

Email bulletin N° 107 – 25 March 2010

Dear Colleague,

Welcome to E- news bulletin N°107 – 25 March 2010.

I have revised the regular e-news bulletin publication schedule for the month of April.

This is to work around Easter, school holidays, CLB staff training and planning our Spring membership drive.

This means that there will be one full e-news bulletin published on Wednesday 21st April and two or three mid week e-news alerts - dependent on demand - published 7th/14th and 28th April. I hope these special arrangements suit everyone.

Please keep on sending in your articles, vacancies and events for the bulletin and if they are time-sensitive, please flag them up as urgent.

Kind regards and best wishes for the Easter break.

Philippa

**Philippa Leary , Membership , Information and Communications Officer,
Community Links Bromley**

Next publishing dates:

e-news bulletin 108 - Wednesday 21st April 2010

- Copy deadline: Thursday before publication

e-news alerts – Wednesday 7/14th April and 28th April

- Copy deadline: Thursday before publication

Spotlight	4
Upcoming Funding Events	4
Community Engagement - consultation event with Bromley Police	4
Local news	5
Elderly residents advised to check benefits entitlements with reputable organisations to avoid being ripped off	5
Exciting new dementia training project at Bromley MindCare	6
Could you share your home?	6
	1

Speed date your way to a better understanding of the support available to unemployed residents needing additional support	7
Agendas, reports and minutes of LBB's portfolios and committees	8
Local events	8
Could you share your home? – information day	8
JustBe Film Club	8
JustMeChanics!	9
Friends of Mottingham Woods - hosting Easter Egg Hunt	9
JustArtDentity	9
Do you have a question that you want to put to our councillors about issues affecting disabled people in Bromley?	10
Do you suffer from Rheumatoid Arthritis? Orpington NRAS Group launch meeting	10
Local training - online	11
Safe and Effective use of an EpiPen	11
Five free one hour interactive training sessions on using social media and marketing	11
National/regional news	12
Guidance for local authorities on the change in the age of eligibility for Concessionary Travel	12
Promoting BME work and performance improvement	12
Report on the 2009 survey of all English Local Area Agreements	12
Tackling Race Inequality - summary of responses	12
Two consultations on new planning policies on the environment	13
Worklessness - costs London £5 billion per year	13
End Fuel Poverty Campaign launched	13
National/regional events	14
Hear about the benefits of summary care records	14
Mapping Public Spending on London's BAMER third sector	14
Have your say about Safeguarding - online Survey for third sector organisations	15

National/regional training	15
NCVO free HR event	15
Jobs	16
Award winning local charity seeks Therapeutic Garden Worker	16
Tower Hamlets - chief executive officer	16
Funding News	17
Minister for the Third Sector announces plans for increased funding	17
Big Lottery Fund announces new Veteran Support Scheme	17
O2 announces new £5 million community fund for young people	18
The People's Millions 2010 - now open!	18
Tendering Opportunities published on CompeteFor include:	18
Grant funding available from the Woodward Charitable Trust	19
Grants – Health and Belief 2010	19
Cracking The Code: governance improvement bursary scheme	21
Volunteer News	21
Experts in Volunteering launches new website	21
Volunteer Centre Bromley hits record applications for 2009	21
Volunteers' Week 2010 – nominate your volunteers	22
Legal News	22
New employment practice resources online	22
Governance update on Sandy Adirondack's legal update website	22
Legal update for campaigning organisations and others	23
Best practice, resources and offers	23
Guide for charity trustees with learning disabilities	23
Financial Management	24
Checklist for Accounts' Preparation / Independent Examination / Audit	24
Membership	25
Join Community Links Bromley	25

About the email bulletin	26
Contact Details	26
Data protection	26
Disclaimer	27
Subscribe	27
Unsubscribing	27
Production	27
Sources	27

Spotlight

Upcoming Funding Events

Social Enterprise Event – Not Just For Profit?

Date: Tuesday 30 March (Booking Essential)

Venue: Community House, Bromley

Read more on [Community Links website](#).

Are you ready for procurement?

Date: Friday 16 April and Thursday 6 May (two-day training)

Time: 9.30 am to 4.30 pm

Venue: Community House, Bromley

Delivered in partnership with Social Enterprise London, this event is FREE for up to 20 people. In order to attend the free training your organisation must meet ESF funding criteria.

- [Read the criteria](#)
- Download the [booking form and agenda](#)

Community Engagement - consultation event with Bromley Police

Date: Tuesday 18 May

Venue: Ripley Arts Centre

Time: 9.30am – 3pm

CLB is hosting a consultation event with Bromley police on the 18th May. There will be discussions and workshops looking at how police support vulnerable people and disadvantaged groups. Currently the programme includes workshops looking at hate crime and vulnerable victims. It will also look to help the police increase people's confidence in reporting and dealing with crime - and how to reduce the fear of crime in what is a low crime borough.

We are looking for community groups and individuals to come along and share their experience. The outcome of the day will be to contribute to a plan to tackle the issues raised.

We will be preparing invitations and would like these to go out as widely as possible amongst your members. In the meantime, for more information and to book provisional places, contact [Stephen Blann](#) at Community Links Bromley on 020 8315 1907.

Local news

Elderly residents advised to check benefits entitlements with reputable organisations to avoid being ripped off

Age Concern Bromley, the Council and Bromley Citizens Advice Bureau want to make sure older people in Bromley get the right advice from the right people, if they think they might be missing benefits. They are urging elderly residents to contact their organisations to get advice truly free of charge. This follows reports of pensioners being offered free benefits advice only to find they had to hand over up to 45 percent of the back pay.

Maureen Falloon, Chief Executive, Age Concern Bromley explains, "Many people, including pensioners, simply don't know they could be entitled to a benefit or can simply be overwhelmed at the thought of filling in the forms. I would urge older people to be wary of any company offering help with this. Older people wanting a benefits check can contact us at Age Concern Bromley. Last year we were able to increase older people's income through benefit claims totalling £751,849."

Joe Clark, Chief Executive Bromley CAB adds, "Bromley Citizen's Advice Bureau is here to help people with just this sort of thing and we want to remind people that our service is truly free of charge and confidential."

Safeguarding adults is a priority for the Bromley Safeguarding Adults Board, which brings together all the major agencies in Bromley, to keep vulnerable adults safe. The

work of the Board and the Council (as the lead organisation for adult safeguarding) includes making sure older people are alerted to the importance of getting benefits and other financial advice from a reputable source.

If you have any concerns that a vulnerable adult is at risk of any type of abuse be it financial, emotional or physical you are urged to contact the Council on 020 8461 7777.

Exciting new dementia training project at Bromley MindCare

Local dementia services provider MindCare is working in conjunction with the Local Authority on a new project to develop the skills of staff to support people with dementia. Christine Gallagher, the newly appointed Dementia Skills Coach, will plan and deliver effective training within Bromley's Extra Care Housing (ECH) schemes, including on the job coaching and mentoring to care staff.

Initially the project is aiming to equip and support ECH staff to provide high quality care to residents with dementia, helping to maintain, refresh and update their skills. The Dementia Skills Coach will provide intensive input at four ECH schemes over a six-week period at each. Input will include group sessions and one-to-one support. All staff, including general duties assistants and administration workers, will be undertaking some dementia training. Ongoing consultation and support will be offered for up to a year as the project moves on to the next scheme.

Over the coming months, MindCare plans to be able to offer Dementia Skills Training and Coaching packages to other agencies that do some work with people with dementia. If your organisation would like to explore how this support could help develop your staff's skills, please email Ben Taylor at ben.taylor@bromleymind.org.uk or phone 01689 603812.

Could you share your home?

The Bromley Scheme for Adult Placements (B-SAP), run by Bromley Council, is where families or individuals share their home life with a vulnerable adult. The aim of the scheme is to help adults needing care and support to gain greater independence and have more choice about where and how they live their lives, whilst living in a safe home environment.

The scheme is running a campaign to encourage people to consider sharing their homes either on a long or short-term basis. As well as posters and adverts to raise awareness throughout the borough, a dedicated team will be holding an event in the Glades on 29

March 2010 between from 8am to 6pm. The team will be on hand to give people more information about this rewarding scheme and how the Council works with families and people who are interested in becoming carers. Carers receive support and training as well as benefiting on a financial basis.

Said Sandra Scott who has been a carer with the scheme for two years:

“If you want to make a real difference to people’s lives, then you’ll get immense job satisfaction from sharing your home. You need to be patient and take small steps and get to know the person, not the disability. Of course it’s challenging but what you get out of it makes it so worthwhile.”

Around 40 vulnerable adults have benefited from the scheme since its launch in 2006. As well as those with learning disabilities, it has also helped adults with mental health problems, older people and those with physical disabilities in a wide range of circumstances. This has included an alternative to residential care, supporting those leaving residential care, home based respite and young adults making the transition from living at home.

Speed date your way to a better understanding of the support available to unemployed residents needing additional support

1. Do you, or does anyone in your team work with Bromley residents/clients who are unemployed and in need of additional support to enter work?
2. Would you like to update your existing knowledge of the support available, or maybe you have just started work in this field and would like to find your way around what support is on offer?
3. Do you feel that better knowledge and information sharing between agencies and organisations working with this group would be useful?

If any of the above apply, take up this exciting opportunity to join us for a free morning of speed dating, discussion, and networking.

Changes in legislation have altered the landscape of employment support and the conference will provide valuable information, including new and planned provision from key partners such as Jobcentre Plus and Affinity Sutton (formerly Broomleigh Housing), together with workshops on specific groups such as young people and those with mental health conditions.

The People into Employment Project (PiE), run by Bromley Council, is nearing its end; the conference will also enable the team to share the outcomes of the project, and to

enlist the help of partners across the borough in discussions for future support for unemployed residents.

Please contact Margaret Carr or Molly Edwards on 020 8313 4463 for more details and an application form. Feel free to pass the invitation on to other partners or to Margaret or Molly know if you feel there is someone else they should invite.

Agendas, reports and minutes of LBB's portfolios and committees

The Council's meeting documents system has been upgraded to make it more accessible and convenient.

This new resource will allow you to find documents, which are presented to the Council's decision-making bodies, as well as the decisions that were made. This applies to any meetings held after 12 May 2004. You can search by meeting date, by key word or if you go to the [advanced search](#) there are more options such as ward and dates.

Agenda and reports for each meeting are available as a single document in PDF format, rather than as numerous individual documents.

[Back to contents](#)

Local events

Could you share your home? – information day

Date: Monday 29 March, 8am-6pm

Venue: The Glades, Bromley

The Bromley Scheme for Adult Placements team will be on hand to give people more information about this rewarding scheme and how the Council works with families and people who are interested in becoming carers. Carers receive support and training as well as benefiting on a financial basis.

- Read more under [local news section](#)

JustBe Film Club

Date: Friday 30 March, 7pm for 7.30pm (prompt)

Cost: £10 (inclusive of refreshments i.e. popcorn, drinks, chocolate, ice cream etc)

The JustBe Film Club is not a members only club. We are just looking for those who want to enjoy a good movie and conversation. The idea is to get together, relax, have a snack/refreshments and watch a movie. The DVDs we watch are selected from a wide

range of film productions that we would consider to be entertaining, thought-provoking and relevant. The subsequent discussions could be based as closely or as loosely on the chosen film as is appropriate for the particular session. Only 12 spaces available – so reserve your place now! To register your interest, email Janet janet@just-be.co.uk or call Yvette on 07818 531898.

JustMeChanics!

Date: Friday 30 March 2010, 11am – 4pm

Cost: £25 (inclusive of light lunch)

Is your car exhausted? Don't know the difference between a dipstick & dipped beam or your tyre pressures and the temperature gauge? Find out how JustMeChanics can increase your knowledge about your car. This workshop provides you with practical every day tips and hints about things that you should be doing or not doing, to keep your car in good shape. To register your interest, contact Clive on 07963 606846 or send an email to info@just-be.co.uk

Friends of Mottingham Woods - hosting Easter Egg Hunt

Date: Sunday 4 April, 2-3pm

Venue: Marvels Wood starts at the gazebo

The Easter egg hunt is free for kids; any donations are gratefully received and will be given to Harris Hospice in Bromley. The Friends of Mottingham Woods work to protect and enhance Elmstead Woods, Marvels Wood and Wayside Green for public enjoyment and wildlife.

For further information contact 020 8313 4471 or Pherenice.worsey-buck@bromley.gov.uk

JustArtDentity

Date: Saturday 10 April, 9am-1.30pm

Cost: £10

JustArtDentity provides a supporting space for women to express themselves through art, which in turn helps them build confidence. This exciting programme aims to give women hands on opportunities to explore their identity and creativity through a range of media ranging from textiles to paint. Absolutely no experience necessary! Free materials are provided and refreshments are also included in your price – and you get to take

home your art work at the end of the workshop! To register your interest contact Carole on 07949 632740 or email carole@just-be.co.uk

Do you have a question that you want to put to our councillors about issues affecting disabled people in Bromley?

Date: Wednesday 28th April 2010, 1.30pm to 3.30pm

Venue: Main Hall, Crofton Halls, Crofton Road, Orpington

Do you want to hear what each of the 3 main political parties are going to do for disabled people if they get into power?

If so, Disability Voice Bromley invites you to come along to our next meeting .We will start with a sandwich lunch. Councillor Arthur (Conservative) , Councillor Getgood (Labour) and Councillor Thompson (Liberal Democrat) will be available to answer your questions around disability issues. Between them, they sit on a range of Council committees and have a lot of experience to share. The meeting will also include our brief AGM. If you would like to come please contact Joanna Frizelle as follows:

Tel: 0845 463 2804

E mail: info@disabilityvoicebromley.org.uk

Address: Disability Voice Bromley, c/o Deaf Access, Community House, South Street, Bromley BR1 1RH

SMS text : 07732 449349 (c/o Deaf Access)

Fax: 020 8315 2554 (c/o deaf Access)

Please let us know if we can help with transport or if you have specific access or food requirements. This is a unique opportunity so don't miss out!

Do you suffer from Rheumatoid Arthritis? Orpington NRAS Group launch meeting

Date: Tuesday 11 May, 6.45pm-8.15pm

Venue: Physiotherapy Seminar Room, Ground floor, Orpington Hospital

Wouldn't it be nice to meet others in the same situation and learn more about managing your disease? People living with RA, their family members, health professionals and carers all very welcome. To find out more please call Clare or Paul on 0845 4583969 or emailvolunteers@nras.org.uk

[Back to contents](#)

Local training - online

Safe and Effective use of an EpiPen

Learn HQ Ltd has launched a new course in their range of childcare and education eLearning courses. The course 'Safe and Effective use of an EpiPen' is designed to provide information on anaphylaxis and how and when to use an EpiPen both on yourself and someone in your care. This course is available free of charge and can be downloaded from the link below. www.learnhq.com

Five free one hour interactive training sessions on using social media and marketing

For a limited time only, Blackbaud is offering FREE training on the essentials you need to effectively manage your website and email marketing. The training programme is made of five courses, each covering a specific Web 2.0 topic.

Each class lasts just one hour. What's more, each course is delivered live from the internet so you can learn how to make the most of web technologies directly from your desk.

Blackbaud assures "This is not a sales presentation; we will not demo our software but share with you our experience and knowledge of the web that we have developed from exclusively helping not-for-profits with their internet strategy for the past 10 years."

This FREE training programme will cover the following topics:

- Making my website active
- Managing email marketing programme
- Methods to increase online fundraising
- Use of social media
- Measuring your online presence

[Click here](#) for full course description.

[Back to contents](#)

National/regional news

Guidance for local authorities on the change in the age of eligibility for Concessionary Travel

The Government has issued guidance to local authorities about eligibility for concessionary travel. As the pension age increases for women to harmonise between men and women, the age at which everyone will be entitled to concessionary travel will also increase.

- Download [Guidance for Local Authorities on the change in the age of eligibility for Concessionary Travel](#) [PDF - 73 KB]
- Download [Guidance for Local Authorities on the change](#) [RTF/Word]

Promoting BME work and performance improvement

A campaign has been launched by Voice4Change England to urge black and minority ethnic voluntary and community groups to promote the work they do, during a time of public spending cuts. First, they need to think about improving performance and evidencing the value and benefits of their work. [Read more](#).

[Source: Vol Resource]

Report on the 2009 survey of all English Local Area Agreements

The Department of Communities and Local Government has published the findings of research into Local Area Agreements and how they have improved lives for local communities.

- You can read the report here www.communities.gov.uk .

Bromley has Local Area Agreement that will run until 2011, including targets about health young people and community involvement.

- You can read about the Bromley LAA at www.bromley.gov.uk

Tackling Race Inequality - summary of responses

The Government published the consultation document tackling race inequalities: A discussion document was circulated in February 2009 to seek views on the Government's future approach to tackling race inequalities. The Department of

Communities and Local Government has now published this summary of the responses to the proposals.

- Download a copy here www.communities.gov.uk

Two consultations on new planning policies on the environment

The Government sets national planning guidance for local councils to use in developing their own planning policies. Local councils own policies should not contradict these national policies. The national policies are called Planning Policy Statements. The Government is now consulting on changing two areas of policy on the environment. The first consultation proposes replacing a range of existing Planning Policy Statements covering things like bio-diversity and open space with a single document 'Planning for a Natural and Healthy Environment'.

- [Download Planning for a Natural and Healthy Environment consultation](#). The closing date is 1/06/10.
- Read the [current polices](#) it proposes to replace

The second consultation is called "Planning for a low-carbon future in a changing climate" and proposes to combine and update existing planning policy on climate change and renewable energy from two documents into a single policy. Again, the closing date is 1/06/10.

- [Download 'Planning for a low-carbon future' consultation](#)

Worklessness - costs London £5 billion per year

New research commissioned by London Councils suggests that worklessness costs the Capital more than £5 billion a year with 1.5 million people out of work in London - around 30 percent of the working age population. The research, 'A Worklessness Costs Audit for London', also found that national employment programmes are under-performing in London and boroughs are in a better position to deliver tailored employment services to meet the needs of people living in their communities.

- [Read London Councils' press release](#)
- [Read or download A Worklessness Costs Audit for London](#)
- Contact: [Ian Jones](#), Policy and Project Manager

End Fuel Poverty Campaign launched

A coalition of campaigners called for an end to the "scandal" of fuel poverty.

A charter drawn up by anti-poverty, energy, environmental and health groups calls on the Government and political parties to commit to making all "fuel poor" homes as energy-efficient as a home built today.

They warned the Government that it would fail to meet its target to end fuel poverty by 2016 under its current strategy, saying numbers could increase to a record high.

The coalition, including Age Concern and Help the Aged, the Centre for Sustainable Energy, Child Poverty Action Group and Consumer Focus, said many of the estimated 6.6 million UK households struggling to afford to heat and power were risking their health by cutting back on heating or other essentials. [[Read more](#) Jon Land at 24 –dash.com – social housing and public sector news website.]

[Back to contents](#)

National/regional events

Hear about the benefits of summary care records

Date: Friday 23 April, 10am-2.30pm

Venue: Robens Suite, Guy's Hospital, Great Maze Pond, London SE1 9RT

This event is for voluntary organisations and patient advisory liaison services (PALS)

As reported in the most recent [e-news bulletin](#) Summary Care Records containing key medical information are being rolled out across London. NHS London would like to invite you to attend an event to learn how the voluntary sector and patient advisory liaison services (PALS) can play a vital role.

This is your opportunity to hear about the benefits of summary care records and how you can inform your service users, especially those with long-term conditions.

Attendance at this event is by prior registration only through the NHS London

Programme for IT events website.

- [Book your place](#) online
- Alternatively, you can access a booking form on events.london.nhs.uk and [email](#)

Mapping Public Spending on London's BAMER third sector

MiNet would like to encourage all BAME Third Sector organisations working in London to take part in its survey to map changes in public spending on London's BAMER third sector. MiNet, have designed a quick survey to map public spending patterns across London boroughs and by area of service delivery. MiNet is currently working with 3SA to

record this data in order to allow the concerns of London's BAMER third sector to be more accurately represented at a regional level. If you are a BAMER third sector organisation and currently affected by the economic downturn, [please take part in our survey](#) or contact kimerley@rota.org.uk for further information.

Have your say about Safeguarding - online Survey for third sector organisations

Comprehensive Area Assessment, or CAA, is a new way of assessing local public services in England. It examines how well councils are working together with other public bodies to meet the needs of the people they serve. It is a joint assessment made by a group of six independent inspectorates, including Ofsted.

Ofsted contributes to CAA by assessing outcomes for children and young people across the area. A key part of this work is the new programme of inspections of services for safeguarding and looked after children.

Ofsted are undertaking an annual survey of third sector organisations, working with children and young people in every English local authority. Ofsted believes that it is important that the voice of the third sector be clearly heard in inspection.

The results of this survey, along with a similar survey of social workers, will be used to assist Ofsted in planning and preparing for inspections, and in identifying possible areas to explore further during inspection.

The survey should take no more than 15 minutes to complete.

- [Go to Ofsted's survey](#)

[Back to contents](#)

National/regional training

NCVO free HR event

[NCVO Employment Practice Network](#) events for frontline, infrastructure organisations and support providers:

Date: Thursday 22 April

Venue: NCVO, London, N1 9RL

Title: [Staff contracts and handbooks, London](#)

Jobs

Award winning local charity seeks Therapeutic Garden Worker

Sydenham Garden provides therapeutic gardening and creative activities for people coping with physical or mental health issues in Lewisham and Bromley. Be part of our small, friendly and committed team, improving local people's gardening skills, confidence and quality of life.

Our ideal Therapeutic Garden Worker has fantastic horticultural knowledge, able to plan gardening activities in our one-acre site near Forest Hill, experience-delivering services to the community and a proven ability to work with adults with physical or mental health problems. A can-do attitude and experience working well in a small team would be a big advantage.

In exchange, we can provide a great atmosphere and a truly beautiful work environment so you can expect bagfuls of job satisfaction!

We are also offering a salary of £24,000, 6% pension contribution and up to 31 days holiday a year. This is a full time post.

Interested? To find out more, download a full job description and person specification at <http://www.sydenhamgarden.org.uk/supporting-us/jobs>. For an informal chat, call Catherine Winsor or Jennie Graham on 020 8291 1650.

Closing date for applications: Monday 29th March 2010

Interviews: Thursday 8th April and/or Friday 9th April 2010

Tower Hamlets - chief executive officer

£50k plus 6% pension and fringe benefits , East London

Tower Hamlets Council for Voluntary Service is a newly formed infrastructure organisation that has secured two years funding to develop and deliver high quality support services for the Third Sector in Tower Hamlets.

We are seeking a dynamic Chief Officer to develop, coordinate and manage all aspects of the CVS.

The successful candidate will have a strong track record of developing highperforming organisations, including income generation, and experience of influencing policy. They will also have knowledge of issues affecting the Third Sector in Tower Hamlets, and a strong track record of working with Black and Minority Ethnic communities in an inner city setting.

For an information pack, visit www.thcvs.org.uk or email hr@thcvs.org.uk. For an informal discussion, please call the interim Chair Mr S Khan on 07957 690 606.

Closing date: 5pm, 09/04/10.

First interviews: 22/04/10.

Second interviews: 27/04/10.

[Back to contents](#)

Funding News

Minister for the Third Sector announces plans for increased funding

Angela Smith, Minister for the Third Sector, has revealed planned increases in funding for three Government third sector schemes.

- Youth volunteering charity "V" would receive £39 million in 2010-11 compared to £38.1 million in 2009-10.
- Access to Volunteering, the Government's initiative to encourage greater involvement of disabled volunteers, would receive £1.65 million as opposed to £650,000.
- Generations Together, which facilitates links between young and older people, will receive £1.5 million, compared to £1 million.
- The Volunteer Management programme, which supports professional volunteer managers, would receive £2.2 million as opposed to £900,000.

Ms. Smith also revealed that Capacitybuilders would see its budget cut from £38.5 million to £30 million, but said no allocations had been made to any programme beyond March 2011.

Big Lottery Fund announces new Veteran Support Scheme

A new £35million FORCES in MIND programme will help veterans adjust to civilian life benefitting former armed forces personnel and their families.

The scheme will support existing organisations working with veterans and their families to improve access to support services. It will also fund research and promotion of the difficulties veterans face.

BIG has worked in partnership with service bodies to identify how it can help the organisations working with veterans, and aims to build their capacity.

An independent trust will be created, utilising the experience of established charities working in this field to challenge the impact on veterans of returning to civilian life, which can lead to depression, family trauma, substance abuse, homelessness and even suicide.

- For more information visit the Big Lottery [website](#)

O2 announces new £5 million community fund for young people

Mobile phone network O2 has launched a new community programme to help young people aged 13 – 25 make a difference to their communities.

Think Big is a new programme which will offer £300 cash grants to young people, along with training, support and mentoring from some of the UK's most prominent youth charities - The National Youth Agency and UK Youth. The Telefonica Foundation is also supporting the scheme.

Young people will be awarded the grants to run projects having a positive impact on their local communities. These may include fighting crime, starting local youth groups or renovating community spaces. Eligible projects should be run by young people for young people, and may have the opportunity to apply for a further £2,500 to continue their work.

- For further information on Think Big click [here](#)

The People's Millions 2010 - now open!

The People's Millions - the popular partnership between the Big Lottery Fund and ITV - is now open for applications for 2010.

This is your chance to win up to £50,000 to improve your local area. Come up with a new and original idea that will make life better for people where you live, and you could be on ITV this November, competing for viewers' votes.

The application form and further details can be found at www.peoplesmillions.org.uk .

The deadline is **12pm on 14 May 2010**.

Tendering Opportunities published on CompeteFor include:

- [2012 Employment Legacy](#)
- [Support to Work Funds](#)

Grant funding available from the Woodward Charitable Trust

Wide range of work with minority groups funded

[The Woodward Charitable Trust](#) awards small grants of between £100 and £5,000, and large grants of over £5,000 to UK registered charities with an annual turnover of less than £250,000. The trustees favour small-scale, locally based initiatives.

The current funding priorities are:

- Social and ethnic minority groups, including young people at risk of exclusion or isolation, refugees, asylum-seekers, gypsies and travellers. Projects that promote integration and community cohesion will be favoured
- Prisoners and ex-offenders. Projects that help the rehabilitation and resettlement of prisoners and/or ex-offenders are supported as well as requests to help prisoners' families
- Homelessness, especially affecting young people and women, and covering facilities such as women's refuges
- People experiencing violence or abuse
- Arts outreach work by local groups involving disadvantaged people
- Disability projects, which can include rehabilitation, training or advocacy for people who are either physically disabled or learning disabled as well as help to improve employability
- Environmental projects, especially those with a strong educational element
- Addiction, including projects tackling the social exclusion elements and preventative programmes and projects supporting families of addicts

The deadline for receipt of applications to be considered at the Trust's July 2010 meeting is 24 May 2010. [Full details and how to apply are on Woodward Charitable Trust website](#)

Grants – Health and Belief 2010

A grant programme funded jointly by three charitable trusts to support faith-based community projects in tackling poverty and health inequalities in London. The trusts are The Wakefield & Tetley Trust, London Catalyst, Church Urban Fund

Target groups

- social action groups, voluntary and community organisations
- based in London
- with annual income of less than £150,000

Projects will need to demonstrate

- a link with a faith or belief group and/or a church or other place of worship
- plans to consult/work with a relevant health agency
- they are tackling the effects of poverty and addressing health inequalities
- a new approach to a new situation or a thoughtful development in response to ongoing needs

Grant Details:

- grants up to £10,000 (the average award in 2009 was £7,000)
- for one year from 1st October 2010
- applications to be received by the 30 June 2010

The application process:

You must provide:

- Details of the project in writing (email preferred), no more than 2 sides of A4 paper, to include full contact details (name, address, telephone etc.) and a detailed budget showing the costs of the proposed activity
- The contact details of a referee of sufficient standing and expertise, to support the application
- A copy of your organisation's current financial records/accounts

How:

By email (preferred) or post to ONE of the contacts below

You are welcome to contact any of the people listed below to discuss your proposal before you send it in or if you wish to find out more about the programme:

1. Elaine Crush, Grants Officer, The Wakefield & Tetley Trust,
Attlee House, 28 Commercial Street, London E1 6LR.
Email: elaine.crush@wakefieldtrust.org.uk or phone 020 7377 6614
2. Victor Willmott, Director, London Catalyst, 45 Westminster Bridge Road,
London SE1 8JF .
Email: victor.willmott@peabody.org.uk or phone 020 7021 4631
3. Nick Waters, Project Officer , Church Urban Fund, Church House ,
Great Smith Street , London SW1P 3AZ.
Email:nick.waters@cuf.org.uk or phone 020 7898 1645.

The next stage:

A short list of applicants will be drawn up and invited to present their proposal in September. After which a final decision will be made. Successful applicants will be expected to be actively involved in the monitoring and evaluation of the grant programme.

Cracking The Code: governance improvement bursary scheme

The fourth round of the Cracking the Code Bursary Scheme is now accepting applications. The scheme provides up to £500 for small infrastructure organisations to improve their governance. The Code sets out the principles to achieve excellence in governance. To find out more about the scheme, check your eligibility and make an application [visit the NCVO website](#).

[Back to contents](#)

Volunteer News

Experts in Volunteering launches new website

Many local Volunteer Managers and Supervisors will have met Marzena, from the Experts in Volunteering Programme, at one of the Volunteer Co-ordinators' Forums. You can now find out more information about London's Volunteer Management Charter and the Volunteer Management Health Check on the website www.expertsinvolunteering.org.uk. Organisations can sign up to the Charter on line and arrange a visit from Marzena to carry out the Volunteer Management Health Check. The website will also include information about training opportunities and access to a wide range of resources will soon be available.

If you have, any further queries please contact Diane on 020 8315 1930.

Volunteer Centre Bromley hits record applications for 2009

A BIG THANK YOU to all those organisations who have updated the Volunteer Centre with information about their voluntary vacancies.

During 2009, over 2,200 people approached the Volunteer Centre Bromley enquiring about volunteering opportunities. The information we make available to members of the public enquiring is only as up to date as the information provided to us by organisations

looking for volunteers. At the beginning of each year, we send out a copy of the details, we hold, requesting that organizations inform us of any changes to their vacancies. This year we sent out update forms to 390 organisations recruiting volunteers and we would like to pass on our thanks to all the organisations who have responded so far. If you're not sure whether the records we hold about your voluntary vacancies are up to date please call Diane or one of her team on 020 8315 1905 to enquire.

Volunteers' Week 2010 – nominate your volunteers

Volunteers' Week 2010 will include Community Links Bromley's 3rd Volunteer Awards Ceremony and the Volunteer Centre is inviting all organizations involving volunteers in the London Borough of Bromley to nominate volunteers they feel have provided an outstanding service. There will be awards for young volunteers, those overcoming barriers and those have made an outstanding contribution to your organisation. For further information or a nomination form, please call Diane on 020 8315 1905.

[Back to contents](#)

Legal News

New employment practice resources online

Workforce Development have published a collection of new guides on the NCVO website, including a [Diversity resource for voluntary and community organisations](#) and several new [case studies](#) covering a variety of HR topics. All are available free from the NCVO website.

Governance update on Sandy Adirondack's legal update website

- [A raft of new and recent resources on governance and trusteeship:](#)
 - a. new versions of CC3 The essential trustee and CC10 Hallmarks of an effective charity
 - b. guidance for trustees with learning disabilities, and for local authorities as corporate trustees
 - c. guidance for trustees of charities for children and young people, and trustees of faith based charities

- d. guidance on coping in the economic downturn, risk management, legal compliance, and more.
- Charitable incorporated organisations (CIOs) postponed yet again – this time until late 2010 or even 2011. www.sandy-a.co.uk/managing.htm#cio
- Updated version of Charity Law Association model articles for charitable company, with changes brought in by the Companies and Charities Acts, now available. www.sandy-a.co.uk/managing.htm#modelarticles
- [Reporting serious incidents to the Charity Commission](#)

Legal update for campaigning organisations and others

The spring 'Charity and Social Enterprise' update from law firm Bates Wells and Braithwaite has articles on the vetting and barring scheme, intellectual property, obtaining information from local authorities and more (including the Meanwhile licence covered under the News section).

- [Charity and Social Enterprise' update](#) [PDF 2.2MB]

The firm has also produced an [Election special](#), on legal issues for campaigning charities [PDF 2MB].

[Source; Vol Resource]

[Back to contents](#)

Best practice, resources and offers

Guide for charity trustees with learning disabilities

The Charity Commission, in partnership with Mencap, has published a guide for trustees in the Easy Read format. 'Being a Trustee' is intended to help charity trustees with learning disabilities to understand their role, covering many of the key aspects of the 'Essential Trustee' guide (CC3). "This guide will help ensure that with the right support, someone with learning disabilities is not excluded" according to the Commission's Chief Executive, as part of building diverse boards.

- Read the News item at www.charitycommission.gov.uk
- download direct from download direct (PDF, 1.37MB)

Large print, Braille and audio versions are available on request.

[Source: Vol Resource]

[Back to contents](#)

Financial Management

Checklist for Accounts' Preparation / Independent Examination / Audit

It's that time of year again, especially for organisations with accounting year ending 31 March 2010. The earlier you plan ahead and getting books and records ready for your accountants, independent examiners or auditors the better it will be for you in terms of getting the accounts ready for filing on time and also reduce costs.

Please see below the checklist for accounts preparation, independent examination or audit work (some items will not apply to every organisation):

All organisations:

1. Cash Book/Sheets or Register
2. Petty Cash Book
3. Bank Statements (covering the full year plus the first statement after the year end)
4. Bank/Building Society Pass Books (updated)
5. Computer Users - Nominal/General ledger printout ie. one that details all income and expenses by category eg rent and rates, telephone etc.
6. Bank reconciliation at the year end date (if done)

If you have investments:

1. Valuation Statements for unquoted investments at year end date
2. Share Dividend Certificates
3. Details of any investments/ shares bought or sold

If you sell goods/services:

1. Sales Day Book and Ledger (if applicable)
2. Fee Invoices
3. List of Fees owing to you (Debtors/Accounts Receivable)
4. Copy of contracts
5. Remittance Advices

Other Income:

1. Copy of Grant Agreements/or Applications
2. Copy of Award Letters
3. Remittances Advices (paperwork sent to you with the money)
4. Copy of financial monitoring forms sent to funders
5. Copy of correspondence re: agreements to vary grant expenditure

Expenses:

1. Purchase Day Book and Ledger (if applicable)
2. Purchase Invoices
3. Petty Cash Vouchers and Invoices
4. Suppliers Statements
5. List of suppliers you owe at the year end / Creditors / Accounts Payable
6. Details of donations in kind

If you are VAT registered:

1. Copies of VAT returns and working papers

If you employ staff:

2. Wage records- computer printouts or P11 forms (do not need if CAS do your payroll)
3. Yellow Sheet & Book for paying the Inland Revenue
4. Copy of the Year End Form P35 (and P38A if applicable)

Other Items:

1. List of current Management Committee Members
2. Minutes of Management Meetings
3. Copy of Constitution (if amended from previous year)
4. Draft Annual Report (charities only)
5. Copy of any lease/ rental/hire or loan agreement
6. Corporation Tax Return (usually n/a for Registered Charities)
7. Copies of Deed of Covenant/Gift Aid arrangements
8. Details of any large pieces of equipment bought or sold eg. a computer

This list is not exhaustive and you may have additional information that would be helpful.

Please ring Maroof on 020-8315 1919 or e-mail

maroofa@communitylinksbromley.org.uk.

List supplied courtesy of Community Accountancy Service Limited.

[Back to contents](#)

Membership

Join Community Links Bromley

Benefits of becoming a member of Community Links Bromley are many. Here are a few:

- Membership is free

- Specialist advice and support services
- Inclusion in the Directory of Local Voluntary Organisations
- Community library with over 500 titles
- Specialist funding information service
- Networking events
- Forum events
- Benefit from CLB's strong relationship with statutory authorities
- Opportunity to elect CLB trustees and attend the AGM
- Free or discounted prices on members' events
- Advertising job adverts and events on our website and e-bulletin free
- Volunteering brokerage and representation

Membership of Community Links Bromley (CLB) is open to charities, voluntary organisations and community groups operating for the benefit of Bromley people and those groups whose aims are compatible with those of CLB. To become a member your organisation needs to fulfil these criteria.

Please note that CLB is a company limited by guarantee. Therefore, all members are liable for the sum of £1 if CLB should be wound up.

To apply or to check the full criteria, download the [membership form and criteria](#). Or contact Sue Lee on 0208 315 1902.

If you aren't sure whether or not your organisation is a member, follow this link to the full [membership list of Community Links Bromley](#).

[Back to contents](#)

About the email bulletin

Contact Details

The editor is Philippa Leary, Membership, Information & Communications Officer, Community Links Bromley. Our website is at www.communitylinksbromley.org.uk

Data protection

You received this email because you are subscribed to Community Links Bromley's fortnightly email bulletin.

Disclaimer

The information in this newsletter comes from a wide variety of sources. Please note opinions or statements within it may not reflect the views held by Community Links Bromley. Information in legal and other updates are not intended as full or definitive statements of the law nor as a substitute for professional legal advice

Subscribe

If you wish to subscribe to this email bulletin mail Philippa Leary at philippal@communitylinksbromley.org.uk

Unsubscribing

If you wish to unsubscribe at any time please reply to this message or send an email to Philippa Leary at philippal@communitylinksbromley.org.uk

Production

This email bulletin is produced by Community Links Bromley, registered office Community House, South Street, Bromley BR1 1RH. Registered Charity N^o 1045255 and Company Limited by Guarantee N^o 3020127, registered in England.

Sources

The CLB email bulletin is compiled from a wide range of sources including; subscriptions to news services, local and national newspapers; articles prepared by CLB staff, statutory partners and local VCOs. Funding information and governance news is regularly syndicated between ourselves and [Richmond CVS](#). All sources are credited at point of reference. Please keep information coming through. If you would like to submit an article or a feature for inclusion, contact philippal@communitylinksbromley.org.uk.