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INSIDE THIS ISSUE:

MEMBERS' NEWS
PAGES 2-3

REACH
Volunteer Centre
The Lioness Club

INFORMATION PAGES
PAGES 4-7

including:
Leisure Connect
2Wheels+
StartUp Co
Carer Awareness Training

FUNDING INFORMATION
PAGES 8-11

including:
Age Concern
Big Lottery
UIA Insurance
Landfill Tax Credit
Scheme

BACK PAGE

Training
Publications to download

NEWS FROM OUR OFFICE

We have had a busy start to the autumn but have managed to meet so many voluntary and community groups.

Our IT workshops in partnership with SCIP were, overall, a success. SCIP can help all charitable, voluntary and community groups with a number of IT issues and can be contacted on 01273 234049 or support@scip.org.uk.

The Life is for Living events at both Henfield and Horsham were well attended, plus a great opportunity for exhibitors to network.

Later on this month we will be hosting a 2-evening seminar on the Roles and Responsibilities of Trustees. There are still places available—see page 15.

Our next issue, in December, will celebrate our 10th year, with a look at past events. We have asked John Moss our first manager and now committee member to look back to the beginning. We would really appreciate some information from our members; please tell us how your organisation has changed in the past ten years and let us know what we have done to help you in the past and more importantly what we can do for you in the coming ten years.

This is our 50th issue and to celebrate we have taken a trip down memory lane by including a copy of the very first issue of HACVS News from autumn 1996, for you to read.

REACH TO TACKLE DISADVANTAGE AND EXCLUSION IN NEW CONSULTANCY PROJECT

In a significant new project REACH, a charity recruiting high calibre volunteers, is gearing itself up to provide a consultancy service to organisations tackling disadvantage and exclusion and facing serious challenges such as:

- Difficult circumstances requiring turnaround consulting.
- Seeking improvements to operational effectiveness.
- Having growth ambitions and needing help achieving.
- Wanting to merge or work collaboratively with another voluntary organisations.

We aim to identify projects from the information they provide when they register with REACH and then Regional Managers will approach the organisations in their area, discuss their challenges and work to identify ways of addressing them. If, together, they agree on a project that fits one of the profiles listed above, the Regional Manager will recruit a volunteer Changemaker from REACH's extensive data base of high calibre volunteers. Someone with the skill sets to direct the project and make the necessary changes.

The Changemaker is just that – a maker of change, a catalyst to effect real beneficial change in the organisation. S/he may do this in a short period of time, or s/he and the voluntary organisation may decide that they should stay together for a longer period.

This project has been funded by the Big Lottery and will be mainly free to the organisation except for the usual expectation that the Changemakers expenses will be covered.

If you have a project in mind which you think will be of interest to REACH, do please contact the local Volunteer Regional Manager David Clark on **01273 842535** for an exploratory discussion.

HORSHAM LIONESSE CLUB

Horsham Lioness Club is a lively band of ladies who combine socialising with charity fundraising under the umbrella of Lions Clubs International and Horsham Lions Club. They meet on the 1st Tuesday (Dinner Meeting) and 3rd Tuesday (Business) of the month. Anyone interested in joining contact Diana Dinsdale on **01403 253310** or email ad_dd@fsmail.net.

FASHION SHOW—FRIDAY 10TH NOVEMBER 2006, 7.30PM, DRILL HALL

Horsham Lioness Club are holding a Fashion Show in aid of the Sussex Air Ambulance Appeal at the Drill Hall in Denne Road, Horsham. Fashions by Bon Marche, Viyella, M&S, Jacques Vert and The Essence. Tickets are £5 and can be obtained from Kay—01403 264528, Sandy—01403 242181 or Bernice 01403 268329.

HELP WITH RECRUITMENT, RETENTION AND DEVELOPMENT OF VOLUNTEERS



Volunteer Centre

Horsham District

All voluntary organisations, community groups, not-for-profit enterprises and local authorities are concerned about levels of recruitment and retention of volunteers. There is also a concern about the level of interest and commitment shown by potential and new volunteers and the loss of 'retiring' long-serving, dedicated volunteers.

The Volunteer Centre, formerly known as Horsham Volunteer Bureau, is working with volunteer-involving organisations to promote volunteering more widely, publicise volunteer vacancies and provide access to potential volunteers. Advice and support is also given to help those recruiting and managing volunteers.

If you are looking to increase your activity, develop new services or replace a 'retiring' volunteer, the Volunteer Centre will help you to create opportunities likely to suit potential volunteers and will promote these for you. Your need might be for a trustee, trained counsellor or short-term admin or practical assistance.

Volunteer vacancies are publicised through a national website, locally distributed Volunteer Centre Directories and articles in village magazines and newsletters. Enquiries are received by email, telephone and in person by callers at the Octagon, Chart Way, where a drop in service operates Monday to Thursday 10am to 4pm and in Storrington on Saturday mornings.

If you are looking to gain help and advice on how to create volunteer roles, on recruitment procedures, good practice in managing volunteers and legal implications, the Volunteer Centre can help. Following correct procedures to safeguard both volunteers and service users is clearly very important but so too is ensuring that potential volunteers are encouraged through good practice methods of recruitment, induction, training and development opportunities.

If you are interested to benefit from the time, effort and skills of volunteers supported by their employers, the Volunteer Centre is in touch with an increasing number of companies looking to make a contribution to the community. Team activities could consist of painting, building maintenance, garden or conservation work. Individual activities could involve IT, Marketing, financial and business planning.

Working side-by-side with HACVS supporting the voluntary and community sector, the Volunteer Centre is here to help you with Volunteering – encouraging people to volunteer and making the most of the time, effort, knowledge and enthusiasm that they can offer for the benefit of others and the community as a whole.

For further information: **01403 232100**, horshamvolunteer@btconnect.com.

CARERS AND LEARNING

Many carers find that having an activity outside of their caring role is important to them, giving them a sense of identity and boosting their confidence. One way to do this is through learning. Whether it is a short evening course or a degree, it can be of real value to carers. Carers UK has produced a new website section about carers and learning.

<http://www.carersuk.org/Information/Carersandlearning>

HORSHAM TOWN CENTRE

FESTIVAL takes place between 26th – 28th October.

Visit www.horsham.gov.uk or call 01403 215279 to find out more.

ASK DES

Second-hand disability equipment for sale.

Buy or sale locally.

www.askdes.org.uk

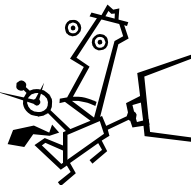
or call WSAD **01243 774088**

HORSHAM DISTRICT AGE CONCERN

Table Top Sale

Sat 25th November 1030—2pm
David Bryce Centre, New Street
Horsham.

£10 per table (Bring your own)
For details or to book a table call
01403 260560.



The **Count Me In** Calendar website has been relaunched, providing information on up and coming events and campaigns organised by charities and NGOs.

www.countmeincalendar.info.

WEBSITES

www.it4communities.org.uk - leading national IT volunteering programme.

www.goodwillgallery.co.uk - gives businesses and members of the public the opportunity to offer free goods, services or time to help UK charities. Also lists FREE services and goods for charities.

LEISURE CONNECT EXCURSION CLUB

Do you organise outings for your friends or a local group? Are you planning to visit The Capitol, or one of Horsham District Council's attractions or events? If so, 'Leisure Connect' could save you time and money!

Leisure Connect is an Excursions Club providing low cost travel for groups from within the Horsham District to visit Horsham District Council's leisure facilities and events in a special all-inclusive package.

For more information and a programme of winter 2006/7 events: http://www.horsham.gov.uk/leisure_and_tourism/leisure_397.asp

Or call HDC Leisure Services on 01403 215262.

2WHEELS+ YOUNG PEOPLE GET MOVING

HORSHAM District Council has launched a new scheme called 2Wheels+ which is aimed at helping young people to access employment, training and education.

The scheme offers young people a moped on a short term loan to help them travel to and from their place of education, training or work.

The moped is offered to 16-19 year olds by the Council. It is given on loan while they undertake to achieve a longer term transport solution, for example learning to drive or saving up to buy their own moped. Typically, the moped is offered on loan from the Council for six to ten months. The client will be required to make financial contribution to the cost of the loan. The loan will be monitored by the scheme's co-ordinator, Lynne Murray.

Compulsory Basic Training for the moped will be provided by the Council and the necessary safety clothing as part of a packaged deal, which also includes insurance.

It is hoped 2Wheels+ will provide young people with an efficient form of transport which will enable them to continue with their education and training or improve their chances of finding suitable employment. 2Wheels+ is more than just transport. It is an enabler, encouraging and helping young people to make choices about their future, and improve their employability and skills base as well as improving their independence, confidence and self-esteem.

Clare Ebelewicz, Youth and Older Person's Officer for Horsham District Council said: "Difficulties with local transport can cause major barriers for people when travelling to places of employment or education.

"Young people in rural areas, in particular, can face situations where without a job they cannot afford to buy a car or motorcycle and without transport of their own their choice education, training or employment is limited.

"Consequently this has been recognised by the Council and it is hoped that the scheme will help to increase participation and achievement, in both education and employment."

2Wheels+ will provide a number of benefits to a variety of organisations including Connexions by helping to reduce the number of young people not in education, training or employment in the area by offering them a transport solution. Organisations such as Sussex Police will provide a further avenue to promote road safety amongst young people.

For more information on 2Wheels+ please contact Lynne Murray the 2Wheels+ co-ordinator on (01403) 215631, email: lynne.murray@horsham.gov.uk.

FREE HELP FOR WOMEN LOOKING TO START THEIR OWN BUSINESS

Have you got a great idea for a new business, but haven't taken it any further? There will be many reasons for this, but undoubtedly some women will have been put off simply because of their lack of knowledge and confidence that they could do it. Perhaps some also feel intimidated at having to ask what to them seemed very basic questions, or that their idea would be laughed at?

And what about writing a Business Plan? Do you need one? No one is saying it's easy, but given the right guidance it isn't as difficult as some people would have you believe.

Startup Co, the enterprise agency for West Sussex, has been helping people start up successful businesses for over 25 years. Over that time they have assisted many women who didn't believe at the onset that they could run a business. They are particularly proud to have helped those women prove they could do it!

They now have a new programme of training and advice, exclusively for women, and which will provide seminars on the various business topics that any start up needs to consider, e.g. Marketing, the Financial side of running a business etc, together with individual guidance from an expert Start up advisor. But before that, they will invite you to have a chat to help you decide whether running a business is for you.


Assistance towards childcare and travel will be available.



And all this will be **free** of charge!

The programme is aimed at all types of business, not just those looking to make a million in the first two years! The Programme will start shortly. Places will be limited, and allocated on a first come, first served basis, so even if you are only thinking about running a business at the moment contact Startup Co on **0845 782 7887**, and they will be able to provide further information.

TALKING POINT WEBSITE

www.talkingpoint.org.uk/parentpoint - will find vital information on  how to support your child's communication, or if your child has a communication disability, you will find out how you can support them.

www.talkingpoint.org.uk/talkinglinks - a brand new database of essential regional health and educational organisations that can help children and young people with a communication disability.

NEW MULTI-AGENCY CARER AWARENESS TRAINING FOR HORSHAM & CHANCTONBURY

As part of the Horsham District Community Partnership Action Plan 2006/7, there will be three free multi-agency training half-days for staff and volunteers who work with people who may have unpaid caring responsibilities for friends or family members. This training is being funded by the Horsham District Community Partnership, and will be led by senior staff from the Primary Care Trust, County Council and voluntary sector.

The aim of the training is to increase understanding of what it is really like to be a carer and how staff or volunteers can support carers through their role.

Dates:

From 9.15 a.m. to 1.30 p.m. on:

Wednesday 22 November Salvation Army Hall, Horsham

Thursday 18 January Billingshurst Village Hall

Tuesday 17 April Salvation Army Hall, Horsham

Both community consultation and the public and voluntary sector agencies have identified a discrepancy between the number of carers in the community and their ability and/or willingness to access support services. It is hoped to address this gap by giving professionals and volunteers who work with carers the information and awareness to both identify carers and signpost them to relevant support services.

If you would like to receive an agenda and/or an application form, email hacvs@btinternet.com or call us on 01403 255277.

KEEP WARM, KEEP WEL

The Department of Health's Keep Warm Keep Well campaign to give information and advice about staying well in winter by keeping warm was launched in October 2006 and will run throughout the winter months. The 2006-07 winter guide can be downloaded in various formats from their website www.dh.gov.uk. Simply log on to the home page and type keep warm into the search box at the top of the page.



WINTER FUEL PAYMENTS 2006/7

Winter Fuel Payments are made by the government every winter to help people aged 60 or over pay their fuel bills. People qualify if they are aged 60 or over on or before 24 September; and if they normally live in Great Britain or Northern Ireland. Those who qualify for payment should receive £200 per household. Households with someone aged 80 or over may get an extra payment of £100. Most people should be paid automatically if they are receiving a social security benefit (not Child Benefit, Housing Benefit or Council Tax Benefit) during the qualifying week 18 - 24 September 2006, or received a payment last year and their circumstances and contact details have not changed. Other people should make a claim by calling the Winter Fuel Payments Helpline on **08459 151515**.

AGE CONCERN GRANTS

Age Concern England (ACE) has re-launched its two grant-making programmes for charities, voluntary organisations and not-for-profit groups that provide services or activities that benefit older people. Applications may be submitted at any time.

Bright Ideas Programme – up to £2,000 to any voluntary body (with an annual turnover less than £200,000) that promotes the welfare of older people and providing services that deliver a direct and lasting benefit to older people. Grants can be used to cover capital or revenue costs that are integral to the development or expansion of an activity.

The Barclays Programme – up to £150 to voluntary or charitable groups with annual turnovers of less than £50,000. Grants are for small pieces of equipment or items that will improve a service or activity available to older people.

Further information:

The Grants Unit, Age Concern England, Astral House, 1268 London Road, London, SW16 4ER. Tel: **020 8765 7738**.

Although the grant is awarded by ACE, with the final decision made by them, we would recommend that you contact the Chief Officer of Horsham District Age Concern, Veronica James, before you apply for a grant, as Age Concern locally may be able to support and recommend your project. Tel: **01403 260560**.

**GATWICK AIRPORT COMMUNITY TRUST**

Make a note in your diary to check their website in December for details of their 2007 funding programme. **www.gact.org.uk**

**COMMUNITY KITTY**

The UKVillages Community Kitty was launched in April 2001 to celebrate the increasing success of UKVillages.co.uk across the whole of the uk. In the past they have supported some wonderful projects - from a knitting circle, to a playgroup needing toys, a music day and support for a village hall.

The UKVillages Community Kitty is a fund from which a number of grants from between £50 - £300 are allocated to community projects. These grants are awarded twice a year with the next deadline being 10th April 07.

Applications to the kitty must be made online and you need to post details of your club or organisation on to the UKVillages website first. Visit **www.CommunityKitty.co.uk** to find more about the Kitty including the rules, previous winners and an application form.

Contact HACVS on 01403 255277, if you need access to the internet .

BIG LOTTERY FUND NEWS:**BREATHING SPACES**

Phase 2 of the scheme will open on 9 October and will focus on the creation of new local green (breathing) places such as neighbourhood parks, school grounds, workplaces and nature reserves.

The Breathing Places small grants programme operated in conjunction with the BBC will provide one year grants of between £300-£10,000 to voluntary and community groups (schools will also be eligible to apply).

FAMILY LEARNING

A new BLF scheme aimed at encouraging family-based learning has been launched; the Family Learning programme aims to encourage adults and children to learn together allowing stronger ties to be forged between parents or carers and their children. Projects may include activities such as gardening, cooking or building a birdhouse together and others might help with reading or maths, using elements of sports, arts, crafts and drama as a basis for learning.

Groups including charities, community and voluntary bodies and schools can apply for awards of between £10,000 and £500,000 to help families bond whilst building life skills.

BIG will look for projects that meet local needs and remove barriers to learning, for example, by providing childcare for families attending sessions as well as reaching out to families who have not learned together before.

Further information: Tel: **0845 4 10 20 30**, www.biglotteryfund.org.uk

FUNDING BOOST FOR PEOPLE LIVING WITH HIV AND AIDS

International Development Minister Gareth Thomas has announced new government funding totalling £1.75m aimed at giving a voice to people living with HIV and AIDS in the UK. The funding will be split between three networks currently providing support for people living with HIV and AIDS, particularly vulnerable groups such as women and children, sex workers and injecting drug users.

The funding pot will provide £1m for the International Treatment Preparedness Coalition (ITPC), £375,000 to the Global Network of People Living with HIV and AIDS and a further £375,000 to the UK based Community of Women Living with HIV/AIDS (ICW).

Further information:

www.dfid.gov.uk/news/files/pressreleases/hiv-175.asp

LANDFILL TAX CREDIT SCHEME (LTCS)

This scheme, established in 1996, provides capital funding for community projects from landfill operators.

Biffa is one such operator, with three sites locally. If your organisation is within 10 miles of one (visit www.biffaward.org to check your postcode) you may be able to apply for one of three funds:

- The Small Grants Scheme - grants between £250 and £5,000.
- The Main Grants Scheme - grants between £5,001 and £50,000.
- The Flagship Scheme - grants between £150,000 - £500,000.



For the Main and Flagship grants your organisation must be eligible to enrol with Entrust* (www.entrust.org.uk). Enrolment costs £100, and if you receive funding from Biffa you have to pay Entrust 2%. The Small Grants scheme is easier to apply for and you do not have to enrol with Entrust.

Further information and guidance notes can be obtained from www.biffaward.org. We recommend you talk your project through with them before completing the form by phoning the grants team on **0870 036 1000** or via email on grant@rswt.org.

Viridor also run a landfill site near Henfield and have their own LTCS – Viridor Credits. Organisations again have to be within 10 miles of the site, but Viridor handle and pay for registration with Entrust for their awards.

Viridor can be contacted on **01823 327 221** or enquiries@viridor-credits.co.uk.

Both Biffaward and Viridor Credits insist on a minimum of 10% “third party funding” as they are only able to reclaim 90% of the grant back from the Treasury. For example, a group receiving an award for £5,000 would need to contribute £500 to “unlock” the grant – either themselves, or via another party such as a parish or district council.

See www.ltcs.org.uk for more information on the Landfill Tax credit Scheme.

For further information and assistance with applying, contact Howard Collins at Horsham District Council on **01403 215358** or howard.collins@horsham.gov.uk.

*ENTRUST is the regulator of the Landfill Tax Credit Scheme. It is responsible for ensuring that environmental bodies (EBs) comply with the landfill tax regulations. ENTRUST does not provide funding. The funding is available directly from the landfill operators.

BT COMMUNITY CONNECTIONS

This is a nationwide award scheme that connects the local community and voluntary groups to the Internet. In 2006/07 over 1300 awards will be made to groups who can demonstrate how a PC and internet connection will benefit their work and the local community. There are two rounds of the award scheme with closing dates of 26th October 2006 and 15th February 2007. For more information or an application form, visit **www.btcommunityconnections.com** or write to BT Community Connections, PO Box 4500, London, W1A 7LF.

FUNDING WEBSITES

www.westsussex.gov.uk - FREE to use funding search service. Click on 'Community and Living' then 'Grants & Funding'.

www.funderfinder.org.uk/advice_pack.php — Excellent factsheets to help with funding.

www.statistics.gov.uk — To access statistics that may help back up your funding bid.

FINANCIAL SERVICES AUTHORITY; INNOVATION FUND

This scheme funds innovative voluntary sector projects supporting ways of increasing people's understanding of financial issues.

The total fund is £200,000 for projects running up to 31 March 2008, grants will range between £10,000 to £40,000. The deadline for applications is 17 November 2006. **Further information:** Tel: **020 7066 0084**; email: **innovation.fund@fsa.gov.uk** Internet: **www.fsa.gov.uk/financial_capability/**.

UIA CHARITABLE FOUNDATION

The UIA Charitable Foundation is a small grant making trust, established to provide financial support to organisations that help people in need.

Its main areas of support are:

- Support of people living in poverty
- Provision of humanitarian aid
- Provide support for the victims of drug and alcohol addiction
- Provide support for people who are elderly and/or people with disability
- Support people who are homeless
- Promotion of human rights
- Provide overseas development

The committee sits four times a year and looks at 50 applications at each meeting. Meeting dates are November, February, May & August – applications need to be in by the end of the previous month.

Further information:

http://www.uia.co.uk/UIA-OL1.0/global/charitable_apply.aspx.

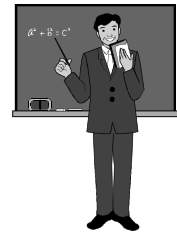
CVS TRAINING PARTNERSHIP

Courses topics for the rest of this year are:

- | | |
|--|--|
| First Aid | Minute Taking |
| Facilitated Learning | SORP |
| Presentation Skills | Roles & Responsibilities for Trustees |
| Report Writing | Food Hygiene (10th Nov 06 Burgess Hill-certificated) |
| Developing & Supporting Volunteers with Special Needs. | |

The 2007 programme is now being finalised and should include:

- SORP (24th Jan 07 Lewes)
- Basic book keeping for small organisations (Feb, Crawley)
- Mastering minute making
- Manual handling in the voluntary sector – (Feb, Horsham)
- First Aid
- Health & Safety including Risk Assessment



Visit <http://hosting.startupco.co.uk/cvstraining/profile2.html>.

These courses are booked through Startup Co on **0845 230 1054**.

PAYMENT TO TRUSTEES

Charity Commission publications:

- CC11 – Payment of Charity Trustees
- OG 92 B3 - Authorising Trustee Payments
- OG 92 C10 - Gifts to Retiring Trustees

From: www.charity-commission.gov.uk.
Or call **0845 300 0218**

Also available: CC30—Finding New Trustees - What Charities Need to Know.

LATEST FIRE REGS GUIDE

Publication title: Fire Safety Risk Assessment - Small and Medium Places of Assembly

Date published: 5 June 2006

ISBN: 978 1 85112 820 4

Price: £12

free to download from:

<http://www.dclg.gov.uk/staging/index.asp?id=1162110>

If you would like this newsletter IN LARGER TYPE just let us know.

Where reference is made to a website, please contact the HACVS office if you do not have access to the Internet and would like further information about any particular topic.

Views expressed in this publication are not necessarily those of the HACVS. The information provided is for guidance and is not a recommendation by the HACVS. Every effort is made to ensure the accuracy of the information but the management committee bears no responsibility for any dealings readers may undertake.

HACVS NEWS is your newsletter and invites contributions from groups and individuals on matters of interest to the voluntary sector. Pressure of space may necessitate the editing of some material. Contributions for the next newsletter should be emailed or posted to us by **29 Nov 06**