

BEDS-SPREAD

October 2009

**Compact
Week2009**

A Compact
for the future
2 - 8 November 2009

Bedfordshire and Luton Compact

Compact Week is an annual campaign to promote the Compact and provides us with the opportunity to showcase the **Bedfordshire and Luton Compact**. **Compact Week 2009** takes place from Monday 2nd to Sunday 8th November 2009.

This is the perfect time to raise awareness of the **Bedfordshire and Luton Compact** and encourage local statutory and voluntary and community sector organisations to take the following simple steps:

- Obtain a copy of the **Bedfordshire and Luton Compact** and the **Codes of Good Practice**
- Brief key decision-makers and get their organisation signed up to the Compact
- Embed the principles into their policies and procedures

To find out more visit www.bedsandlutoncompact.org.uk



BritishRedCross

New Bedford One Call Project *6 positions available*

The **One Call Project** works with the Ambulance Service, Hospital Discharge Teams and Social Work Teams to transport vulnerable people home from hospital and to provide them with up to 12 weeks support, to reduce readmissions. The available positions are:

- **Service Manager**
- **Service Coordinator**
- **4 Part-time Assistant Service Coordinators**

Please apply on-line: www.redcross.org.uk or alternatively please contact **Barbara Holmes** on bholmes@redcross.org.uk or **01992 585971** for an application pack or visit www.yourcvs.org for details.



**Community &
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Contacts

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

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<i>Ian Curtis</i>	<i>Collaborative Working Officer</i>
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<i>Jan Warnier</i>	<i>Training and Events Officer</i>
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For Your Diary

**Bedford Borough
Assembly**

Friday 27th November 2009

See page 7 for full details

Your CVS serving the local Voluntary and Community Sector

Registered Charity: 1091423

QUALITY STANDARDS

Quality Standards Support – The Get Skilled Workbook

A really useful tool to create a learning and development plan for your organisation has been made available for free download by the **National Association for Voluntary and Community Association (NAVCA)**. It's ideal for organisations that need to begin a learning and development plan from scratch and will also help organisations who need to review what they are already doing to meet the requirements of **PQASSO (Practical Quality Assurance System for Small Organisations) Quality Area 6**.

The Get Skilled Workbook is based on "A Practical Guide to Planning Training and Development Strategies" originally written and published by **Greater London Enterprise** and **Gowland Taylor Associates** (now **Mutual Advantage**). In general, permission will be given for any not-for-profit use of the material, provided that **NAVCA** is credited. The **Get Skilled Workbook** can be downloaded in full as a PDF from <http://diqbig.com/5bakmx> or you can download the ten worksheets as word documents - and then adapt them for your own use - by visiting <http://diqbig.com/5bakmy>

PQASSO Intensive Support Programme

Places are filling up fast 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) - 23rd March 2009

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

- Tuesday 27th April 2009
- Tuesday 25th May 2009

These workshops will help you 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. 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 Bursary Fund

Would you like up to £500 to help your organisation become more effective? Apply before December 2009 to the **Quality Standards Bursary Fund**, available through **CVS** – the bursary fund can pay for training to improve organisational performance and/or implement a quality standard. The fund can pay the costs of training up to £100 per person, up to a maximum of £500 per organisation. It's open to voluntary and community organisations operating in North and Mid Bedfordshire. You can download the full guidance and an application form from the **CVS** website www.voluntaryworks.org.uk/cvsmidandnorthbeds/QualityAssurance.asp

*Quality Standards support
from CVS is*



UPCOMING CVS TRAINING

Basic Introduction to Funding for Trustees

Saturday 31st October 2009 - 10am to 1pm - (includes a buffet lunch) - *Venue: CVS, Bedford*

This briefing session will be an introductory guide to grants and the gift economy and will cover all the basics to get your organisation to the stage where it will be able to apply for funding. Plus provide all the documentation your organisation will need to be fit for funding and explain the basics of outcomes and demonstrating need, whilst also exploring the different types of funding available.

Improving Staff Performance*

Wednesday 4th November 2009
Venue: Sue Ryder Care, Moggerhanger

You will find this workshop useful if you are responsible for managing staff and are concerned to ensure that they are capable and motivated to carry out their work to high standards. It may be particularly useful if you have funding contracts requiring particular service delivery standards.

Developing an Effective Equal Opportunities Policy*

Thursday 12th November 2009
Venue: Weatherley Centre, Biggleswade

This course shows the values of effective Equal Opportunities and Diversity policies and will involve participants in building or re-building a policy in the light of these issues, their own organisations and the business climate in which they trade.

Recruitment and Interview Skills*

Wednesday 25th November 2009
Venue: Millbrook Village Hall

This course is for anybody involved in recruiting, interviewing and making checks on paid staff for the voluntary sector. (Please note that it will NOT cover recruiting volunteers.)

Making a Good Funding Application

Thursday 3rd December 2009
Venue: CVS, Bedford

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.

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.uk**



Training Workshops are supported by:

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



SNIPPETS

Official Health and Safety Books to Download for FREE

The content of around 230 priced publications from the **Health and Safety Executive** can now be downloaded from their new HSE Books website at no cost. The format of the online versions may have been adapted to some extent, and the price is still shown, as printed versions are also available. <http://books.hse.gov.uk>.

New Deadline for Company Accounts

Charitable companies should be aware that the period for submitting their accounts to **Companies House** has been reduced from ten to nine months for all accounting periods that began on or after 6th April 2008.

Accounts for the financial year 2008/2009 will need to be filed by 31st December 2009 otherwise new increased penalties will apply. For more details about the filing of accounts visit **www.companieshouse.gov.uk**

Your CVS serving the local Voluntary and Community Sector

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FUNDING

Grant Funding from Bedford Borough Council - 2010/11

Applications for funding for 2010/11 are invited from third sector voluntary, community and charitable organisations, including sports and arts groups. Application forms and guidance notes are available on the Council's website at <http://digbig.com/5baknn>. The following links will take you directly to:

- **Criteria for Bedford Borough Core/Project Funding:** <http://digbig.com/5baknk>
- **Online Application for Project Funding:** <http://digbig.com/5baknh>
- **Online Application for Core Funding:** <http://digbig.com/5baknj>

(Before starting to complete the online application form, please ensure that you have read the instructions on their website.)

Alternatively, an application pack can be requested by either telephoning the **Community Welfare Team** on **01234 227351**, emailing them at financialassistance@bedford.gov.uk or by writing to the **Community Welfare Team, Room B210, Bedford Borough Council, Town Hall, St. Paul's Square, Bedford, MK40 1SJ**.

The deadline for receipt of completed application forms and the necessary enclosures is noon on **6th November 2009**. Applicants should note that funding for financial assistance for 2010/11 is subject to the Council's budget-setting process.

BT Community Connections

If you are a community or charitable organisation that is looking to extend your work through use of the internet and ICT but don't have the means, apply for an award today!

BT Community Connections is an award scheme which enables community and charitable groups to get online and make use of information and communication technology (ICT). Groups can apply for a laptop and a year's free broadband connection and we have more than 1,000 award packages to give to groups who can demonstrate how an award will benefit their work and the local community.

Who should apply? Almost any organisation, working in any field of community benefit, located anywhere within the United Kingdom or the Republic of Ireland can apply for a laptop and a year's free broadband connection. The scheme supports a diverse range of community and charitable groups – in the past community projects, silver-surfers, conservation organisations, family support groups, sports teams and youth groups have all been supported so don't miss your opportunity.

To apply for an award: To find out more, simply log on to www.btcommunityconnections.com where you can:

- Complete an online application form or print a postal application form
- View case studies of previous winners and read the judges' top tips to help you complete your application

If you don't have access to the internet an application form can be sent to you by calling **0845 257 6792**. Deadline for postal applications is 5th January 2010 and 7th January 2010 for online applications.

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**.

- **Tuesday 1st December 2009** - 10am to 12noon
- **Monday 1st February 2010** - 7pm to 9pm
- **Saturday 6th March 2010** - 10am to 12noon



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.

- **Tuesday 12th January 2010** - 10am to 12noon



If you would like to attend one of the workshops please contact **Jane Owen** on **01234 354366** or email jane@yourcvs.org

UnLtd Sport Relief Awards

UnLtd Sport Relief Awards are funded by **Comic Relief** to provide opportunities for young people to bring communities together through sport, arts and recreational activities. Some examples of activities are touch rugby, graffiti art, abseiling, indoor cricket, drama, American football, fencing, street surfing and cheerleading. The scheme is for 11-21-year-olds who wish set up their own projects. There are three categories:

- **Try it** – up to £1,000 for 11-21-year-olds to try out an idea
- **Shape it** – up to £5,000 for 11-21-year-olds to develop an idea
- **Do it** – up to £10,000 for 18-21-year-olds to grow a project

UnLtd*

See www.unltd.org.uk for more information on these awards

Small Grants from the Urban Community Council for Cauldwell and Kingsbrook

The **Cauldwell and Kingsbrook Urban Community Council** have some limited funds available to assist voluntary groups within their area that are carrying out projects that benefit local people. You can apply for a small grant by completing an application form. The application form and guidance notes can be obtained from **Peter Storey** on **01234 228818** or at peter.storey@bedford.gov.uk . Deadline: **2nd November 2009**.



www.yourcvs.org

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SNIPPETS

Vetting and Barring Scheme

From November 2010, all new employees and volunteers who want to work with children and vulnerable adults in a wide variety of settings must be **Independent Safeguarding Authority (ISA)** registered before they can legally be appointed. The official guidance on the new **Vetting and Barring Scheme** from the responsible body, the **Independent Safeguarding Authority**, is now available as a pdf download from www.isa.gov.org.uk/PDF/VBS_Guidance.pdf

New Risk Assessment Template

The **Health and Safety Executive** has published a template to create risk assessments and health and safety policies. It is part of their '**Five Steps to Risk Assessment**' on their website, which includes identifying the risks, deciding who might be harmed, evaluating the risks, recording these findings and reviewing your assessment. You can download the **Risk Assessment and Policy** template from www.hse.gov.uk/risk/step4.htm

New Online Campaigning Site

Louder, "the new online home for campaigners", was launched on 16th October 2009 at www.louder.org.uk. It will allow the creation of campaign microsites, and connect to and manage profiles on other social media sites, to help coordinate supporter action.

FREE Learning and Skills Events

Volunteers as well as paid staff are now eligible for funding for training through **Train to Gain**.

If you are a manager, trainer or trustee responsible for ensuring staff and volunteers have the skills and knowledge to perform their roles, come along to one of the **Learning and Skills Events** being held this November. The dates and venues are:

- **6th November 2009 – CVS, 43 Bromham Road, Bedford**
- **17th November 2009 – Voluntary and Community Action, Leighton Buzzard**

The morning session will cover:

- **Train to Gain** – a national programme providing free or subsidised training in skills for life, leadership and management and NVQs
- An overview of local training providers and funding for training

The afternoon session will cover:

- Flexible and low-cost approaches to learning and development
- How to identify skills gaps and learning needs and produce a training policy and plan

You may join us for the morning session only and stay for lunch, or choose to attend the whole day. Please contact **Voluntary and Community Action, Training, Bossard House, West Street, Leighton Buzzard, Bedfordshire, LU7 1DA** or email to training@action-centralbeds.org.uk to book your place.



SNIPPETS

The Bedford Borough Assembly

27th November 2009 – 9.15am to 4pm - University of Bedfordshire (Polhill Campus, Bedford)

Following consultation on our **Sustainable Community Strategy** we will be highlighting what you said is important and turning our attention to making it happen. The Strategy sets out the aspirations, goals and aims of the Partnership and the Borough Council for the area in the years ahead.

You will hear from **Dave Hodgson**, the **Newly Elected Mayor**, **John Cross**, the **Chair of the Partnership Board** and from **Philip Simpkins**, the new **Chief Executive of Bedford Borough Council**.

We will be running seven mini-conferences, or workshops, for each of our priority areas - we will be asking for your support and ideas to help deliver our new Strategy. Finally, we will be showcasing some of the projects we are already delivering for communities.

Contact **David Brewer** on (01234) 228078 or email david.brewer@bedford.gov.uk

A Need for Greater Collaboration and Merger During the Recession

The **Charity Commission** has urged charities to consider merging or collaborating with other third sector organisations after a poll revealed that fewer than one in ten has recently considered either step. A commission poll of 1,001 charities in July and August showed that only nine per cent had considered collaborating, forming a consortium, or merging with others in response to the economic downturn. "We're urging every board of trustees to look creatively at ways of collaborating with others in order to make their funds work harder and to provide better value for their beneficiaries," said **Andrew Hind**, **Chief Executive of the Charity Commission**.

In September 2009 they produced resources for charities, including 'Making Mergers Work' (<http://digbig.com/5baknd>), 'Choosing to Collaborate' (<http://digbig.com/5baknc>) and the report 'Charity mergers: experiences from the Charity Commission' (<http://digbig.com/5bakne>).

The **Funding Central Website** (run by the **National Council for Voluntary Organisations**) now has a 'Find a Partner' facility, where organisations can search for potential partners to work together on a project or perhaps put in a joint funding bid. You need to create a public profile outlining the organisation's activities experience and expertise that others can benefit from, visit <http://digbig.com/5baknb> for more information. In addition **Futurebuilders England** (Merge-maker at www.futurebuilders-england.org.uk) and **Association of Chief Executives of Voluntary Organisations** have also been promoting their matchmaking services.

On a local level if you are considering greater collaboration or a merger, please contact **Ian Curtis**, **Collaboration Officer** at the **CVS** on 01234 354366 or at ian@yourcvs.org



Community and Voluntary Service - Your CVS
www.yourcvs.org.uk

Your CVS serving the local Voluntary and Community Sector

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SNIPPETS



Freedom in the Air

Freedom in the Air (FITA) is a unique flying school specifically for young people with disabilities based at Cranfield Airport, Cranfield. The not-for-profit organisation's primary focus is to train pilots with disabilities who can emulate the unbreakable spirit of air ace **Group Captain Sir Douglas Bader**.

FITA is all about changing people's lives, building confidence and re-igniting self-belief. Flying airplanes makes you feel alive and gives you a sense of freedom, of being liberated from your disability with nothing to hold you back.

FITA organises regular flying days called **Freedom Wings** for young people aged between 12 and 18. Participants will learn all about being a pilot, before having their own private 20-minute flight in a light aircraft with family members, where – if they wish – they can take control of the aircraft. All of this is carried out with full supervision. The planes are fitted with hand-control fittings that enable pilots with lower-limb disabilities to operate the rudder pedals with their hands.

Flying is one of the few activities where disabled people can participate to the same degree as an able-bodied person. The exhilarating experience rebuilds confidence and restores self-esteem. This, in turn, empowers people to explore their potential by extending their personal boundaries. In the air, we all fly at the same speed; nobody is disadvantaged or disabled.

If your organisation requires more information about working with **Freedom in the Air**, please visit www.freedomintheair.org or email airmail@freedomintheair.org

Are You Looking for Office Space in Bedford?

If the answer to the above question is yes, then **Bedfordshire Refugee and Asylum Seekers Support (BRASS)** may be able to assist, as they have recently taken over the offices at 27b Tavistock Street, Bedford and have office space surplus to their needs. If you would like to find out more, contact **BRASS Co-ordinator, Brian Cunningham** on 01234 211381 or at brian@brass27b.org

New National Minimum Wage

The **National Minimum Wage** rates increased on 1st October 2009. The new amounts are £5.80 an hour for workers aged 22 and above, and £4.83 an hour for workers aged 18 to 21. More information can be found at www.hmrc.gov.uk

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. Website: 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, 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@yourcvs.org. Deadline for next issue of **Beds-Spread**: 30th November 2009

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