

CAITHNESS VOLUNTARY GROUP NEWSLETTER

OCTOBER 2020 

NHS Highland is conducting an online survey to investigate how people access a test for Covid-19 across Highland and Argyll & Bute. The survey can be found on this link <https://www.smartsurvey.co.uk/s/COVID19TestNHSH/>

Virtual AGM will be the best option

Many groups are have been enquiring about holding their AGMs.

OSCR, the Office of the Scottish Charity Regulator, offers excellent advice on this. It recommends if possible that groups hold a virtual AGM, as meeting face-to-face is not going to be possible at the moment. You can hold your AGM by e-mail or paper based if that is the only way that it can be done.

Some charities have specific provisions in their governing documents to allow AGMs to take place using digital solutions such as phone or online. If you do not, you may be able to amend your governing document to change how or when your AGM is held (see below).

If you cannot make these changes, they are happy that charities hold their AGMs in this way even if the governing document doesn't say anything about this. This will allow charities to have important discussions and to take decisions at this difficult time.

Where you decide to hold your AGM virtually, you should record this decision, including any voting mechanisms, to demonstrate the good governance of your charity. For full guidance go to <https://www.oscr.org.uk/guidance-and-forms/covid-19-guidance-for-charities/>

If you are involved in a group that could make the move to digital and need some help to do that, please contact allan@cvg.org.uk and we will happily work with you.



Guidance on small lotteries Small lotteries guidance confirms that virtual tickets can be sold.

Lotteries may involve the issuing of physical or virtual tickets to participants (a virtual ticket being non-physical, for example in the form of an email or text

message). The purchaser of a small society lottery ticket must receive a document which identifies:

- the name of the promoting society
- the price of the ticket (must be the same for all tickets)
- the name and address of the member of the society who is designated as having responsibility at the society for promoting small lotteries, or (if there is one) the external lottery manager
- either the date of the draw, or enables the date to be determined.

The guidance above relates to email or text message. We can safely assume that a Facebook message would also be fine. You will still need a licence that CVG can provide if you are selling tickets before the event. Please get in touch if there are any questions: allan@cvg.org.uk or helen@cvg.org.uk

Funding

Robertson Trust is now open for applications. The funds available are:

Wee Grants

For constituted community groups and charities with an annual income of less than £25,000

- Funding of up to £2,000 for one year only
- Could cover revenue* or capital costs to support your work.

Small Grants

- Revenue funding* of between £2,000 and £15,000 for up to five years
- Unrestricted or restricted* funding
- Can include the costs of equipment to support your work.

Large Grants

For registered charities with an annual income of between £100,000 and £2 million

- Revenue funding* of between £15,000 and £50,000 for up to five years
- Unrestricted or restricted funding*
- Can include the costs of equipment to support your work.

Community Vehicle Grants

Annual income of between £25,000 and £2 million – funding of up to £10,000 for a vehicle to support your work.

Community Building Grants

- For registered charities with an annual income of between £25,000 and £2 million
- Capital funding of up to £75,000 towards "community hubs".

*Definitions:

Revenue funding is used to cover the costs of providing day-to-day services.

Revenue funding can be provided in two ways:

Unrestricted: can be spent on annual running costs of your organisation, such as salaries, heating, lighting, services, consumables and small items of equipment.

Restricted funding: can only be used for a specific project, activity or designated purpose, as applied for or designated by the trust. For full guidance go to

<https://www.therobertsontrust.org.uk/funding/our-funds/>

Kickstart Scheme

Are you looking to access the UK government's £2 billion Kickstart Scheme to create a 100% funded job, or jobs, for those aged 16 to 24 who are out of work?

Any organisation, regardless of size, can apply for funding, and there is no limit on the number of six-month job placements you can request. However, if you are employing fewer than 30 Kickstart roles you need to apply through an intermediary representative organisation.

SCVO is able to act as a representative and support you with your application submission. It can also offer wraparound support services which can be claimed as part of your application (up to £1,500 per placement). This can include employment support, set-up costs, and training and equipment expenses. The job placements created with Kickstart funding must be new jobs. They must not:

- replace existing or planned vacancies
- cause existing employees or contractors to lose or reduce their employment

The roles you are applying for should:

- be for a minimum of 25 hours per week, for six months
- be paid at least the National Minimum Wage for their age group
- not require people to undertake extensive training before they begin the job placement
- help the participants to develop their skills and experience, including:

*support to look for long-term work, including career advice and setting goals

*support with CV and interview preparations

*supporting the participant with basic skills, such as attendance, timekeeping and teamwork

<https://scvo.org.uk/jobs/kickstart-scheme/register>

Adapt and Thrive – a programme to help Build Back Better:

This is part of the £25m Third Sector Community and Recovery Programme. It will include:

- Specialist advice around reopening or making changes to operate sustainably.
- Grants of between £5 and £25k
- Zero Interest Loans up to £250k

Programme eligibility:

- You will be a charity, community group, social enterprise or voluntary organisation, based in Scotland and facing significant disruption to operations and financially negatively impacted.
- You need to demonstrate:
 - that you have been operational and making an impact prior to Covid
 - that you reflect the needs of the communities that you serve
 - that you have a plan to help recovery in your community
 - that you are allowed to open and operate
 - that you are willing to engage with support to create and deliver your plan

What advice and support is available?

- Business model and business planning
- Financial position and forecast
- Income generation and sustainability
- Organisational structure
- Statutory regulations
- HR and staffing issues
- Digital service delivery
- Remote and flexible working
- Service redesign
- Critical friend

Prioritised organisations for funding:

1. Organisations operating in areas or with individuals who have suffered disproportionately from Covid:
 1. Areas of relative deprivation
 2. Individuals experiencing isolation
 3. Those who have been pushed into crisis
2. Organisations working with people who have protected characteristics or the most vulnerable:
 1. Those who were recommended to shield
 2. Those encountering barriers due to physical or mental health
 3. Those furthest away from the job market.

Eligible costs:

- Adapting premises
- Staff salaries
- Short-term staff
- Capital expenditure
- Stock or materials

Communities Fund: £10m

- You will apply in the same way as the fund above.
- Aimed at reinstating community facilities
- Grants of £5 to £25k available

For more information go to <https://scvo.org.uk/support/coronavirus/funding/scottish-government/community-recovery/atf>

Third Sector Awards

The Highland Third Sector Interface has opened nominations for the Third Sector Awards. Nominations will close on Wednesday November 4th. Before you begin your nomination please make sure you have read the nomination information document which clearly outlines the criteria for each award. The ceremony will be held in 2021, hopefully in March, but this will be dependent on government advice. Award categories are the same as last year's, with three categories added in recognition of the enormous efforts surrounding COVID-19. go to <https://www.highlandtsi.org.uk/awards> Categories are:

Volunteer of the Year, Community Initiative, Community Justice Partnership, Social Enterprise, LGOWIT self-management, Highland Partnership, Board Trustee of the Year, Outstanding Achievement Award, Third Sector Organisation of the Year, Covid awards, Community Welfare Champions, COVID Response Volunteer, Community Cohesion Champions.

Social Enterprise Academy learning programme

Coaching Support (one-to-one sessions) - ongoing

Developing Social Entrepreneurs – begins Wednesday October 21st

Firstport Funding to Start and Grow Your Social Enterprise – Friday October 23rd, 10am-noon

Creative Leadership Programme (for cultural, creative and heritage sectors) – starts Oct 29th, 10-11.15am

Leading Remotely – starts Tuesday November 3rd, 10-11am

Rebuilding Income Streams – starts Wednesday November 4th, 2-3pm

Managing Change – starts Thursday Nov 5th, 2-3pm

Enterprising Leadership for the New Reality (for Touring Network members) – starts Friday November 13th

Communities Leading in Tourism (for HIE and SOSE areas) – starts January

This programme is delivered on behalf of Highlands and Islands Enterprise More details at www.socialenterprise.academy/scot or email lorna@socialenterprise.academy

Healing centre set to be a hub for the community

Healing Hub Oxygen Therapy Centre Caithness is set for a new lease of life following a £76,000 refurbishment.

The barochamber at the centre in Wick can help people with a wide range of health issues, from multiple sclerosis and fibromyalgia to rheumatoid arthritis and sports injuries. And, when circumstances allow, the volunteers who run the upgraded building would like to see other community organisations using it for their own meetings and activities.

“We are ready for business and we want people to know we’re available, as much as Covid will let us be,” said Jan Farrington, the group’s treasurer and secretary. “My vision is that the building becomes one that the community can use.”

Enhanced hygiene measures are in place at the centre. More volunteers are needed to learn how to operate the chamber, as two people have to be present when someone is inside it.

The building at Wick’s Braehead was acquired by the group after it negotiated an asset transfer with Highland Council. Improvements have included the addition of a small parking area to the rear.

The Healing Hub has received financial support from a number of sources, including the Beatrice and Camster wind farms, the Caithness and North Sutherland Fund, the Robertson Trust, Tesco Bags for Help, Murkle SWI and Bank of Scotland, and has been selected as one of the Co-op’s community charities.

Jan said: “I really want to promote the building as a hub for community use – for small societies, for meetings. The heating is tremendous, it’s ideal for disabled parking and there’s a disabled toilet.”

Text or call Jan Farrington on 07775 683300, or call chairperson Christine Gunn on 01955 606726. The centre’s phone number is 01955 604586.

It's ok to say that you're not ok!

1 in 4 of us will experience mental health issues at some point. There's no shame in that. If you're concerned about yourself or someone else, the following helplines can offer support and advice.

Samaritans

116 123

Confidential support for people with feelings of distress or despair.

Mikey's Line

Text: 07786 207755

A text helpline for non-judgemental confidential support in the Highlands.

Mind

0300 123 3393

Advice and support for anyone experiencing a mental health problem.

Breathing Space

0800 83 85 87

For anyone over the age of 16 who is feeling low, anxious or depressed.

Childline

0800 1111

Free, private and confidential service for people up to 18 years old.

For further support, please contact your GP, or call NHS24 on 111. If your own or someone else's safety is at risk, call 999.



Caithness Voluntary Group offers a range of services to local community groups; these services are typing, photocopying and laminating. Charges vary as members receive a cheaper rate than non-affiliated. To find out more, and for a full list of services, contact Helen McKay, office services manager, on 01955 603453. Membership fee £10 yearly. If you are looking for affordable office space...then look no further Telford House has currently office space available for rent. For more information please contact: allan@cvg.org.uk or phone 01955603453

*Anyone who would like to contribute information about their community group or events planned, or would like to find out more about anything in this newsletter, can contact CVG on **01955 609960**, email Yvonne@cvg.org.uk or pop in to the Caithness Voluntary Group office at Telford House, Williamson Street, Wick.*

Caithness Voluntary Group is a company limited by guarantee registered in Scotland no SC150015, recognised as a charity in Scotland no SC002484, registered office Telford House, Williamson Street, Wick, Caithness KW1 5ES.

