

Proposal for support to Macclesfield Town Council



This submission is a quote to facilitate and support Macclesfield Town Council to develop a VCFS network for Macclesfield.

1. Background on CVS Cheshire East

We are a membership organisation for charitable, not for profit organisations or voluntary groups focusing on enabling them to grow and develop to their very best potential. Our Membership is currently at 229 paying members. We also have a wider network of over 650 organisations that engage with our free to access support.

Our aim is to ensure VCFS organisations are:

- enabled to be viable and sustainable
- resilient and can effectively adapt to change
- connected to each other, learning, and sharing to improve and develop services/ partnerships
- part of a collective that they use to promote the strength and visibility of their organisation and the wider sector

Through VCFS organisations achieving these outcomes we will realise our vision to

Enable Strong Empowered VCFS organisations that make a difference in our community

What we do

CVS Cheshire East promotes leadership and professional development for individuals working or volunteering within the not-for-profit sector. Our services, enable them, to deliver effective and sustainable services in their organisations, which in turn supports the needs of all of our communities. Examples of these services are:

Training programme covering all aspects of running a not-for-profit; 1-2-1 professional advice and coaching based on an assessment of need; Networking and seminar programme focused on Fundraising, Volunteer management, Leadership (Trustee and CEO) and Marketing; Online Resources, Guides and templates to support service delivery

We encourage and inspire people to volunteer either within an existing role or give them the skills, knowledge and confidence to set up and run their own not for profit organisation.

We act as an advocate for the sector enabling them to come together to share their views and influence local and regional decisions.

Through this support we have been instrumental in the development of a range of new services in our community and the continuation of many vital services.

Support in Macclesfield

We have supported the VCFS in Macclesfield for the last 10 years as CVS Cheshire East and then many years prior as Macclesfield and District Voluntary Action. Currently 59% (136) of our paying members cover the whole of Cheshire East including Macclesfield with 36% (82) specifically covering the town of Macclesfield. We also have a further 112 organisations we engage with that support the community in Macclesfield.

Examples of VCFS support in Macclesfield

We have examples of delivering 1-2-1 support to VCFSE organisations Macclesfield including,

MHA Communities Cheshire East (formerly Macclesfield Live at Home Scheme) – we signposted them to Cheshire Community Foundation and from this they were awarded £48,000 in partnership with Cheshire West MHA. We have also supported them with their volunteering recruitment and put them in touch with the Silk Heritage Trust and they are partnering up on an arts

project. The funding will help them run activities for people living at home, to keep them mentally healthy and in touch. For example they delivered 180 goodie bags that had poinsettias, treats and art materials /projects to carry out as part of their collaboration with Silk Heritage Trust project. Their volunteers deliver weekly Tuesday treats which is an afternoon tea, to the elderly, giving them something to look forward to and someone to chat to. They have online chat groups as well.

Silk Heritage Trust – we have advertised volunteering roles and have filled these with potential new volunteers. We have also supported them with their online arts project by reading through grant applications. Form this they which they were successful in securing £1500. We then promoted the project through our channels and gave her list of Macclesfield based organisations that work with older people for them to contact directly and encourage their members to be a part of the project. We are also in the process of reviewing their policies and procedures to support improving their governance. The funding enabled them to continue their art classes online with the support of an art teacher, and to deliver art materials to people at home so they can carry out the projects.

Hope Centre – we've supported them, with GRIPP assurance, funding support including grant applications to Cheshire Community foundation (CCF) and Reaching Communities (RC), Volunteering roles, and trustee roles and responsibilities (governance). The funding from CCF and RC has helped them to deliver meals to shielded people as well as to the homeless and also to set up their listening service which has been a huge success and helped a lot of elderly residents in Macclesfield who were feeling lonely and isolated

We also currently deliver a range of networks which have supported VCFS groups in Macclesfield, to link together, share their experiences and keep up to date with the most recent guidance and funding opportunities. Through these sessions we helped these organisations keep their services safe and open. Many of the groups attending supported the Macclesfield community some of the groups included, Space for Autism, Speak Up Speak Out, Macclesfield United Reformed Church, Citizens Advice Cheshire North, Just Drop-In, Disability Information Bureau.

2. Service Delivery Model against Specification

CVS Cheshire East has a range of in-house skills enabling us to deliver against all the service specifications.

Macclesfield Town Council Service Specifics:

- [Support Macclesfield groups with their development and income generation and income diversification.](#)

We would look to utilise our existing delivery model to support Macclesfield groups this includes:

- 1-2-1 Development Support, including an assessment of their organisation position and needs using our GRIPP Checklist. <https://www.cvsce.org.uk/help-your-organisation/gripp-online-checklist>
This online checklist to get us started in assessing the organisation's strengths and weaknesses. It is also a tool that is used by our Development Officers to create a bespoke plan of support for the organisation. Many organisations come to us looking for funding support however they often need other support e.g. governance, policy development, business planning before they are ready to secure funding. This tool helps us manage this expectation with the organisations and get them to the best place when applying for funding.
- For VCFS organisations supported through this we will complete a checklist at the start of their support and then 12 months later and we are able to track improvement in the organisation following the support.
- Fundraising network – we facilitate a Fundraising network which brings together those responsible for bid writing and other forms of fundraising to share experiences and to learn. We ensure this includes other forms of fundraising. We would continue to increase the membership of this group and ensure that all local Macclesfield groups were aware of it.
- [Further develop a bank of Volunteers to work with the Town Council and associated groups in the Community e.g. litter pickers and volunteering opportunities with various community projects and events in the Town.](#)
 - We can provide 1-2-1 volunteer management and recruitment support to Macclesfield Town Council to create a bank of volunteers for the use of the Town Council. We would recommend that our portal was used to advertise the volunteer roles and it can be used to store the details of the volunteers.
 - The support would include working with the Town Councils Volunteering lead to:

- Review any existing volunteering policies and procedures
 - Review and identify what volunteer roles are needed
 - Advertise and recruit the volunteers
 - Develop a communications plan for the volunteers.
 - We can provide the above support to VCFS organisations within Macclesfield. Using the portal (detailed below) we can create a central point for Macclesfield VCFS groups to advertise their roles.
 - We facilitate a volunteer managers network and we would encourage as many Macclesfield VCFS groups to be part of this including the Town Council lead for volunteering. This group is very effective at sharing learning and creating links.
- Create an online Community for Macclesfield both for volunteers and for Voluntary Community and Faith organisations.

During 2020 CVS was working with a provider to create a space however this had limitations and so we have had to explore different options. We are proposing 2 online communities one with a focus on connecting VCFS organisations to each other and one focused on volunteering.

Volunteers

In Dec 2021 we started work with a new company called Team Kinetic. With them we can create a specific volunteering platform for Macclesfield which can be promoted from the Town Council website as well as the CVS website. We would work with Macclesfield VCFS organisations to ensure that they advertise their roles on this site so that there is a strong central place for volunteering. This is expected to be live by early March 2022.

Along with volunteer opportunities it will have other information of interest to volunteers e.g. Videos, events, articles. Any organisation is able to advertise their opportunities, events or information in here. We would want to create an open inclusive space, we don't intend to act as a gatekeeper to this.

VCFS Organisations

We are developing an online community for VCFS organisations within a new build on the CVS website. Within this we are creating spaces for each of our existing themed networks with an online discussion group. In these spaces individuals will be able to access information about events, articles, tools and resources and will be able to connect with others in the sector who have a shared interest.

Alongside the online space we would also create a virtual network and bring together the VCFS organisations in Macclesfield on a regular basis, this would be defined by the group.

The purpose of the network would be to create and facilitate relationships between VCFS organisations supporting the community in Macclesfield and where appropriate we can support them to come together to deliver projects or apply for funding together.

We are able to create links to both of these dedicated spaces on the Macclesfield Town Council Website. This space will be available around August 2022.

Macclesfield Town Council Grants Programme:

- Promote the Town Council Grants programmes to organisations that deliver services in Macclesfield.
- Assist prospective grant recipients to complete applications where appropriate.

We would continue to promote the grants programme out through our networks and would support groups to make the applications through the 1-2-1 development support (above), we would also promote this through the VCFS online community and virtual networks.

We are aware that there will be 4 different grant schemes:

- a) A Ward Councillor Budget
- b) A micro grant up to £100, this could be to individuals
- c) Small Grants up to £250

d) Large Grants up to £2,000

We would be able to support the Ward Councillors budget and enable them to identify organisations that delivered services they may want to support or be a sounding board if necessary. We would want to review with ward Councillors how best we can support them with this new budget.

- Ensure grant recipients use the Town Council Logo on all funded work, and feedback to Town Council Events and Communication Manager to promote the outcomes of services offered by grant recipient
- Help grant recipients to monitor their impact.

We would work with the Community grants programme to review the information provided to grant recipients and ensure they have a marketing pack which clearly lays out when and how the Town Council should be acknowledged and what information is needed to promote the outcomes.

We are able to provide advice on how to monitor and evaluate projects funded. At point of grant award, the organisation could have a review session with our Insights and Operations Manager to review they are planning to evidence the impact with some suggestions for what to put in place. We can base this around the monitoring form. We can contact grant recipients towards the end of their grant to support them if needed to complete the monitoring form.

- Produce an annual report of Macclesfield Town Council grant funded activity to promote the work that goes on by the community.

Our Marketing and Design Manager can work with the Town Council to produce an annual report detailing the impact of the work.

We recognise that Macclesfield Town Council will continue to manage the decision making on the grants programmes itself.

- Assist VCF organisations to become more environmentally sustainable.

Through the Virtual network we can work with VCFS organisations and provide a session on how they can consider being more environmentally sustainable and what changes they can do individually and potentially together to make an impact.

3. Resources and Budget Breakdown

The budget would go towards covering the staff time.

The key contact for the work would be Samantha Jones, Insights and Operations Manager.

We would utilise a range of staff and volunteers in the delivery of this but the following staff would deliver the work;

- Aoife Middlemass – Development Officer, they would lead on the work supporting VCFS organisations and creating the online community for volunteers and VCFS organisations
- Samantha – Insight and Operations Manager, they would lead on supporting VCFS organisations with their impact and outcomes measurement
- Andrew Luisis – Marketing and Design Manager, he would lead on the annual report and the marketing and branding requirements for the grants.

We would expect the bulk of the time to be spent on the support of Volunteers and VCFS groups

Over the year we would expect the:

- Development officer to spend on average 7 hours a week - 336hours
- Outcomes support on average 2 hours per week – 100 hours
- Marketing and Annual report 1 week – 37 hours
- Project Management cost – 14.5hrs

Total 487.5 hours @ £20.50 per hour

Total Cost – £9,994

This is not subject to VAT and is inclusive of all costs. The staff members will remain employed by CVS throughout the contract.

References

<p>Fiona Baker Corporate Affairs and EPRR Manager 2nd Floor New Alderley Building, East Cheshire NHS Trust, Victoria Road, Macclesfield SK10 3BL</p> <p>Tel: 01625 661508 (direct dial) Mobile: 07715391123</p> <p>Email: fionabaker@nhs.net</p> <p>Volunteer Coordination Contract</p>	<p>Cheryl Simpson Space4Autism 15-17 Mill Lane Macclesfield Macclesfield, SK11 7NN</p> <p>cheryl@space4autism.org</p> <p>Example of support for VCFS orgs in Macclesfield</p>
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