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Autumn 2011
www.cavsa.org.uk

CaVSA
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VOLUNTARY SECTOR REPRESENTATIVES

Voluntary Sector Representatives have been elected through the Third Sector Networks to represent the interests of the voluntary and community sector.

Children, Young People & Families

Malika Hamiddou, CITAS, malika@citas.org.uk

Community, Sport & Culture

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Andy Sharpe, UPG, andy@upg.org.uk

London 2012 Olympics

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Front Cover: Maureen Burrell, Campden Charities.

FUNDING FAIR plus 2011



Keynote speakers Cllr Joe Carlebach, Cabinet Member, Communities & Health, LBHF and the Mayor of Kensington & Chelsea, Cllr Julie Mills.

On Friday 17 June 2011 over 160 voluntary and community organisations attended the Funding Fair plus held at Kensington Town Hall. The event attracted 26 national and local funders and support agencies, with workshops from the Big Lottery, City Bridge Trust, Lloyds TSB Foundation, Trust for London and the National Council for Voluntary Organisations (NCVO). A resounding success!

Councillor Carlebach encouraged the collaboration between CaVSA and KCSC, who jointly organised the Funding Fair plus, “working together helped to maximise resources and manage difficult times”.

“I’m thrilled to be here. The wide range of funding opportunities, meeting people and picking up on any new strands of ideas or direction to focus on to further women’s organisations and service provision are things I’ll be looking for”.

Kathy Kather (and colleague), Cyrene Arab Women’s Group

“I’m impressed with the huge turn-out, and the wide range of interest and questions coming out of the workshop. I would advise applicants that it’s always a competitive process, so they need to look carefully at the individual programme and guidance notes, the outcomes and do get some support to ensure that applications are tweaked and contain all relevant information”

Russell Darbon, The Big Lottery



“The occasion is an excellent opportunity to meet large and small funders.”

Tom Ojwang, Opportunity for All



CaVSA, in partnership with Kensington & Chelsea Social Council (KCSC), organise a funding fair each year in June. More pictures, interviews & presentations from this year’s Funding Fair plus at: <http://cavsa.posterous.com/funding-fair-plus-in-retrospect>

ORGANISATIONAL

The Organisational Development Team supports frontline Voluntary Sector organisations to deliver effective services that are high quality, sustainable and value for money. Help includes: advice on setting up, registering as a charity or company, developing appropriate policies, funding and training, project development and management, quality assurance.

Support for start ups

The Ready 2 Go workshops were set up in response to enquiries from people wishing to start up a community group, charity or social enterprise. The Summer series of workshops gave a broad overview of the people, systems and structures you need to have in place in order to set up. The Autumn series will build on these topics to consider how to survive and thrive in the 21st century.

More information

Ready 2 Go resources are available online at: <http://cavs.a.posterous.com/pages/resources>.

See page 12 for Autumn Ready 2 Go workshops.

The workshops are aimed at:

- trustees / directors / committee members
- people thinking of starting up their own not for profit organisation
- constituted organisations with little or no funding

Topics covered range from:

- defining the community need for your organisation and how you meet it
- developing a strong Business Plan to help structure the organisation and attract funding
- setting up with the right legal structure and developing a set of policies
- recruiting and training trustees and directors
- getting to grips with finance – a responsibility for all trustees not just the treasurer
- reporting to the Charity Commission and Companies House



Feedback from participants in the Summer series of workshops has been positive:

"The Ready 2 Go Workshops have been by far the most helpful in aiding the growth of our business. It wasn't until we attended the workshops that we truly understood just how much work was involved. Some of the most useful things I've learnt are the different elements of setting up and running a sustainable business. I also really valued the opportunity to talk to other participants that already work in the not for profit area and learn from their experiences."



Nadine Adjei, Founder, Dreams Made Reality CIC. Dreams Made Reality was created to serve, inspire and motivate the community through sports and fitness. Contact: info@dreamsmadereality.org.uk.

"I was made redundant three years ago and these workshops have increased my confidence. Through them I have gained knowledge on how to put together our Policies and Procedures and Business Plan. Thank you for championing the Voluntary Sector."

Claudia Frederick, Manager, White City Chaplaincy Service. Community Chaplaincy Services is committed to providing ongoing education and training for members and volunteers.

DEVELOPMENT

The PQASSO framework covers twelve quality standards including planning, governance, user centred services, managing people, managing money, working with others and monitoring and evaluation. The Charity Commission has endorsed PQASSO as an appropriate quality assurance standard for charities, and it is administered by the Charities Evaluation Services.

PQASSO has three levels of achievement: attaining Level 1 means an organisation meets basic legal requirements to operate. Levels 2 and 3 reflect more established and complex organisations. Organisations can self-assess using the PQASSO workbook and optional CD-ROM available from the Charities Evaluation Services (www.ces-vol.org.uk). However, to be able to use the PQASSO Quality Mark, organisations will need to be externally assessed.



Deborah Richards and Yvonne Robinson from CASH

Costs start at just over a hundred pounds for the manual, through to £1,200 plus expenses for organisations with up to staff for external assessment. Licensed mentors are available through the Charities Evaluation Service, for which there may be additional charges, depending on funding.

Why Implement PQASSO?

- Increase satisfaction of users, staff and volunteers
- Develop consistency across the services provided
- Improve effectiveness and efficiency
- Meet commissioning and funding requirements

CASH, in partnership with CaVSA, is offering free mentoring for voluntary organisations at Levels 1 and 2 of Standard 7 Managing Money. Working on this standard will help you:

- Build better financial systems
- Get the most from your income
- Increase and diversify your income streams
- Improve the way you account for your money.

Free PQASSO Mentoring Support

Having a quality assurance system is increasingly seen by funders and commissioners as evidence of good standards and efficiency in running an organisation and delivering its services. PQASSO is designed specifically for the voluntary sector and is suitable for small and large organisations. CASH is offering free mentoring support for the Managing Money standard of the PQASSO framework.



in partnership with



More information

For further details please contact deborah.richards@cavsa.org.uk or shad.haibatan@cavsa.org.uk.

This free PQASSO mentoring service is funded through the LBHF Third Sector Investment Fund.

SUPPLEMENTARY SCHOOLS

Hammersmith and Fulham Supplementary Schools run extra classes for children and young people in Maths, English and Science after school or at the weekends. This support enables approximately 1,000 pupils from diverse communities to improve their academic performance in mainstream school. CaVSA coordinates the borough's Supplementary Schools Network.

The strength of supplementary schools lies in their understanding and knowledge of the communities that children and their parents come from, the high levels of parental involvement with the organisation, flexible teaching and learning, smaller classes, dedicated staff and volunteers, and a strong desire for and expectation of students to succeed.

As well as help with core curriculum subjects, often on a shoestring budget, schools run workshops on confidence-building and life skills. Youth engagement and empowerment is a common theme. There are also programmes for parents about child development and education, and about their own development through training, volunteering and paid work.

Five Years of Achieving

On Sunday 17th July 2011, Banooda Aid Foundation celebrated five years of supporting Somali children and families in Hammersmith & Fulham with an Award Ceremony at Bishop Creighton House. The Ceremony was addressed by Andy Slaughter, Member of Parliament for Hammersmith, who congratulated teachers, parents and children on their hard work and commitment.

Fifteen year old Salman received an award for his academic progress over the past year. "I study maths and science. I've been coming for two years and will be more confident now for my GCSEs," explained the Year 10 student. "I started coming because my older sister used to come. I noticed a big change in her studies and her grades went up. I thought I could benefit, too. My teacher showed me what I was weak in and what I was strong in. Now my weak points are strong points and my strong points are even stronger!"



Salman receiving his award from Andrew Slaughter

Banooda Aid Foundation also helps people from other ethnic backgrounds. Services include health education, youth mentoring, employment advice and crime prevention programmes. To deliver these, the organisation has been proactive about working in partnership with the NHS, Outside Chance and the Police.

Engaging Young People

Britafrique, a multi ethnic organisation, places great emphasis on youth involvement. Young people help to supervise activities, and their impact is very encouraging. There is a palpable sense that everyone is genuinely welcomed, valued and respected.

"It's a good organisation," confirms one 16 year old. "They were keen to help me with my GCSEs and anything I found hard. Michelle [Akintoye, the hands on director,] is very open to our ideas. She lets us organise things and backs us in developing our skills."

Another 16 year old echoes similar feelings. "It's really welcoming and inviting here. Britafrique has been a great help to me. It gave me a place to come to when there wasn't anything else to do. It's relaxing. The support I got for Maths and English was really helpful for my GCSEs."

Working with Mainstream Schools

Vision Supplementary Education Project is one of the Network’s newest members. With high levels of parent consultation, the supplementary school got off to an impressive start. It secured premises at Phoenix High School, and its pupils and parents were the first to utilise the brand new sixth form suite.



A study group at VSEP

Ali Arshe’s daughter is in Year 7: “Previously I was sending my daughter to expensive tuition, but there were no

results,” he says, “here there is more teaching and looking at where children actually are, and at their weaknesses to support getting good grades in mainstream school. That’s why I bring her here.”

“For some parents it’s difficult to know what is happening in mainstream school because they have little English,” explains Abdullahi Kulane, who has a son in Year 9 and two girls in Years 8 and 7, “I’m one of those parents. Or you go to Parents’ Evening which is too late to find out that your child is not doing well. Here the children get the support they need and earlier.”



Abdul Kilas says “on my first day I wasn’t looking forward to coming, but now I do”

Support for Supplementary Schools

CaVSA provides support to Network members by helping coordinators achieve the OCN accredited Effective Management Skills in Supplementary Schools certificate; helping schools to gain the Quality Framework Award for Supplementary Schools; offering advice and training on funding, safeguarding, and capacity building. If you would like to find out more, please contact yinka.armartey@cavsa.org.uk.

Read the full article at: <http://cavsa.posterous.com/supplementary-schools-support>.



Supplementary Schools Network

Afghan Council UK	1
Al-Muntada Girls’ Secondary School	2
Association of Eritrean Jerbeti UK	3
Banooda Aid Foundation	1
Britafrique	1
Community Education Forum	1
Fulham Black Community Association	4
Glory House Educational Centre Ltd	5
Iranian Association	6
Mongolian Culture Centre	7
People Unite Booster School	8
Somali Women’s Support & Development Group	9
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NETWORKING

Cross-Borough Networking

Over one hundred voluntary organisations came together to discuss common issues at the Cross-Borough Networking Event as part of the Funding Fair plus 2011 event on Friday 17 June. At the top of the agenda were the proposals for Tri-Borough commissioning and the scene was set by contributions from senior commissioning staff from the NHS (Stephen Tucker), Kensington & Chelsea (Joanne Hay and Paul Rackham) and Hammersmith & Fulham (Kim Dero).

A review of the sector revealed a fundamental strength: its history, built on passion and the desire to bring about positive change. Other feedback identified the Sector as diverse and sophisticated, able to respond flexibly and relatively quickly to new and emerging needs, and to provide culturally sensitive and specific services.



Pauline Hutchison and Stephen Bashorun at the Networking event

As part of this, the Sector has unprecedented reach. It is well-established in all three boroughs, and serves a diverse range of groups – crossing ethnicity, age, gender, disability as well as locality and interest. The Sector has well-established communication networks, supported by central resources in the form of local Councils for Voluntary Service. The length of time that most organisations have been around (50% for more than 20 years) means they have unparalleled local knowledge and connections – and an enviable resilience.

The Sector is uniquely characterised by the involvement of volunteers and the multiple advantages this brings. Although there is a tendency to focus on the potential for reduced costs, volunteering has other benefits. For example, service users can become involved in volunteering to continue their personal development and, in some cases, progress into paid work. Voluntary organisations can also attract high level expertise to enhance the services they are able to offer. This may include specialists such as social workers and clinicians or people with business analysis and project management backgrounds, as well as lawyers and accountants.

Conversely, discussions recognised Sector weaknesses around marketing, branding and promotion; and around making visible the impact that services have on people's lives. Social media offers a low-cost opportunity to remedy both of these. For example, CaVSA ran the Reporting and Promoting Project as part of Generations Together, which used blogging as a way to tell powerful stories (www.generationstogether.posterous.com). CaVSA has regular surgeries where organisations can learn how to blog, and how to amplify the voice of service users with pictures and sound recordings. (See page 12).

By far the biggest concern was how the Sector would respond to the increased focus on tendering for contracts. Issues included the ability of small organisations to compete for

large contracts, and their lack of knowledge and experience around procurement processes and tender writing. On the other hand, organisations recognised that the move to Tri-Borough commissioning could help organisations to broaden their base. And working on a larger scale could bring other opportunities to extend services on a regional or national scale.

CaVSA's BIG Lottery funded Networks and Consortia Project helps to address these concerns. During the course of the next two years, CaVSA will set up four voluntary sector consortia covering, health and well being, children's services, regeneration and creative & cultural industries. It has already established Desta, which recently won its first contract (see page 10).

The consortia will provide a route in for smaller organisations that would be unable to compete on their own as well as providing specialist tendering and contract management services. For commissioners, each consortium will create a sustainable single point of contracting with the voluntary sector.



Kim Dero, Head of Economic Development Regeneration & Housing Strategy, LB Hammersmith & Fulham

Elected Sector representatives Marion Schumann, Malika Hamiddou, Phil Amos, Bruce Marquart and Peter Okali met with Councillor Joe Carlebach, Cabinet Member for Communities and Health, on 21st July. The meeting explored how to develop dialogue between the Sector and the Council. There was a commitment to regular meetings between Councillor Carlebach and representatives, co-ordinated by CaVSA.

Representatives (see page 2) meet six times a year to pursue issues of common interest across the Sector. CaVSA is currently putting together proposals for widening elected representation. These will be discussed at the Hammersmith & Fulham Voluntary Sector Network meeting on Wednesday 12th October, ready for the next round of elections in February 2012.

Elected representatives will have an increasingly important role to play, positioning the Sector and helping to create new relationships. Leadership, especially the ability to lead the Sector as a whole, rather than selected groups or organisations, together with expertise about the Sector and specialist fields of work will be important qualities for candidates.

Individuals that are interested in standing for election should ensure their organisation is registered with the Directory of Voluntary Organisations (see page 11).

Hammersmith & Fulham Network

The Cross-Borough event met one of the priorities of voluntary organisations in Hammersmith and Fulham for this year. Other achievements in the past few months include Clement Musonda's appointment as a voluntary sector representative on the Patient and Public Involvement Group. This group is currently looking at how it will relate to and inform GP consortia.

CONSORTIA NEWS

Desta Preferred Supplier for Expert Patient Service

Desta Health and Social Care Consortium has been selected as the preferred supplier for the Tri-Borough Expert Patient Service, with a contract value of £670,000.

The Expert Patient Service is a six-week self-management course for people with long-term health conditions which helps them to have greater autonomy and to improve their quality of life.

Course topics include eating well, managing pain and fatigue and working with medical professionals, and is open to people with conditions like diabetes, cardiovascular disease, asthma and stroke survivors.

The successful tender was a partnership of eight voluntary organisations from Hammersmith & Fulham, Kensington & Chelsea and Westminster, and courses will be running in community venues in each of the three boroughs.

If you have service users who would benefit from the Expert Patient Service, or if your organisation is interested in hosting a course, please contact mukuka.malenga@raintrust.org.uk.

Desta Open for Membership Applications

Desta Health and Social Care Consortium is inviting applications for membership. Membership is open to voluntary and community organisations that deliver 60% or more of their services to residents in the Desta area of operation. This includes Brent, Ealing, Hammersmith & Fulham, Harrow, Hillingdon, Hounslow, Kensington & Chelsea and Westminster. Organisations must be not-for-profit, have an office or premises in the area of operation and provide health or social care services.

Organisations interested in applying for membership should register with the Directory of Voluntary Organisations: www.surveymonkey.com/s/FSZBJ5Y. After that we will send you a Membership Prospectus and information about how to apply.

Children's Services Consortium

A two-day Business Strategy for Joint Tendering workshop was held at the end of June, attended by 22 organisations from Hammersmith & Fulham, Kensington & Chelsea and Westminster, following a two-stage consultation process. A Working Group to set up the Consortium will be in place by September, with plans to incorporate by the end of the year. Eligible organisations will be able to apply for membership early in 2012.

The development of the Consortium has been programmed to coincide with Tri-Borough commissioning for Children's Services planned for October 2012. If you are interested in joining this consortium, please see the box below.

More information

Four voluntary sector consortia will be set up and managed by CaVSA through its specialist Partnerships & Commissioning Team, supported by the BIG Lottery Fund, by March 2013. These include Desta and the Children's Service Consortium. A third consortium covering regeneration, employment, training and environment is planned for development from April 2012. CaVSA is currently exploring the potential for a cultural and creative industries consortium covering performing, visual and digital arts, media, culture, tourism, heritage and sports and recreation.

Interested organisations:

Please register with Directory of Voluntary Organisations:

<http://www.surveymonkey.com/s/FSZBJ5Y>

Commissioners and press:

Please contact shani.lee@cavsa.org.uk



CAVSA ONLINE SERVICES



The Directory is an online searchable database that helps voluntary organisations to promote their services and users to match their

needs. It is also the first point of contact for networking and representation, consortia development, training and news about funding. Just one year after its launch, the Directory already lists over 300 organisations.

The Directory is open to voluntary and community organisations in Brent, Ealing, Hammersmith & Fulham, Harrow, Hillingdon, Hounslow, Kensington & Chelsea and Westminster.

If you would like to register, all you need to do is to fill in a simple form found at: <http://www.surveymonkey.com/s/FSZBJ5Y>. Registration and search are free.



The Hammersmith and Fulham Voluntary Sector Community blog (www.cavsacommunity.posterous.com) is a free information sharing and networking service. Launched in June 2011, there are over 650 subscribers to the blog, who receive daily updates including events, training opportunities, consultations, resources and news.

To become a subscriber, and to start sharing information about your organisation, contact olivia.leu@cavsa.org.uk.

During the autumn we shall be running a series of surgeries where you can find out how to use the blog, including adding documents, photographs, videos and audio recordings to your posts (see page 12).

“The Posterous blog is a really good development.”

Olivera Markovic, CITAS

“Thank you for the excellent portal that you are running. I wish you every success in this new venture.”

Sally Baffour, FAMILY People

Every month, over 500 contacts receive our Funding Alert e-bulletin with the most up to date funding opportunities and news about local and national funders. The e-bulletin



is just one of the ways that the Organisational Development Team at CaVSA helps to ensure the sustainability of local voluntary organisations. Other activities include Ready 2 Go workshops (see page 12), Mentoring for the Managing Money standard in the PQASSO framework (see page 5), and the annual Funding Fair in partnership with Kensington & Chelsea Social Council.

Register with the Directory to receive Funding Alerts by e-mail.

More information



Horatio Morgan, Network Development Officer & Olivia Leu, Information Officer

For more information about any of CaVSA's online services, contact olivia.leu@cavsa.org.uk.

Visit www.cavsa.org.uk to see the Directory, our latest Funding Alert and the Community blog.

Events & Workshops Programme

SEPTEMBER	7th	9.45- 16.00	Preparing budgets and cash flows	gabriel@cash-online.org.uk
	7th	9.45- 13.00	Understanding Annual Accounts / Introduction to Charity Accounts	gabriel@cash-online.org.uk
	13th	9.45- 16.00	Quick Books, Computerised Accounts	gabriel@cash-online.org.uk
	14th	9.45- 13.00	Understanding Annual Accounts / Introduction to Charity Accounts	gabriel@cash-online.org.uk
	14th	9.45- 16.00	Basic Book-keeping	gabriel@cash-online.org.uk
	20th	9.45- 16.00	Quick Books, Computerised Accounts	gabriel@cash-online.org.uk
	21st	9.45- 13.00	Bank Reconciliation	gabriel@cash-online.org.uk
	21st	10.30 – 13.00	Desta: Prospective Members Information Event	www.eventbrite.com/org/1051405679
	21 st	13.50 – 16.00	Petty Cash	gabriel@cash-online.org.uk
	22nd	9.45 – 13.00	Supplementary Schools Network Meeting	www.eventbrite.com/org/1051405679
	28th	9.45 - 16.00	Finance Report for Management Committees	gabriel@cash-online.org.uk
	29th	10.00 – 13.00	Ready 2 Go: Transparent Trusteeship	www.eventbrite.com/org/1051405679

OCTOBER	4th	9.45 – 13.00	Introduction to the English Education System	www.eventbrite.com/org/1051405679
	5th	9.45 – 16.00	Full Cost Recovery	gabriel@cash-online.org.uk
	6th	9.45 – 16.00	Final Accounts	gabriel@cash-online.org.uk
	6th	10.30 – 13.00	Desta: Prospective Members Information Event	www.eventbrite.com/org/1051405679
	11th	9.45 – 14.45	Effective Management Skills in Supplementary Schools (OCN Accredited) Session 1*	www.eventbrite.com/org/1051405679
	12th	10.00 – 13.00	Voluntary Sector Network	www.eventbrite.com/org/1051405679
	12th	9.45 – 13.00	Fund & Project Accounting	gabriel@cash-online.org.uk
	13th	10.00 – 13.00	Ready 2 Go: Foundations for Success	www.eventbrite.com/org/1051405679
	18th	9.45 – 14.45	Effective Management Skills in Supplementary Schools (OCN Accredited) Session 2*	www.eventbrite.com/org/1051405679
	19th	10.30 – 13.00	CaVSA Community Blogging Surgery	www.eventbrite.com/org/1051405679
	19th	9.45 – 16.00	Social Enterprise	gabriel@cash-online.org.uk
	20th	11.00 – 16.00	Desta: Membership Induction	www.eventbrite.com/org/1051405679

NOVEMBER	1st, 8th, 15th, 22nd, 29th	9.45 – 14.45	Effective Management Skills in Supplementary Schools (OCN Accredited) session 3, 4, 5, 6, 7* * Attendance at 7 sessions required for accreditation	www.eventbrite.com/org/1051405679
	2nd	9.45 – 13.00	Managing Multiple Projects	gabriel@cash-online.org.uk
	3rd	9.45 – 16.15	Safeguarding Children in Supplementary Schools	www.eventbrite.com/org/1051405679
	9th	10.30 – 13.00	CaVSA Community Blogging Surgery	www.eventbrite.com/org/1051405679
	10th	10.00 – 13.00	Ready 2 Go: Finance for Sustainability	www.eventbrite.com/org/1051405679
	16th	11.00 – 16.00	Desta: Membership Induction	www.eventbrite.com/org/1051405679
	16th	9.45 – 16.00	Excel (Beginners)	gabriel@cash-online.org.uk
	22nd	9.45 – 16.00	Quick Books, Computerised Accounts	gabriel@cash-online.org.uk
	23rd	9.45 – 16.00	Excel (Intermediate)	gabriel@cash-online.org.uk
	24th	10.00 – 13.00	Ready 2 Go: Sound Structures	www.eventbrite.com/org/1051405679
	29th	9.45 – 16.00	Quick Books, Computerised Accounts	gabriel@cash-online.org.uk

DEC	1st	14.00 – 17.00	CaVSA Annual General Meeting	www.eventbrite.com/org/1051405679
	7th	10.30 – 13.00	CaVSA Community Blogging Surgery	www.eventbrite.com/org/1051405679