideas in a coherent manner and then a PDF document of your 'Mind Map' can be created and then shared.

More useful resources at the **Centre for Learning and Performance Technologies** at [www.c4lpt.co.uk](http://www.c4lpt.co.uk)

**Community and Voluntary Service - Your CVS**  
[www.yourcvs.org.uk](http://www.yourcvs.org.uk)

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# SNIPPETS

## Charities In Bedford Association Quiz Night

**Wednesday 13th May 2009 - from 8.00pm - White Horse Public House, Newnham Avenue, Bedford**

Teams of up to six. Cost: £5 per person (including Ploughman's Supper). Raffle Prizes.

**Charities In Bedford Association (CIBA)** (comprising **Advocacy Alliance, Bedford Creative Arts, Bedfordshire Advocacy for Older People, Beds Garden Carers, Sight Concern Bedfordshire, Volunteer Centre Bedford, Furniture Link Bedford, Bedford Community Rights Centre, Bedford Guild House, Bedford Concern for the Homeless and Rootless** and **CVS**) are holding their second fundraising **General Knowledge Quiz Night** to raise funds and increase the profile of the fundraising partnership.

## R.A.V.E Bus

The **R.A.V.E 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 kitchen area for making drinks, and a Plasma Screen TV, Freeview, DVD and CD players. There is also a separate gazebo and outdoor table and chairs, which can be used in addition to the vehicle. Competitive hire rates are available for community groups, Parish & Town Councils and local organisations/authorities. The hire costs include a driver to provide transportation to and from site and fuel costs. The bus can accommodate up to 15 people at any one time and is wheelchair accessible. For more information on hiring the vehicle please contact **Roz Carman** at **Beds Rural Communities Charity** on **01234 832612** or email [rozc@bedsrcc.org.uk](mailto:rozc@bedsrcc.org.uk).

## Relate Beds & Luton - Basic Counselling Skills Course

Calling all staff and volunteers who have contact with colleagues and clients on a daily basis and those who line-manage staff. 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 us for 4.5 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. The course is OCN-accredited.

Dates: **4.5 x Wednesdays, 22nd April to 20th May 2009** (half-day optional) - Venue: **CVS, 43 Bromham Road, Bedford**. Cost: **£225.00 per place** - For more information and a booking form, please contact: [lifeskills.relate@btopenworld.com](mailto:lifeskills.relate@btopenworld.com) or phone **(01234) 342503**.

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

**Beds-Spread** is distributed to voluntary and community groups across 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.yourcvs.org](http://www.yourcvs.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. Deadline for copy for inclusion in the next issue of **Beds-Spread**: **24th April 2009**

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

*CVS operations are funded by:*

**Bedfordshire County Council, Bedford Borough Council, Mid Bedfordshire District Council, Capacitybuilders, The Bedford Charity and The Big Lottery Fund**

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