

BEDS-SPREAD

February 2007

'Get on Board' Trustee Recruitment Campaign

Did you know that at present 93% of voluntary and community sector trustee boards have between one and five vacancies? The chances are that your group is in that position.

Help is now at hand with the launch of the 'Get on Board' Trustee Recruitment Campaign, in which both **CVS Mid and North Beds** and **Volunteer Centre Bedford** are participating.

If your organisation is seeking new trustees/board members/committee members, your first step should be registering these opportunities with your local Volunteer Centre, namely:

Volunteer Centre Bedford
43 Bromham Road, Bedford, MK40 2AA
Tel: 01234 213100
Email vb@bedfordvb.org.uk
Website: www.volunteeringbedford.org.uk

A number of Governance Information Sheets relating to recruiting new trustees are also now available to download from the **CVS Mid & North Beds** Website (www.cvsmidandnorthbeds.org.uk – click on 'Developing Your Organisation' and then click on 'Governance' from the drop down menu). These information sheets include:

- What is Involved in Becoming a Trustee?
- A Trustee Job Description
- A Trustee Person Specification
- A Trustee Skills Audit
- A Trustee Code of Conduct
- A Trustee Declaration
- A Trustee Board - Terms of Reference
- Recommended Documents for Inclusion in a Trustee Induction Pack
- A Recommended Trustee Induction Procedure

Please use these resources to assist in your recruitment of new trustees, their induction and for preparation in taking them 'on board'.

We are grateful to our colleagues at Herts CVS (www.hertscvs.org.uk) for allowing us to reproduce these resources for your benefit.

To find out more about this national 'Get on Board' campaign visit: www.getonboard.org.uk



Community & Voluntary Service

Mid and North Bedfordshire
43 Bromham Road
Bedford
MK40 2AA

Tel: 01234 354366
Fax: 01234 347503

E-mail: info@cvsmidandnorthbeds.org.uk
Web: www.cvsmidandnorthbeds.org.uk

COMMUNICATION MANAGER



£26,000- £30,000 Pro rata
18.5 hours per week

The Bedford Charity (The Harpur Trust) is a local grantmaking charity with education, recreation and relief as its three charitable objects. Operating in North Bedfordshire, the Charity has four schools with over 4000 pupils, together with a separately administered pre-preparatory school. It owns and manages 40 Almshouse units on two sites and employs over 1200 people.

We are looking for an Information and Communication Manager to join our central administration team, based at the Pilgrim Centre, Brickhill Drive. You will be developing and delivering the Charity's communication strategy, and you will be responsible for raising awareness of the Charity's work and promoting it to a broad and diverse audience.

If you are flexible and creative, and looking for a challenging and rewarding role, please contact Lorna on 01234-369500 for an application pack or email her at lwilkins@harpur-trust.org.uk

Closing date: 19th February 2007 at 12pm

The Charity is committed to safeguarding and promoting the welfare of children and is an Equal Opportunities employer.

Training and Events



Leading learning and skills

CVS Training



EUROPEAN UNION
European Social Fund

For further details on any of these free one-day courses below, please contact **Jan** at **CVS** on **01234 354366** or email: **jan@cvsmidandnorthbeds.org.uk**

Thursday 15th March 2007

Developing Productive Working Relationships

Develop working relationships with colleagues in your and other organisations, that are productive in supporting and delivering your own work.

Thursday 19th April 2007

Providing Learning Opportunities

Help colleagues to identify their learning needs and provide opportunities to address these needs, encouraging them to take responsibility for their own learning.

Tuesday 8th May 2007

Allocating and Monitoring Progress and Quality

Ensure that the work required is effectively planned and fairly allocated to individuals/teams and monitor the progress and quality of the work to ensure the right level of performance.

Wednesday 6th June 2007

Health and Safety at Work

Manage the overall health and safety process, going beyond meeting legislation and including it in the planning and decision-making processes.

Wednesday 4th July 2007

Managing a Budget

Learn how to prepare, submit and agree a budget for a set operating period, involving monitoring actual performance against agreed budget and taking necessary action in case of variances.

Tuesday 17th July 2007

Promoting Equal Opportunities and Diversity

Promote equality of opportunity and diversity beyond compliance with legislation, working towards awareness of, and active commitment to, ensuring equal opportunities and benefits of diversity.

Children's Workforce Development in Bedfordshire

A free half-day workshop at the Forest Centre, Marston Vale, Bedfordshire

Tuesday 24th April 2007

9.30am to 12.30pm followed by lunch

Speakers:

Patrick Branigan, Regional Development Manager (East), Children's Workforce Development Council

Nicky Pace, Deputy Director of Children's Services, Children's Workforce Development in Bedfordshire

If you are an employer working within the Children's Workforce in the private, voluntary or independent sectors in Bedfordshire, and have an interest in the development of your workforce, this conference will give you a chance to:

- hear about the work of the Children's Workforce Development Council within a national perspective
- hear about what is happening in Bedfordshire and how your organisation can join in
- influence the way we take forward Children's Workforce Development in Bedfordshire by joining one of three workshops

Further information to follow shortly. Check Voluntary Works website:

www.voluntaryworks.org.uk/Portal/FamilyNetwork.asp

Working with Young Fathers A One-Day Workshop (10am to 4pm)

Trainer: Adrienne Burgess of Fathers Direct

This free-of-charge one-day course is open to staff from Children's Centres and/or people working in the Voluntary Sector across Bedfordshire. No previous experience of working with fathers needed.

To book a place, please contact **Jan** at **CVS** on **01234 354366** or email: **jan@cvsmidandnorthbeds.org.uk**

Two dates available:

Monday 26th March 2007

CVS, 43 Bromham Road,
Bedford MK40 2AA

or

Tuesday 17th April 2007

The Rufus Centre, Flitwick
MK45 1AH

SNIPPETS

2007 is the UK Year of Diversity.

For more information, go to

www.centrefordiversity.co.uk/yearof.htm

"Too Old: older people's accounts of discrimination, exclusion and rejection":

an Age Equality Workshop on the 9th March 2007, at **GO-East**, Cambridge. For more information, contact **Jo Worley** at the **East of England Regional Assembly** via email:

Joanna.Worley@eera.gov.uk

www.piggybankrupt.co.uk is an information and resource website for people with debt problems, created by an individual with experience of bankruptcy.

If your organisation is also a company, then you need to be aware that from 1st January 2007, the **Companies Act 1985** rules relating to the information that must be on company documents have been amended and explicitly extended to include order forms, electronic documents and websites. Business letters and order forms—whether in hard copy, electronic or other form—and all of the company's websites must include the company's full name, its place of registration, its company number, the address of its registered office, and in the case of a company exempt from the requirement to use "limited" as part of its name, the fact that it is a limited company. For more information, go to

www.sandy-a.co.uk/managing.htm

Lock It Away for

Christmas is a new package from

Bedford Credit Union, offering a safe method of saving for the expense of Christmas. For more information call **01234 346352** or go to

www.bedfordcreditunion.co.uk



Expressions of Interest Invited to Deliver a Benefits Take-Up Campaign in Bedford Borough

Bedford Partnership Board, the Local Strategic Partnership for Bedford Borough, is seeking expressions of interest from organisations/a consortium of organisations to deliver a benefits take-up campaign on its behalf.

The campaign, one of the recommendations of the Social Inclusion/Anti-Poverty Strategy for Bedford Borough, should aim to add value to services currently being provided to address poverty and social exclusion in tangible ways.

Time Period for campaign: **From May 2007-September 2008**

Area to be Covered: **Bedford Borough**

Deadline for submitting bids: **Friday, March 2nd 2007 by 3pm**

For information on the project brief, contact:

Yasmin Mahmood
Principal Community Strategy and Diversity Officer
Bedford Borough Council
St Paul's Square
Bedford
MK40 1SJ
Tel: **01234-221682**
Email: YMahmood@bedford.gov.uk



The Pioneer Group

DO YOU HAVE A LONG TERM ILLNESS OR CONDITION?

The Pioneer Group brings together people in similar situations who want to be able to help themselves to improve the quality of their lives.

COME AND TELL US YOUR STORY

We socially get together for informal talks from guest speakers, chat, tea and friendship.

AIR YOUR FRUSTRATIONS, SHARE YOUR FEARS

INFORMAL FRIENDLY ATMOSPHERE

The group meets on every third Monday of the month from 2-4 pm at the Mid and North Beds Community and Voluntary Service, 43 Bromham Road, Bedford, on the Corner of Union Street and Bromham Road.

A CHANCE TO TALK

Don't feel you are on your own - contact us:

KATE PARSONS, SECRETARY: 01234351150 E-MAIL: THEPIONEERGROUP@HOTMAIL.COM or visit the website at www.thepioneergroup.lk.com

Information Sheets

CVS – Mid and North Beds have developed a series of Information Sheets to assist with developing your group. Please feel free to download copies from our website at www.cvsmidandnorthbeds.org.uk (click on 'Developing Your Organisation' & the 'Information Sheets' on the drop down menu). Alternatively, you can email mark@cvsmidandnorthbeds.org.uk or phone **01234 354366** to request copies.

You can also download a number of model policies from our website and these include:

- Health and Safety Policy
- Equality and Diversity Policy
- Child Protection Policy
- Environmental Policy

Reducing the Risks: A Guide to Trustee Liabilities

This guide is based on qualitative research and analysis commissioned by the **Governance Hub** and provides unambiguous advice on the liabilities of trusteeship. The research highlighted the need to raise awareness about the reality of risks and to signpost existing resources available to trustees on a wide range of issues, including the broad legal framework around liabilities. The guide is aimed primarily at trustees of small and medium-sized organisations, as well as support staff and advisers.

Reducing the Risks aims to help trustees to assess and manage liabilities, understand different sources of liabilities and take action to prevent problems. The guide dispels myths about the risks associated with trusteeship and signposts sources of guidance. It includes advice about trustee liability insurance, what it covers and guidance on finding a suitable insurance policy.

Reducing the Risks: A Guide to Trustee Liabilities is written by **James Sinclair Taylor**, who leads the charity team at **Russell-Cooke Solicitors**. The guide can be downloaded from www.governancehub.org.uk or call **0845 458 9910** to buy a hard copy for £5.

Starting a New Voluntary or Community Group

- How to Set Up a New Group
- How to Develop a Constitution
- Attaining Charitable Status
- How to Become a Registered Charity
- How to Develop Charity's Objects
- The Charities Act 2006 - A Summary

Governance

- How to Develop an Effective Management Committee
- How to Plan and Hold Effective Meetings
- How to Plan and Hold Effective Annual General Meetings

Policies

- How to Provide Equal Opportunities for All
- How to Ensure Health and Safety within your Organisation
- How to Write a Child Protection Policy
- How to Develop a Volunteer Policy

Finances

- How to Look After your Group's Money
- A Brief Guide to Keeping Accounts and Book-Keeping
- How to Develop Budgets and Cashflow Forecasts
- Charities and VAT
- What Insurances does our Group Need?

Development/Business Planning

- How to Produce a Development or Business Plan for your Organisation

Quality Assurance

- What Quality Assurance System is Best for our Group?

Employing Staff

- How to Recruit Staff
- How to Create a Contract of Employment
- How to be a Good Employer

Managing Volunteers

- How to Manage Volunteers

Publicity

- How to Create Effective Publicity Materials
- How to Market your Group Effectively
- How to Write a Press Release

Miscellaneous

- How to Stage an Event
- How to Manage Information
- Accessibility

Funding

Big Lottery News

Reaching Communities is Oversubscribed - Since it opened in December 2005, **Reaching Communities** has become the most popular programme. As a result, it is highly competitive and they receive far more requests than they can support. In fact by the end of December 2006 they had received 7,454 outline proposals asking for a total of £1.73 billion for a programme that has a budget of £100 million. This means that good applications that they may have wanted to support will get turned down because there simply are not the funds available, therefore applicants are encouraged to look at the other **Big Lottery** programmes to see if their project is better suited to one of those. However, in the Eastern region they made their first awards in May 2006. So far, they have awarded 30 grants worth nearly £6 million with the average award size being £196,000.



Community Buildings - Community Buildings is proving very popular and applications are being submitted at a steady pace. However, many applications are being rejected in the first reading as a result of simple mistakes. Applicants have been confused by the term "project outcomes". Applicants have been applying for single-use buildings, for example, scout huts instead of multi-use buildings.

For clarification go to [Explaining the difference your project makes](#) page on the **Big Lottery** website.

Further details on all the **Big Lottery** programmes from www.biglotteryfund.org.uk or call the BIG advice line on **0845 4102030**.

Awards for All - Update

Awards for All have recently made some changes to the application process and as a result the application form and guidance notes have been updated. Since the new programme was launched in 2006, the number of incomplete applications they've received has risen substantially. Reasons include: missing or unacceptable accounts; bank details missing; bank statements missing or unacceptable; dates of birth missing; referee unsuitable; governing document missing or incomplete.

As a result they've updated the form to include further clarification about the information they need and why they need it.

They have also introduced a new system for processing applications. If you send them an incomplete application they will return the form to you with a postcard checklist indicating what else you need to send them in order for them to assess your application.

These changes have been made to improve the speed with which they can deal with completed applications. If you are submitting an application to **Awards for All**, please read the guidance notes carefully and ensure your application is complete to give yourself the best chance of securing a grant.

In response to feedback, Awards for All has reviewed its policies on independent referees. The key changes are: For all projects working with children, young people under the age of 18 or with vulnerable adults, your referee must be someone appropriately qualified, for example a school teacher, social worker, health care professional, police officer or youth worker. Previously this rule only applied to projects working with children and young people under the age of 16.

Referees are no longer required where the applicant is a statutory authority – a school, town or parish council or health body. If you are a community and voluntary organisation working with a statutory body to deliver your project, you will still be required to provide details of a suitable independent referee. They now require referees to provide their business address, not their home address. To download guidance notes and an application form visit the **Awards for All** website www.awardsforall.org.uk



LOTTERY FUNDED

BT Community Connections

A nationwide award scheme that connects local community and voluntary groups to the internet. Since 2000, the scheme has awarded more than 4,600 internet-ready PCs to community and voluntary organisations. In 2006/7 over 1,300 awards will be made to groups who can demonstrate how a PC and internet connection will benefit their work and the local community.

Successful applicants in the past include elderly silver-surfer groups, disability groups, music groups, refugee support groups, youth groups, environmental groups, victim support groups, cultural groups, family support groups and sport groups.

Applications should be submitted prior to the closing date: **Thursday 15 February 2007** - Further information and an application form available from **www.btcommunityconnections.com** - You can also view case studies of previous winners and judges' top tips to help you complete your application.

The Garfield Weston Foundation

Founded in 1958 the **Garfield Weston Foundation** is a UK-based, general grant-giving charity endowed by the late **W Garfield Weston** and members of his family. In the year ending 5 April 2006 a total number of 1,533 grants were made and a total of £38 million distributed.

Before applying for a grant, please take time out to explore the various sections of their website - they think it gives a good overview of the type of activities that they fund and their grant-giving policy. You will also find information on How to Apply.

The **Garfield Weston Foundation** has helped a wide range of organisations with grants of varying sizes. Their recent rounds of funding have helped projects in the following categories: Arts, Community, Education, Welfare, Medical, Social, Religion, Youth and Environment.

Details of larger grants are in their most recent Annual Report and Accounts published by the Foundation and on their website. There are also pages describing examples of smaller projects they have funded.

The Administrator, Garfield Weston Foundation, Weston Centre, 10 Grosvenor Street, London W1K 4QY, Tel: 020 7399 6565 Fax: 020 7399 6580 Website: www.garfieldweston.org

Sport Relief

Sport Relief is looking to support projects that use sport and exercise to improve the lives of disadvantaged people, either through the targeting of the project at a particular group, or through the geographical location of the project in an area statistically recognised as 'deprived'.

The aim is to support projects where the difference made to peoples' lives can be attributed to the **Sport Relief** funding. Projects should address one or more of the following issues:

- Increasing access to sport and exercise for people who face social exclusion and isolation;
- Helping people who are experiencing difficulties in their lives to regain their confidence and self-esteem; or
- Encouraging people to take part in sporting activities that bring communities together.



All bids must demonstrate what the expected outcomes are in relation to the criteria and how these will be monitored.

Who or what cannot be funded?

- Short-term, one-off activities such as sports days;
- Trips abroad;
- Funding buses, mini-buses or other community transport schemes (but we would consider transport costs forming part of a project);
- Building costs, including access adaptations to buildings;
- Applications from profit-making organisations;
- Applications where those benefiting do not live in Luton or Bedfordshire;
- Supporting the furtherance of any one religion, political activities or projects that would otherwise be funded from statutory sources;
- Organisations that have not fully completed all sections of the Grant Application Form or answered any subsequent questions put to them by the **Community Foundation**;
- Organisations who have not included all other requested information with their application, or given a suitable reason for its omission;
- Organisations that do not have a building society or bank account. Cheques will not be made payable to individuals.

How much funding is available?

Groups can apply for grants of between £1,000 and £10,000. However, the countywide budget for each year is £18,000, so larger grants will need to demonstrate exceptional benefits to be considered.



If you have any difficulties in completing the application form, you can call the Community Foundation office for assistance or clarification on any issue at the address shown. Further information available from **Bedfordshire and Luton Community Foundation**

The Barn, Buttercup Farm, Hockliffe Road, Tebworth, LU7 9QA. Telephone/fax – 01525-878142

Send your completed application form and any other relevant documents to the address above.

Very Important

- Please make sure you have weighed your envelope and paid enough postage.
- Please make sure the documents are sent in plenty of time to arrive before the deadline given, otherwise the application will not be considered until the next panel meeting.

Lord's Taverners - Youth Cricket

Free Cricket Bags - Each year **Lord's Taverners** provide grants of more than £1 million to encourage participation in cricket by young people.

They provide hard-ball equipment bags (at u16, u13 and u11 levels). They also provide a Girls Bag, Inter-Cricket and Kwik-Cricket bags. Provided your club or school meets the criteria set out on the application form, these bags are FREE.



Non-Turf Pitch Grants - 2007 Scheme - They are pleased to re-open the non-turf pitch grant scheme for 2007. Grants are provided up to £6,000 towards the installation of non-turf pitches, practice ends and nets.

All applications **MUST** be approved by the Cricket Development Manager at your local **County Cricket Board**. If you do not know who your representative is, then please use the web form or contact **Janine Holt** at the **ECB Tel: 0161 877 6643**.

Funding for Other Cricket Projects - Exceptionally, grants are steered towards major projects designed primarily to assist in the furtherance of youth cricket. For further details please contact our Cricket Administrator **Richard Anstey** Tel: **020 7821 2828** on either a Tuesday or Thursday.

Applications will be considered for grants toward the cost of youth cricket festivals / tournaments / regional competitions and for youth special-coaching schemes.

Grants towards refreshments, trophies, overseas tours, clothing or individual / team sponsorship are not available.

Application forms for each of these schemes can be downloaded from their website.

Table Cricket (for those with disability) - In addition, **The Lord's Taverners** fund the National Table Cricket Competition; a game which provides young people who have severe physical disabilities with an opportunity to compete in a competitive game of cricket. For further information about Table Cricket and how your school can get involved, **The Lord's Taverners, 10 Buckingham Place, London SW1E 6HX** Tel: **020 7821 2828** Fax: **020 7821 2829** Email: hq@lordstaverners.org Website: www.lordstaverners.org/whowehelp/youth_cricket.asp

Red Nose Day UK Programmes 2005-08

Comic Relief operates three grants funds for work within the UK. Each of these has different criteria and different application processes and deadlines. Further information can be found by clicking the links above. This is their biggest grants fund. It awards some of the money raised from Red Nose Day. During 2005-08 they are concentrating their funding on six programme areas: Young People; Older People; Mental Health; Refugees & Asylum Seekers; Domestic Violence; Disadvantaged Communities. They make two types of grants in their open programmes:

Friday 16th March 2007

Main Grants - Grants over £5000. In the main grants programme, you can apply for £5000 or more. They will consider small and medium-sized projects as well as a few larger and longer-term grants where appropriate.

Small Grants - Grants up to £5000. You can apply for a small grant in the following three programmes only: Disadvantaged Communities; Older People; Mental Health.

They support voluntary groups and organisations throughout the UK. These are usually registered charities but they also fund some constituted groups with a written set of rules with charitable objectives.

They fund work all over the UK and are very keen to make sure that their funding reaches all parts of the country, especially areas which often miss out, such as rural communities.

They can give grants for running costs and capital costs, depending on the programme you are applying to. There is no maximum grant size and the amount you ask for should be the amount you need. They are likely to make some large grants, and a range of smaller grants of between £15,000 and £30,000 each year. They also have a fast-track application process for small grants up to £5000.

If you want to apply for more than £100,000 in total, please phone them before you apply.

They consider applications for up to £5000 at any time and there are no deadlines. They are likely to close all these grant programmes in 2008.

All applications should reach them by this date to ensure they are considered in the next funding cycle. Dates for future cycles will be posted on their website as soon as possible.

Comic Relief UK, 5th Floor, 89 Albert Embankment, London SE1 7TP Tel: **020 7820 5555** Fax: **020 7820 5500** Minicom: **020 720 5579**

Email: General enquiries: red@comicrelief.org.uk Website: www.comicrelief.com