

# Voluntary Action Leads

Issue No. 208 • April/May 2009



## Active 4 Life

Keeping people healthy in North West Leeds

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 **Voluntary  
Action Leads**

Support for the Third Sector



This VA-L service is part-funded by Leeds City Council through the Infrastructure Support Fund

Voluntary Action-Leeds (VA-L) has been supporting the voluntary, community and faith sector in Leeds for over 60 years.

- We provide direct support, services and specialist advice to hundreds of voluntary and community groups, enabling them to carry out their work across the city
- We exist to encourage effectiveness, innovation and co-operation in the voluntary, community and faith sector in Leeds and to work with other networks to ensure that the voices of the sector are heard
- We seek to identify and respond to new and emerging community needs by assisting the creation and development of innovative projects
- We are committed to prioritising services and targeting resources to communities and groups in greatest need
- We are fully committed to Equal Opportunities and the elimination of all forms of discrimination.

VA-L's services are available to any VCFS organisation, but groups are encouraged to join VA-L as members. Members get discounts on several of our services – for more information on joining VA-L see the back page.

**If you would like a copy of the newsletter in another format contact the editor.**

## Editorial and Advertising

Articles for the Voluntary Action-Leeds newsletter are welcome and are carried free, subject to editorial discretion. Advertisements and job vacancies can be included and there is a small charge for this service. Rates for VA-L members start at £45 for quarter page display. Inserts can also be sent out in the Voluntary Action Leeds mailing – 650 inserts are needed and the rates start at £55 for members.

## Copy and advertising deadlines

Articles/adverts for the June/July 2009 issue should be submitted no later than Thursday 14th May. The deadline for inserts is Wednesday 27th May. The newsletter will be posted on Friday 29th May.

For further information call 0113 297 7945 or email communications@val.org.uk

**Editors:** Jane Robinson and Angela Davies • **Publishers:** Voluntary Action-Leeds

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# welcome

## A Thriving Third Sector

Due to current Government and local priorities, the term on everyone's lips is, 'A thriving third sector.' Discussions are ongoing about how we define it. What should it look like? Is it sustainable?

However, Chris Hollins at Fit4Funding posed two questions which helped me put this issue into perspective. His questions were simply: 'Has our focal aim become organisational sustainability?' and perhaps more importantly, 'Is organisational sustainability more important than meeting the needs of our users?' Looking around the room when this question was asked there were cries of, 'Nay, nay,' but equally a lot of embarrassed faces.

How does this help to define a thriving third sector? Fundamentally our greatest challenges are from within. Do we embrace competition or develop partnerships? Do we support others or exploit their weaknesses? Similarly, are we tempted to blame others for our lack of cohesiveness? Do we rely on those same others to define what needs are to be met and how we run our organisations? These decisions define who we are, whether we intend them to or not.

All of this can overshadow the incredible work carried out by organisations in the sector. Much of this work can only be delivered by us if it is to be effective and have a tangible impact.

So I strongly encourage us to follow the example of those groups and organisations who focus on meaningful values that define the work of the third sector. For example, empowering people, pursuing equality and transforming lives. Through this we lead on defining a thriving third sector and the environment in which it can prosper. This role inevitably falls to the more strategically involved organisation, but others can support this definition through action and behaviour that shows that values are still at the heart of what we do.

*Richard Jackson, Chief Officer*

## joinenews

Complementing the printed newsletter, our monthly email newsletter is packed with up-to-the minute local, national and funding news, training, and job vacancies. It contains items we could not fit in the newsletter. You don't have to be a VA-L member to join – simply visit [www.val.org.uk](http://www.val.org.uk).

## Wheelchairs on Ice - World Record Smashed

On Thursday 26 February a world record breaking 106 wheelchair users made it onto the ice at the Ice Cube in Leeds Millennium Square, beating the previous record of 48. The event was organised by Linda Boadle, VA-L's Physical and Sensory Impairment (PSI) Development Worker, with help from Bilal Salameh, PSI Administration Assistant.

All the wheelchair users who took part will be issued with a certificate to acknowledge their contribution to the new world record.

Thank you to everyone who helped out on the day and made it such a success.

**If you took part and have not given your address details to VA-L please email [bilal.salameh@val.org.uk](mailto:bilal.salameh@val.org.uk) or call 0113 297 7942.**

## New Staff at VA-L

Welcome to Angela Davies, VA-L's new Communications Worker.

Angela has previously worked for Opera North, Pavilion and Harewood House Trust. She will be working with Jane Robinson on this newsletter and the VA-L website.

**For Angela's contact details see the back page of the newsletter.**

## Stringer Bequest Grants

In 1967 Mr W A Stringer left a large sum of money to be put in trust for small and emerging voluntary and community organisations in Leeds. This fund is now administered by Voluntary Action-Leeds. Two of the groups that have been awarded Stringer Bequest Grants of £500 this year are Vandan Women's Group and the Spacious Places project.

The Vandan Women's Group grant has gone towards hire charges of the Cardigan Centre where the group meet on a regular basis.

The Spacious Places project grant has gone towards the refurbishment of a venue for a new women-only recovering addicts

and alcoholics programme.

To contact the Vandan's Women's Group call Manjula Prasad on 0113 269 3329. To contact Spacious Places call 0113 247 0153 or go to [www.spacious-places.org.uk](http://www.spacious-places.org.uk)

**To apply for the next round of grants please contact Maxine Woods on 0113 297 7925 or email: [maxine.woods@val.org.uk](mailto:maxine.woods@val.org.uk) for the application details. The trustees meet in November to make their decision.**

## Office Space at VA-L's offices

Looking for office space close to the City Centre with ample car parking? VA-L's offices are located two minutes from the motorway in Hunslet and our rental rates are very competitive. VA-L can also provide back office support and meeting and training rooms are available too.

**Call Maxine Woods on 0113 297 7925 or email [maxine.woods@val.org.uk](mailto:maxine.woods@val.org.uk)**

# localnews

## Community Development Training Needs Analysis

The University of Leeds is researching Community Development Training Needs with the aim of identifying the training needs of Leeds based workers who have community development as part of their job role - with a particular focus on exploring progression routes into Higher Education.

To date this research has identified a lack of provision around community development, training and leadership skills. National Occupational Standards and a range of training and qualifications for community development already exist. However, Leeds does not yet offer regular and sustained training at any level and this research aims to show the

extent and variety of needs and offer a range of solutions.

The research will continue until July 2009. It will:

- Consult with management and staff from a wide variety of organisations and sectors;
- Run focus groups in deprived areas of Leeds;
- Make recommendations on possible curriculum and appropriate levels of provision;
- Collaborate in the development of Level 4 curriculum and materials.

**To find out more or if you want to get involved please contact Sue Balcomb at [cdtrainingresearch@yahoo.com](mailto:cdtrainingresearch@yahoo.com) or Libby Clark on 0113 343 3229 or email [e.a.clark@leeds.ac.uk](mailto:e.a.clark@leeds.ac.uk).**

## Living History Project

Thanks to funding from Awards for All, Cross Gates & District Good Neighbours Scheme have completed their Living History Project. The aim of the project was to capture the memories of local older people for future generations. To do this the project visited housebound members of the community to interview and record their life memories. They also recorded and transcribed reminiscence sessions during weekly drop-in coffee mornings. Finally they spent a term with Cross Gates Primary School running inter-generational creative writing sessions with a class of Year 4 pupils. **A booklet has been produced to show the project's achievements. For a copy email Jane at [livinghistoryproject@googlemail.com](mailto:livinghistoryproject@googlemail.com)**

## New CAB service in Leeds Children's Centres

New Citizens Advice Bureaux have been established in Leeds Children's Centres. They are open to pregnant women (and their partners) or people living in Leeds who have a child under five. The advisers can give general advice about all sorts of problems, including benefits, tax credits, debt, housing, employment rights, redundancy, immigration and nationality.

The service is funded by the Leeds Early Years Service. Leeds Citizens Advice Bureau, Chapeltown Citizens Advice Bureau and the Burley Lodge Centre are working in partnership to deliver the service in 30 Children's Centres across Leeds.

**Call 0113 281 6703 for an appointment.**

## PhysAbility

Leeds Federated Housing have introduced a floating support service, PhysAbility. The service offers housing related support to individuals and families who have a physical impairment.

**Find out more at [www.lfha.co.uk/Services/Supported+Housing/Physical+Support+Service.htm](http://www.lfha.co.uk/Services/Supported+Housing/Physical+Support+Service.htm)**

## inbrief

### WYGAS

**New Community Accountant for Leeds**  
Claire Welling, who joined WYGAS (West Yorkshire Community Accounting Service) in February, is the new community accountant for Leeds. **Groups can contact Claire on 0113 270 6291 or by email [claire.welling@wycas.org.uk](mailto:claire.welling@wycas.org.uk)**

### Insolvency Guide

WYGAS has produced a new good practice guide to insolvency with a range of advice on managing insolvency. The guide is available on their website.

**[www.wycas.org.uk/vsai/vsai.htm](http://www.wycas.org.uk/vsai/vsai.htm)**

### ADULT LEARNERS' WEEK

#### 9-15 May 2009

Adult Learners' Week is the UK's largest celebration of learning. It promotes education and training for adults, provides access to information and guidance, motivates more and different adults to participate in learning and celebrates the learning achievements of adults.

The Leeds launch event is on Friday 8 May, 9.30am-3pm at Leeds Kirkgate Outdoor Market and an Awards Ceremony will be on Thursday 14 May, 6-8pm, at

the Civic Hall.

Small grants are available for holding events during Adult Learners' Week. **For more information see page 11 of the newsletter.**

### REDUNDANCY

#### Two New Resources Available

The Pay and Employment Rights Service (PERS), with support from WYLDA and Voluntary Action Calderdale, have created a new Redundancy Toolkit for voluntary sector organisations. It is available on the PERS website.

**[www.pers.org.uk/redundancytoolkit.pdf](http://www.pers.org.uk/redundancytoolkit.pdf)**

Also available from The Association of Chief Executives of Voluntary Organisations (ACEVO) is a free recession support website, which is available to non-members.

**[www.recessionsupport.org.uk](http://www.recessionsupport.org.uk)**

### OPPORTUNITY

#### Soul 2 Feet - Management Team

Soul 2 Feet, an arts organisation which creates community carnivals in town centres, is seeking members to join their Management Team. **Call 0113 216 0693**

## training & events

### TRAINING

From 28 April (10 evening sessions)  
**Facilitator Training Course for working with Domestic Violence Perpetrator Groups** Trainers: Pete Dominey & Simon Roe Venue: Munro House, Duke Street, Leeds LS9 8AG. Limited places available. To book contact S.T.O.P. on 0113 244 6007.

**[www.stonline.org](http://www.stonline.org)**

8 May - **An Introduction to Coaching**, presented by Paddy Lund for Leeds Counselling Continuing Professional Development programme.

**[www.leedscounselling.org.uk](http://www.leedscounselling.org.uk)**

18 May - **Delivering Powerful Advice And Guidance** a 1-day workshop, aimed at frontline staff that deliver

advice and guidance. Venue: Leeds Church Institute.

To book contact Charlie Mitchell at [charlie@creatingspace4u.net](mailto:charlie@creatingspace4u.net) or call 07870 498886.

**See page 14 for VA-L training courses**

### EVENTS

26 April, 11am - **Diabetes UK Well Walk**, 7.5 mile sponsored walk at Temple Newsam, Leeds. Call 01325 373324.

7 May, 7:30pm - **Leeds Mencap Comedy Night, Lee Lard's Peter Kay Experience** at The Irish Centre. Tickets £10, call 0113 235 1331.

8 May, 9.30am-3pm - **Adult Learners' Week Opening Event**, Leeds Kirkgate Market. Information and activities

promoting adult learning opportunities.

10 May, 9.30am - **Leeds Half Marathon**, starts and finishes in Millenium Square.

14 May, 12.30pm-2.30pm - **Involve Leeds website launch** (with lunch) at Oxford Place Chapel. Please confirm your attendance with Daisy Davey on 0113 245 6616 or email [daisy.davey@multiplechoice.org.uk](mailto:daisy.davey@multiplechoice.org.uk)

5 June, 10am-12pm, **Professional Business Advice Surgery**, an opportunity for community organisations and social enterprises to get advice on a one-to-one basis from professionals. To find out more contact Jo Crossley 0113 205 8202 or email [jo.crossley@bitc.org.uk](mailto:jo.crossley@bitc.org.uk)

## Real Help for Communities: Volunteers, Charities and Social Enterprises

The Government has pledged £42.5 million to help volunteers, charities and social enterprises deliver extra real help to those that need it most, during the global economic downturn.

The action plan for the third sector, published by Minister for the Cabinet Office Liam Byrne, sets out a targeted package of support that includes measures to help hundreds of voluntary organisations, charities, and social enterprises step up advice, support and volunteering in the areas that need it most across the country.

The plan, which has been designed together with third sector leaders over the last three months, builds on the wide range of measures the Government has put in place to support people through the economic downturn, and on the Government's long term commitment to voluntary organisations and social enterprises.

[www.cabinetoffice.gov.uk/third\\_sector/real\\_help\\_for\\_communities.aspx](http://www.cabinetoffice.gov.uk/third_sector/real_help_for_communities.aspx)

## Commission publishes new public benefit example reports

The Charity Commission has published further online examples of trustees' annual reports. The example reports are fictional and cover three different categories of charity:

- Parochial Church Councils
- Fee-charging schools
- Grant-giving trusts

The fictional examples show how reporting on public benefit sits within the existing structure of trustees' annual reports and illustrate how these reports can be adapted to include public benefit reporting.

Andrew Hind, the Commission's Chief Executive, said, "We have

produced these example trustees' annual reports to offer further guidance to charities on how best to report on the public benefit they provide. These examples allow charities to envisage in a practical way how their own trustees' annual report might look as they move towards reporting on public benefit. We are committed to assisting charities comply with the new reporting requirements and this guidance has been produced in response to requests from the sector."

[www.charity-commission.gov.uk/publicbenefit/default.asp](http://www.charity-commission.gov.uk/publicbenefit/default.asp)

## Launch of new fund to help organisations with cashflow problems

Futurebuilders has launched a new £4m fund to provide short-term cashflow to organisations who are delivering public service contracts. The Cashflow Fund will offer bridging loans, reserves cover and overdraft guarantees, either on their own or as part of a Futurebuilders Full Investment.

Packages will be tailor-made to best meet the needs and circumstances of the organisation, with a minimum investment of £50,000. There is no upper limit.

To be eligible for the Cashflow Fund, organisations must be committed to winning public sector contracts; be willing and able to take on a loan; generate at least 51% of their project's income from public funds; and be unable to secure a loan for their project from a commercial bank.

There is a limited pot of £4m for this fund, which will be allocated on a first-come, first-served basis. There is no closing date for applications.

[www.futurebuilders-england.org.uk/our-products/our-products/cashflow-fund/](http://www.futurebuilders-england.org.uk/our-products/our-products/cashflow-fund/)

## national shorts

### Final settlement on current year payscale

The local government NJC paycales for the current year (2008/09), have finally been fully settled. An interim increase of 2.45% on the previous rates was made in November (backdated to April), and an arbitration process began. This has resulted in an uplift of 2.75% overall, with extra for the lowest paid.

[www.navca.org.uk/localvs/scales](http://www.navca.org.uk/localvs/scales)

### Increasing concern over sector impact of downturn

The Charity Commission's latest Economic Survey of Charities, following up one conducted in September, has found that 52% of charities surveyed said that they had been hit by the credit crunch, compared with 38% previously, but only 3% of charities had considered collaborating with another charity and 3% had considered merging.

[www.charitycommission.gov.uk/news/downturn.asp](http://www.charitycommission.gov.uk/news/downturn.asp)

### Simple charity constitution being trialled in Wales

Third Sector reports that the Charity Commission may extend the simple model constitution for small unincorporated charities, currently available only in Wales, to England. The plain language constitution is aimed at organisations that want to establish themselves formally but fall below the annual income threshold of £5,000 for charity registration.

[www.trusteewales.org.uk/10383.file.dld](http://www.trusteewales.org.uk/10383.file.dld)

### Office of the Third Sector appoints social enterprise policy chief

The Office of the Third Sector (OTS) has appointed Liz Liston-Jones as deputy director for social enterprise and finance.

Liston-Jones will oversee social enterprise policy and promotion and third sector finance policy and programmes. She previously worked at the OTS as a policy officer with responsibility for social enterprise promotion.

## legal eyes

### Personal Allowance Increase

From 6 April 2009 the basic personal allowance increases from £6,035 (£116 per week) to £6,475 (£124.50 per week). Basic rate tax remains 20%, for earnings from £0 to £37,400, with 40% higher rate for earnings above £37,400.

[www.hmrc.gov.uk/rates/index.htm](http://www.hmrc.gov.uk/rates/index.htm).

### Flexible working to care for children

From 6 April 2009 the statutory right to request flexible working arrangements is extended to apply where the child is aged under 17. Prior to this, the right applied only if the child was under six (or 18 if the child receives disability living allowance), and to carers of adults.

[www.opsi.gov.uk/si/si2009/uksi\\_20090595\\_en\\_1](http://www.opsi.gov.uk/si/si2009/uksi_20090595_en_1)

### HSE website

The Health and Safety Executive (HSE) website contains masses of useful information on all aspects of health and safety law and good practice.

[www.hse.gov.uk](http://www.hse.gov.uk)

### Good practice for school and youth group trips

The Department for Children, Schools and Families' "*Learning outside the classroom manifesto*" emphasises the importance of school trips and similar youth activities, and aims to reduce the bureaucracy and culture of fear around such activities. Since February 2009 organisations which are regularly visited by such groups can apply for a quality badge which confirms that they are managing safety effectively, so the burden of risk assessment on youth group leaders is reduced.

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

### Weekly pay awards for 2009-10

From 1 February 2009 weekly pay for calculating redundancy pay and certain other entitlements has increased from £330 to £350.

[www.opsi.gov.uk/si/si2008/plain/uk\\_si\\_20083055\\_en](http://www.opsi.gov.uk/si/si2008/plain/uk_si_20083055_en).

## United front on volunteering

A number of voluntary sector organisations have agreed to work together when speaking out on volunteering issues.

At a summit meeting to discuss the future of volunteering, sixteen representatives from across the sector, including umbrella bodies the NCVO, NAVCA and ACEVO, said they would work to provide a coordinated public response on volunteering policy issues.

They also agreed to lobby government collectively to secure more funding for projects and resources, where appropriate.

Justin Davis Smith, chief executive of Volunteering England, said "The broad range of voluntary sector bodies represented at this week's voluntary sector summit shared our enthusiasm to increase links between organisations.

"By creating a united front, we hope to make a stronger voice for volunteering, with our ultimate goal being to embed volunteering and mutuality in the DNA of our society."

## New fund aims to create high street learning venues

A new £20m transformational fund will help create new learning spaces for people from deprived areas in England. The money, which will be distributed to community groups, local government and universities, will be used to convert empty shops and premises into learning venues on the high street.

This could involve creating new artists' studios and theatre workshop spaces. Buildings providing areas for learning will be identified by a new 'learning revolution' logo, and at least 7,000 rooms are expected to be made available.

Ministers said the policy was in response to feedback from education organisations who said a lack of accessible, cheap space was a significant barrier to learning for adults from poor areas.

Umbrella organisation the National Association for Voluntary and Community Action (NAVCA) will be involved in setting up a competition to design a new web directory of affordable learning spaces.

It will also set up a new £100,000 challenge fund, offering small grants to museums, libraries and archives to support self-organised learning.

New Start 23 March

## resources

### PUBLICATIONS

#### Directory of NCVO Approved Consultants 2009

If you are considering using a consultant but don't know where to start, the ninth edition of this directory lists 217 consultants working with the voluntary sector.

£25 (£17.50 NCVO Members)

[www.ncvo-vol.org.uk/publications/publication.asp?id=12504](http://www.ncvo-vol.org.uk/publications/publication.asp?id=12504)

### COMMUNICATIONS

#### Drivel Defence

Drivel Defence is a free software package to help to check your use of Plain English, provided by the Plain

*For more resources subscribe to VA-L's monthly e-newsletter – visit [www.val.org.uk](http://www.val.org.uk)*

English Campaign. It runs in the web browser but needs JavaScript operational and able to open new windows to work.

[www.plainenglish.co.uk/drivel\\_defence.html](http://www.plainenglish.co.uk/drivel_defence.html)

### EQUALITY AND DIVERSITY

#### Monitoring key to equality in the workplace

ACAS, has launched a new equality and diversity guide addressing the vital role monitoring plays in equality and diversity in the workplace.

[www.acas.org.uk/index.aspx?articleid=818](http://www.acas.org.uk/index.aspx?articleid=818)

Advice and guidance from VA-L's Kathy Faulks, Small Groups Development Worker.



## Not the end of the line... but the start of a journey

When I have a moment to reflect (and that is rare), I wonder what has become of some of the community groups that came to me seeking help in setting up an organisation. I mean the ones who dutifully worked on their constitution, opened a bank account and hey presto they are gone presumably in search of lots of funding.

But, what is happening with the accounts? Is somebody trained in basic book-keeping? What about safeguarding? You need to make sure that someone from the group has attended child protection training and/or vulnerable adults training. Then you will need to prepare policies and procedures in accordance with the requirements of Leeds Safeguarding Children Board ([www.leedslscb.org.uk](http://www.leedslscb.org.uk)) and/or Leeds Safeguarding Adults Partnership ([www.leedsadultprotection.net](http://www.leedsadultprotection.net)). You will need to have a system in place to carry out CRB checks on your volunteers and workers if they are working with children or vulnerable adults. What about other policies and procedures that you may require? Are your management committee confident in their roles?

Here is the good news:

- Consider becoming a member of Voluntary Action-Leeds to keep up to date with what is happening and what is available to the voluntary sector. Membership is free for groups with an income below 20K. Contact Maxine Woods for details on 0113 297 7925.
- Voluntary Action-Leeds has a training programme and all of the issues that I have mentioned above are in that programme. This just gets better; if the income of your group is 20K or below you can apply for a bursary to attend the training. In other words, the training is free! Can you believe that so much good and free help is available in these hard times? Don't delay - phone the VA-L Training Co-ordinator, Tina Ashby on 0113 297 7944.
- I am here for all charities and community groups and voluntary organisations with an annual income below 100K and my service is free also. For help or advice call me on 0113 297 7942 or email [kathy.faulks@val.org.uk](mailto:kathy.faulks@val.org.uk).

It is admirable to want to progress as quickly as possible but you must make sure the foundations are strong. Have a wonderful journey and use your guides along the way!

## infocus

Focus on development and support workers and their organisations who are members of the Leeds Infrastructure Consortium.

### Sophie Price, Leeds BME Network Officer



#### 1. Please give us a brief outline of your experience and career path?

I studied History and Politics at Leeds Metropolitan University and while studying I worked for the Widening Participation team as a Student Ambassador. This was a fantastic opportunity to work with a wide range of young people. After university I started working part time with REEMAP as a Project Coordinator for the Bradford Junior Fellowship and at the same time I also started working part time for the Leeds BME Network, which is now full time.

#### 2. Which areas/client groups does your organisation support?

The Leeds BME Network works with BME organisations, community groups and individuals in the Leeds area.

#### 3. What are the most common issues you work with?

We come across many common issues when working with BME groups such as finding appropriate training, finding venue space, writing business plans and constitutions but the most common issue is funding and helping groups find appropriate funding grants for the projects that they wish to deliver.

#### 4. What do you most enjoy about your job?

I love all the different people that I get to meet and work with every day. Partnership working is another aspect which is become increasingly more important for the sector and I really enjoy it.

#### 5. What do you most dislike about your job?

I think this answer will be a very common issue but it is the lack of funding opportunities especially long term funding.



#### Contacts:

Tel: 0113 277 2227 • Email: [sophie@leedsvoice.org.uk](mailto:sophie@leedsvoice.org.uk)  
Website: [www.leedsvoice.org.uk](http://www.leedsvoice.org.uk)

## Active 4 Life

**Jane Robinson talks to Kay Holdsworth at Active 4 Life about the work they do in Burley, Hyde Park, Woodhouse, Little London, Kirkstall and the surrounding area**

### **Tell me a little bit about Active 4 Life**

Active 4 Life started as one of the seven Healthy Living Centres across Leeds developed in 2001. The initial project was funded by the Big Lottery. Active 4 Life is part of the Cardigan Centre and we offer a range of health related activities to people in the local area.

### **What happened to the Healthy Living Centres?**

The Healthy Living Centres had initial funding for five years. Most of the Healthy Living Centres are still around but they have had to find funding from different sources and become self sustaining. We are still classed as a Healthy Living project.

### **How long have you been in post?**

I started in November 2008 and my first job was to arrange activities in the local area with funding we had already obtained.

### **What is Active 4 Life doing at the moment?**

At the moment we offer a lot of different projects. We have divided our work into different areas, for example Adult Health. For adults we're currently offering a Funky Aerobics Class, which is on weekly at the YMCA in the Hawksworth Wood Estate. It started in January and we have around 12-16 participants regularly attending. The ladies who attend, tend to be in their late twenties, thirties and forties. We also offer Dancercise Class in Little London with similar numbers.

One of our other areas of work at the moment is Hostel Work. The work is focused around basic cooking skills and healthy eating. We also concentrate on improving confidence and self esteem. We run a block of six sessions in the hostels that we've been working with which include Pennington Place, St Anne's and Cardigan House. At the moment we're

based in Women's Aid and we're then planning to run the course at the Champion Centre, a rehabilitation centre for former alcoholics in Hawksworth Wood. We also run an intergenerational Men's Adult Cooking Project. It's an eight week project at a sheltered housing complex for older men and women, most of the residents are over 55. Six young men in their twenties from the estate go into the complex to work with the older residents. All the younger participants are unemployed and they've been learning how to cook a main meal for the residents, which they all eat together. We planned the menus for the first three sessions then it's up to the young men and residents to plan the next sessions. As the residents have expressed such appreciation in this project, we're hoping to extend the work with the local High School or University.

### **Have you done any other intergenerational work?**

Yes, we're currently working with pupils from Year 5 and 6 at Little London Primary School and Caring Together. They're running weekly intergenerational ballroom dancing workshops.

### **Have you found it easy to get everybody to participate?**

It was quite straightforward to find the people to be involved in Hawksworth, however, it's been harder to maintain the group. Although I received a lot of initial interest in the project, the challenge has been getting the young men to attend every week - they say they'll turn up and then they don't. However, I have a core group who've been brilliant and have been attending regularly.

The school sessions have been going really well. It took a time to organise with the school, but now it's started it's been fantastic.

### **How many staff do you have at Active 4 Life?**

Three. I'm the Project Co-ordinator, Fiona Serrao is our full time Community Health Development Worker - Families and Children and our part time Food Worker, Alice Louth. We use sessional workers to run the groups plus we have around thirty volunteers. Quite a few of our sessional workers started off volunteering on our volunteer programme, *First Steps to Volunteering*. The programme has been really successful - each time Fiona runs it, she has about fifteen participants and they complete a number of different modules. The modules include *Key Messages to a Healthy Lifestyle, Food Hygiene and Child Protection and Safeguarding*.

### **Project profile**

Active 4 Life exist to help improve the health of local people working with the communities in Burley, Hyde Park, Woodhouse, Little London, Kirkstall and the surrounding area.

They run a number of activities in various venues across North West Leeds. For more information please contact:

**Contact:** Kay Holdsworth

**Phone:** 0113 278 3779

**Email:** [bhp.healthyliving@btopenworld.com](mailto:bhp.healthyliving@btopenworld.com)

**Website:** [www.cardigancentre.btik.com](http://www.cardigancentre.btik.com)

## What area of Leeds do you work in?

We work across the north west of the city - Kirkstall, Hyde Park, Woodhouse and Burley. Our priorities at the moment are Hawksworth and Little London as they are the most deprived areas.

## Do you work in partnership with other organisations?

Yes, at the moment one of our most successful projects has been working with Horsforth Day Service, who provide a day service for adults with learning disabilities. We've been running a weekly exercise class on Wednesdays and a ten-week Health and Wellbeing Programme for participants from Ridgeside Supported Living Scheme and Roos Court.

We're also running a Health and Wellbeing Fair in partnership with our local YMCA and NHS Leeds in April with a whole range of agencies and organisations. It's going to take place at the YMCA at Lee Farm Mount on the Hawksworth Estate. It's an opportunity for local people to find out what's available and what's going on.

## Do you have any other projects currently running?

Yes we've also recently run a Parent and Toddler Cooking Project at Hawksworth Children's Centre, Ladies Health and Wellbeing Workshops at Quarry Mount and an After School Cooking Project at Little London and Hawksworth Primary Schools. In mid April we're planning to start a Youth Group for 11 to 13 years olds.

## What are you looking to do next?

It's very dependent on funding and we're currently looking at different possibilities. We've put in a bid for our Healthy Hearts on Hawksworth project and we'll be putting in more bids for other projects over the next few months for our priority key areas. These include adult learning, our volunteer programme, marginalised groups, the environment, learning disabilities and difficulties and worklessness. I've had help from Sharon Knott, the funding advisor for North West Leeds at Voluntary Action-Leeds to put the bid



together.

We hope one of our next projects will be a local food project on Hawksworth Wood. The houses on the estate often have good sized gardens and we want to enable people to use their own gardens to learn how to grow and then cook their own food.

## What do you enjoy most about your work?

I used to work on the delivery side of projects and this new role now involves more strategic planning which is quite different for me. I like the fact that you can make things happen. I really enjoy the fact that you can have an idea and make it into a reality.

## What do you find most difficult?

I think it's keeping up with everything that's going on. We have so many different projects to keep track of. Funding of course, is also a big issue and I really want to ensure the project has secure funding for the future.

## Considering Redundancies?

Supplied by Chris Billington at Wrigleys Solicitors LLP.  
Email: [chris.billington@wrigleys.co.uk](mailto:chris.billington@wrigleys.co.uk) or call 0113 244 6100.

Redundancy can present particular difficulties for the sector, such as the potential financial impact on trustees of unincorporated organisations, in addition to the practical difficulty of identifying the correct pool for redundancy when funding is withdrawn or coming to an end for one or more of several different projects.

Unincorporated organisations are a collection of their individual members governed by a constitution which will vest management and control in the trustees. Staff are employed directly by the trustees and it is the trustees who are liable to make the redundancy payments, although the cost should be met from the organisation's funds. If those funds are insufficient then the trustees remain liable to pay any shortfall from their own pockets. If Tribunal claims are made (for example unfair dismissal or discrimination) the same principles apply.

Trustees of unincorporated organisations should regularly review the risk of personal liability and look to incorporate (for example, set up as a company limited by guarantee) as a means of providing some, limited, protection for the trustees. Key triggers, or risk areas, are where an organisation is first starting to employ staff or enter into valuable contracts. It is too late to look at incorporation when funding is coming to an end. Otherwise, trustees should consider setting aside specific reserves to meet liabilities such as redundancy costs. Where possible, redundancy costs should be built into project funding.

The obvious candidates for redundancy are staff working on a project which is to end, but any employee whose role is similar to the role that is disappearing is a potential candidate for redundancy and may need to be included in the pool of employees to be considered.

For example, if an organisation is running two projects, each with its own administrator, and the funding for one came to an end, the proper redundancy pool would potentially include both administrators. If the administrator of the cancelled project had more experience, or more skills than their colleague on the other team it could be reasonable to retain the better candidate, move that person into the continuing role and make the less qualified colleague redundant instead. This is known as "bumping" and should be considered in any redundancy situation.

Failure to correctly identify the pool can make the redundancy unfair. It will often be useful to expand the selection pool to avoid this outcome but you need to be mindful of the uncertainty this may cause to your staff.

In any event it is essential that staff know what is going on and why so that they can be properly prepared. Consultation is key to any fair dismissal for redundancy and may be a statutory requirement where there are collective redundancies. Employers who are in any doubt should seek specialist advice before making staff redundant; ideally before you have actually made any decision that redundancy is necessary.

*Chris Billington is a trustee of VA-L and a partner in Wrigleys Solicitors LLP, charity law specialists. Chris advises on all matters of governance, contracts and employment.*

Advice and guidance from **Natasha Mort**,  
Volunteering Development Manager at  
Leeds Volunteer Centre at VA-L



## You are never too young

I started volunteering when I was 15 – and have never really stopped. I have had hiatuses but volunteering has always been part of my life. Small surprise then to see the area of work I ended up in!

Just before Christmas I attended an event, held at the Civic Hall, which celebrated volunteers from around the city. It was there that I saw a boy from my daughter's school being presented with a prize. Tyler is seven, in his second year at primary school and has already caught the community bug. Below is an interview that I did with him and, in his own words, about why he was at this event.



Tyler, aged 7

### What did you do to be awarded this medal?

I raised £300 for a minibus for Kushinkai Karate Academy. I asked everyone to sponsor me, myself.

### Would you do it again?

Yes, it was fun. I enjoyed the Punchathon, I got 124 punches in one minute.

### What would you say to people who are thinking of volunteering?

Do what you can to raise money for others, it's fun!

### What did your family and friends think about what you did?

They are very proud of me because I raised so much money and was awarded Student of the Year. I got my medal from the Deputy Lord Mayor at the Civic Hall Leeds. It was a great fun night.

It should be remembered that Tyler decided to do this himself, no one asked him to. He just saw a need and decided to do something about it. People can sometimes be negative about the impact they feel they can have on their community but people like Tyler already realise that one person can make a difference and I am sure that you would agree!

To find out more about volunteering please email [natasha.mort@val.org.uk](mailto:natasha.mort@val.org.uk) or call Natasha Mort on 0113 213 2595 for information.



**Volunteer Centre**  
Leeds

## Sharon Knott writes about changes to the Awards for All funding programme after attending a recent briefing session.

Awards for All has been the single access point for Lottery grants for local groups. From 1 April 2009 the following changes will be implemented (applications made before 1 April will follow the previous arrangements.)

### Arts Council England

For projects where the aim is to engage people in England in art activities or help art organisations in England carry out their work. This will be in the form of the Arts Council England's existing programme that is open to individuals, arts organisations and people who use arts in their work. This is a rolling programme with no deadlines. The minimum that can be applied for is £1,000 and the maximum is £50,000. Assume that money previously channelled into Awards for All from Arts Council England will be rerouted and added to this programme.

**[www.artscouncil.org.uk](http://www.artscouncil.org.uk) or call 0845 300 6200.**

### Heritage Lottery Fund

Again this is an existing programme that should receive additional funding. There are two main programmes: Your Heritage from £3,000 to £50,000 and Young Roots from £3,000 to £25,000. Both programmes must involve an element of learning within the proposed project. Young Roots must involve young people aged 13-25 and must be partnership working. Decisions are generally made within 10 weeks.

**[www.hlf.org.uk](http://www.hlf.org.uk) or call 020 7591 6000.**

### Big Lottery

The Big Lottery programme will keep the brand name of Awards for All with a new logo. There will be some changes to the programme itself. They want to fund projects that meet one or more of the following

outcomes: people have better chances in life - with better access to training and development to improve their life skills; stronger communities - with more active citizens working together to tackle their problems; improved rural and urban environments - which communities are better able to access and enjoy; healthier and more active people and communities. Grants of between £300 and £10,000 will be available. There will be no regional priorities. The new application form should speed up the process. Groups should hear within 30 working days of a decision and do not need to send supporting information at the time of application. If a grant offer is made all supporting documents and a signed copy of the agreement must be returned within 20 working days or the offer will be removed.

**[www.biglotteryfund.org.uk](http://www.biglotteryfund.org.uk) or call the new BIG advice line 0845 410 20 30.**

### Sport England

Exact details of this programme are not available at time of writing. However, the programme will complement two of the three main outcomes of Sport England, which are Grow and Sustain.

**[www.sportengland.org](http://www.sportengland.org) or call 020 7273 1551.**

If your project is for arts or heritage and falls below the minimum grant set by the distributor you can still apply to Awards for All as long as you can evidence on the outcomes and meet all other eligibility criteria for this programme.

**[www.awardsforall.org.uk](http://www.awardsforall.org.uk)**

More information on lottery funding is available at:

**[www.lotterygoodcauses.org.uk](http://www.lotterygoodcauses.org.uk)**

## funding news

### Community Grants for Yorkshire and the Humber

Grants of between £2,000 and £12,000 are now available for voluntary and community organisations in Yorkshire and the Humber to provide learning opportunities that help unemployed people to move closer towards a job or training. The grants are targeted at the following priority groups:

- people with disabilities and health conditions
- lone parents
- people aged 50 and over
- people from ethnic minorities

There are also funds available for capacity building within organisations, including small organisations. More information and an application pack can be downloaded from the West Yorkshire Learning Consortium **[www.wylc.org.uk](http://www.wylc.org.uk)**

### The Big Give

The Big Give website is designed to help donors of all sizes find and support charitable causes in their field of interest.

Charities with matched funding from the government, a charitable foundation or another third party organisation or individual, can promote this funding on The Big Give for free. And there is a free online donation service, through which charities can receive online donations. **[www.thebiggive.org.uk](http://www.thebiggive.org.uk)**

### Adult Learners' Week Grants

Small grants are available for organisations who wish to hold an event during Adult Learners' Week (9-15 May). Priority will go to voluntary and community sector organisations. Call Richard West or Pam Johnson on 0113 271 6898

### Funding Success

Congratulations to Leeds Society for Deaf and Blind People who have been awarded Awards for All funding to deliver a training programme involving people with learning difficulties.

**If your group is based in Inner North West Leeds email [info@inwfundraising.org.uk](mailto:info@inwfundraising.org.uk) or phone 07867 858 049 for help**

## BT Community Connections

BT Community Connections enables community and voluntary groups throughout the UK to get online and make use of information and communication technology (ICT). They have announced another year of the scheme.

Since inception in 2000 more than six million people have benefited from the scheme. Over 6,000 awards have been made to a diverse range of groups including voluntary projects, silver-surfers, conservation organisations, family support groups, sports teams and youth groups.

If you volunteer with a community group or charitable organisation simply visit: [www.btcommunityconnections.com](http://www.btcommunityconnections.com) to apply for a laptop and contribution to a year's free broadband connection.

Websites - BT has teamed up with Recipero to give community groups the chance to create and build a website - free of charge. Simply go to: <http://www.communitykit.co.uk> click on the 'Build a website' button and follow the easy instructions. You will have a choice of appearance and designs from a range of style options and can add information about your group. Within minutes of the initial site creation you will have your own website address.

BT Community Connections, PO Box 6919. London W1A 8UX Email [info@btcommunityconnections.com](mailto:info@btcommunityconnections.com) Call 0845 257 6792 [www.btcommunityconnections.com](http://www.btcommunityconnections.com)

## Community Foundations

Community Foundations are charitable trusts that support local community causes. Their role is to manage donor funds and build endowment, as well as make grants to charities and community groups, linking local donors with local needs. Created by and for local people, they help donors express their long-term interest in an area and its needs. Community Foundations have been active in the UK since the 1980s, and are a rapidly growing network of approximately 58 foundations now established across the country. About 90% of the UK population has access to a Community Foundation.

There are three Community Foundations in West Yorkshire, covering Calderdale, Kirklees, Wakefield and Leeds. Each of these were chosen to deliver the Grassroots Grants programme, which is a £130 million nationwide drive by the Government, to support thousands of groups and projects across the country, working to improve their local communities.

The West Yorkshire Foundations will distribute Grassroots grants directly over the next three years, using its expertise and knowledge of the local area, to identify those small local

charitable organisations best able to use the money to make a real difference.

Groups eligible for grants from the programme have to have been established and active in the local community for not less than 12 months, the group should be run mainly by volunteers, and the annual income must be less than £30,000.

To find out more about your local Foundation, and whether you can apply for a grant, or how to donate and become a supporter, visit: [www.yorkshirecommunityfoundations.co.uk](http://www.yorkshirecommunityfoundations.co.uk)

## Sports coaching bursary scheme - Yorkshire & Humber

Yorkshire and the Humber is set to benefit from £210,000 towards a sports coaching bursary scheme. The coach bursary will provide sports coaches or those intending to become coaches with financial assistance for coaching qualifications aligned with the UK Coaching Certificate (UKCC) framework. Funding will also be made available to improve the supply of tutors and assessors and skills for life assessment and provision. Working closely with national governing bodies of sport, the coach bursary scheme will support the development of more frontline and grassroots coaching throughout the country and ensure young people and adults have access to high quality coaching. Yorkshire is at the very centre of coach development - with the UK Coaching Centre of Excellence based at Leeds Metropolitan University; the National Skills Academy having based its first regional hub in Sheffield; and Services 2 Sport, a groundbreaking sports coaching recruitment and deployment agency, having launched in the Humber a year ago.

For more information visit: [www.skillsactive.com/resources/bursaries](http://www.skillsactive.com/resources/bursaries) or Yorkshire Futures website: <http://tinyurl.com/bjqb2d> (shortened with TinyURL)

## Community Grants

Grants of between £2,000 and £12,000 are now available for voluntary and community organisations in Yorkshire and the Humber to provide learning opportunities that help unemployed people aged 18 and over to move closer towards a job or training. Community Grants are targeted at the following priority groups: people with disabilities and health conditions; lone parents; people aged 50 and over; people from ethnic minorities.

Community Grants could include: initial help with basic skills; taster work experience; training, advice and guidance; job search assistance; confidence building and personal development; debt counselling.

There are also funds available for capacity building within organisations.

The application process has been simplified because we're especially keen to see small voluntary organisations applying for Community Grants

More information and an application pack can be downloaded from the West Yorkshire Learning Consortium Website: [www.wylc.org.uk](http://www.wylc.org.uk)

Further advice and support is available Email: [communitygrants@wylc.org.uk](mailto:communitygrants@wylc.org.uk) Call 0113 2453111. Details of local delivery partners in other parts of Yorkshire and the Humber can be found on the Humber Learning Consortium: [www.hlc-vol.org/commgrants](http://www.hlc-vol.org/commgrants) The Community Grants programme is part funded by the European Union through the European Social Fund and is co-financed by the Learning and Skills Council.

## Grantscape - Working With Nature - England and Wales

Grantscape have now launched their "Working with Nature" fund, with £1.3million available. This will build on the successes of their previous three Biodiversity Challenges, through which they have awarded £8million to 20 exceptional biodiversity projects. GrantScape invites applications for projects aimed at creating, conserving or enhancing the biodiversity of England and Wales. Projects must demonstrate that they support priority habitats and/or species listed within the UK Biodiversity Action Plan. Project sites must be located in England or Wales and be within 10 miles of any licensed landfill site. Projects must comply with the requirements of the Landfill Communities Fund, Object DA - Conservation of Biodiversity. For further information, please see ENTRUST's Guidance (available from website below). The minimum Grant level will be £150,000, and the maximum that can be applied for is £300,000. Applicants will need to demonstrate that they have, or will acquire, an enduring legal interest in the land where the project is taking place.

Applications in the required format should be submitted by the deadline of noon on Monday 6 April 2009. Late applications and those not in the required format will not be accepted.

All applications will be rigorously assessed and will be reviewed by an independent, specialist biodiversity advisory group. The successful projects will then be selected by GrantScape's Trustees and will be announced in late July 2009.

You can apply online at [www.grantscape.org.uk/grantshome/grants-available/workingwithnature1.htm](http://www.grantscape.org.uk/grantshome/grants-available/workingwithnature1.htm)

## AERC - the Alcohol Education and Research Council

The Council awards four types of grant: Research Grants; Development Grants; Small Grants; Studentship Grants.

**Research Grants:** The Council is seeking value for money and expects to fund projects of around £50,000. Nevertheless, a more expensive project could be successful if it was convincingly giving value. Projects should be completed in one, two or three years.

**Development Grants:** The Alcohol Education and Research Fund can only be used to pay for project activities that are outside the responsibilities of central or local government agencies and services.

The Council's present policy is to give grants for specific projects rather than for general support of the established administration of voluntary organisations.

Within the area of interest selected by the individual applicant the Council wishes particularly to be satisfied that the proposal will meet an accepted and urgent need and will not duplicate existing provision.

**Promoting organisational development:**

Working with other organisations to facilitate cultural change is another objective.

**Evaluation:** A main objective is to obtain evidence of "what works" that will help others to replicate. Make clear your aim and how the project will develop people and organisations. Outline your plans for leadership, organisation and method, and the timetable you will set for the main stages of the project. Indicate, also, how you will arrange for your project to be evaluated.

**Developing People and Organisations grants** are between £5,000 and £50,000.

The closing dates for Research Grants and Development Grants is 5 September 2009.

**Small Grants:** The Council funds small projects up to a maximum of £5,000. Priority will be given to evidence based projects, pilot research studies or demonstration projects with a strong evaluation component. The main aims of the Council are to increase the capacity of individuals and organisations to deal with alcohol issues and also to develop the evidence base relating to alcohol issues. The overall aim is to make a difference. Small grants will be rapidly processed throughout the year with no deadline.

**Studentship Grants:** The Council offers a limited number of Studentships on a competitive basis to students who are working in the alcohol field and wish to acquire appropriate professional qualifications by following a taught course. The deadline for applications for the 2009 Studentship Scheme is 8 June 2009.

AERC, Room 178, Queen Anne Business Centre, 28 Broadway, London SW1H 9JX  
[www.aerc.org.uk/grants.html](http://www.aerc.org.uk/grants.html)

## BIG – Reaching Communities

Reaching Communities funds projects that help people and communities who are most

in need, and can really make a difference. Projects can be new or existing activities, or be the core work of your organisation.

They want to fund projects that respond to needs identified by communities, and those that fund projects that help those most in need including those people or groups who are hard to reach.

They want to encourage the following changes to communities as a result of our funding: people having better chances in life, including being able to get better access to training and development to improve their life skills; strong communities, with more active citizens, working together to tackle their problems; improved rural and urban environments, which communities are better able to access and enjoy; healthier and more active people and communities.

You can apply to Reaching Communities if you are: a registered charity; a voluntary or community group; a statutory body, (including schools); a charitable or not-for-profit company; a social enterprise – a business that is chiefly run for social objectives, whose profits are reinvested in the business rather than going to shareholders and owners.

National helpline Tel: 0845 410 20 30  
Email: [general.enquiries@biglotteryfund.org.uk](mailto:general.enquiries@biglotteryfund.org.uk)  
[www.biglotteryfund.org.uk/prog\\_reaching\\_communities](http://www.biglotteryfund.org.uk/prog_reaching_communities)

## Futurebuilders Cashflow Fund

Futurebuilders has launched a new £4m fund to provide short-term cashflow to organisations who are delivering public service contracts. The Cashflow Fund will offer bridging loans, reserves cover and overdraft guarantees, either on their own or as part of a Futurebuilders Full Investment.

Packages will be tailor-made to best meet the needs and circumstances of the organisation, with a minimum investment of £50,000. There is no upper limit.

To be eligible for the Cashflow Fund, organisations must be committed to winning public sector contracts; be willing and able to take on a loan; generate at least 51% of their project's income from public funds; and be unable to secure a loan for their project from a commercial bank.

[www.futurebuilders-england.org.uk/our-products/our-products/cashflow-fund/](http://www.futurebuilders-england.org.uk/our-products/our-products/cashflow-fund/)

## Play England - Third sector adventure playground funding programme

Play England has been contracted by the Department for Children, Schools and Families (DCSF) to manage a funding programme for refurbishment of adventure playgrounds run by the voluntary and community sector.

£1.5 million will be made available through the Third sector adventure playground funding programme, which will run from April 2009 to March 2010, and all eligible third sector-managed adventure playgrounds may apply for up to £19,000 to update and

modify their play spaces. Applications must be received no later than 5pm Monday, 13 April 2009. [www.playengland.org.uk](http://www.playengland.org.uk)

## v Match Fund

The Match Fund brings together private sector partners and charities to create innovative volunteering opportunities. The benefits are clear: by harnessing the creativity and energy of young people, we can bring communities together and find solutions to society's biggest problems. We can change lives, protect the environment, create safer neighbourhoods, improve the nation's health and give volunteers skills, confidence and experience.

They match up to 100% of any new investment in youth volunteering – that's double the money, and double the impact of the investment. They want to create opportunities so inspiring that volunteering becomes a valued part of the lives of most 16–25 year olds. They want to reach out to some of England's most disadvantaged and disengaged young people. They want to create real change in communities, tackling the big issues that the nation's youth tell them they're concerned about. Deadlines: Friday 8 May (for projects starting August 2009); Friday 17 July (for projects starting October 2009) [www.vinspired.com/v/funding/match-funding/overview](http://www.vinspired.com/v/funding/match-funding/overview)

## A word of warning – don't waste your effort - Read the Guidelines

Have you ever looked over the guidance for a grant programme and thought, "Well, I think we're eligible to apply" and completed an application? Have you ever submitted an application for a different funder without really checking the criteria properly? Have you ever submitted an application for funding knowing absolutely that your project or organisation is ineligible for funding, but thought that they might fund you anyway?

Can you honestly answered 'no' to all three questions?

Ineligible applications are frustrating for applicants and funders alike. Research carried out by the Directory of Social Changes' team showed that for central government grant programmes an average of 48 per cent of applications were found to be ineligible at the first assessment stage. Not poor quality, not bad ideas, not the wrong focus or too expensive or unlikely to succeed: ineligible.

Applicants are constantly reminded by grantmakers and advice organisations to read the guidance but in many cases the message fails to get through. You have been warned.

## APRIL

### 7 World Health Day

World Health Day marks the founding of the World Health Organization (WHO) and is an occasion to raise awareness of key global health issues.

[www.who.int/world-health-day](http://www.who.int/world-health-day)

### 12-18 Mental Health Action Week

The Mental Health Foundation's annual awareness-raising week, which has been running since the 1950s.

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

### 17 World Haemophilia Day

Raising awareness of haemophilia and related bleeding disorders.

[www.wfh.org](http://www.wfh.org)

### 20-26 Depression Awareness Week

The aim of Depression Awareness Week is to raise awareness about the realities of depression and to reduce the stigma associated with it.

[www.depressionalliance.org](http://www.depressionalliance.org)

### 20-26 Parkinson's Awareness Week

This year launching the 40th Anniversary of the Parkinson's Disease Society.

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

### 22 Earth Day

Marks the anniversary of the birth of the modern environmental movement in 1970.

[www.earthday.net](http://www.earthday.net)

## MAY

### 3-9 Compost Awareness Week

All about learning how to make a difference with compost. This year Recycle Now will be encouraging people to put their compost to good use by trying their hand at growing their own fruit and vegetables.

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

### 5 World Asthma Day

World Asthma Day is organised by the Global Initiative for Asthma (GINA) in collaboration with health

care groups and asthma educators to raise awareness about asthma and improve asthma care throughout the world.

[www.ginasthma.com](http://www.ginasthma.com)

### 9-15 Adult Learners' Week

The UK's largest learning festival, coordinated by NIACE (National Institute of Adult Continuing Education), it aims to encourage more and different adults to engage in learning activities, holding and promoting learning events throughout England and celebrating the learning achievements of inspirational learners.

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

### 10-16 Christian Aid Week

Seven days of fundraising, prayer and action against global poverty, with a focus this year on the Democratic Republic of Congo.

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

### 11-24 Foster Care Fortnight

Foster Care Fortnight is an annual campaign which raises the profile of fostering and highlights the need for more foster carers, co-ordinated by the Fostering Network.

[www.fostering.net](http://www.fostering.net)

### 18-24 National Vegetarian Week

The annual awareness-raising campaign promoting inspirational vegetarian food and the benefits of a meat-free lifestyle. Celebrated by the Vegetarian Society since 1992.

[www.vegsoc.org](http://www.vegsoc.org)

## April

30 How to register as a charity

## May

01 Basic food hygiene

06 Finding funding

08 Conflict resolution

12 Minute taking

13 Measuring success - a guide to monitoring and evaluation

15 Emergency aid

19 Quickbooks for beginners

19 Presentation skills

20 Exploring cultural diversity

## June

03 Train the trainer (session 1 of 3)

04 Train the trainer (session 2 of 3)

10 Insurance made simple

11 The challenges of being a manager

15 Support and retention of volunteers

16 Train the trainer (session 3 of 3)

16 Basic book-keeping

17 Business planning for small groups

18 Effective staff appraisals

22 Food hygiene

24 Supervision of volunteers

## July

07 Understanding annual accounts

09 Risk assessment

14 Finding funding

15 How to register as a charity

**Full course details, costs and a booking form can be found in VA-L's new training programme Training Matters, available in mid-April. This also lists training from other providers in the sector and highlights bursaries which are available to small groups with an income below £20,000.**

**Visit [www.val.org.uk](http://www.val.org.uk), or call Tina Ashby on 0113 297 7944 or email [tina.ashby@val.org.uk](mailto:tina.ashby@val.org.uk)**

To advertise call 0113 297 7945 or email [communications@val.org.uk](mailto:communications@val.org.uk)

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- **Governance and strategic advice**
- **Mergers and charity registration**
  - **Bookkeeping**
  - **Internal audit**
- **Charity Taxation including VAT**

For a 'no obligation' discussion to see how we can help contact:

Ian Pickup

123 New Road Side, Horsforth, Leeds LS18 4QD

Tel: 0113 258 3343 • Fax: 0113 258 3113

E mail: [admin@ianpickupandco.com](mailto:admin@ianpickupandco.com)

## Office Space to let



Voluntary Action-Leeds has space to rent at our offices in Hunslet. We're five minutes drive from the city centre and two minutes from the motorway. If you are interested and would like to know more please contact Maxine Woods on 0113 297 7920 or email [maxine.woods@val.org.uk](mailto:maxine.woods@val.org.uk).

Stringer House, 34 Lupton Street, Hunslet, Leeds LS10 2QW  
Registered Charity No. 225863  
Company Limited by Guarantee No. 5551500

## HEADINGLEY ORPHANAGE FOUNDATION

The trustees of the foundation meet next to consider applications for grants on **13 May 2009**.

These grants are not available to individuals but only to organisations with charitable objects, "serving the benefit of needy children and young persons under the age of 21 years living in Yorkshire."

Headingley Orphan Homes were first opened in 1859 and continued in operation for exactly 100 years. In 1959 the services they provided were assumed by the Local Authority and other national charities. Following their closure the Headingley Orphanage Foundation was set up to administer funds arising from the sale.

**For further information regarding applications contact  
Roger Court, Secretary on Leeds 0113 293 3940.**

**Application deadline 30th April 2009.  
(with no exceptions)**

## A real alternative to pay-as-you-go

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- **Free Handset**
- **Free unlimited O<sub>2</sub> to O<sub>2</sub> calls\***
- **Free delivery**
- **Calls to landlines 6p peak / 5p off peak**
- **Calls to other networks 20p**
- **Voicemail retrieval 10p**
- **SMS texts 10p**

\*Subject to a fair usage policy.  
Terms and conditions apply.

Dedicated account management and 24/7 service support are also available. For more information, please visit [www.cellhire.co.uk/val](http://www.cellhire.co.uk/val) or call Simon Millions on 01904 616784



# contact us

Call us on:	0113 297 7920	Send a fax:	0113 297 7921
Visit our website:	<a href="http://www.val.org.uk">www.val.org.uk</a>	Minicom:	0113 297 7941
Send an email:	<a href="mailto:info@val.org.uk">info@val.org.uk</a> or <a href="mailto:firstname.surname@val.org.uk">firstname.surname@val.org.uk</a> e.g. <a href="mailto:kathy.faulks@val.org.uk">kathy.faulks@val.org.uk</a>		
Write a letter or drop in to:	Stringer House, 34 Lupton Street, Hunslet, Leeds LS10 2QW Monday – Friday 9.00am - 5.00pm		

## VA-L services

### Resource Library & Information Services

David Middlemas 0113 297 7948

Up-to-date and relevant information for and about the voluntary and community sector.

### Training

Tina Ashby 0113 297 7944

VA-L offers training in a wide range of areas through a regular training programme and tailor made packages. Discounts for VA-L members. Visit [www.val.org.uk](http://www.val.org.uk) to download or call to request a programme.

### Payroll Service

Diana Nutton 0113 297 7929

VA-L offers a payroll service to voluntary and community groups, administering salaries for employees, NI and PAYE contributions, Statutory Sick Pay, Maternity Pay, etc.

### capacITy IT Services

Nic Tortice 0113 297 7946

capacITy offers voluntary groups a range of support packages to take care of IT needs, from installation to telephone support and web hosting to on-site training.

### VA-L Newsletter

Jane Robinson and Angela Davies 0113 297 7945

This is your newsletter, contact us with details of events or projects you want to publicise. To subscribe call 0113 297 7945 and to advertise see *page two*.

### Volunteering Support

Natasha Mort 0113 213 2595

Advice and matching service for individuals wishing to volunteer and groups recruiting volunteers. VA-L are local agents for the do-it online volunteer database ([www.do-it.org.uk](http://www.do-it.org.uk)). See *page 10*.

### Small Groups Support and Advice

Kathy Faulks 0113 297 7943

Specialist advice and support to newly formed groups and small groups in areas including: fundraising, choosing the correct governing document and advice on charity law and employing staff.

### Inner NW Funding Project

Sharon Knott 07867 858 049

Fundraising support, training, and advice to not for profit groups in Inner North West Leeds. See *page 11*.

### Physical & Sensory Impairment Worker

Linda Boadle 0113 297 7942

Developing networks of voluntary and community groups of people with physical and sensory impairments.

### Funding Point

Mark Hollingsworth 0113 297 7920

VA-L has a Funding Point which provides access to the FunderFinder and TrustFunding online databases, plus books, directories and information about fundraising.

### Room & Equipment Hire

Mark Hollingsworth 0113 297 7920

We have two fully equipped meeting rooms for hire at very competitive rates. VA-L has more than ample parking.

### Leeds Infrastructure Consortium

Richard Jackson 0113 297 7923

A group of voluntary and community sector infrastructure organisations who work together to meet the needs of the frontline voluntary, faith and community sector.

## join VA-L

VA-L offers free membership to voluntary, community and faith groups with an annual income below £20,000. For groups with an income above £20,000, we offer a tiered membership fee based on your organisation income.

### A great range of benefits and discounts

VA-L members gain discounts on a range of key services, from training to payroll, and receive our monthly e-newsletter – containing vital up-to-the minute local, national, training and funding news. Paid-for members also receive the regular VA-L printed newsletter. Free members can also pay a small subscription fee to receive the printed newsletter.

Members also receive a range of discounts off third party services including: CRB checks, office supplies and furniture, first aid training, tea and coffee supplies, PAT testing, telecoms and other useful services.

For application pack please contact Maxine Woods on 0113 297 7925 or email [maxine.woods@val.org.uk](mailto:maxine.woods@val.org.uk).

**VA-L supporting the community and voluntary sector in Leeds for over 60 years.**