

BEDS-SPREAD

February 2008

What Happens When Your Computer Breaks Down?

It would be nice if you could say "I call on my local ICT support service, which was set up by the sector and is delivered by individuals who share my organisation's ethos and are committed to seeing it thrive and grow." If you cannot respond in this way, you might be interested in a new piece of research that **Community and Voluntary Service Mid and North Beds** and its partners in Bedfordshire and Luton are undertaking to evaluate whether the ICT needs of the third sector can be met through a **Bedfordshire and Luton ICT Circuit Riders** project/organisation. In order to do this we need to find out:

- what the ICT needs of local voluntary organisations and community groups are
- the nature and extent of ICT problems currently faced by these organisations
- how these needs are currently being met

An online survey will soon be published where you can provide more information on your organisation's ICT needs to help us set up the ideal support service mentioned above. The survey will go live by the **19th February 2008** at:

- <http://digbig.com/4wgnp>

What is a Circuit Rider?

The term 'circuit rider' originated in the USA and referred to those who travelled around a sparsely-populated area dispensing law, medicine and religion. It has now been adopted as an umbrella term for ICT professionals who work mainly with the voluntary and community sector. A circuit rider might:

- repair and fix hardware
- install and configure software
- train and support staff
- manage existing ICT resources more effectively
- advise project managers on ICT development and implementation
- help draw up an ICT strategy

ChangeUp



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Supported by



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

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Contacts

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

<i>Martin Trinder</i>	<i>Chief Officer</i>
<i>Ian Curtis</i>	<i>Collaborative Working Officer</i>
<i>Mark Smith</i>	<i>Information Officer</i>
<i>Maxine Hayes</i>	<i>Funding & Development Officer</i>
<i>Jane Owen</i>	<i>Funding & Development Officer</i>
<i>Jan Warnier</i>	<i>Training and Events Officer</i>
<i>Linda Bulled</i>	<i>VOC Officer</i>
<i>Tara Charlton</i>	<i>Finance Administrator</i>
<i>Kayleigh Brennan</i>	<i>Office Assistant</i>
<i>Gianna Cave</i>	<i>PA to Chief Officer</i>

Serving the Voluntary and Community Sector in Mid and North Bedfordshire

Registered Charity: 1091423

DEVELOPMENT ISSUES

Trustee Briefing

**Wednesday 19th March from 7.30 – 9pm at the
Biggleswade Sea Cadets Hall, 4 Station Road, Biggleswade SG18 8AL**

CVS Mid and North Beds are holding another free, informal workshop aimed at trustees and management committees, members of local voluntary and community organisations and registered charities. This workshop will be particularly relevant to organisations with very few or no staff, and will cover the following areas:

- The role of a management committee member
- What help and resources are available to management committee members
- Key issues for voluntary and community organisations
- An outline of some of the key sources of funding available

If you would like to book a place on the workshop please contact **Kay Brennan** on **01234 354366** or email **kayleigh@cvsmidandnorthbeds.org.uk**

Charities Act 2006 – Charities and Public Benefit

From 1st April 2008 all organisations wishing to be recognised as charities must demonstrate, explicitly, that their aims are for the public benefit, including charities that advance education, religion or relieve poverty (previously presumed by the law to do so). Trustees now have a duty to report on public benefit in their Trustees' Annual Report, so now information on their activities needs to be set in the context of how the aims have been carried out for the public benefit.

The latest issue of **Charity Commission News**, available at **www.charitycommission.gov.uk/tcc/newslist.asp**, gives a full list of charitable purposes and explains the key principles of public benefit.

Now it's easier to merge!

This article will be of interest to those charities who are considering merging or have merged recently. It will also be of interest to those who are considering incorporation or again have recently incorporated!

The Charities Act 2006 includes provisions aimed at making it easier for charities to evolve and change. Key to these was the **Charity Commission** creating a public '**Register of Mergers**'. This register was set up last November (07) and contains up-to-date details on mergers and related transfers of property between charities, where the Commission has been notified of these.

The main advantage of the register is that gifts to a charity made through wills and legacies will now transfer automatically to the successor charity after a merger. It also covers other types of charity reconstruction, such as incorporation. This removes the need to maintain a 'shell' charity, which exists just to receive such gifts, or for the Commission to make a scheme in order that the gift is used as intended.

Trustees of a charity which has taken over property of other charities can access these benefits by notifying the **Charity Commission** of the merger. This applies both to new mergers and for those which have already happened. This is good news for those charities currently keeping shell charities running to avoid losing legacies.

Trustees who want to know more about registering a merger, including when this is compulsory, can find out more from the '**Apply for it**' link on the **Charity Commission's** home page at **www.charitycommission.gov.uk**

TRAINING

Basic First Aid

Two One-Day Workshops

Monday 3rd March 2008 & Tuesday 18th March 2008 -
9.45am to 4.00pm

The course is for you if you...

- require a certificate in First Aid as a nominated person to take charge in an emergency
- are a small organisation and require a member of staff to have basic life-saving skills
- work in a low-risk area
- are required to give support to qualified First Aiders

Procurement & Social Enterprise

- **Adopting a Social Enterprise Approach** - Tuesday 4th March 2008 - an introduction to the world of social enterprise - trading for a social purpose
- **Costing for Contracts** - Friday 7th March 2008 - will help organisations to better understand how to "cost out" a contract
- **Getting Tender Ready** - Wednesday 19th March 2008 - will enable you to enter the new public service commissioning process with confidence, equipped with the tools to understand what commissioners want and how to deliver

Cost and bookings for these workshops

£10 per delegate. For further details please contact **Jan** at **CVS** on **01234 354366** or email: **jan@cvsmidandnorthbeds.org.uk**

*All workshops: at CVS Mid & North Beds Offices,
43 Bromham Road, Bedford, Mk40 2AA*

CVS Mid and North Beds Training is funded by



Adult Learners' Week Local Awards 2008

Nominations are now open for the **Bedfordshire and Luton Adult Learners' Week Awards 2008**. The awards form part of the UK's largest festival of learning – **Adult Learners' Week (17th – 23rd May 2008)**. The awards will celebrate achievement and recognise good practice in the field of learning across Bedfordshire and Luton. They aim to highlight the value and huge variety of activities and methods, which take place throughout the area and across all ages. In particular, they recognise innovative developments, which have demonstrably widened participation and social inclusion.

Award winners and those who nominate them will be invited to attend the Award Ceremony. Each winner will receive a framed certificate and a £200 learning voucher redeemable against future courses on which they enrol with a local provider. The award ceremony will be held in **Adult Learners' Week**, on **Wednesday 21st May 2008, 11am – 1pm**, and will be followed by a buffet lunch.

Any learner or organisation, which fits the criteria, can be nominated. Individuals will need to be nominated by a tutor or someone who has knowledge of the learning that they have undertaken. Organisations can nominate themselves, or be nominated by others. All entries should be current, either to do with active learners or projects that are still running or about to complete.

If you would like a nomination form please contact **Sue Stevenson**, **sstevenson@learning-partnership.co.uk**, or download from our website **www.learningincommunities.co.uk**.

The deadline for entries is **Friday 11th April 2008**.



FUNDING

Funding Workshops

Workshop 1 – 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 **GRANTfinder**.

- **Saturday 8th March (10am – 12pm)**
- **Tuesday 1st April (7pm – 9pm)**
- **Thursday 1st May (10am – 12pm)**
- **Saturday 14th June (10am – 12pm)**

Workshop 2 – Demonstrating Need and Understanding Outcomes

This workshop will build on the skills you gained from workshop 1 and will:

- explain how to identify the need for your work
- 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.

- **Wednesday 9th April (7pm – 9pm)**
- **Saturday 17th May (10am – 12pm)**
- **Wednesday 18th June (10am – 12pm)**

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

Biggleswade Town Council Community Grants

Limited funds available to community clubs and organisations in Biggleswade.

You can get an application form:

- By post from **Biggleswade Town Council, 4 Saffron Road, Biggleswade SG18 8DL**
- By phoning on **01767 313134**
- Or by emailing enquiries@biggleswadetowncouncil.gov.uk

Completed application forms need to arrive at the Council Offices by **Friday 22nd February 2008**

Other Town and Parish Councils across Mid and North Beds provide small grants to voluntary or community groups based or operating in their area, so it is worthwhile contacting us at **CVS Mid and North Beds**, as we maintain a comprehensive list of contacts for these councils. Give **Mark Smith** a ring on **01234 354366**.



Fundraising Toolkit
Download your copy from:
www.cvsmidandnorthbeds.org.uk



FUNDING

The 2008 WREN Community Challenge

Organisations and groups are invited to **bid for funding of between £75,000 and £250,000 for capital projects** which will make a real difference to their community.

For a project to be considered for the award, it must be not-for-profit, not operate a membership policy and be open to the general public. Funding is available for projects which comply with **Object D** of the **Landfill Communities Fund**. Such projects could include:

- Recreational areas such as parks, community gardens or open green spaces
- Community centres, village halls or youth centres
- Play areas, skate parks or multi-use games areas
- Nature reserves or community woodlands
- Sports centres or recreation grounds
- Museums and visitors' centres
- A combination of facilities

To qualify, projects must be located within 10 miles of a WRG landfill site.

The closing date for first-round applications is **5pm on 30th May 2008**.

For full information and an application form please look on the **WREN** website under **Community Challenge 2008** - www.wren.org.uk

The Big Green Challenge Award

The Big Green Challenge Award aims to encourage change and innovation, by challenging voluntary organisations and communities (of any type) to reduce CO2 emissions by 60%. There is a prize fund of £1 million. **Entries by 29th February** - www.biggreenchallenge.org.uk.

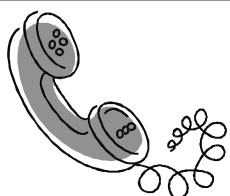
Bedfordshire & Luton ESF Co-Financing Prospectus

The Bedfordshire & Luton ESF Co-Financing Prospectus was launched by **Beds County Council** and **Luton Borough Council** on 29th January 2008.

If your organisation is looking for funding for projects that encompass '**Extending employment opportunities**', then it is worthwhile downloading the prospectus from:

- www.bedfordshire.gov.uk/Resources/PDF/E/EconomicGrowth/ProspectusJan08ISE%20.pdf

For any further information please contact **Mike Colsell, ESF Co-Financing Manager** on **01234 228680**, email: mike.colsell@bedscc.gov.uk. Deadline: **Thursday 3rd April 2008**



Contact Maxine or Jane for all your Funding Queries

01234 354366

maxine@cvsmidandnorthbeds.org.uk or
jane@cvsmidandnorthbeds.org.uk



CVS MEMBERSHIP DETAILS UPDATE

Over the next few weeks those members who have provided us with an email address will find an email in their Inbox from us, relating to updating the details we hold about their organisations on our database. The email will contain a link that will take you to a secure website that will enable you to update your details online. We would encourage you to update your records in this manner, as it will only take a few minutes to do so. However, should you like a paper copy of the update form please do not hesitate to contact **Mark Smith** on **01234 354366** or at **mark@cvsmidandnorthbeds.org.uk**. For those members who have not provided us with an email address, we will be despatching membership update forms by mail in due course.

By whichever manner you choose to complete the form please provide the information as soon as possible, as this enables us to best serve your organisation.

PROCUREMENT AND SOCIAL ENTERPRISE

Free Training for Commissioning for Children's and Young People's Organisations

VCS Engage are offering a free training workshop for strategic managers and infrastructure organisations working within all sectors of the children, young people and families voluntary and community sector. This workshop will enable you to enter the new commissioning process with confidence, equipped with the tools to understand what commissioners want and how you can deliver.

The programme covers the differences between grant funding and commissioning (service contracts), identifies the key skills, characteristics and standards that VCS organisations need to demonstrate, provides the tools to effectively evidence them and provides a checklist for writing a successful tender.

There are several dates offered but in our area this workshop will be run on **27th February** at the **Silsoe Conference Centre**. For more details of this free event go to **www.vcsengage.org.uk**

Procurement and Social Enterprise Training

Thanks to an **Investing in Communities** grant **CVS** is now in a position to deliver three training workshops geared to meet the needs of those organisations wishing to explore the topics of procurement and social enterprise. All three are linked by the government's move to replace many of the sector's existing grants with contracts awarded through open and competitive tendering for public services. Any voluntary, community, or social enterprise organisation which currently enjoys public sector (local authority, primary care trust, central government etc) grants, or wishes to enter the arena of delivering public services for the first time, should attend. We would particularly encourage trustees and chief officers to attend these workshops as they herald a new business operating environment for our organisations. The details of the workshops are as follows:

Adopting a Social Enterprise Approach 4th March: Explores how your organisation can start to generate income from trading activity, what to consider in moving towards becoming a social enterprise, and the steps it can take to achieve this.

Costing for Contracts 7th March: Gives clear guidance on the framework for costing out contracts and through this reducing the serious financial implications to your organisation of costing a project out badly! This workshop also introduces contract pricing and negotiation as well as managing a contract to budget.

Getting Tender Ready 19th March: Offers a thorough introduction to Procurement and Tendering for Public Service Contracting. It includes the policy and legal changes, the processes involved in procurement, right through to how tenders are scored. Delegates will take away a checklist of actions organisations need to take to get 'tender ready'.

CONSULTATION

Bedfordshire & Luton Funding and Procurement Code of Good Practice Consultation

A reminder that the **Bedfordshire and Luton Compact Development Group** is consulting on a new **Funding and Procurement Code of Good Practice**:

- The draft Code aims to clarify the funding relationship between statutory and voluntary and community sector partners operating within Bedfordshire and Luton.
- The Code will replace the existing Funding Code of Practice, and better reflect the changing nature of the funding relationship between the voluntary sector and the statutory sector.
- The draft Code explains the benefits of having such a code, and sets out some clear principles that both voluntary and statutory partners should follow through a funding relationship.
- Voluntary organisations working with any statutory organisation should respond to this consultation. All statutory organisations should respond to this consultation
- **Download:** The Draft Funding & Procurement Code of Good Practice from www.voluntaryworks.org.uk/cvsmidandnorthbeds/Consultations.asp
- **Comment:** Complete the Online Questionnaire at www.surveymonkey.com/s.aspx?sm=7sx3En13kwmXBvy_2f29TOag_3d_3d

Accommodation for Third Sector Organisations

CVS Mid & North Beds is continuing to look into the possibility of providing quality and affordable long-term accommodation for voluntary and community organisations and social enterprises in the area. We are still keen to hear from any of you if your group would be interested in being part of the concept of a 'third sector' building. Contact **Martin Trinder** on **01234 354366** or martin@cvsmidandnorthbeds.org.uk to register your interest and learn more about the proposal.

The First-Ever National Survey of Amateur Arts Groups in England

The first-ever national survey of amateur arts groups in England will be taking place during February 2008, and groups from all artistic areas, from music, dance and crafts, to theatre, visual arts and literature, are encouraged to participate. Run by **Department for Culture, Media and Sports** the questionnaire can be found at: www.artsurvey.org.uk.

BUSINESS PLANNING

As a group one of the most daunting tasks you may have to undertake is preparing a Business or Development Plan for your organisation. One of the best toolkits we have come across in assisting with this task is the one originally produced in 2006 as part of the **Luton Dunstable Partnership Capacity Building Project** funded by **Jobcentre Plus** and **European Social Fund**. **Rob Burton**, who wrote the original Tool Kit, has now produced an updated version, which can now be downloaded from our website at:

- www.voluntaryworks.org.uk/cvsmidandnorthbeds/DevelopmentPlans.asp

The Tool Kit is aimed at voluntary and community groups who want to build the capacity of their organisation using a business plan model which will be of use for both supporting funding applications and as a management tool for project managers and management committees. We are grateful to **Rob Burton** for allowing us to have this useful tool on our website. **Rob Burton** can be contacted through email: robburton1@hotmail.co.uk and is available on a consultancy basis.

SNIPPETS

Anglia Care Trust – Office Accommodation Required

Anglia Care Trust (ACT) is a registered charity, offering floating support, and rough sleepers outreach in Bedford to both referred service users and ex-offenders, to retain and maintain their tenancy. Our floating support aims to promote and increase individuals' independent living in the community. Focused housing-related support depending on service users needs, reduces homelessness by preventing loss of accommodation on any type of property and tenancy.

We are looking for office accommodation to accommodate five staff (open plan acceptable/shared multiple users) with access to a small interview/meeting room, toilet, kitchen or tea/coffee-making facility.

Our clients are well-behaved with no issue of ASB or visits without an appointment.

Contact **ACT** on **01234 350109** or email **pauln@angliacaretrust.org.uk**

Do you give hands-on support to voluntary and community groups in Bedford Borough?

If so, whether you are a paid worker or volunteer, please come to:

Bedford Borough Workers' Forum

Wednesday 12th March 2008

At 43 Bromham Road, Bedford (corner of Union Street) - 9.00am for tea/coffee, toast and networking

Please phone **Jane Owen** on **01234 354366**

Or email **jane@cvsmidandnorthbeds.org.uk** for more information

Hear by Right

The National Youth Agency has just re-launched the **Hear by Right** website at:

- www.nya.org.uk/hearbyright

This provides some excellent resources if your organisation is considering greater youth involvement and participation. It's well worth checking out, as you can download the resources for free!

Beds-Spread is the Newsletter of **Community & Voluntary Service Mid & North Bedfordshire, 43 Bromham Road, Bedford, MK40 2AA**. Tel: **01234 354366**. Email: info@cvsmidandnorthbeds.org.uk. Website: www.cvsmidandnorthbeds.org.uk. 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 (Beds County Council, Mid Beds District Council & Bedford Borough Council) and to local libraries. **Beds-Spread** is also available to download from our website at www.cvsmidandnorthbeds.org.uk, where previous copies can also be accessed.

Please note:

- Every care is taken to provide accurate information, however **CVS Mid & North Beds** 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 Mid & North Beds**.
- Please feel free to replicate any articles, as long as you credit **CVS Mid & North Beds**.

Contributions are welcomed. Deadline for copy for inclusion in the next issue of **Beds-Spread**: **5th March 2008**

Send copy to **Mark Smith** at mark@cvsmidandnorthbeds.org.uk

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