

BEDFORDSHIRE & LUTON VCS INFRASTRUCTURE CONSORTIUM

Infrastructure Development Strategy

Delivery Plan 6

2008-2011



Capacitybuilders Modernisation Fund
Approved 29 May 2008

Delivery Plan
Agreed by Consortium 4 June 2008

REPRESENTATION AND THE IMPACT OF LOCAL GOVERNMENT REORGANISATION

Main Outcome	Timeframe
To enable Third Sector organisations to become involved in the whole process of local government reorganisation and modernisation, including the formation of new Third Sector fora, representation on new strategic partnerships and the development of policy and service delivery plans.	April 2008-March 2010

Project Description
Two-tier local government in Bedfordshire is being reorganised into two unitary authorities covering Bedford Borough and 'Central Bedfordshire' (the area of the current Mid and South Bedfordshire District Councils). Over the next two years, while planning and transformation takes place, the project will enable the Third Sector to become involved within the whole process of local government reorganisation and modernisation. It will establish new Third Sector fora; contribute to the formulation of new strategies, policy and service delivery plans; and involve the sector in a range of new Partnerships.

Outcomes and Outputs
<p>To monitor and respond to public policy developments and other issues affecting the Third Sector as a result of local government reorganisation in Bedfordshire.</p> <p>To empower Third Sector organisations to have a strong voice and an active involvement in influencing the strategic, planning and service delivery decisions that will shape the new local authorities in which they operate, including the delivery of a range of Local Area Agreement targets and a greater involvement in local partnerships.</p> <p>To support and develop elected, skilled and competent representatives that are able to advocate the needs of service users and the Third Sector, while having a greater influence on key decision-making partnerships.</p> <p>To develop and facilitate effective community involvement & consultative mechanism with new local authorities and within the Third Sector.</p> <p>Outputs</p> <p>3 Third Sector support organisations engaged in local government reorganisation on behalf of the sector.</p> <p>2 Third Sector forums (one in each new unitary authority) and 6 sub-sector networks/forums (three in each new unitary authority) established and supported.</p> <p>40 Third Sector organisations engaged in local partnerships/networks/ forums.</p> <p>18 elected/appointed Third Sector representatives engaged in key cross-sector local partnerships/fora.</p>

Targets 2008-2009
<p>3 Third Sector support organisations engaged in local government reorganisation on behalf of the sector.</p> <p>2 Third Sector forums (one in each new unitary authority) and 6 sub-sector networks/forums (three in each new unitary authority) established and supported.</p> <p>40 Third Sector organisations engaged in local partnerships/networks/forums.</p> <p>6 elected/appointed Third Sector representatives engaged in key cross-sector local partnerships/fora.</p>
Targets 2009-2010
<p>3 Third Sector support organisations engaged in local government reorganisation on behalf of the sector.</p> <p>2 Third Sector forums (one in each new unitary authority) and 6 sub-sector networks/forums (three in each new unitary authority) established and supported.</p> <p>40 Third Sector organisations engaged in local partnerships/networks/forums.</p> <p>18 elected/appointed Third Sector representatives engaged in key cross-sector local partnerships/fora.</p>

Milestones	
Key target	Quarter/Year
3 third sector support organisations engaged in local government reorganisation on behalf of the sector.	2008 - 2009
<ul style="list-style-type: none"> • Keep abreast of change, opportunities and threats in relation to local government reorganisation and keep the sector informed. • Develop relationships with, and brief, council officers and members dealing with local government reorganisation. • Become involved in, and influence, the formulation of new policies, strategic plans and delivery arrangements for local authority services that involve the third sector. • Become involved in the formation of, and representation on, a range of new Partnerships. • Identify and negotiate the transfer of funding for grants and contracts from the old to the new authorities. • Address structural and re-organisational issues associated with the alignment of VCS infrastructure services with new local authority boundaries. 	Quarter 1 2008 - 2009
<ul style="list-style-type: none"> • Keep abreast of change, opportunities and threats in relation to local government reorganisation and keep the sector informed. • Develop relationships with, and brief, council officers and members dealing with local government reorganisation. • Become involved in, and influence, the formulation of new policies, strategic plans and delivery arrangements for local authority services that involve the third sector. • Become involved in the formation of, and representation on, a 	Quarter 2 2008 - 2009

<p>range of new Partnerships.</p> <ul style="list-style-type: none"> Identify and negotiate the transfer of funding for grants and contracts from the old to the new authorities. Address structural and re-organisational issues associated with the alignment of VCS infrastructure services with new local authority boundaries. 	
<ul style="list-style-type: none"> Keep abreast of change, opportunities and threats in relation to local government reorganisation and keep the sector informed. Develop relationships with, and brief, council officers and members dealing with local government reorganisation. Become involved in, and influence, the formulation of new policies, strategic plans and delivery arrangements for local authority services that involve the third sector. Become involved in the formation of, and representation on, a range of new Partnerships. Identify and negotiate the transfer of funding for grants and contracts from the old to the new authorities. Address structural and re-organisational issues associated with the alignment of VCS infrastructure services with new local authority boundaries. 	Quarter 3 2008 - 2009
<ul style="list-style-type: none"> Keep abreast of change, opportunities and threats in relation to local government reorganisation and keep the sector informed. Develop relationships with, and brief, council officers and members dealing with local government reorganisation. Become involved in, and influence, the formulation of new policies, strategic plans and delivery arrangements for local authority services that involve the third sector. Become involved in the formation of, and representation on, a range of new Partnerships. Identify and negotiate the transfer of funding for grants and contracts from the old to the new authorities. Address structural and re-organisational issues associated with the alignment of VCS infrastructure services with new local authority boundaries. 	Quarter 4 2008 - 2009

Key target	Quarter/Year
2 third sector forums (one in each new unitary authority) and 6 sub-sector networks/forums (three in each new unitary authority) established and supported.	2008 - 2009
<ul style="list-style-type: none"> Discuss with stakeholders ideas for establishing new third sector forums and networks. Devise and consult on proposals for establishing new third sector forums and networks. 	Quarter 1 2008 - 2009
<ul style="list-style-type: none"> Consult on proposals for establishing new third sector forums and networks. 	Quarter 2 2008 - 2009
<ul style="list-style-type: none"> Plan and establish new third sector forums and networks. 	Quarter 3 2008 - 2009
<ul style="list-style-type: none"> Establish new third sector forums and networks. 	Quarter 4 2008 - 2009

Key target	Quarter/Year
40 third sector organisations engaged in local partnerships/networks/forums	2008 - 2009
<ul style="list-style-type: none"> Involve third sector organisations in discussions, consultation and planning for new third sector networks/forums. 	Quarter 1 2008 - 2009
<ul style="list-style-type: none"> Involve third sector organisations in discussions, consultation and planning for new third sector networks/forums. 	Quarter 2 2008 – 2009
<ul style="list-style-type: none"> Involve third sector organisations in discussions, consultation and planning for new third sector networks/forums. 	Quarter 3 2008 – 2009
<ul style="list-style-type: none"> Engage third sector organisations in establishing new third sector networks/forums. 	Quarter 4 2008 – 2009

Key target	Quarter/Year
6 elected/appointed third sector representatives engaged in key cross-sector local partnerships/fora.	2008 - 2009
<ul style="list-style-type: none"> Support elected/appointed third sector representatives engaged in key cross-sector local partnerships/fora. 	Quarter 1 2008 - 2009
<ul style="list-style-type: none"> Support elected/appointed third sector representatives engaged in key cross-sector local partnerships/fora. 	Quarter 2 2008 – 2009
<ul style="list-style-type: none"> Support elected/appointed third sector representatives engaged in key cross-sector local partnerships/fora. 	Quarter 3 2008 – 2009
<ul style="list-style-type: none"> Support elected/appointed third sector representatives engaged in key cross-sector local partnerships/fora. 	Quarter 4 2008 – 2009

Key target	Quarter/Year
3 third sector support organisations engaged in local government reorganisation on behalf of the sector.	2009 – 2010
<ul style="list-style-type: none"> Keep abreast of change, opportunities and threats in relation to local government reorganisation and keep the sector informed. Develop relationships with, and brief, new council officers and members on the sector. Continue to be involved in, and influence, the formulation of new policies, strategic plans and delivery arrangements for local authority services that involve the third sector. Continue to be involved in the formation of, and representation on, a range of new Partnerships. Negotiate the transfer of funding for grants and contracts from the old to the new authorities. Seek sign up to the Compact by the new authorities. Address structural and re-organisational issues associated with the alignment of VCS infrastructure services with new local authority boundaries. 	Quarter 1 2009 – 2010
<ul style="list-style-type: none"> Keep abreast of change, opportunities and threats in relation to local government reorganisation and keep the sector informed. Develop relationships with, and brief, new council officers and members on the sector. Continue to be involved in, and influence, the formulation of new policies, strategic plans and delivery arrangements for local authority services that involve the third sector. 	Quarter 2 2009 – 2010

<ul style="list-style-type: none"> • Continue to be involved in the formation of, and representation on, a range of new Partnerships. • Negotiate the transfer of funding for grants and contracts from the old to the new authorities. • Seek sign up to the Compact by the new authorities. • Address structural and re-organisational issues associated with the alignment of VCS infrastructure services with new local authority boundaries. 	
<ul style="list-style-type: none"> • Keep abreast of change, opportunities and threats in relation to local government reorganisation and keep the sector informed. • Develop relationships with, and brief, new council officers and members on the sector. • Continue to be involved in, and influence, the formulation of new policies, strategic plans and delivery arrangements for local authority services that involve the third sector. • Continue to be involved in representation on a range of new Partnerships. 	Quarter 3 2009 - 2010
<ul style="list-style-type: none"> • Keep abreast of change, opportunities and threats in relation to local government reorganisation and keep the sector informed. • Develop relationships with, and brief, new council officers and members on the sector. • Continue to be involved in, and influence, the formulation of new policies, strategic plans and delivery arrangements for local authority services that involve the third sector. • Continue to be involved in representation on a range of new Partnerships. 	Quarter 4 2009 - 2010

Key target	Quarter/Year
2 third sector forums (one in each new unitary authority) and 6 sub-sector networks/forums (three in each new unitary authority) established and supported.	2009 - 2010
<ul style="list-style-type: none"> • Support the operation of new third sector forums and networks. 	Quarter 1 2009 - 2010
<ul style="list-style-type: none"> • Support the operation of new third sector forums and networks. 	Quarter 2 2009 - 2010
<ul style="list-style-type: none"> • Support the operation of new third sector forums and networks. 	Quarter 3 2009 - 2010
<ul style="list-style-type: none"> • Support the operation of new third sector forums and networks. 	Quarter 4 2009 - 2010

Key target	Quarter/Year
40 third sector organisations engaged in local partnerships/ networks/forums	2009 - 2010
<ul style="list-style-type: none"> • Support the engagement of third sector organisations in new third sector networks/forums. 	Quarter 1 2009 - 2010
<ul style="list-style-type: none"> • Support the engagement of third sector organisations in new third sector networks/forums. 	Quarter 2 2009 - 2010
<ul style="list-style-type: none"> • Support the engagement of third sector organisations in new third sector networks/forums. 	Quarter 3 2009 - 2010
<ul style="list-style-type: none"> • Support the engagement of third sector organisations in new third sector networks/forums. 	Quarter 4 2009 - 2010

Key target	Quarter/Year
18 elected/appointed third sector representatives engaged in key cross-sector local partnerships/fora.	2009 - 2010
<ul style="list-style-type: none"> Support elected/appointed third sector representatives engaged in key cross-sector local partnerships/fora. 	Quarter 1 2009 - 2010
<ul style="list-style-type: none"> Support elected/appointed third sector representatives engaged in key cross-sector local partnerships/fora. 	Quarter 2 2009 - 2010
<ul style="list-style-type: none"> Support elected/appointed third sector representatives engaged in key cross-sector local partnerships/fora. 	Quarter 3 2009 - 2010
<ul style="list-style-type: none"> Support elected/appointed third sector representatives engaged in key cross-sector local partnerships/fora. 	Quarter 4 2009 - 2010

Delivery Partners	
Organisation	Role
Voluntary and Community Action South Bedfordshire	Lead Partner
CVS Mid and North Bedfordshire	Delivery Partner
Bedfordshire Rural Communities Charity	Delivery Partner
Bedford Race Equality Council	Delivery Partner

Monitoring Outputs and Outcomes
<p>Methodology</p> <p>The targets and milestones will form an overall monitoring framework for the project.</p> <p>Briefing papers, discussion papers, articles etc. informing the public and/or third sectors of local government reorganisation and partnership issues.</p> <p>Attendance records from partnership and fora meetings.</p> <p>Minutes from partnership and fora meetings.</p>

Budget	April 2008- March 2009	April 2009- March 2010	April 2010- March 2011	Total
Staffing & associated costs	£111,169	£111,377	£0	£222,546
Office/premise costs	£2,800	£1,000	£0	£3,800
Project delivery activity	£16,400	£16,400	£0	£32,800
Communication & marketing	£0	£0	£0	£0
Travel and subsistence	£1,000	£1,000	£0	£2,000
Commissioned work	£0	£0	£0	£0
Governance/Project oversight	£1,700	£1,700	£0	£3,400
Management costs	£12,956	£12,977	£0	£25,933
TOTAL	£146,025	£144,454	£0	£290,479

PROCUREMENT

Main Outcome	Timeframe
To enable local Third Sector organisations to compete for public service contracts and, where appropriate, encourage consortia working.	April 2008-March 2011

Project Description
The procurement project will provide training and support to enable local Third Sector organisations to compete for public service contracts and, where appropriate, encourage consortia working.

Outcomes and Outputs
Third Sector organisations receive training that builds their capacity to tender.
Third Sector organisations receive support in developing tenders and a collaborative approach to tendering.
Outputs
30 training workshops held.
60 organisations supported.

Targets 2008-2009
10 training workshops held.
20 organisations supported.
Targets 2009-2010
10 training workshops held.
20 organisations supported.
Targets 2010-2011
10 training workshops held.
20 organisations supported.

Milestones	
Key target	Quarter/Year
10 training workshops held.	2008 - 2009
<ul style="list-style-type: none"> • devise learning outcomes and outline programme for each workshop • select/prepare learning materials • arrange date for each workshop • book trainer(s) • book venue(s) and catering • produce promotional leaflet and publicise workshops • administer bookings. 	Quarter 1 2008 - 2009
<ul style="list-style-type: none"> • publicise workshops • administer bookings • prepare resource material • complete detailed organisation • deliver 3 workshop • evaluate workshops. 	Quarter 2 2008 - 2009
<ul style="list-style-type: none"> • publicise workshops • administer bookings • prepare resource material • complete detailed organisation • deliver 3 workshops • evaluate workshops. 	Quarter 3 2008 - 2009
<ul style="list-style-type: none"> • publicise workshops • administer bookings • prepare resource material • complete detailed organisation • deliver 4 workshops • evaluate workshops. 	Quarter 4 2008 - 2009

Key target	Quarter/Year
20 organisations supported.	2008 - 2009
<ul style="list-style-type: none"> • undertake needs assessment • devise and agree action plan • provide intensive support to 5 Organisations 	Quarter 1 2008 - 2009
<ul style="list-style-type: none"> • undertake needs assessment • devise and agree action plan • provide intensive support to 5 Organisations 	Quarter 2 2008 - 2009
<ul style="list-style-type: none"> • undertake needs assessment • devise and agree action plan • provide intensive support to 5 Organisations 	Quarter 3 2008 - 2009
<ul style="list-style-type: none"> • undertake needs assessment • devise and agree action plan • provide intensive support to 5 Organisations 	Quarter 4 2008 - 2009

Key target	Quarter/Year
10 training workshops held.	2009 - 2010
<ul style="list-style-type: none"> • devise learning outcomes and outline programme for each workshop • select/prepare learning materials • arrange date for each workshop • book trainer(s) • book venue(s) and catering • produce promotional leaflet and publicise workshops • administer bookings. 	Quarter 1 2009 - 2010
<ul style="list-style-type: none"> • publicise workshops • administer bookings • prepare resource material • complete detailed organisation • deliver 3 workshop • evaluate workshops. 	Quarter 2 2009 - 2010
<ul style="list-style-type: none"> • publicise workshops • administer bookings • prepare resource material • complete detailed organisation • deliver 3 workshops • evaluate workshops. 	Quarter 3 2009 - 2010
<ul style="list-style-type: none"> • publicise workshops • administer bookings • prepare resource material • complete detailed organisation • deliver 4 workshops • evaluate workshops. 	Quarter 4 2009 - 2010

Key target	Quarter/Year
20 organisations supported.	2009 - 2010
<ul style="list-style-type: none"> • undertake needs assessment • devise and agree action plan • provide intensive support to 5 Organisations 	Quarter 1 2009 - 2010
<ul style="list-style-type: none"> • undertake needs assessment • devise and agree action plan • provide intensive support to 5 Organisations 	Quarter 2 2009 - 2010
<ul style="list-style-type: none"> • undertake needs assessment • devise and agree action plan • provide intensive support to 5 Organisations 	Quarter 3 2009 - 2010
<ul style="list-style-type: none"> • undertake needs assessment • devise and agree action plan • provide intensive support to 5 Organisations 	Quarter 4 2009 - 2010

Key target	Quarter/Year
10 training workshops held.	2010 - 2011
<ul style="list-style-type: none"> • devise learning outcomes and outline programme for each workshop • select/prepare learning materials • arrange date for each workshop 	Quarter 1 2010 - 2011

<ul style="list-style-type: none"> • book trainer(s) • book venue(s) and catering • produce promotional leaflet and publicise workshops • administer bookings. 	
<ul style="list-style-type: none"> • publicise workshops • administer bookings • prepare resource material • complete detailed organisation • deliver 3 workshop • evaluate workshops. 	Quarter 2 2010 - 2011
<ul style="list-style-type: none"> • publicise workshops • administer bookings • prepare resource material • complete detailed organisation • deliver 3 workshops • evaluate workshops. 	Quarter 3 2010 - 2011
<ul style="list-style-type: none"> • publicise workshops • administer bookings • prepare resource material • complete detailed organisation • deliver 4 workshops • evaluate workshops. 	Quarter 4 2010 - 2011

Key target	Quarter/Year
20 organisations supported.	2010 - 2011
<ul style="list-style-type: none"> • undertake needs assessment • devise and agree action plan • provide intensive support to 5 Organisations 	Quarter 1 2010 - 2011
<ul style="list-style-type: none"> • undertake needs assessment • devise and agree action plan • provide intensive support to 5 Organisations 	Quarter 2 2010 - 2011
<ul style="list-style-type: none"> • undertake needs assessment • devise and agree action plan • provide intensive support to 5 Organisations 	Quarter 3 2010 - 2011
<ul style="list-style-type: none"> • undertake needs assessment • devise and agree action plan • provide intensive support to 5 Organisations 	Quarter 4 2010 - 2011

Delivery Partners	
Organisation	Role
CVS Mid and North Bedfordshire	Project Lead
Voluntary and Community Action South Bedfordshire	Delivery Partner
Voluntary Action Luton	Delivery Partner

Monitoring Outputs and Outcomes
The targets and milestones will form an overall monitoring framework for the project.
Participants attending training workshops will be asked to complete an evaluation form to assess the quality of the workshop and help to improve future training.

Organisations that receive support in developing a tender will be asked to complete a short evaluation form on the advice given, and they will be contacted again at an appropriate time to assess the success of the tender.

The number of organisations supported to submit a tender and/or Pre Qualifying Questionnaire will be monitored.

Budget	April 2008- March 2009	April 2009- March 2010	April 2010- March 2011	Total
Staffing & associated costs	£28,848	£29,204	£30,100	£88,152
Office/premise costs	£2,900	£2,060	£2,122	£7,082
Project delivery activity	£4,000	£4,120	£4,244	£12,364
Communication & marketing	£1,000	£1,030	£1,061	£3,091
Travel and subsistence	£1,000	£1,030	£1,061	£3,091
Commissioned work	£0	£0	£0	£0
Governance/Project oversight	£1,700	£1,700	£1,700	£5,100
Management costs	£3,774	£3,887	£4,004	£11,665
TOTAL	£43,222	£43,031	£44,292	£130,545

MODERNISING VOLUNTEERING

Main Outcome	Timeframe
To develop a properly funded and structured Volunteer Centre network across Bedfordshire and Luton designed to deliver a substantial increase in the number of volunteers and organisations that are better equipped to recruit and retain volunteers.	April 2008-March 2011

Project Description

The need for a constant stream of volunteers has been established through a number of surveys of frontline voluntary, community and public sector organisations as one of their primary requirements. The project will develop a properly funded and structured Volunteer Centre network across Bedfordshire and Luton that is designed to deliver a substantial increase in the number of volunteers and organisations that are better equipped to recruit and retain volunteers.

Outcomes and Outputs

A modernised, collaborative network of Volunteer Centres across Bedfordshire and Luton, standardising good practice and procedures - with a clear strategy and objectives.

Improved volunteer management by volunteer-involving organisations.

Increased awareness amongst the general public of their local Volunteer Centre, the range of volunteering opportunities available, and how to get involved in volunteering.

A year on year increase of at least 10% per annum in the number of volunteers signposted by the Volunteer Centres to organisations and a diverse range of volunteering opportunities.

Outputs

Creation of a clear strategy for the development of volunteering in Bedfordshire and Luton and a common countywide procedures manual for the Volunteer Centres.

10% increase each year for three years in the number of volunteers signposted to a diverse range of volunteering opportunities.

25% of all volunteer-involving organisations have participated in training courses/networking events relating to good practice in volunteer management.

10% increase in awareness of their local Volunteer Centre among the general public.

Targets 2008-2009

Creation of a clear strategy for the development of volunteering in Bedfordshire and a common countywide procedures manual for the Volunteer Centres.

10% increase in the number of volunteers signposted to a diverse range of volunteering opportunities.

12% of all volunteer-involving organisations have participated in training courses/networking events relating to good practice in volunteer management.

Targets 2009-2010

10% increase in the number of volunteers signposted to a diverse range of volunteering opportunities.

25% of all volunteer-involving organisations have participated in training courses/networking events relating to good practice in volunteer management.

10% increase in awareness of their local Volunteer Centre among the general public.

Milestones

Key target

Creation of a clear strategy for the development of volunteering in Bedfordshire and Luton and a common countywide procedures manual for the Volunteer Centres.

Quarter/Year

2008 - 2009

Form collaborative partnership of Volunteer Centres in Bedfordshire and Luton and agree initial series of six monthly meetings of Volunteer Centre Managers and key staff in order to:

- identify current operating/good practice procedures for each of the three Volunteer Centres in Bedfordshire and Luton
- agree and develop range of common operating/good practice procedures
- production of Procedures Manual
- Review, refresh and agree strategy and objectives for the development of volunteering across Bedfordshire and Luton.

Quarter 1 2008 - 2009

Collaborative partnership of Volunteer Centres in Bedfordshire continues with monthly meetings of Volunteer Centre Managers and key staff in order to:

- identify current operating/good practice procedures for each of the three Volunteer Centres in Bedfordshire and Luton
- agree and develop range of common operating/good practice procedures
- production of Procedures Manual
- Review, refresh and agree strategy and objectives for the development of volunteering across Bedfordshire and Luton.

Quarters 2-4 2008/09

Key target	Quarter/Year
10% increase each year for two years in the number of volunteers signposted to a diverse range of volunteering opportunities.	2008 - 2009
Develop and implement a range of innovative marketing campaigns designed to: <ul style="list-style-type: none"> • increase the awareness of local Volunteer Centres among all sectors of the population, both urban and rural and from all ethnic and social groups • increase the number of potential volunteers signposted by the volunteer Centres to front-line organisations • work with front-line volunteer-involving organisations to maintain and develop a databases of a diverse range of volunteering opportunities. 	Quarters 1-4 2008/09

Key target	Quarter/Year
12% of all volunteer-involving organisations have participated in training courses/networking events relating to good practice in volunteer management.	2008 - 2009
<ul style="list-style-type: none"> • devise learning outcomes and outline programme for each workshop/networking event • select/prepare learning materials • arrange date for each workshop/networking event • book trainer(s) • book venue(s) and catering • produce promotional leaflet and publicise workshop/networking event 	Quarter 1 2008 - 2009
<ul style="list-style-type: none"> • publicise workshop/networking event • administer bookings • prepare resource material • complete detailed organisation • deliver 2 workshops/networking events • evaluate workshops/networking events 	Quarter 2 2008 - 2009
<ul style="list-style-type: none"> • publicise workshops/networking events • administer bookings • prepare resource material • complete detailed organisation • deliver 2 workshops/networking events • evaluate workshops/networking events 	Quarter 3 2008 - 2009
<ul style="list-style-type: none"> • publicise workshops/networking events • administer bookings • prepare resource material • complete detailed organisation • deliver 2 workshops/networking events • evaluate workshops/networking events 	Quarter 4 2008 - 2009

Key target	Quarter/Year
10% increase in awareness of their local Volunteer Centre among the general public.	2008 - 2009
<ul style="list-style-type: none"> • Commission public opinion survey on the levels of volunteering in Bedfordshire and Luton for baseline survey. 	Quarter 1 2008 - 2009

<p>Key target</p> <p>10% increase each year for two years in the number of volunteers signposted to a diverse range of volunteering opportunities.</p>	<p>Quarter/Year</p> <p>2009 - 2010</p>
<ul style="list-style-type: none"> • develop and implement a range of innovative marketing campaigns designed to: • increase the awareness of local Volunteer Centres among all sectors of the population, both urban and rural and from all ethnic and social groups • increase the number of potential volunteers signposted by the volunteer Centres to front-line organisations • work with front-line volunteer-involving organisations to maintain and develop a databases of a diverse range of volunteering opportunities. 	<p>Quarters 1-4 2009 - 2010</p>
<p>Key target</p> <p>25% of all volunteer-involving organisations have participated in training courses/networking events relating to good practice in volunteer management.</p>	<p>Quarter/Year</p> <p>2009 - 2010</p>
<ul style="list-style-type: none"> • devise learning outcomes and outline programme for each workshop/networking event • select/prepare learning materials • arrange date for each workshop/networking event • book trainer(s) • book venue(s) and catering • produce promotional leaflet and publicise workshop/networking event 	<p>Quarter 1 2009 - 2010</p>
<ul style="list-style-type: none"> • publicise workshop/networking event • administer bookings • prepare resource material • complete detailed organisation • deliver 2 workshops/networking events • evaluate workshops/networking events 	<p>Quarter 2 2009 - 2010</p>
<ul style="list-style-type: none"> • publicise workshops/networking events • administer bookings • prepare resource material • complete detailed organisation • deliver 2 workshops/networking events • evaluate workshops/networking events 	<p>Quarter 3 2009 - 2010</p>
<ul style="list-style-type: none"> • publicise workshops/networking events • administer bookings • prepare resource material • complete detailed organisation • deliver 2 workshops/networking events • evaluate workshops/networking events 	<p>Quarter 4 2009 - 2010</p>
<p>Key target</p> <p>10% increase in awareness of their local Volunteer Centre among the general public.</p>	<p>Quarter/Year</p> <p>2009 - 2010</p>
<ul style="list-style-type: none"> • Commission public opinion survey on the levels of volunteering in Bedfordshire and Luton for end of project survey. 	<p>Quarter 4 2009 - 2010</p>

Delivery Partners	
Organisation	Role
Volunteer Centre Bedford	Lead Partner
Voluntary and Community Action South Bedfordshire	Delivery Partner
Voluntary Action Luton	Delivery Partner

Monitoring Outputs and Outcomes
The targets and milestones will form an overall monitoring framework for the project.
Baseline Volunteering Survey undertaken.
New volunteering opportunities registered.
Total volunteering opportunities registered.
Volunteer-involving Organisations registered.
Total Volunteer-involving Organisations registered.
Volunteer enquiries received.
Volunteer interviews held.
Volunteer placements confirmed.
End of project Volunteering Survey undertaken.

Budget	April 2008- March 2009	April 2009- March 2010	April 2010- March 2011	Total
Staffing & associated costs	£45,411	£46,722	£0	£92,133
Office/premise costs	£1,500	£1,500	£0	£3,000
Project delivery activity	£4,200	£4,200	£0	£8,400
Communication & marketing	£4,500	£4,500	£0	£9,000
Travel and subsistence	£2,700	£2,700	£0	£5,400
Commissioned work	£10,000	£0	£0	£10,000
Governance/Project oversight	£1,700	£1,700	£0	£3,400
Management costs	£6,832	£5,961	£0	£12,793
TOTAL	£76,843	£67,283	£0	£144,126