

Funding and Development Service

Whether your voluntary or community group needs just a few hundred pounds or thousands of pounds, we can help! We offer a range of **free** services and workshops to help you through the funding maze!

Specialist Funding and Development Advice

This **free service** is provided by **Linda, Jane** and **Mark**, our Funding and Development Officers. Please phone to make an appointment on **01234 354366** or email linda@yourcvs.org, jane@yourcvs.org or mark@yourcvs.org

Resources Library

Our Resources Library can be booked by any local voluntary or community group free of charge. It is available on weekdays between 9am and 5pm and can be accessed at other times by special arrangement. Using the Resources Library you can:

- Search for funders using the databases **FunderFinder** and **TrustFunding.org**
- Research funders in copies of the major funding directories
- Access a wealth of other funding and development-related information in our books, guides and toolkits

Beds-Spread Newsletter

We like to keep groups up-to-date with what is happening in the voluntary sector and so we produce Beds-Spread, our newsletter, every six – eight weeks. There is always useful funding information including any new funding streams opening. You can download Beds-Spread from our website - to request a hard copy please contact us.

CVS Website

Our website at www.yourcvs.org has a wealth of information ready for you to access and download. From lists of local funders to model documents, you should find information and examples to help you.

Fit for Funding Workshops

Cover all the basics to get you to the stage where your organisation will be able to apply for funding:

- All the documentation you will need including your governing document, policies, budgeting, and explain the basics of outcomes and demonstrating need
- An opportunity go through examples of funding applications and guidance on the use of our resources area, including a demonstration of our funding databases
- It's **FREE!**

Wednesday 8th September 2010 - 7pm to 9pm

Thursday 23rd September 2010 - 2pm to 4pm

Saturday 2nd October 2010 - 10am to 12noon

Monday 1st November 2010 - 10am to 12 noon

Thursday 2nd December 2010 - 7pm to 9pm

To book, phone **Mandy** on **01234 354366** or email mandy@yourcvs.org

Quality Standards Advice

This **free** service can help you identify which quality standard is right for you and provide support to help you achieve it. We can offer:

A PQASSO Intensive Support Programme

A programme of workshops and advice sessions

supported by a licensed PQASSO Mentor to help organisations work towards PQASSO Level 1 and beyond.

Bursary Funding to assist organisations to access training to improve organisational performance and/or implement a quality standard. Funding available up to a maximum of £500 per organisation.

Resources such as model documents, guidance notes and other useful documents.

Contact **Jane** for more information on **01234 354366** or email jane@yourcvs.org



Collaborative Working and Procurement Service

These **free** services offer groups support about open and competitive tendering and how to form consortia or other collaborative working arrangements.

Advice: The Collaborative Working Officer has experience of listening to the needs of organisations and supporting them to design appropriate 'collaborative working' responses. This work often starts with an exploratory meeting either with a lone organisation or with two or more prospective partners.

Workshops: Some partnerships are larger and opt for help through a workshop. Such an event is designed to explore the possibilities of collaborative working. We identify the purpose and appropriateness of the various collaborative working models and help a partnership select the one which best fits the partnership's requirements. Further work is usually needed to develop partnership agreements and other working documents.

Development Work: Some organisations want specific help with the development of partnership documents, service level agreements, issues of governance and the legal aspects of collaborative working including merger.

Public Sector Contracting: With the Government policy shift to open and competitive tendering for public service contracts, organisations often need help to make sure they are competitive and have the capacity to deliver services. CVS provides confidential, intensive support to local voluntary, community groups and social enterprises.

For more information, please contact **Ian Curtis** on **01234 354366** or email: ian@yourcvs.org

ICT Advice

Voluntary and community organisations often find it difficult to access independent, quality ICT (Information and Communication Technology) advice. **Free advice** is available now!

What can we help with:

- Consultancy and advice on a range of ICT issues, including purchases, upgrades, security and operation
- ICT audit of existing equipment to ensure you have the right tools to do the job
- Advice on how to make the most from your existing ICT
- Ensure your IT strategy matches your business strategy
- Provide assistance in designing or obtaining a website and using 'social media'
- Disaster recovery and business continuity advice
- Signpost you to the information you need to make your ICT work!

To access this **free** service, contact **Dez Carruthers**, the ICT Development Adviser on: **01234 354366**, or email: ICTadviser@yourcvs.org

Volunteer Centre Bedford sees hundreds of potential volunteers every month who are looking for a wide variety of volunteering opportunities including administration, befriending/mentoring, working outdoors, driving.....the list is endless!



Volunteer Centre

Bedford

Many volunteers have specialised trade skills (such as plumbing, DIY, carpentry and electricians) which they are willing to offer. We also get requests daily to work with children or animals. We are particularly short of these types of opportunities.

If you need volunteers, then we can help you find them. We will promote your volunteering opportunity through:

- The Volunteer Centre and the activities we undertake within the community and local media
- **www.do-it.org**, the national volunteering website which is heavily publicised on radio, television etc and by Volunteering England and other organisations

Call **Rebecca** or **Denise** on **01234 213100** or email info@bedfordvb.org.uk to register and discuss ways we can help your organisation. As well as referring volunteers to you we can help with volunteer management and offer good practice advice.

Our services are **free**, confidential and quality accredited by Volunteering England.



Voluntary Sector Training 2010/2011

CVS offers a comprehensive calendar for training for voluntary and community groups, especially for groups seeking training on Fundraising, Quality/Best Practice and Procurement/Trading.

Most courses cost just £12 per delegate, some are free!

The following is a selection of the courses coming soon:

Date	Name of Course	Trainer
Thurs 16 th Sept	Risk Assessment	Ian Smith
Tues 28 th Sept	Tendering for Success*	Ian Curtis
Tues 5 th October	Support and Supervision of Staff	Pam McNay
Thurs 14 th Oct	Introduction to Marketing	Chris Lee
Wed 20 th Oct	Costing for Funding Applications and Contracts*	John O'Brien
Tues 2 nd Nov	Managing Redundancies	Gill Taylor
Wed 3 rd Nov	Making a Good Funding Application	Pam McNay
Tues 18 th Jan	Volunteer Management	Pam McNay
Thurs 10 th Feb	Tendering for Success	Ian Curtis
Wed 2 nd March	Employing Staff*	Gill Taylor
Thurs 10 th March	Data Protection and Confidentiality*	Paul Ticher
Wed 16 th March	Volunteer Management	Pam McNay

** courses marked with an asterisk will be held at venues in North Central Bedfordshire*

For any further details, please call **Jan** on **01234 354366** or email her at jan@yourcvs.org, or check out the training pages on our website: www.yourcvs.org

Meeting Rooms and Equipment Hire

Looking for a cost-effective meeting/training room? - CVS has two rooms suitable for meetings, training sessions, interviews, etc. Our offices in Bedford are centrally located close to the town centre and the train and bus stations. Whilst we have no parking on site for visitors, there are plenty of public car parks nearby.

- **The Harpur Room** caters for up to 40 people theatre style or 20 people boardroom style. Equipped with tables and comfortable chairs it is ideal for training sessions, meetings or away days. Prices start at just £5 per hour.
- **The Rex Woods Meeting Room** caters for up to twelve people and is ideal for smaller training sessions or meetings. Prices start at just £3 per hour.

Both rooms are fully accessible and have equipment suitable for presentations, training DVD's etc.

Tea and coffee can be provided on request. Buffet lunches can be arranged directly with outside caterers.

Equipment Hire - We also hold a supply of urns, flipcharts, display boards, collecting tins, overhead projectors, PowerPoint projectors and laptops which can be used in our meeting rooms or hired for use elsewhere.

For more details and prices call **Mandy** on **01234 354366** or email mandy@yourcvs.org