

# BEDS-SPREAD

May 2009

## Are you Prepared?

The recent **Swine Flu** outbreak has made us here at **CVS** look again at what plans we have in place to reduce the impact of a flu pandemic or some other form of major incident on our work. According to a major insurance company, 80% of businesses that are affected by a major incident never reopen or close after 18 months.

**CVS** has in place a plan to help deal with any form of event that threatens business continuity, in which we have also looked at some specific potential scenarios and planned out our likely response:

- Short-term denial of workplace access – If we cannot get into the office for a couple of days, how would we continue our service? How would staff know where to go?
- Long-term denial of workplace access – How would we deal with not accessing the office for more than a week, perhaps a couple of months? How would this be financed?
- Loss of key systems (such as IT) – If all the IT equipment was stolen, or failed to work one morning, what do we do? What do we do if we can't access our emails for a fortnight?
- Threat to health and well-being of staff – Such as pandemic flu, or some form of natural disaster. How would we keep the service going and protect our staff?
- Loss of staff – Dealing with the sudden/unexpected loss of a member of staff.

Updating the business continuity policy has identified a number of actions that we need to take to be more resilient if the worst does happen. For example, if you don't have off-site copies of the data on your computer, how could you set up a temporary office somewhere else? Does more than one person know the passwords to access that data remotely?

Whatever size your organisation, it is worth spending some time looking at 'business continuity'. Some useful resources to help develop your own plan can be found on our website

[www.yourcvsv.org](http://www.yourcvsv.org)



## Community & Voluntary Service

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## Contacts

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

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

## Funding Fayre

Wednesday 17th June 2009  
1pm to 6.30pm

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

**BOOK NOW**

### Can you afford to miss this day?

You should have received a mailing containing the Event Programme and Registration Form.

If this is not the case please contact us on **01234 354366** or download these items from

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

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Registered Charity: 1091423

# COMMISSIONING

## CVS Competitive Tendering Advice Service

Following UK government led developments to encourage Third Sector Organisations (TSOs) to tender for public services, the **CVS** now offers a '**Tendering Advice Service**'. **Ian Curtis, Collaborative Working Officer and Procurement Lead** at the **CVS** said, "Both nationally and locally we have seen government organisations shift a good proportion of Third Sector funding from grants to contracts. Local Authorities, for example, have either commissioned our services or are putting them out to open and competitive tendering. As a result some Third Sector Organisations have won new contracts whilst there are examples of those who have lost their previously grant funded work. We need to react to these changes as this shift in government policy represents both a threat and an opportunity to the sector". Government organisations need to make savings and improve services through the introduction of better ways of commissioning public services. They also have to adhere to both UK law and regulations, not to mention the EU Procurement Directives. With the creation of the new unitary local authorities in Bedfordshire, and the move towards 'world class commissioning' in the NHS, we should expect more public services to be 'put out to tender'. We should also expect to work in consortia, as the size and complexity of contracts increase.

Ian went on to say, "There will be winners and losers and the **Tender Advice Service**, is one way we are helping to support the sector in our area. **TSOs** need to plan and prepare for these changes now because we are finding that the requirements of contracting are higher than for those for grant funding".

If you want to know more about this subject the **CVS** also runs a series of training workshops on this and closely related topics to help prepare trustees and staff for these major changes. Two sections of the CVS website address these issues, **Procurement** and **Collaborative Working**. Please go to

[www.yourcvs.org](http://www.yourcvs.org) for more information. Anybody wanting help can contact **Ian** by email [ian@yourcvs.org](mailto:ian@yourcvs.org) or by phone on **01234 354366**. The **Procurement and Collaborative Working Project** is jointly funded by the government's **Capacity Builders Fund** and the **Bedford Charity**.



The Bedford  
Charity  
(The Harpur Trust)

FUNDED



## Compact Guidance for Local Authorities on Commissioning Public Services

**The Commission for the Compact** has just issued new guidance that is designed to improve working relationships between commissioners of services in national and local public sector bodies and Third Sector organisations. This is an opportune time with the new local unitary authorities developing and implementing their new commissioning strategies. You may wish to download the **Compact 'Commissioning Guidance'** from <http://digbig.com/4yqcr>





## East of England NHS Collaborative Procurement Hub Connecting to the Hub Event - Newmarket Racecourse Cambridge 7th July 2009

Attend **Connecting to the Hub** and find out how to win new business opportunities with the **East of England NHS Collaborative Procurement Hub (CPH)**. Launched in April 2007, **East of England NHS CPH** is an organisation concerned with delivering a step change in procurement by enhancing capability, and through collaboration seeking opportunities to maximise leverage and value for money for NHS trusts in the East of England (including Bedfordshire). The event costs £109.25. The event will be of particular interest to groups looking to contract with the NHS in the future. Contact **Jane Owen** on **01234 354366** if you wish to take advantage of our bursary funding to cover some of the cost of attending this training opportunity. For booking details visit <http://digbig.com/4yqdh>.

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## UPCOMING CVS TRAINING

<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 who 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>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 CVS on <b>01234 354366</b> or email: <b>jan@yourcvs.org.uk</b></p>	<p><b>Training Workshops</b></p> <p>Supported by   <b>The National Lottery</b>® through the Big Lottery Fund</p> <p>  <b>FUNDED</b>   <b>capacity builders</b>   <b>ChangeUp</b></p>

### Do you deliver training? Then you need PTTLS

**Preparing to Teach in the Lifelong Learning Sector (PTLLS)** comes from a **DfES** initiative to transform and professionalise teacher training and **CPD (Continuing Professional Development)** in the Lifelong Learning Sector in England. This new Level 3 Award will act as an essential gateway to either Associate or Full Teacher Status, a necessary award for anyone delivering learning. Those working in the voluntary sector who provide training are now required to attain this qualification. If you would like more information about current **PTLLS** training opportunities, please contact the **Learning Partnership - Bedfordshire and Luton Ltd** on **01234 857637** or at [info@learning-partnership.co.uk](mailto:info@learning-partnership.co.uk)

## SURVIVING THE ECONOMIC DOWNTURN

### 'Real Help for Communities' Modernisation Fund

Do you want a grant to explore how your organisation can become more resilient and work more closely with others?

From June, the Government's '**Real Help for Communities' Modernisation Fund** (run by **Capacitybuilders**) will be offering £1,000 bursaries to third sector organisations with an annual turnover of between £150k and £750k. These bursaries can be used to purchase advice and support concerning options for improving resilience, including collaboration or merger. From the autumn, grants of up to £10,000 will be available for bursary recipients wanting to make further progress towards collaboration or merger, to help them buy the professional and specialist support and advice they need.

**Beds Rural Communities Charity** (the local delivery agent for the Fund in Bedfordshire) will be running a short workshop on the Fund at 4pm at the **Funding Fayre** on **17<sup>th</sup> June**. For more information visit [www.modernisationfund.org.uk](http://www.modernisationfund.org.uk)

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# FUNDING

## Awards for All Revamped

£45.2 million in funding is now on offer to support community projects throughout the UK after the re-launch of the **Awards for All** programme in England. Charities, community groups, not-for-profit organisations, local councils, health bodies, and schools can all get grants ranging from £300 to £10,000 to carry out projects that will improve the quality of life for local people.

**Big Lottery Fund's** new-look small grants scheme has undergone a number of changes. A simpler application process and a maximum turnaround time of six weeks for a decision are among the changes to the programme which will make it much easier for applicants to successfully apply for small pots of funding that can have such a big impact on local communities and lives. For further information about the scheme visit [www.awardsforall.org.uk](http://www.awardsforall.org.uk).

For small lottery grants for Sports, Heritage and Arts that used to be encompassed in the old Awards for All scheme, you will now need to visit the **Sports Council** (<http://funding.sportengland.org>), **Heritage Lottery** ([www.hlf.org.uk](http://www.hlf.org.uk)) and **the Arts Council** ([www.artscouncil.org.uk/funding](http://www.artscouncil.org.uk/funding)).

## People's Millions

**The Big Lottery Fund** is once more teaming up with **ITV** to launch the **People's Millions Programme**. This interactive approach allows communities to vote for local projects which if successful will win up to **£50,000** from the **National Lottery**. So far £18million has been given out to projects across the UK. The scheme is looking to fund projects that help people to transform or enjoy their environment or communities. That means local facilities and public green spaces.

**Who can apply?** Voluntary or community groups, local authorities, schools, health bodies and social enterprises

**What types of projects are eligible?** Previous project examples include creating community gardens and horticultural facilities, renovating community buildings, purchasing transport to get disadvantaged communities to open spaces, creating or replacing play areas and skate parks, refurbishing community sport or hobby areas and providing opportunities to engage in community activities. Indeed one successful project in Bedfordshire was **Kids Out UK** where through **People's Millions** funding, the project was able to create a portable sensory room, which can be moved between a minimum of three community spaces to provide disadvantaged and disabled children under five with a play facility.

**How does my project get involved?** The launch, voting and announcement of the winners will take place during **ITV** regional news programmes.

Entry packs for **The Peoples Millions** will be available from: [www.biglotteryfund.org.uk/peoplesmillions](http://www.biglotteryfund.org.uk/peoplesmillions) or by calling our hotline on **0845 010 11 12**.

**The application deadline this year is 12 noon on Friday 15th May 2009.** A shortlist of projects will be announced on 28th October 2009 and from Monday 23rd to Thursday 26th November 2009 viewers can vote for the projects they think should be funded in their region. Winners will be announced during the week with a final award to the runner-up who scored the highest number of votes.



**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**.

- **Monday 1st June 2009 (7pm - 9pm)**
- **Wednesday 1st July 2009 (10am - 12pm)**
- **Thursday 1st October 2009 (7pm - 9pm)**
- **Saturday 31st October 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)**
- **Monday 21st September 2009 (7pm - 9pm)**



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

## East of England Community Grants

Applications are now being invited to the **East of England Community Grants Fund**, funded by the **European Social Fund**. The aim of the programme is to support organisations who are working with people who face barriers to the labour market or to mainstream skills provision. Small voluntary and community organisations are invited to apply for grants of **up to £12,000 to work with people who are unemployed or economically inactive**.

Applications will be invited in three phases, the closing dates for these phases are:

- Phase 1: 12.00pm on Tuesday 12th May
- Phase 2: 12.00pm on Monday 27th July
- Phase 3: 12.00pm on Monday 12th October

For more information on the fund and for an application pack please download the information from [http://grantsadmin.co.uk/eastengland\\_grants/](http://grantsadmin.co.uk/eastengland_grants/)



**European Union**  
European Social Fund  
Investing in jobs and skills

Contact Details: **Grants Programme Administrator, Tribal, 2nd Floor, 154 Gt. Charles Street, Queensway, Birmingham, B3 3HN.** Tel: **0845 603 1869**. Email: [info@grantsadmin.co.uk](mailto:info@grantsadmin.co.uk)



**www.yourcvs.org**

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## FUNDING

### The Nationwide Foundation - Money Matters, Families Matter, Homes Matter Grant Programmes

The Nationwide Foundation has launched new **Money Matters, Families Matter, Homes Matter Grant Programmes** which aim to help tackle the issues of housing and financial exclusion.

The **Investor Programme** with grants up to £300,000 is open to 31st May, but for smaller charities the **Small Grants Programme** can give up to £5,000 on an ongoing basis.

The Foundation makes grants to registered UK charities which offer financial and/or housing-related support to survivors of domestic abuse, older people aged 70 years and over or aged 50 years (who have dementia, are from Black and Minority Ethnic (BME) groups, who are carers for family members or partners who are also 50 years or older, who have experienced or are experiencing financial abuse or are rurally isolated). See [www.nationwidefoundation.org.uk/grants.asp](http://www.nationwidefoundation.org.uk/grants.asp).



### Government Funding Roadshows - Managing the Impact of the Recession

Free one-day roadshows are taking place across the country, these roadshows are specially designed to help small and medium-sized, frontline, Third Sector organisations manage the impact of the recession, and will help organisations understand the £42.5 million Government funding package announced in **Real Help for Communities: Volunteers, Charities and Social Enterprises** and the **Department for Communities and Local Government's Communitybuilders programme**. The events include practical workshops about how to access the available funds, specialist advice clinics and where to go for further information and support in your region. The nearest events to Bedfordshire are at **Leicester (Tuesday 9th June)** and **Cambridge (Monday 8th June)**. To secure a place, please visit: [www.coievents.co.uk/realhelpforcommunities](http://www.coievents.co.uk/realhelpforcommunities). Please note: places will be allocated on a first-come first-served basis and are strictly limited to one person per organisation.

### COMMA – The Community Aggregate Fund 2009 – 2010

Has your community been affected by quarrying? Are you a community group, parish/town council or charity? Do you need funding for a community project? Then you may be able to apply for funding from the new round of **COMMA** funding. The maximum grant available towards your project in this grants round is £20,000; the minimum grant available is £3,000. This is a short programme with a **closing date of 5th June 2009**. As there is likely to be great competition for this funding it is probable that smaller projects will be successful, unless we get one really outstanding larger project. To be eligible your project needs to be located in one of the 23 qualifying areas and must be sponsored by **Bedfordshire Rural Communities Charity (BRCC)**. The website, [www.acre.org.uk/sustainabledevelopment\\_comma.html](http://www.acre.org.uk/sustainabledevelopment_comma.html), contains all the information you need to make an application. Five essential conditions must be satisfied for a project to be eligible for funding in this second round of **COMMA** grants:

- The community where the project is based is/has been affected by aggregate extraction
- The proposed project is within 10 kilometres of an aggregate extraction site, either current or disused
- The proposed project will produce community benefit
- The applicant must be a community organisation, charity or parish/town council
- The project must be capable of completion by the end of March 2010.

Contact **Sue Norman** at **BRCC** for full details, including eligible quarry sites, application form and guidance notes on **01234 832614** or email: [suen@bedsrcc.org.uk](mailto:suen@bedsrcc.org.uk)

# SNIPPETS

## Voices for All

**Voices for All** is a new generic advocacy service for people living in Bedfordshire which allows a much larger group of people to access independent advocacy support. The service is being hosted by the Bedfordshire charity **Advocacy Alliance**.

The service provides one-to-one advocacy support for individuals across Bedfordshire regardless of status or ability, to enable them to have a direct say in issues that affect their lives. Where appropriate, people will be signposted to other local advocacy services within Bedford; **Bedford Advocacy Service for Older People**, **Independent Mental Capacity Advocacy**, **Independent Complaints Advocacy Service** and **Rethink**.

People will also be supported to access other agencies who specialise in supporting a specific issue they may need resolving. An advocate works in partnership with an individual to empower them to make their own choices and to have their voice heard. The service provides support for people to build on their personal strengths and abilities and maintain their independence; where possible it will enable people to self-advocate.

The service has a helpline which is available between 10am and 3pm every weekday, people can contact us to find out how advocacy can help them or to make an appointment to come in and talk to us. Initially the service is looking to identify client groups who are likely to be a high priority in need of the support of an advocate. The key areas we are beginning to focus on are mental health, drug and alcohol abuse, homelessness and domestic violence.



## New NHS Procurement Helpdesk

A new procurement helpdesk is now available from **NHS Primary Care Contracting**. Both providers and commissioners will be able to use the helpdesk to email questions and seek advice on procurement issues, particularly around the **PCT Procurement Guide**. The helpdesk is available at: [www.pcc.nhs.uk/procurement-helpdesk](http://www.pcc.nhs.uk/procurement-helpdesk).

## Bedford and District Citizens Advice Bureau

**Bedford and District Citizens Advice Bureau** are looking to fill the following positions:

- **Trustees** - We are looking for people with a variety of skills from all sectors of the community to form a local Trustee Board which will have the vision to develop the **CAB** service to meet the needs of the local community. This is an exciting and important stage in the growth of the bureau.
- **A Book-keeper** - We are looking for someone who could take on basic book-keeping tasks – mainly posting to Quick Books and producing basic management accounts. Does anyone have anyone in their organisation or know of anyone who could do this? It is envisaged, depending on experience, that it may be the equivalent of 1-2 days per month. It is a paid position which is available for 1 year. We are ideally looking for someone who would do this on a contracting basis.

If you are interested in finding out more, please contact **Lorraine Gunther, Bureau Manager, 7a St Paul's Square, Bedford MK40 1SQ** Tel. **01234 346543** or email [manager@bedfordcab.org.uk](mailto:manager@bedfordcab.org.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. For more details please contact **Mark Smith** on **01234 354366** or at [mark@yourcvs.org](mailto:mark@yourcvs.org).

## Bedford Housing Link - Stepping Stones Project

**Bedford Housing Link** has recently secured a grant from "The Big Lottery Fund" to develop and launch their new **Stepping Stones Project**. As an established and successful Bedford charity, **Bedford Housing Link** has created a unique learning environment in its "Stepping Stones Project". Within safe and comfortable surroundings, this project will deliver education, training and employment guidance to vulnerable adults who may be: -

- Homeless
- At risk of becoming homeless
- Living in supported accommodation
- None of the above, but interested in accessing our resources and support

Bedford Housing Link



Contact the **Stepping Stones Team** at **Bedford Housing Link, 34A High Street, Bedford** or call us on **01234 334600/358478**. Email us at [edu.emp@bhl.net](mailto:edu.emp@bhl.net).

## Station Quarter – Have your say about local health services

Prior to a public consultation on local health care services this summer, **NHS Bedfordshire** would like to hear the views of local residents living in Queens Park and west Castle area of Bedford. If you would like to be involved or would like any further information please contact **Richard Longrigg** on **01234 792639** or email [stationquarter@bedfordshire.nhs.uk](mailto:stationquarter@bedfordshire.nhs.uk)

**Beds-Spread** is the Newsletter of **Community & Voluntary Service, 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:

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- 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**: **1st June 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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