30th April 2018

Dear Organisations

**BUMPER COMMUNITY CVS INFORMATION PACK**

I am writing to let you know about a range of things Community CVS are leading on at the moment including the Community Pledge Campaign, the Volunteer Bank, Volunteering Awards, Photography Competition, Crowdfunding Survey, our Small Grants and new VCF Neighbourhood Forums, plus the Data Consent Forms that need completing (sorry!). We hope all of these things will have a positive impact on volunteering and social action within Blackburn with Darwen. Please read the pack at leisure but be aware of the various deadlines that we need responses by.

**Contents of your Information Pack**

1. **Data Consent Form**

With the introduction of the general protection data regulation, we need to gain everyone’s consent for their personal details to be used within our contact information. Please complete the relevant sections of the form, get the appropriate signatures and return the completed form by 21st May 2018. If we do not receive a response we will have to remove your details and you will not receive any information from CVS going forward. The form is also available on our website.

1. **Community Pledge**

Within your pack is a Community Pledge poster and form. This is a new campaign to celebrate all the good work going on in terms of volunteering and fundraising to help our communities, but also to ask people and organisations to do a little bit more. Please help to promote the campaign – if you want a pack of forms to distribute within your group, please contact Lynn, Graham or Clair on 01254 583957 and we will send extra forms out so that as many people can take the pledge. The form is also available on our website.

1. **Volunteer Bank Forms**

As part of the community pledge campaign we are promoting the Volunteer Bank – which will be an easy way to get more people volunteering and sharing those volunteers across organisations within Blackburn with Darwen. Please use the Organisation Registration Form to sign your organisation up for the Volunteer Bank and use the Volunteer Registration Form to sign up any individual or existing volunteer who may wish to sign up for the Volunteer Bank.

1. **Volunteer Week Volunteer Awards Nomination Form**

Within your pack there is information to promote the Volunteer Awards Ceremony that we are holding at King Georges Hall on Monday 11th June 2018 from 6pm to 9pm. The awards ceremony is to celebrate and promote the role of volunteering within the Borough and recognise the valuable contribution that all volunteers make within Blackburn with Darwen. Please nominate volunteers for these awards by completing and returning the nomination form by Friday 11th May 2018 (one per volunteer or volunteer team). In addition – we can send out certificates for you to use with all your volunteers. If you want a pack of certificates – please contact Lynn Hennessy on 01254 583957 or lynn.hennessy@communitycvs.org.uk

1. **Volunteer Week Photography Competition**

Alongside the volunteer awards, we are running a photography competition so that we can visually display the volunteering work that is taking place across the Borough. There is also prize money to reward the photographer or the group submitting the photograph. Your choice. Deadline for submissions is Friday 18th May 2018. Please submit your photos and alongside the entry form to office@communitycvs.org.uk.

1. **Crowdfunding and On-line Giving Survey**

We are carrying out a short one-page survey to find out how many groups are using crowdfunding or on-line giving platforms. It will be really helpful if you can complete and return the form to office@communitycvs.org.uk

1. **Community Fund Small Grants Application Form**

Within your pack is the latest version of our small grants application form. The deadline for the next round of the grants is 11th June 2018. All voluntary, community and faith groups operating within Blackburn with Darwen– who do not have any paid members of staff are eligible to apply. Please promote this opportunity or apply yourselves if you are eligible.

1. **VCF Neighbourhood Forums**

We are setting up new voluntary, community and faith sector neighbourhood forums for Blackburn East, Blackburn West, Blackburn North and Darwen/Rural. The schedule of planned meetings is attached in your pack. These forums are for any voluntary, community or faith organisation operating within that area to come together to share information, discuss issues of common concern, collaborate about funding opportunities, become a collective voice for the area. Over time we hope these forums will link into other interested parties in the area such as GPs, local councillors, etc. Please feel free to come along to the first meetings in June and help share how these forums are developed.

1. **CVS Membership Form**

If you would to become a member of Community CVS, please complete the form enclosed and return to us.

Hope you find the information useful. If you want to make any additional suggestions on how Community CVS can support your group better, please let me know. We will also be inviting CVS members to topic led discussions over the next through months – which we hope you will find useful.

Please complete and return all the necessary forms by either:- a) Downloading all the information and the forms from our website at the following link: <http://www.communitycvs.org.uk/about/membership/bumper-membership-information-pack/> and e-mailing them back to office@communitycvs.org.uk; or (b) using the envelope enclosed in the pack and returning using the freepost address so that you do not have to pay postage.

Yours faithfully



**Garth Hodgkinson**

**Chief Executive**

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