

BEDS-SPREAD

July 2007

FUNDRAISING TOOLKIT

Community &
Voluntary Service

Mid and North Bedfordshire

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The production of this toolkit was made possible with the support of:



Fundraising Toolkit Launched

250 members of voluntary and community groups from across Mid and North Bedfordshire attended the **Funding Fayre** at Bedford Corn Exchange on Thursday 14th June

2007 and witnessed the launch of **CVS - Mid and North Beds'** innovative '**Fundraising Toolkit**'. This resource has been produced for use by local voluntary and community groups and it provides useful information on the following:

- **A Fundraising Strategy**
- **Making an Application**
- **Budgeting (inc. Budgeting Template)**
- **Full Cost Recovery**
- **An Outcomes Approach**
- **Monitoring & Evaluation**
- **Local Funders**
- **Other Funders**
- **Funding for Individuals**
- **The A to Z of Successful Ideas Fundraising**
- **The Law & Fundraising**
- **Tax-Effective Giving**
- **Social Enterprise**
- **Procurement (Public Service Commissioning)**
- **A Guide to Fundraising Resources**
- **Jargon Buster / Glossary**

A limited number of paper-based copies are being made available to local groups, whilst all of the above information sheets are available to download at our website:

www.cvsmidandnorthbeds.org.uk

Don't forget that we can help you with one to one support through the funding application process and advice on running fundraising events. We also hold information on Grant-making Trusts, Lottery Funding, European Funding, Local Statutory Agencies Funding and National Government Funding. We also have a library of funding reference books (for loan) and have access to **FunderFinder** and **GRANTfinder** software. Contact **Maxine Hayes** or **Jane Owen** on **01234 354366**.



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Contacts

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@cvsmidandnorthbeds.org.uk*

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Serving the Voluntary and Community Sector in Mid and North Bedfordshire

Registered Charity: 1091423

FUNDING

You Can Do

The Scarman Trust, with the support of the Northern Rock Foundation, is offering grant awards of between £2,000 and £5,000 for individuals or groups to run a project for their community. They are targeting people who identify with one or more of the following: homeless people; lesbian, gay, bisexual or transgender identity; black and minority ethnic communities; substance misusers; asylum seekers or refugees; young people from disadvantaged communities. Tel **0808 100 2553** or **www.thescarmantrust.org**

Football Foundation Community and Education Small Grants Scheme

Groups, youth clubs and football clubs that wish to increase participation by both players and volunteers in grass roots football can apply for funding of up to £9,000 through this **Football Foundation** scheme. Funding is available for training courses, hire of qualified coaches/referees, recruitment events, first aid kits, travel expenses etc. For further information contact **The Football Foundation 30 Gloucester Place London W1U 8FF** **www.footballfoundation.org.uk/seeking-funding/small-grants**

United Kingdom Council on Deafness (UKCoD)

Gives funding for health projects that meet the needs of deaf, deaf/blind or hard-of-hearing people. This could include projects providing social care for deaf children, and projects promoting independence. The likely maximum is £16,000 a year over three years.

Deadline: First Step application forms for grants for 2008 - 2011 will be available from October 2007.

Contact: **Roger Hewitt, UK Council on Deafness**
Telephone: **01206 274 076**.
Email: **r.hewitt@deafcouncil.org.uk**
Website: **www.deafcouncil.org.uk**

The Camelot Foundation Transforming Lives Programme

The **Camelot Foundation** has launched a new round of funding. Each round has a different funding theme; this time it is addressing social cohesion through the challenges of identity.

To apply you must be a registered charity working with young people aged between 11 and 25. Grants are for between £40,000 and £80,000.

The programme spends £1.5 million each year to develop new approaches and creative ideas for re-connecting marginalised young people to the mainstream of UK life.

All projects should work with at least one of the Foundation's priority groups:

- Young parents or those at risk of becoming young parents
- Young exiles, newly arrived in the UK
- Young people with mental health problems
- Young disabled people

Deadline: **3rd August 2007**

Contact: **James Middleton, Camelot Foundation**
Telephone: **020 7828 6085**
Email: **info@camelotfoundation.org.uk**
Website: **www.camelotfoundation.org.uk**

Royal National Institute of the Blind (RNIB)

RNIB is the UK's leading charity helping anyone with a sight problem. Through the **OFV** scheme, **RNIB** supports projects managed by local societies and other local organisations of and for blind and partially-sighted people, which provide practical help and support in coping with sight loss and help to reduce social isolation experienced by many blind and partially-sighted people.

RNIB welcomes applications from projects which fall into the **Department of Health's** priority areas in health and social care and in particular will look to support projects, through the OFV Scheme, for: Reducing social isolation experienced by blind or partially-sighted people; Increasing access to information, equipment and services; Providing support and help to blind and partially-sighted people.

The closing date for applications will be 30th November for projects starting in April of the following year.

RNIB, Dunedin House, 25 Ravelston Terrace, Edinburgh EH4 3TP Tel: **0131 311 8500** Fax: **0131 311 8529** Email: **susan.nazareth@rnib.org.uk**
Web: **www.rnib.org.uk**

FUNDING

Help The Aged – We Will

The aim of this fund is to provide small grants for projects which benefit older people living in Bedfordshire and Luton. Each grant awarded is funded equally by **Help the Aged** and **Bedfordshire and Luton Community Foundation**.

The maximum you can apply for is £300 but if you feel, however, that you have a particular special case a higher amount may be considered. Please contact the administrator to discuss the options.

There are a variety of projects that can be funded and your application is more likely to succeed if you can make it clear as to how exactly the money will benefit older people. Priority will be given to applications that can clearly demonstrate their work will have a positive impact on the issues that adversely affect the community. Projects will need to show that at least 75% of beneficiaries will be aged 50 and over.

Examples of projects that would be considered are:

- Trips – that help older people to go on an outing which is not accessible by public transport
- Speakers or tutors – paying for sessions and a speaker's time
- Equipment – which must be of benefit to older people

Further details and an application form from **Bedfordshire and Luton Community Foundation, The Barn, Buttercup Farm, Hockliffe Road, Tebworth LU7 9QA. Tel: 01525 878142 email administrator@blcf.org.uk**

Anglian Water Trust Fund

An independent charitable trust launched in 1996 which aims to contribute to the fight against poverty within the **Anglian Water** region. Funds have been made available for voluntary sector organisations to develop money advice services and financial education projects. In September 2006 Trustees agreed grants totalling £108,990 to organisations for projects (mainly two years in length) which will improve the provision of money/debt advice within the **Anglian Water** region.

Anglian Water Trust Fund, PO Box 42 Peterborough, PE3 8XH Tel: 01733 421021 email: awtf@charisgrants.com www.awtf.org.uk

Eagle Aid

For 2007 **Charles Wells** Ltd has a 'community chest' available for local charitable causes. The funds will be targeted closely at the projects that affect the lives of **Charles Wells** consumers most directly and £20,000 total grants will assist neighbourhoods to work together to improve community life.

All licensees running a pub with the **Charles Wells Pub Company** will be invited to apply for funding for a charitable cause that they and their customers would like to support. Every pub that responds will receive a share of the community chest for their charity and will also receive a fundraising pack encouraging them to raise further donations amongst themselves. Grants can be made for equipment, furniture, maintenance, training, transport, professional assistance/guidance or specific project resources.

The Bartle Family Charitable Trust

Makes grants to smaller registered charities who are working with disability associated with children and young people, education/training for children and young people who are disabled or disadvantaged and medical/health/sickness in children.

Provide grants to small national charities with specific projects in the regions named below and charities local to these counties:

- Buckinghamshire
- Hertfordshire
- Oxfordshire
- Bedfordshire

Woodland, 214 Amersham Road, Hazlemere, High Wycombe, Bucks, HP15 7QT.

Tel: 01494 521704



Free Collecting Tins Available

Contact Mark Smith at CVS - Mid and North Beds for more details on 0234 354366 or by emailing mark@cvsmidandnorthbeds.org.uk

CLIMATE CHANGE

Charities, Voluntary and Community Groups are increasingly being encouraged to improve their environmental efficiency. The local information may assist in achieving that aim:

Third Sector Declaration On Climate Change



Every Action Counts (EAC) - a consortium of over twenty voluntary sector and non-governmental organisations with social and environmental remits working together across England to encourage and deliver social and environment justice – launched the Third Sector Declaration on Climate Change

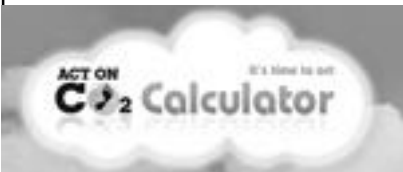
The declaration has two main sections. The first section recognises the crucial role of the third sector and the importance of understanding the link between social justice and climate change reduction. The second section deals with the commitment of tackling climate change and provides a plan of action to be taken by those signing up to the declaration.

You can join other organisations in committing your organisation to face this challenge by:

- Recognising the need for urgent action at all levels to combat climate change
- Adopting public plans to reduce carbon emissions
- Enabling members, service users and clients to meet this challenge and reduce their own carbon emissions
- Supporting national legal targets for greenhouse gas emissions
- Working in partnership with government and others to reach or exceed these targets
- Working together as a sector to inspire and encourage action on this issue

Visit www.everyactioncounts.org.uk/declaration to find out more.

New Carbon Footprint Calculator



The Government has just launched the 'Act on CO2 Calculator', that helps you find out what your carbon footprint is. You'll also get a personalised action plan with recommendations about how you can help tackle climate change - including links to further information on the **Directgov** and the

Energy Saving Trust websites. You can find the calculator at: <http://actonco2.direct.gov.uk/>

Other Useful Resources in Combating Climate Change

- **Bedfordshire Waste Exchange** - www.eastex.org.uk/beds/
- **Bedfordshire And Luton Green Infrastructure** - www.bedsandlutongreeninfrastructure.org.uk
- **Bedfordshire Green Business Network** - www.gbn-bedfordshire.org.uk
- **Bedfordshire Recycling** - www.recycle-now.co.uk
- **Climate Challenge** - www.climatechallenge.gov.uk
- **NetRegs - environmental guidance** - www.netregs.gov.uk
- **Energy Savings Trust** - www.energysavingtrust.org.uk
- **Liftshare** - www.liftshare.org
- **Transition Towns** - www.transitiontowns.org
- **Ashton Hayes - Going Carbon Neutral Project** - www.goingcarbonneutral.co.uk

Please visit our new Green Issues page on our website for the latest news on how your organisation can play its part in combating Climate Change:

www.voluntaryworks.org.uk/cvsmidandnorthbeds/GreenIssues.asp

AWARDS

Queen's Award for Voluntary Service by Groups in the Community 2008

Her Majesty The Queen announced on 30th April 2002 the creation of a new Award to mark the occasion of her Golden Jubilee. This has since become an annual award. Nominations are now required for 2008.

The Award recognises the vital role played by the hundreds of thousands of 'unsung heroes' of the voluntary and community world and emphasises the importance of continuing recognition of their work. The Award covers groups operating in the United Kingdom, the Channel Islands and the Isle of Man.

The number of Awards made each year will be determined by the number and quality of nominations received. Awards are made to groups rather than to individuals.

It's easy to nominate and worthwhile, as local group **Hospice at Home Volunteers - Mid Beds** found a couple of years ago when they were awarded this prestigious award

Visit www.queensawardvoluntary.gov.uk
 Email queensaward@volunteeringengland.org
 Call **0845 000 2002**
 Deadline for Nominations: **30th September 2007**

15th Guardian Charity Awards

Smaller charities are too often overshadowed by the big players. Even though small is very often beautiful in terms of innovation, flexibility and reach into communities, it's invariably the multi-million-pound household names of the voluntary sector that grab the limelight.

The **Guardian Charity Awards** seek to redress that. For 15 years, they have showcased excellence among small and medium-sized charities and given a much-needed boost to organisations struggling to get profile and funding to enable them to move forward.

Aimed at small and medium-sized charities, the awards offer a leg-up to organisations that are delivering practical solutions to present-day problems. As long as the objective is improving social wellbeing in its broadest sense, and provided other entry criteria are met, nothing is ruled out. Will you rule yourself in?

The awards are £6,000 and a brand new PC for each of the five winners.

Closing date: **Application forms should be submitted by 5pm on Friday 7th September 2007.**
<http://society.guardian.co.uk/voluntarysectorawards/0,,674357,00.html>

Public Service Contracting

Public Service Contracting: Tenders

To find out about the latest national, regional and sub regional tenders relevant to the Third Sector go to www.cover-east.org/5/index.php?pageID=1366

Please note that this site is very new and currently has few tenders on it but as Public Service Contracting grows so will this site's importance as a place to visit!!

Public Service Contracting: Frequently asked questions!

The **National Council for Voluntary Organisations (NCVO)** Policy Team have released answers to some frequently-asked questions regarding Public Service delivery. Questions range from "What are public services?" to "Do I need a new legal structure to deliver public services?" The page includes further links to 'support and resources' on this subject. View the complete list at: www.ncvo-vol.org.uk/policy/index.asp?id+5402

Beds County Council Children's and Young People's Services - New Contact Email for Public Service Contracting Queries:

Email: ChildrensServices.Commissioning@bedscc.gov.uk

BEDFORD HOSPITAL

CHANGE FOR THE BETTER – BEDFORD HOSPITAL APPLIES TO BECOME A FOUNDATION TRUST

More involvement for patients and increased accountability to the people of Bedford.

Those are two of the benefits of becoming a Foundation Trust hospital – a process **Bedford Hospital NHS Trust** is currently engaged in.

In applying to become a Foundation Trust the hospital is keen to consult with voluntary services about how the change will benefit them and how they can become involved in supporting the hospital and shaping its future.

Bedford Hospital has been providing excellent healthcare services to people living in and around Bedford for over 200 years. We are proud of our history and heritage, but we are also keen to embrace changes we know will benefit patients and the wider community. Voluntary services have a key role to play in influencing this process.

As part of our commitment to improving healthcare services and standards we are working towards becoming a Foundation Trust hospital. This means increased independence from government and giving local people the opportunity to shape and influence the hospital's future.

As part of the Foundation Trust application process the hospital is consulting with members of the public and other groups, about the changes and their effects. The Trust is keen to consult with all voluntary groups in Bedford and the surrounding area. If a group would like a member of the Trust to discuss the Foundation Trust application in detail, and the plans for developing services, please contact the Foundation Trust administrator on telephone **01234 – 792292**. Email: **Foundation.Trust@bedfordhospital.nhs.uk**

One of the key changes will be that volunteers can become members of the Foundation Trust. Members of the Foundation Trust elect a board of governors (made up from the membership group) and those governors form a council with direct access and influence to the hospital trust board.

What does becoming a Foundation Trust mean for Bedford Hospital?

Becoming a Foundation Trust means we will:

- Be able to decide locally how to meet our patients' and communities' healthcare needs;
- Be accountable to local people through a system of membership and elected governors;
- Be able to manage finances – keeping any surplus funds and reinvesting them to benefit the hospital and its patients;
- Be able to borrow money for investment in the hospital within agreed limits;
- Have more flexibility to recruit, retain and reward our staff;
- Remain part of the NHS and continue to meet national performance targets;
- Agree a long-term plan for the future direction of the hospital, including a five-year delivery plan and legally-binding contracts with commissioning services (Primary Care Trusts).

Find out more about becoming a Member of the Trust

To find out more about **Bedford Hospital's** plans to become a Foundation Trust or to apply to become a member, visit our website **www.bedfordhospital.nhs.uk**, email **foundation.trust@bedfordhospital.nhs.uk** or write to **Bedford Hospital, South Wing, Kempston Road, Bedford MK42 9DJ**

TRAINING

Support and Supervision of Staff

**Wednesday 28th September 2007
at CVS - Mid & North Beds Offices**

Aims - This introductory course is aimed at small or medium-sized voluntary organisations and should give delegates a best-practice framework within which to work, as well as a working knowledge of the issues surrounding support and supervision of staff.

For - This course is aimed at those new to managing paid staff, or those who have some experience and require a framework for their supervisory skills.

Programme will cover

- Fundamentals of staff supervision
- Appraisals
- Giving feedback
- Poor performance in staff
- Personal support at work
- Staff performance review and appraisal
- Supporting a worker in crisis

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

Future Training Opportunities

- **Roles and Responsibilities of Charity Trustees**
- **Effective Management Committees**

Dates to be determined. To register your interest contact: **Jan** at **CVS** on **01234 354366** or email: **jan@cvsmidandnorthbeds.org.uk**. Further details of these and future courses can be found at **www.cvsmidandnorthbeds.org.uk**.

BME Organisations are invited to send staff on FREE Training

Accredited NVQ Level 3 in Management

Do you perform a management role/function as an employee, management committee member, trustee or volunteer in a voluntary or community organisation?

The course is portfolio-based and builds on and develops the experience and skills you have been using, whilst providing workshops to underpin your knowledge and ensure your success.

Please contact **Jan** at **CVS** on **01234 354366** or email: **jan@cvsmidandnorthbeds.org.uk**

The Relate Institute's - Counselling Skills In Youth Work

(OCN Level 2 & 3: OCN Credits 6)

Cost £400 per person – FREE to Vol/Charitable Sector Members when funding is successful.

Relate Bedfordshire and Luton is currently applying for funding to deliver the new Relate Institute's Counselling Skills in Youth Work, accredited at Level 2 and 3 to be delivered in Luton over five days (e.g. five Tuesdays in March). If you are interested in working in partnership with Relate and would like to receive this accredited training, please let me know and I shall reserve you a place on our next course: You must work for a charitable/voluntary organisation to be eligible. Some of the issues covered:

- Challenging, confronting and immediacy skills
- Interview management and time keeping
- Clear boundaries and ethical issues
- Appropriate strategies and referrals
- Self-awareness and influencing factors
- Enabling change in others
- Endings

This course supports the outcomes of the **Every Child Matters** Framework, encouraging participants to Promote healthy choices (Be Healthy), Support learning (Enjoy and Achieve), Promote positive learning (Make a Positive Contribution) and Encourage safety and stability (Stay Safe). If you would like more details, please contact **Sian Russen** on **(01234) 342503** or **sian.relate@btopenworld.com**

SNIPPETS

Bedford Workers Forum - Breakfast Meeting

The next meeting will be a breakfast one here at **CVS** on **October 4th 9.00am to 10.30am**. Toast and tea/coffee will be provided.

The Forum is for development workers – *paid or voluntary* - whose job involves giving direct support to frontline voluntary and community groups.

Why not come along and discover more or give **Jane Owen** a call on **01234 354366** or email **jane@cvsmidandnorthbeds.org.uk**

We are aiming to set up a similar forum for development workers in Mid Beds in due course.

Bedford Counselling Centre - New Chair Needed!

The **Bedford Counselling Centre** (a registered charity) is seeking a replacement for its current chair, who is retiring after 11 years in the post. The Centre occupies a central position in Bedford and has been providing counselling in the community for over 25 years.

The position, which is honorary, would suit a recent retiree who lives in the Bedford area. For further details, please phone **John Biggs** on **01462 433393**.

'Building a Better Bedfordshire Youth Forums'

The Children and Young People's Strategic Partnership are looking to recruit new members to the **'Building a Better Bedfordshire Youth Forums'** that are currently taking place in Mid and North Bedfordshire. The idea of the forums is that young people can become empowered with the ability to be involved with local political decisions. So those aged 13 to 19 who want to have an impact on the people that make the big decisions in Bedfordshire, should find out more by contacting **Hannah** on **08456 127 850** or by visiting **www.myspace.com/build_a_better_beds**. Meetings take place on the **first Thursday of each month between 6pm and 7.30pm** at the **Connexions Centre on Bromham Road in Bedford**.

The Community Website Builder

The **Community Website Builder** allows registered UK charities, non-profit-making organisations and volunteer-led groups or organisations to build and maintain their own website free of charge. Provided by **BT** and **ik Software**. **www.communitykit.co.uk**

Check your entry on the GuideStar Website

If you are a registered charity you should check your entry on the **GuideStar** website, especially if you are looking to sell your group's services to the local statutory sector, as the website provides a tool for statutory sector procurement officers to access details on charities they are considering working with. Additionally you can now choose to reclassify your charity on their database according to the 13 categories contained in the Charities Act 2006. **www.guidestar.org.uk**.

CVS - Mid & North Beds operations are funded by:

Bedfordshire County Council, Bedford Borough Council, Mid Bedfordshire District Council, Change Up, The Learning & Skills Council and the Bedford Charity