



Inform

Issue 11

Autumn 2007

Ci3

Charities Information Bureau South & West

Charities Information

Bureau South & West exists to help community groups, organisations and individuals in Wiltshire, Swindon, Bath and North East Somerset to work effectively by providing information, advice and support concerning charitable funding and charity law.

Welcome

to this Autumn 2007 issue of Inform. In this issue, we have concentrated on everything to do with working with local government - from the local councils' perspective on working with the voluntary sector to the new Wiltshire Unitary Authority which has just been given the go-ahead.

On page 4, there is an interesting article from West Wiltshire District Council showing how they value the contribution that the voluntary and community sector makes to many aspects of life in the district, and how they support the voluntary and community sector infrastructure (eg organisations like CIB and Councils for Voluntary Service who provide advice and support to grass roots groups working in the community). Following on from this, on page 5, is an article on 'How to do business with the Public Sector'.

On pages 6 & 7 we have a couple of case studies from groups giving their experiences of obtaining funding with help from their local council. Then, giving another point of view, on page 8 is an insightful piece from an external funding officer for Salisbury District Council, giving her perspective on funding applications.

We have information regarding the Unitary Authority on page 9, and on pages 10 & 11 an article on the Compact (find out that it's not an

artefact from a Fifties mother's handbag!) and on Full Cost Recovery (the view from local authorities).

'Miss it or Miss Out' on pages 14 & 15 has some information on imminent funding deadlines, and to help you with some of the day-to-day jargon that often arises, we have our Jargon-buster on page 16.

Finally, don't forget to check out what's been happening with CIB on page 17 – it's definitely been a busy few months for us lately! For website links and further information, please see the inside back cover.

Hope this jam-packed issue has helped fill a gap!



**Rosemary
Hopgood**
Chief Executive

Supporting voluntary and community organisations in West Wiltshire

West Wiltshire District Council recognises the valuable and positive contribution that the voluntary and community sector (VCS) makes to many aspects of life in the district, both to the lives of individuals and communities.

The Council's Sustainable Communities service area takes the lead within the Council in supporting the VCS, which we do in a number of ways:-

Strategic level

We support the VCS infrastructure by working in partnership with other key players. Through the local Compact arrangements, we have an active role in the development and implementation of the Wiltshire Compact and Codes of Practice.

Financial support

We directly support key organisations, initiatives and smaller community projects that help us to meet our objectives. This includes:-

- core funding to the five community area partnerships and key organisations through partnership or service agreements
- funding projects identified in the community area plans through the five towns initiative (5Ti) programme
- annual grants for voluntary organisations that provide a district-wide service
- small grants for community group projects, specific arts and community safety initiatives and projects addressing social cohesion and celebrating diversity

- a contribution to sports and physical activity initiatives
- a contribution to the countywide grant scheme for village halls

Advice, information, signposting and in-kind support

Whilst we do core fund some organisations to offer an advisory and information service to the community, officers at the Council are also on hand to advise, inform, signpost and discuss issues around community, economic and arts development, community safety, leisure, physical activity and sports. Please contact us for details.

Whilst the structure of local government in Wiltshire is changing, our desire is to continue to engage with our communities and to strengthen our relationships with the VCS. We certainly see ourselves as having a facilitating role to enable communities to have more of a say in how facilities and services are managed, including possible future transfers of community assets.

Meril Morgan

Community Development Officer
West Wiltshire District Council

'How to do Business with the Public sector'*

Local authorities have a huge demand for the supply of goods, services and works to meet the needs of over 600,000 people in the county.

Small and medium sized enterprises and VCS organisations play an important role in delivering these services and should therefore be aware of some important information on how to do business with a council.

For low value procurements (work or supplies) you will need to supply a detailed qualification that states:

- what you will supply
- when this will be supplied
- the value and terms of payment

For high value procurements it will be more formal:

- Local authorities publish advertisements in the appropriate publication
- Written expressions of interest should be submitted by the stated date and all interested parties will be sent a copy of the specification and Pre-Qualification Questionnaire (PQQ)
- Completed PQQ returned to the local authority so that a shortlist can be drawn up
- Each supplier on the shortlist will be sent tender documents which will need to be completed and returned. Suppliers can contact the local authority for clarification of any points
- Submissions will be evaluated and the contract will be awarded to the successful supplier

- Discussions and questions about the procurement of services can be discussed but nothing is done that could give particular organisations a fair advantage

Do

- Keep to timetables and send information in the required format. Legally, the local authority is bound to disqualify late submissions
- Study advertisements carefully. Talk to the procurement officer to make sure you really understand what is being asked and be realistic as to whether or not you can supply it
- Have proof of postage of your applications/PQQs
- Make sure contact details are clear and correct
- Ensure your policies comply with current legislation

Don't

- Send anything other than what has been requested
- Seek to influence the outcome by personal contact – it will have the opposite effect!
- Identify your organisation on the tender envelope or parcel
- Attempt to change your tender documentation after it has been submitted

*Taken from the 2 minute guide from Wiltshire Councils

CASE STUDY Forest Football Activity Centre

The Forest Community Centre was formed in 1997 to provide social welfare facilities to improve the lives of the inhabitants of the Forest area of Melksham. A community/sports centre was sorely needed. Building works are never easy to fund, as the group soon found out, but they are a hardy group and stayed with it, determined to reach their aims.

Jacky Nicholas, Community Development Officer for West Wilts District Council, supported the group to identify a sub-committee to start work on planning, consultations and fund-raising to meet their aims. Jacky suggested a workable action plan and that they link with CIB for help with funding.

CIB started work with the group in 2006 as the BIG Lottery announced the start of their Community Buildings programme, and so work began on this. With their usual determination the team drafted the application, along with support from members of staff from Melksham Town Council and Melksham First, supported by the Community First Village Halls and Landfill Tax Advisers. This group will not give up and, Luckily, they are the sort of people who, when asked to do something, just go and do it!

The BIG application was unsuccessful, despite comments on what an excellent application had been made, and so the group have had to 'downsize' the plans slightly and change the focus of their aim. They have amended their working



name to the Forest Football Activity Centre and will concentrate on the provision of a sports centre, with limited community use. They refuse to be downhearted and look at every stage as a development of their skills and one step closer to their goals.

Vic Oakman, Chair of the Committee states, "without the help of Mary Waters from CIB, and Jacky Nicholas from West Wilts District Council, our group would have folded due to the many setbacks and refusals of grant aid. But, with the help of these two ladies, we have not only overcome, we have got stronger."

CASE STUDY Ecolerne

This spring, Corsham Area Committee awarded Ecolerne over £1,500 towards a six month awareness campaign to increase recycling rates in Colerne, with a particular focus on engaging children and young people.

To capture their imagination, funding was used to create an adult sized costume for 'Eco-Ernie' a character created by Ecolerne to lead the campaign and become a regular feature during campaign activities and events.

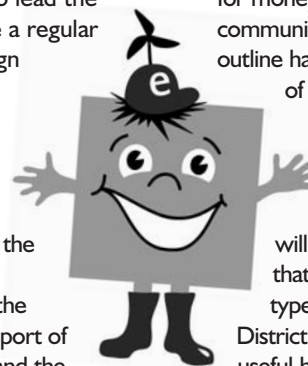
Ecolerne is a community initiative based in the village of Colerne that promotes the principles of sustainable living. The group uses the combined skills and support of residents of the village and the surrounding communities, to promote discussion and action across a range of areas including composting, energy efficiency, recycling and transport.

Ecolerne's Aidan Turnbull said about his funding experience, "My advice is to work on getting a detailed project

outline that clearly explains to potential funders why this particular project is going to be beneficial. If you are applying for money from a fund that supports community projects then your project outline has got to clearly show how lots of people in the community will benefit from your project.

Another way of looking at this is to ask yourself what the benefits of your project will be, and then target funders that are keen to promote those types of benefits. North Wiltshire District Council staff can provide really useful help and advice. They can help you to focus on the key benefits that will come out of your project, and will help you identify suitable funds that you can approach."

Miranda Gilmour
Principal Community Partnerships Officer
North Wiltshire District Council



A Funder's View

Gale Gould, External Funding Officer at Salisbury District Council, gives her perspective on funding...

Salisbury District Council ran, until recently, the Salisbury District Community Grants scheme. The scheme was always heavily oversubscribed with groups requesting three times the sum that was available in grants.

The application process required that a fairly straight forward form be completed and that supporting documentation also be submitted, including annual accounts, child protection policies, equal Opportunities policies and the organisation's governing document.

However, many of the applications submitted were incomplete, with answers omitted, and more often than not with supporting documentation missing. This meant that an officer was tasked with chasing the information that was required in order to process the applicant's bid.

Some groups had not used the application form to complete their answers but had instead included attachments. Rather than reading the answers on the form the assessor was required to 'see attached' and to find the corresponding answer from the appendices attached. This meant flicking backwards and forwards between sheets of paper to find the answers, which is a fairly onerous duty if you are faced with large numbers of applications.



Some applications were identical to the previous year's application which, while not a punishable offence, missed a tremendous promotional opportunity in telling the assessors about the progress of the project/organisation.

Gale Gould
External Funding Officer
Salisbury District Council

Note from CIB: We would just like to take this opportunity to remind everyone out there to work with their local funding adviser for advice and guidance for submitting applications. They are there to help!

One Council for Wiltshire

As we are writing this issue of Inform, the news has broken that the bid to change to one council covering the whole of the County has been approved by the Secretary of State. The current five councils (Wiltshire County Council, Kennet District Council, North Wiltshire District Council, Salisbury District Council, West Wiltshire District Council) will become one.

The aim is to have local elections for the new council in May 2008, with the new council coming into existence in August 2008. The Department for Communities and Local Government is currently considering this timetable.

Initially, there will be a review of central services, which will be overseen by an independent Citizen's Panel, with other reviews taking place in all areas of the local authorities.

Wiltshire County Council (and it looks likely that they will keep that name) state that their priority is to "carry on providing good quality services and so it will be business as usual".

No one seems to be able to tell us at this early stage how the change will affect funding for the voluntary sector, so our advice at present is to keep listening and look out for developments as the plans for merger are put together. Until then we have to presume that existing grants, contracts and agreements will remain as they stand.

CIB will endeavour to keep updated on any changes that effect funding and update our database accordingly.

Jane Butler
Funding Advisor Team Leader



The Compact – and what it means to you

For many years government and statutory organisations worked with and funded local voluntary and community organisations (VCS), very often without any formal agreements in place.

Just over 10 years ago, The Deakin Commission assessed the role of the voluntary sector and produced a report which concluded that government should recognise the valuable contribution that the VCS makes, and that it would benefit from a formal agreement for future working. The first formal agreement was launched in 1998 at national, regional and local levels with an aim of getting local agreements, to be known as Compacts, developed by 2004.

Following consultation periods, three Compact agreements have since been drafted locally for Wiltshire, Swindon and Bath & North East Somerset and have been contributed to by individuals from the local authority as well as representatives from VCS organisations.

Each Compact builds on existing good practice and aims to make sure that, by the statutory sector and VCS working well together and understanding each other better, people in the local communities will reap the benefit. Each Compact has key principles; codes of practice for issues such as funding, volunteering, communication/consultation and equality; and a process for monitoring and evaluating the Compact.

So what does this all mean to you? It means that if you are a VCS organisation working in partnership with, or receiving funding from a statutory organisation, you need to familiarise yourself with your local Compact and codes of practice. This will help you to understand what you should expect of each other and how best to communicate with your partner.

The Compact Website:

<http://www.thecomcompact.org.uk/>

Compact Voice - represents the voluntary and community sector in England on taking the Compact forward:

<http://www.compactvoice.org.uk/>

Full details of each of these Compacts can be found on the council web sites for Wiltshire, Swindon and B&NES (please see page 19 for details).



Full cost recovery

CIB's last newsletter concentrated on the trend for groups to submit applications where costings are calculated to include a fair portion of the organisation's overhead costs as well as the true costs of delivering the project: Full Cost Recovery (FCR).

CIB has spoken to three of our local authorities to assess their response to FCR. Please note their comments may relate only to one department or individual's view.

One representative from B&NES explained that although they do not have a policy for FCR, it certainly encourages applicants to calculate the true costs of delivering a project. "This gives the funder confidence that the project is fully and fairly costed and can help with decision making and comparison of bids for commissioned services".

Wiltshire County Council (WCC) is a large organisation and major funder in Wiltshire. One WCC representative explained that it too recognises the need for VCS groups to be appropriately funded and supports the principles of the Wiltshire Compact. However, at this current time, beyond the provision in the Compact, WCC does not have a specific organisational policy for FCR. Certainly FCR is built in to some existing Service Level Agreements.

Swindon Borough Council Community Services provide nearly a million pounds a year in community grants. The principle which Community Services

operates is that organisations should be funded for the activity they carry out for the Council or at least an agreed proportion of the cost. FCR becomes an issue when organisations are providing a service with measurable outputs, a contract rather than a grant. Any organisation that tenders will include in their costs an element for overheads. Larger organisations, those with a higher turnover, will allocate a smaller proportion of costs and to that extent there is an inbuilt bias against smaller organisations even though they may be the ones which are closest to service users.

To summarise, each of our local authority funders recognise the principles of FCR and support groups being fairly funded. Policies are yet to be developed and although having agreed models for completing FCR appears to be a welcome idea, there is concern that no one model will ever suit all.

CIB offers advice and guidance on using a variety of FCR methods, and is here to support the VCS groups in Wiltshire and BANES with funding applications.

District Council Community Grant Schemes

Bath & North East Somerset Council – Community Grants

If you live in the Bath and North East Somerset area, your voluntary organisation may be able to receive funding through the council's Community Grants scheme. Funding is available for:

- Youth & Community Services
- Active Leisure
- Children's Play
- Education: Initiatives for Minority Ethnic Groups
- Independent Museums
- Community Transport, Car Schemes,
- Transport Advice
- Environment and Heritage
- Social & Housing Services
- Umbrella Groups
- Arts Development
- Environmental and Public Safety Grants
- Bath Communities Partnership

Application packs contain application forms, guidance notes and other useful information. Assistance with completing the forms can be obtained by contacting the specified Contact Officer.

Contact: Cordelia Johnney

(Corporate Equalities & Voluntary Sector) 01225 477843;

Marek Patela (Youth & Community Office) 01225 396980;

Basil Wild (Social & Housing Services) 01225 477063;

Peter Salt (Arts & Development) 01225 396432.

Salisbury District Council - South Wiltshire Area Grants (SWAG)

The aim is to benefit local people and projects within the Salisbury District. You can apply for a major or minor grant under the SWAG scheme to help develop projects and initiatives based in the Salisbury District. If you have applied for any of the following grants in the past you will now have to apply through the SWAG scheme: children's play area, rural floral enhancement, village hall, minor grants, rural recreation initiative, village enhancement or arts in the community.

A minor grant is for projects up to £500 and a major grant is for £500 (but not normally over £5,000). Parish and town councils shall be required to provide contributory funding.

Who can apply: groups set up for a charitable purpose with well defined aims that are of real benefit to the community. Parish and town councils (who must provide contributory funding), school associations/PTAs, branches of larger organisations, individuals running projects and individual sports people.

Please contact the Democratic Services Unit, Salisbury District

Council on 01722 434250 for an application form. For more information contact your area co-ordinator

Southern – 01722 434252

Western – 01722 434560

Northern – 01722 434250

City – 01722 434428

Salisbury District Council has also run a Community District Grant scheme operating across the district. With the development of the new unitary authority, there may be changes ahead in grants available. Contact Salisbury District Council for further information.

Kennet District Council Grants

Kennet District Council offers grant aid to organisations and projects who they consider deliver parts of their policies and strategies. The District Council approach is that funding with others to bring resources into the area is the best way to maximise opportunities for the District. Successful partnerships have included working with other authorities, the National Lottery Funding Bodies and the Countryside Agency.

Grants are available for the following areas:

- Arts Projects
- Landscape Conservation
- Sports and Leisure Development
- Village Halls
- Recreation
- Access to the Countryside
- Community and Voluntary Sector services

Housing Grants

Minor grants up to £1000 and major

grants between £1000 and £5000.

For an application form, please contact the Grants Officer on 01380 724911.

North Wiltshire District Council

Community Area Awards are a grant scheme for local community groups, town and parish councils in North Wiltshire. Funds are not available to individuals. Awards are made three times a year by each of the five North Wiltshire District Council Area Committees.

The Council's Community Partnership Officers advise and encourage applicants through a set of criteria and a simple funding process, which can be downloaded and completed either online or by post. In 2007/08 each Committee has £48,000 available for distribution, the majority of which is committed to projects linked to priorities identified in the relevant Community Plans.

Although the Council will fund up to 50% of community projects, applicants are encouraged to seek funding from a range of sources.

Please contact the Community Partnership Team on 01249 706111 for details.

Community Area Awards have been given to support a wide range of projects across North Wiltshire including:

- *Playgrounds*
- *Restoration of an ancient fishpond*
- *Public arts projects*
- *Holiday play schemes*
- *Musical instruments*
- *Youth shelters*
- *Wind and solar powered street lights*
- *Improvements to village halls*
- *Renovation to rugby and football pitches*
- *Skateboard facilities*
- *Composting toilet*

Miss it – Miss out

Below are details of some grants whose deadlines are fast approaching. For more information, contact CIB or take a look at our website.

Arts Council England

Grants are available for arts related activities that benefit people in England or that help artists and arts organisations in England to carry out their work.

Grants range from £100 to £100,000 and can cover activities lasting up to three years. New application process starts on 1 November. Call: 0845 300 6200 or visit www.artscouncil.org.uk

Asthma UK – Challenge Fund

Asthma UK supports community projects through the Challenge Fund, which gives grants to groups or individuals for initiatives that will

Area 1 – Malmesbury

Application deadline 7 December for consideration at 23 January Committee

Area 2 Cricklade & Wootton Bassett

Application deadline 11 January for consideration at 13 February Committee

Area 3 Chippenham

Application deadline 21 December for consideration at 4 February Committee

Area 4 Corsham

Application deadline 30 November for consideration at 15 January Committee

Area 5 Calne

Application deadline 4 January for consideration at 12 February Committee

identify, develop and promote good practice to improve the lives for people with asthma.

There are two grant programmes, one for applications up to £10,000 and another for applications up to £30,000. Next deadline is 30 November 2007. Call 020 7786 4900 or visit www.asthma.org.uk

BBC Children in Need

BBC Children in Need positively changes the lives and prospects of children and young people living in the UK who have suffered hardships, difficulties or disadvantages of some kind.

Each year the charity provides practical and lasting support to thousands of youngsters aged 18 and under, including those who have experienced homelessness, neglect, abuse or poverty, and those who've encountered serious illnesses, disabilities, psychological disorders or addictions.

The majority of grants available range from £200 to £5,000. There are two closing dates: 30th November and 30th March annually. Call 020 8576 7788 or visit www.bbc.co.uk/pudsey

The Big Boost

This fund aims to help young people make their community ideas a reality. The programme will support a wide

range of projects: from ideas developed at school through to larger scale community projects. Small groups of young people aged between 11 and 25 years old are eligible to apply.

Grants range from £250 to £5,000. Applications can be made at any time up to the 1 November 2007, when the programme is due to close. Call 0845 410 2030 or visit www.thebigboost.org.uk



Every Child Matters – Change for Children

This national grant programme will fund voluntary organisations to do work of national significance that supports the outcomes of the Every Child Matters: Change for Children programme. The Government's aim is for every child, whatever their background or their circumstances, to have the support they need to: be healthy, stay safe, enjoy and achieve, make a positive contribution and achieve economic well-being.

Completed 'expressions of interest' must be received by 15th November 2007. Call 0870 000 2288 or visit www.everychildmatters.gov.uk



Jargon buster

Here are a few terms that you may not be familiar with...

Local Strategic Partnerships (LSP)

A partnership made up of representatives from public services, local businesses, voluntary organisations, community groups and residents to deliver community planning in an area and produce a Community Plan or Community Strategy.

Statutory Sector

County and district councils, local education authority, health authorities, primary care trusts, learning and skills council and other public services such as the police and local colleges.

Local Area Agreements (LAA)

LAAs are contracts between councils and central government that are designed to devolve greater power over public services to a local level.

Contract

The document recording the agreement between the purchaser or commissioner and the provider about the specification for the service to be delivered, and the arrangements for delivering and paying for it. Also included are arrangements for monitoring and terminating the contract.

Service Agreement

Written contracts under which a service is provided and funded, usually for a three year period.

Tender

Procedure by which a bid is made to provide services at a certain price.

Benchmark

A standard of achievement that an organisation or project (or others like it) has already achieved which they can compare current achievement to, or use to set a target.

Hard Outcomes

Outcomes that are clear and obvious, or which involve an external change in people's behaviour or circumstances.

Soft Outcomes

Outcomes that are less easy to observe or measure, or which involve some form of change inside people, such as a change in attitude or a change in the way that they see themselves.

Outputs

Products, services or facilities that result from an organisation's or project's activities.

Procurement

The process by which public sector bodies purchase services from both private and voluntary sector organisations. Central Government is increasingly interested in local authorities and other agencies procuring services delivered by voluntary organisations instead of delivering those services directly.

CIB – what we have been up to

This edition of Inform comes to you from CIB's new premises in the Business Centre on Bath Road, Devizes.



Over the last couple of years we have expanded our service to work more closely with groups, to work in Bath & North East Somerset, and to provide training to funding advisers across the region. This has all meant more staff (and computers, paper, etc) and we outgrew our office space. We now have plenty of room for all, as well as a meeting/training room available for hire. Do make an appointment to come in and see us in our new home!

When contacting CIB, you will be aware that we are now organised into three internal teams, reporting to Rosemary Hopgood our Chief Executive.

Clare Huntley leads on all aspects of training, with a Training Assistant recently recruited. The Funding Advice Team is Jane Butler (Team Leader and work in Swindon), Mary Waters (advice for West Wilts, North Wilts and B&NES) Jenny Moss (advice for Salisbury and Kennet) and Sylvia Norris who looks after all our funding

information and publications, including our databases and website.

The Facilities and Office Management Team keeps us all going, providing administrative, finance and reception support.

Some recent news on our work: The Funding Advice Team are currently working with the Community Foundation for Wiltshire and Swindon on a project named Grass Routes. Working very closely with 15 small grassroots groups, we are taking a fresh look at how small groups can be supported to make fundraising easier.

Our Training Team continues to provide accredited training for funding advisers and funders in the South and West and is planning to further expand the training we offer in 2008. As part of a partnership of national training providers, CIB has also won a new project through the Finance Hub. The project will establish how a national network of funding advisers might work.



Jane Butler
Funding Adviser
Team Leader

CIB staff

Rosemary Hopgood	<i>Chief Executive Officer</i>
Jane Butler	<i>Funding Adviser Team Leader</i>
Clare Huntley	<i>Training Team Leader</i>
Bernadette Luschover	<i>Team Leader Facilities & Office Manager</i>
Mary Waters	<i>Funding Adviser</i>
Jenny Moss	<i>Funding Adviser</i>
Sylvia Norris	<i>Information Officer</i>
Bridie Nelson	<i>Training Administration Assistant</i>
Jonathan Baker	<i>Administration Assistant</i>

This magazine is published bi-annually and circulated to users of CIB's services, fund-giving bodies and other interested people and organisations. If you would like to be added to the mailing list, please get in touch with us at the address on the back cover.

Whilst every care has been taken to ensure the accuracy of information contained in this newsletter, Charities Information Bureau accepts no responsibility for any errors that may have occurred.

Further information

A copy of the 'How to do Business with the Public Sector' guide and other further information included in this issue of Inform, can be found at these websites:

Wiltshire County Council	www.wiltshire.gov.uk
West Wilts District Council	www.westwiltshire.gov.uk
North Wilts District Council	www.northwilts.gov.uk
Salisbury District Council	www.salisbury.gov.uk
Kennet District Council	www.kennet.gov.uk
Swindon Borough Council	www.swindon.gov.uk
Bath & North East Somerset Council	www.bathnes.gov.uk

Or... A hard copy of the guide, or further information, can be obtained by contacting the Procurement Officer from the relevant authority:

Wiltshire County Council	01225 713000
West Wilts District Council	01225 776655
North Wilts District Council	01249 706111
Salisbury District Council	01722 336272
Kennet District Council	01380 724911
Swindon Borough Council	01793 463000
Bath & North East Somerset Council	01225 396267

Charities Information Bureau South & West

*exists to help community
groups, organisations
and individuals work
effectively by providing
information, advice
and support concerning
charitable funding
and charity law.*



**Charities Information Bureau
South & West**

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