

## [Lancaster District CVS Bulletin – July 2010](#)

Lancaster District CVS works to represent, promote and develop local voluntary and community organisations. We aim to strengthen the sector, build partnerships and influence local policy. We provide training, funding information and financial services.

To find out if these services could benefit your organisation, download our new service leaflet from [www.lancastercvs.org.uk/services.pdf](http://www.lancastercvs.org.uk/services.pdf).

### **CONTENTS**

[CVS NEWS](#)

[OTHER SECTOR NEWS](#)

[FUNDING](#)

[RESOURCES](#)

[TRAINING](#)

[JOBS](#)

**[CVS NEWS \[BACK TO TOP\]](#)**

### **Financial Services**

Lancaster District CVS now provides a professional accounts and payroll service aimed specifically at voluntary and community groups – priced to provide good value for money.

The services provided include bookkeeping, payroll and independent examination.

Full information can be found via the Lancaster District CVS website:  
[www.lancastercvs.org.uk/financialservices.pdf](http://www.lancastercvs.org.uk/financialservices.pdf).

### **Morecambe Interagency Group (MIG)**

Tuesday 13th July 2010, 12.00pm-2.00pm  
Heysham Youth, Community & Children's Centre, Heysham, LA3 2LL

Presentation: Chris Wilson from BE Group, who have been commissioned by the City Council to look at the potential usage of Centenary House, Morecambe. Second presentation to be confirmed.

MIG is a bi-monthly interagency meeting for Voluntary, Community and Faith Sector groups working in Morecambe and surrounding areas. The meeting venue is hosted by organisations operating in Morecambe. We meet at 12.00pm for lunch (bring your own) and networking with the meeting starting at 12.30pm. The Session begins with a short presentation. The rest of the meeting offers space for each participant to update the group on their work, finishing at 2.00pm. The meetings are informal and provide excellent information sharing and networking opportunities – there is no need to book please just turn up to the meeting; there is expectation that people will attend every meeting.

If you are not on the MIG mailing list but would like to be, please contact Jane Attfield at Lancaster District CVS via email [janeattfield@lancastercvs.org.uk](mailto:janeattfield@lancastercvs.org.uk) or call (01524) 555900 ext. 27.

### **Lancaster District Voluntary Sector Forum**

## **Hate Crime – What is it and what can our organisation do to support people?**

Wednesday 28th July 2010, 9.30am–1.00pm  
Friends Meeting House, Meeting House Lane, Lancaster LA1 1TX

Do you work with people with disabilities / mental health problems?  
Is your organisation a faith group? Do you work with individuals from different ethnic backgrounds (including Gypsy Travellers)? Do you have members who identify themselves as Lesbian, Gay, Bisexual or Transgender? If the answer is yes to any of the above, this event is relevant to you.

Come and meet Lewis Turner, the new Hate Crime Worker for the District, to find out what support is available and how your organisation can take referrals from people who do not want to report hate crime to the police.

For more information or to book onto the event, please contact Jane Attfield at Lancaster District CVS on (01524) 555900 ext. 27 or email [janeattfield@lancastercvs.org.uk](mailto:janeattfield@lancastercvs.org.uk).

## **Trustee Recruitment Reception**

Tuesday 21st September 2010, 6.00pm-8.00pm  
Vale of Lune Rugby Club, Powderhouse Lane, Lancaster LA1 2TT

## **Looking for New Trustees?**

Six organisations are now signed up to do short presentations at this event which will offer the opportunity to informally meet individuals interested in Trustee volunteering.

We will be networking with some key organisations in the District to raise awareness of the opportunities and need for Trustee Volunteers with key skills such as management, finance, legal, strategy etc.

After the event, Lancaster District CVS will offer a generic induction training session for all potential Trustees.

For more information, to confirm your attendance or if you would like to join in, either with a short presentation and/or a stall, please email Jane Attfield via [janeattfield@lancastercvs.org.uk](mailto:janeattfield@lancastercvs.org.uk).

## **2010 Volunteer Achievement Awards**

Lancaster District CVS was delighted to host the 2010 Volunteer Achievement Awards on Monday 14th June at the Hexagon Theatre, Lancaster and Morecambe College. This was a unique opportunity to celebrate the hard work and dedication shown by volunteers in the Lancaster District, with nominations from over 70 local voluntary and community groups and over 120 individuals attending on the night.

There were two winners in the Volunteer of the Year 2010 category; Maureen Richardson from Halton Community Association and Chris Stansfield from Coastal Child and Adult Therapeutic Services (CCATS). The Young Volunteer of the Year 2010, running for its second year, was awarded to Natasha Walker from The Marsh Community Centre. The panel felt that all three winners were worthy ambassadors for volunteering and fantastic role models to local people, offering their time to support these organisations and the wider community in a variety of ways; through one to one work with families and young people and through fundraising activities.

Special thanks go to Alan Donkin MBE, County Director of Lancashire Association of Clubs for Young People, for his valued contribution and staff at Lancaster and Morecambe College.

Lancaster District CVS would also like to thank to all of the volunteers who attended, and who made the event such an enjoyable success.

If you would like copies of photographs from the event, please contact Hannah Bland (details below).

Organised annually by Lancaster District CVS, this is the only event of its kind in the District. If you would be interested in supporting local volunteers by sponsoring future events please email [hannahbland@lancastrcvs.org.uk](mailto:hannahbland@lancastrcvs.org.uk) or telephone (01524) 555900.

## **OTHER SECTOR NEWS** [\[BACK TO TOP\]](#)

### **Vetting and Barring Scheme Registration Halted**

Registration with the Vetting and Barring Scheme (VBS), which was due to begin on Monday 26th July, will be halted to allow the government to remodel the scheme back to "proportionate, common sense levels".

The VBS aimed to protect children and vulnerable adults by stopping those who pose a known risk from working with them.

It is thought about nine million people working with children and vulnerable adults would have had to register for the scheme, covering staff in education and health services but also many other volunteers and charity groups. In its original version, the database would have covered one in four of the adult population.

The Independent Safeguarding Authority, which was set to run this database, will continue to make decisions about barring inappropriate people from jobs. It will also maintain the separate lists of people barred from working with children and vulnerable adults.

The existing requirements for criminal record checks will continue to apply. It will also remain a criminal offence for barred individuals to apply to work with children or vulnerable adults.

### **Lancashire Wildlife Trust**

#### **Mudpack Workshops and Volunteering**

The Lancashire Wildlife Trust has developed a set of unique 'Mudpack' workshops and practical volunteering sessions in North Lancashire. This 'dirtWorks' [for more information about the dirtWorks programme, see the Funding section] project is running from April 2010 to March 2011. The workshops and practical volunteer sessions are being held at Middleton Nature Reserve and provide a great opportunity to gain valuable experience for a career in conservation or to just to enjoy nature.

The workshops, available to 16-25 year olds, allow participants to take a look behind the scenes and get involved in the day to day running of a reserve and assist with the events programme. The workshops are flexible and all relate to wildlife and conservation topics. These include designing interpretational materials, such as a leaflet and information boards, looking at the history of the site and discussing design options as well as designing and filming a podcast.

The Sunday volunteering days, every second and fourth Sunday of the month, are open to everyone and have a slight twist, where a chance to help with the management of a reserve has been introduced.

The Friday volunteering days, every second and fourth Friday of the month, are open to everyone and it complements the Sunday volunteering opportunities, giving participants more experience.

Opportunities to gain an AQA, which is a nationally recognised accreditation, in Grassland Management and Risk Assessments are available to everyone and are designed for volunteers that want to develop and improve their skills whilst taking part.

For Mudpack workshops and volunteering enquiries, please contact [abateson@lancswt.org.uk](mailto:abateson@lancswt.org.uk) or call (01772) 324129.

### **The Cornerstone Open Day**

Friday 23rd July 2010, 10.00am-3.00pm  
The Cornerstone, Sulyard Street, Lancaster LA1 1PX

The Cornerstone is celebrating its third anniversary with an Indian Summer themed event featuring music, activities, stalls and free food.

Everyone welcome!

### **Lancaster & District Homeless Action Service (LDHAS)**

#### **Sponsored Sleep Out**

Sunday 29th August 2010

The sponsored sleep out in aid of LDHAS takes place on the steps of Lancaster Town Hall at the end of August.

If you would like to sponsor those sleeping out or even want to fundraise by sleeping out yourself, email [admin@ldhas.org.uk](mailto:admin@ldhas.org.uk).

Donations can also be made via the [Charity Giving](#) website.

#### **AGM**

Tuesday 28th September 2010, 6.00pm  
LDHAS, Edward Street, Lancaster LA1 1QH

The LDHAS AGM will feature a speech from Paul Connery, Homeless Link's Regional Manager for the North West, on the subject of Day Centres as Places of Change.

### **FUNDING [\[BACK TO TOP\]](#)**

#### **LSP Community Grants**

##### **Next deadline for applications: Friday 16th July 2010**

LSP Community Grants is a small grant scheme designed to assist groups in Lancaster, Morecambe and the surrounding rural areas to undertake small projects.

#### **What kind of projects can apply?**

Any project that takes place within the Lancaster District which helps local people 'take part' in their local community, and which meets one or more of the priorities identified under Valuing People as outlined in the Lancaster District Local Strategic Partnership's Sustainable Community Strategy:

- Improve community cohesion, a sense of belonging and taking part by promoting positive relationships between the diverse and emerging communities and groups in the Lancaster District.

- Increase the capacity of the voluntary, community and faith sector in order to strengthen community engagement and enable the sector to act as advocates for the service providers to our local communities.
- Enable older people within Lancaster District to continue to contribute to all aspects of life, both economic and social and to receive appropriate support when needed.
- Increase the number of carers receiving guidance and support in the district.

If you have difficulty in deciding whether your project may be eligible, please contact CVS who will be able to offer further guidance.

Applications are accepted for grants between £250 and £2,000. For an application form and details of the Valuing People priorities email the Funding Administrator at Lancaster District CVS [pennydarby@lancastercvs.org.uk](mailto:pennydarby@lancastercvs.org.uk) or download them from the website [www.lancastercvs.org.uk/funding/community.htm](http://www.lancastercvs.org.uk/funding/community.htm).

There will be two rounds of Community Grants in 2010 – deadlines for applications are Friday 16th July and Friday 30th November.

### **Moto Community Grant**

Charities and good causes within 25 miles of Moto service areas, such as the one at Forton, are eligible to apply to the Moto in the Community Trust for its Moto Community Grant – therefore, most of the Lancaster District is covered.

Applications are looked on favourably if the applicant has built a relationship with the local Moto site and discussed opportunities for the Moto site employees to engage with the project/charity.

Grants are approved by the Trustees every three months.

For more information, see [www.motointhecommunity.co.uk](http://www.motointhecommunity.co.uk).

### **dirtWorks**

dirtWorks is a funding programme supported by Lancashire Environmental Fund (LEF) aimed at encouraging 16-25 year olds to volunteer on practical projects that will improve a green space for the benefit of themselves, the environment and others in the local community.

Community and environmental groups can apply for awards from £3,000 to £30,000. Projects to date have included improvements to community facilities, environmental education, general environmental improvements, creation and management of habitats, improvements to parks, gardens, open spaces, play areas, recreational facilities, ponds, canals and rivers and biodiversity.

For further information about Lancashire Environmental Fund contact Anne Kingston, Communications Officer at LEF, on (01772) 317248, email [annekingston@lancsenvfund.org.uk](mailto:annekingston@lancsenvfund.org.uk) or visit [www.lancsenvfund.org.uk](http://www.lancsenvfund.org.uk).

### **Success Stories...**

If your organisation has recently been the recipient of funding, please email [kevingoodall@lancastercvs.org.uk](mailto:kevingoodall@lancastercvs.org.uk) and share the good news with the members of Lancaster District CVS including the name of the funder, what the funding was for and the amount received.

### **Morecambe & District Junior Anglers**

Morecambe & District Junior Anglers have recently received grants of £2,000 from both the [Francis C Scott Charitable Trust](#) and the [Galbraith Trust](#) to enable the members to go on a week long fishing trip in August to Caistor Fisheries in Lincolnshire.

For more information about the organisation, see the website [www.mad4fishing.co.uk](http://www.mad4fishing.co.uk).

## **RESOURCES** [\[BACK TO TOP\]](#)

### **The Safe Network**

The Safe Network provides free resources for Voluntary, Community and Faith Sector groups working with children and young people. The website features sample policies, specialist resources and free posters. It also offers free certificated online Child Protection training programmes to not-for-profit organisations.

Resources include 'Are They Safe?' which is designed for community groups and organisations that work with children, and includes guides to help set-up safeguarding practices.

[www.safenetwork.org.uk](http://www.safenetwork.org.uk)

### **Get Legal**

The National Council for Voluntary Organisations (NCVO) have recently launched a free online reference and decision-making tool for anyone looking to set up a charity, social enterprise or co-operative organisation.

Get Legal provides clear information and guidance about legal structures for individuals, organisations and advisors.

For more information, see [www.getlegal.org.uk](http://www.getlegal.org.uk).

### **CSV Campaign Handbook**

The CSV Campaign Handbook is packed with ideas for projects small and large, as well as practical advice on setting up a project and recruiting volunteers. It also includes a handy section on raising the profile of your project, including template press releases and letters to local MPs or celebrities.

For more information and details how to get the handbook, see the [website](#).

## **TRAINING** [\[BACK TO TOP\]](#)

### **An Introduction to Small Funding Applications: Writing Small Funding Bids**

Wednesday 22nd September 2010, 9.30am-1.00pm  
Trinity Community Centre, Middle Street, Lancaster LA1 1JZ

This session is suitable for people who have never written a funding application before or people who want to brush up on writing small funding bids and share experiences with others. It will focus on examples of some key local funds up to £5,000.

Also to be discussed:

- What kind of things can you apply for funding for
- Examples of good and bad applications.
- How to calculate and present your costings and what other financial information you will need
- What resources we have at CVS to help you identify other sources of funding.

By the end of the session participants should:

- Know what activities you can apply for funding for
- Know the kind of information funders want
- Feel confident about suitable style and presentation of application
- Have a better idea of how funders make their decisions
- Know how to maximise your chances of success
- Know where to go for further information about funding sources

Cost: £10-£35 (includes tea and coffee)

For bookings and further details please email [hannahbland@lancastercvs.org.uk](mailto:hannahbland@lancastercvs.org.uk) or call (01524) 555900 ext. 26.

### **An Introduction to Managing Volunteers**

Wednesdays 29th September, 27th October & 24th November 2010, 9.30-1.00pm  
The Cartmel Centre, Euston Road, Morecambe LA4 5NR

The overall aim of the programme is to provide those who are new to managing volunteers with information and resources and to support them to develop strategies to enable them to effectively recruit, support and supervise volunteer teams. This course is also suitable for people who want an update on issues affecting volunteer management.

#### **Session 1: Recruiting Volunteers**

Identifying barriers to volunteering  
Developing effective recruitment strategies  
Volunteers and Employment Rights

#### **Session 2: Selecting and Supporting Volunteers**

Screening and Selection Processes  
Induction and Supervision Process  
Keeping volunteers safe

#### **Session 3: Managing and Supporting Volunteers**

Understanding group dynamics and interaction in teams  
Responding to volunteers needs  
Motivating your volunteers  
Dealing with problems – Re-deploying & Re-assigning and Grievance & Disciplinary Processes

Cost: £15-£40 per session / £30-£80 all 3 sessions (includes tea and coffee)

For bookings and further details please email [hannahbland@lancastercvs.org.uk](mailto:hannahbland@lancastercvs.org.uk) or call (01524) 555900 ext. 26.

### **Lancaster District Funding Fair**

Thursday 14th October 2010, 10.00am-3.00pm  
Hornby Village Institute, Hornby, Lancaster, LA2 8JR

This event will provide local voluntary and community groups with the opportunity to find out about some of the funding opportunities currently available.

Presentations will include Lancashire Environmental Fund, Awards for All and Co-op Community Fund.

There will be an invaluable opportunity to engage in pre booked one-to-one discussions with local and national funders to discuss potential projects, including The Galbraith Trust, Francis C Scott Trust, Grassroots, Nat Merriman Trust, Small Sparks, Green Partnership Award,

Groundwork, Foundation Climate Fund, Heritage Lottery Fund's 'Young Roots', Lancashire Young People's Service and Grant Finder.

Cost: £5 per delegate (includes lunch)

For bookings and further details please email [hannahbland@lancastercvs.org.uk](mailto:hannahbland@lancastercvs.org.uk) or call (01524) 555900 ext. 26.

### **Emergency First Aid at Work**

Thursday 11th November 2010, 9.30am-4.30pm  
North West First Aid, Riverway House, Morecambe Road, Lancaster LA1 2RX

This is the minimum level of first aid training for the workplace, most appropriate for smaller environments that present few health and safety risks.

Delegates will receive training in a range of First Aid topics, including:

- The role of the First Aider
- The use of first aid equipment
- Aims and principles of First Aid Action at an emergency
- Management of an unconscious casualty
- Cardio Pulmonary Resuscitation
- Assessment and treatment of a casualty
- Treatment of minor injuries including cuts, bruises and minor burns
- The importance of preventing cross infection

Assessment is carried out by the trainer throughout the course. On successful completion of the course activities and multiple choice question paper, delegates will receive an Emergency First Aid at Work certificate, which is valid for three years.

Cost: £25-£50 (includes tea and coffee, please bring your own lunch)

For bookings and further details please email [hannahbland@lancastercvs.org.uk](mailto:hannahbland@lancastercvs.org.uk) or call (01524) 555900 ext. 26.

### **Developing a Fundraising Strategy for your Group**

Thursday 2nd December 2010, 9.30am-4.30pm  
Victoria Institute, Brookhouse Road, Caton, Lancaster, LA2 9QT

Do you ever have a great idea for an activity or event for your group and suddenly realise you don't have the funds or the time to plan it? If this sounds familiar, this workshop could be the answer.

The session will be of most use to small or new organisations and is intended for those who have a key role in their organisation to raise funds, enabling them to develop a strategic plan that will focus both on the short and long-term funding requirements.

This practical session will help you to:

- Clarify your objectives
- Identify your short and long term goals and activities
- Work out how much money is required to deliver your plan
- Generate ideas for fundraising and sustainability
- Draw up a workable plan to take your group forward

Cost: £25-£50 (includes tea and coffee, please bring your own lunch)

For bookings and further details please email [hannahbland@lancastercvs.org.uk](mailto:hannahbland@lancastercvs.org.uk) or call (01524) 555900 ext. 26.

## **Level 2 Food Safety**

Thursday 9th December 2010, 9.30am-4.30pm  
North West First Aid, Riverway House, Morecambe Road, Lancaster LA1 2RX

This qualification is for anyone who prepares, cooks and handles food.

Delegates will receive training in the following subjects: Legislation; food safety and hygiene hazards; temperature control; food handling; principles of safe food storage and food premises and equipment

The assessment will be by the completion of a multiple choice question examination at the end of the course. On successful completion of the course, delegates will receive a certificate of competence, which is valid for 3 years.

Price: £25-£50 (includes tea and coffee, please bring your own lunch)

For bookings and further details please email [hannahbland@lancastercvs.org.uk](mailto:hannahbland@lancastercvs.org.uk) or call (01524) 555900 ext. 26.

## **JOBS [\[BACK TO TOP\]](#)**

### **LESS**

#### **Project Coordinator**

Hours: 37.5 per week  
Salary: £22,958

LESS, a Community Interest Company based in Lancaster, is seeking a Project Coordinator to set up a Home Energy Service in the Lancaster District, to reduce carbon emissions and fuel poverty.

For further information please see [www.lessuk.org](http://www.lessuk.org) or contact [anne@lessuk.org](mailto:anne@lessuk.org). The closing date is 10.00am on Monday 12 July 2010.

### **Galloway's Society for the Blind**

#### **Fundraiser / Area Organiser**

Hours: Full-time

Based in Morecambe, the successful applicant will manage the Society's work across North Lancashire and generate the funds to maintain services.

Further details and an application form can be obtained from: The Director, Galloway's Society for the Blind, Howick House, Penwortham, Preston PR1 0LS or telephone (01772) 744148 or email [peter.taylor@galloways.org.uk](mailto:peter.taylor@galloways.org.uk).

Closing date for receipt of applications: Friday 23rd July 2010.

### **End of Lancaster District CVS Bulletin**

A printer-friendly version of this bulletin is available to download from the Lancaster District CVS website: [www.lancastercvs.org.uk/bulletin/july2010.pdf](http://www.lancastercvs.org.uk/bulletin/july2010.pdf).

The August bulletin is due to be distributed on **Thursday 12th August**. The deadline for submissions to be included is **Friday 6th August**.

All feedback is welcome. Is the newsletter of use to you? Is there anything you would like to see more of? If you have any items which you would like to be included in the newsletter, please contact Kevin Goodall on (01524) 555900 ext. 24 or email [Kevin Goodall](mailto:Kevin.Goodall@lancastercvs.org.uk).

If you no longer wish to receive these bulletins please email [Kevin Goodall](mailto:Kevin.Goodall@lancastercvs.org.uk) and ask to be removed from the bulletin list.

Kevin Goodall



**Kevin Goodall**  
**Information & Publications Officer**  
**Lancaster District CVS**  
**Trinity Community Centre**  
**Middle Street**  
**Lancaster**  
**LA1 1JZ**

**Telephone: 01524 555900 ext. 24**  
**E-mail: [kevingoodall@lancastercvs.org.uk](mailto:kevingoodall@lancastercvs.org.uk)**  
**Website: [www.lancastercvs.org.uk](http://www.lancastercvs.org.uk)**

Charity Registration (England & Wales) Number - 1127626. Company Registration (England & Wales) Number – 6743623, registered office as above.

Our funders currently include:



**Any views in this e-mail are those of the individual sender unless specifically stated as those of Lancaster CVS and if you are not the intended recipient, you are hereby notified that any use or dissemination of this communication is strictly prohibited. If you receive this transmission in error, please notify us immediately at [mail@lancastercvs.org.uk](mailto:mail@lancastercvs.org.uk), then delete this e-mail. Lancaster District CVS accepts no responsibility for loss or damage arising from its use, including damage from virus.**