



# Community & Voluntary Service

## What We Do

The majority of the services that **Community and Voluntary Service (CVS)** provides are free to local voluntary and community organisations and social enterprises. Indeed membership is currently **FREE!**

We provide the following services that may benefit your organisation:

- **Funding and Development**
- **Quality Standards Advice**
- **Collaborative Working and Procurement Service**
- **ICT Advice**
- **Voluntary Sector Training**
- **Meeting Rooms and Equipment Hire**
- **Volunteering (via the Volunteer Centre Bedford)**
- **Representation of the Local Voluntary Sector**
- **Championing the Work of Children's, Young People's and Families' Organisations (via VOC-ypf)**



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### Serving the Local Voluntary and Community Sector

Community and Voluntary Service is the operating name for Community and Voluntary Service Mid and North Bedfordshire

Registered Charity No: 1091423 Company Limited by Guarantee No: 4312967

## Funding and Development Service

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

### Specialist Funding and Development Advice

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

### Fit for Funding Workshops

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

- All the documentation you will need will be provided including governing document and policies
- We will explain the basics of outcomes and demonstrating need
- There will be an opportunity go through examples of funding applications and guidance on the use of our funding resources library
- It's **FREE!**

### Demonstrating Need and Understanding Outcomes

This workshop will build on the skills you gained from the Fit for Funding workshop and will:

- Show you how to identify and explain 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.

To book, phone **Mandy** on **01234 354366** or email **[mandy@yourcvs.org](mailto:mandy@yourcvs.org)**

### Sustainable Funding

CVS will assist you in evaluating what funding streams are best for your organisation. We help you consider if a mix of funding from donations, grants, contracting and trading is right for your group.

### Social Enterprise

Voluntary and community groups are increasingly looking to social enterprise to fund the services they offer, as other sources of funding become more difficult to access. Charities can be engaged in enterprise (income generation through business activity), but this must be directly related to their charitable objects. CVS can guide you through becoming a social enterprise.

### Resources Library

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

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

### Quality Standards Advice

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

- **A PQASSO Intensive Support Programme**
- A programme of workshops and advice sessions supported by a licensed PQASSO Mentor to help organisations work towards PQASSO Level 1 and beyond
- **Bursary Funding** to assist organisations to access training to improve organisational performance and/or implement a quality standard. Funding available up to a maximum of £500 per organisation
- **Resources** such as model documents, guidance notes and other useful documents

Contact **Jane** for more information on **01234 354366** or email **[jane@yourcvs.org](mailto:jane@yourcvs.org)**



## Collaborative Working and Procurement Service

These **free** services offer groups support through:

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

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

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

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

**Personalisation Advice:** This means that services are designed and delivered from the starting point of individuals' needs and wishes, instead of individuals having to fit into existing services. CVS can help your group operate in this new environment.

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

## ICT Advice

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

What can we help with:

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

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

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



**Volunteer Centre**  
**Bedford**

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

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

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

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

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



## Voluntary Sector Training

CVS offers a comprehensive calendar for training for voluntary and community groups, especially for groups seeking training on Fundraising, Quality/Best Practice and Procurement/Trading. Most courses are held in Bedford.

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

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



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## Representation of the Local Voluntary Sector

One of the strategic aims of CVS is to represent the views of the voluntary and community sector in Bedford Borough and North Central Bedfordshire. Therefore CVS strives to work in partnership with other voluntary groups, statutory authorities and local businesses, with the ultimate aim of improving the quality of life for everyone.

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## Voluntary Organisations for Children, young people and families

Voluntary Organisations for Children, young people and families (VOC-ypf) is a network of voluntary and community organisations who work with children, young people and families in Bedfordshire. Their mission is to champion the voluntary and community sector and they aim to:

- Disseminate important and relevant information to member agencies
- Advocate on behalf of, and for, the benefit of the sector at meetings
- Represent the sector as and when necessary to ensure they are actively involved and influencing
- Encourage positive working relationships between the statutory and voluntary and community sector
- Support VCS agencies to deliver on the five Every Child Matters (ECM) outcomes
- Offer a support network, enabling links to be made with other agencies within the same field
- Enable agencies to share resources, ideas and support



Contact **Linda Bulled** on **01234 354366** or email [linda@voc-ypf.org](mailto:linda@voc-ypf.org)

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## Meeting Rooms and Equipment Hire

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

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

Both rooms are fully accessible and have equipment suitable for presentations, training DVD's etc. Tea and coffee can be provided on request. Buffet lunches can be arranged directly with outside caterers.

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

For more details and prices call **Mandy** on **01234 354366** or email [mandy@yourcvs.org](mailto:mandy@yourcvs.org)

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## Information

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

**CVS Website** - Our website at [www.yourcvs.org](http://www.yourcvs.org) has a wealth of information ready for you to access and download. From lists of local funders to model documents, you should find information and examples to help you.